



MINUTES

**MEMBERS COUNCIL
ORLANDO, FLORIDA
FEBRUARY 4, 2020**

These minutes were approved by Members Council June 25, 2020.

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| 1 | 2 | That the charter of the Oman Chapter of ASHRAE, whose headquarters will be in the city of Muscat, Oman and whose geographic area of activity will be Sultanate of Oman, be approved. |
| 2 | 2 | That the charter of the Libya Chapter of ASHRAE, whose headquarters will be in the city of Tripoli, Libya and whose geographic area of activity will be Libya, be approved. |
| 3 | 2 | That the charter of the Vietnam Section, located in Ho Chi Minh City, Vietnam and sponsored by the Thailand Chapter be approved. |
| 4 | 3 | That the charter of the Ghana Section, located in Accra, Ghana and sponsored by ASHRAE Nigeria Chapter be approved. |
| 5 | 3 | That consent motions a. through p. (16 student branches), as shown below be approved.

a. That the charter of the University of Akron Student Branch, located in Akron, Ohio and sponsored by the Akron/Canton Chapter be approved. (Region V)

b. That the charter of the UC Merced Student Branch (University of California-Merced), located in Merced, California and sponsored by the Sierra Delta Chapter be approved. (Region X)

c. That the Gonzaga Student Branch (Gonzaga University) located in Spokane, Washington and sponsored by the Inland Empire Chapter be approved. (Region XI)

d. That the Trinidad Student Branch (University of the West Indies), located in St. Augustine, Trinidad and Tobago and sponsored by the ASHRAE Caricom Chapter be approved. (Region XII)

e. That the Florianopolis Student Branch (Federal University of Santa Catarina), located in Florianopolis, Brazil and sponsored by the South Brazil Chapter be approved. (Region XII)

f. That the charter of the Santa Cruz Student Branch (Universidad Autónoma Gabriel René Moreno), located in Santa Cruz de la Sierra, Bolivia and sponsored by the Argentina Chapter be approved. (Region XII)

g. That the charter of the NUIG Student Branch (National University of Ireland, Galway, located in Galway, Ireland and sponsored by the Ireland Chapter be approved. (Region XIV)

h. That the charter of the Ss Cyril and Methodius University Student Branch, located in Skopje, Macedonia and sponsored by the Danube Chapter be approved. (Region XIV)

i. That the charter of the UCL Student Branch (University College London), located in London, United Kingdom and sponsored by the UK London and South-East Chapter be approved. (Region XIV) |

- j. That the charter of the AUC Student Branch (American University in Cairo), located in Cairo, Egypt and sponsored by the Cairo Chapter be approved. (Region-At-Large)
 - k. That the charter of the IUBAT Student Branch (International University of Business Agriculture and Technology), located in Dhaka, Bangladesh and sponsored by the Bangladesh Chapter be approved. (Region-At-Large)
 - l. That the charter of the Jawaharlal Nehru Architecture and Fine Arts University Student Branch (JNAFAU), located in Masab Tank, Hyderabad, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large)
 - m. That the charter of the Galgotias University Student Branch, located in Greater Noida, Uttar Pradesh, India and sponsored by the India Chapter be approved. (Region-At-Large)
 - n. That the charter of the National College Faisalabad Student Branch, located in Faisalabad, Punjab, Pakistan and sponsored by the Faisalabad Chapter be approved. (Region-At-Large)
 - o. That the charter of the GAT Student Branch (Global Academy of Technology), located in Karnataka, India and sponsored by the ASHRAE Bangalore Chapter be approved. (Region-At-Large)
 - p. That the charter of the SVCE Student Branch (Sri Venkateshwara College of Engineering), located in Karnataka, India and sponsored by the ASHRAE Bangalore Chapter be approved. (Region-At-Large)
- 6 5 CEC recommends to Members Council that the CEC MOP be revised as shown in Attachment B/A (strikethrough indicates deletion; underline indicates addition).
- 7 5 CEC recommends to Members Council that the registration fees for the 2021 Winter and Annual Conferences be approved as follows:

Member Early Bird	\$705
First Time Member Early Bird	\$680
Non Member Early Bird	\$945
First Time Non Member Early Bird	\$920
Life Member/Speaker/BOD/PM/LeaDRS/CEC	\$185
Member Advance	\$730
First Time Member Advance	\$705
Non Member Advance	\$970
First Time Non Member Advance	\$945
Member Onsite	\$945
First Time Member Onsite	\$920
Non Member Onsite	\$1,190
First Time Non Member Onsite	\$1,165
One Day Member	\$365

One Day Non Member	\$440
SBA/Student Member	\$30
Student Non Member	\$60
Spouses	\$60
One Session Onsite	\$75

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| 8 | 7 | MPC recommends to Members Council that Society provide electronic invoice for membership renewal. |
| 9 | 7 | MPC recommends to Members Council that Society provide a freeze to online society website resources to members that are 30 days delinquent. |
| 10 | 8 | MPC recommends to Members Council that the online membership application form include an auto-populated technical committee (TC) list of relevant TCs based on the Area of HVAC&R interest selected by the member within the application. Allow the member to select and join the TCs as a Provisional Corresponding member from the registration form and notify the TC Chairs of the interested member along with their contact information. |
| 11 | 8 | MPC recommends to Members Council that when a country is no longer eligible for the Developing Economy Discount Program that the increase of membership dues be performed in equal increments over a 3 year period. |
| 12 | 13 | GAC Committee recommends to Members Council that Section 2.5.I, Government Affairs Committee of the Manual for Chapter Operations be revised as shown below. |

2.5 Government Affairs Committee

- I. If approved by the BOG, assisting a governmental body in writing or developing a regulation, a code, an ordinance or law, or issuing a letter or providing written or verbal testimony concerning such matter, or participating in an advisory group to such a body, provided such activity:
 - i. Does not conflict with Society or chapter bylaws, or Society-approved documents or publications;
 - ii. Involves technical or method-of enforcement aspects only, and not support of a political party or candidate;
 - iii. Does not jeopardize the chapter's tax status (e.g., 501(c)(3) tax status in the United States) or cause the chapter or a chapter member to exceed local, provincial or state limits regarding registration as a "lobbyist" or "lobbying organization;"
 - iv. Chapter shall review the state legislation prior to engage in any lobbying effort, time expander or in-kind gifts. National Conference of State Legislatures web site reference links to state's legislative ethics and lobbying laws: <http://www.ncsl.org/research/ethics/50-state-legislative-ethics-and-lobbying-laws.aspx#al>; Any Federal Government lobbying activities must be coordinated strictly through the ASHRAE Government Affairs Office; this is to ensure proper preservation of the IRS 501(c)(3) status.

See Appendix 2N for the list of links for each U.S. state.

- v. Chapters to contact the ASHRAE Government Affairs Office staff liaison and the appropriate GAC Regional Vice Chair (RVC) prior to engaging in any lobbying activities in order to mitigate any potential issues that might arise. This is to conform with the “Chapter cannot speak for Society” policy. In addition, staff and/or the RVC may recommend other chapters join in sending a letter or providing testimony, and/or issue a letter or provide testimony from ASHRAE Society.
- vi. Does not conflict with any existing Memorandum of Understanding or contractual obligation between ASHRAE and another code or standards writing organization; and
- vii. The member does not request any travel or transportation reimbursement (as defined by the ASHRAE Travel Policy), nor any reimbursement for time away from their regular employment, for the activity.
- viii. The final document sent by the Chapter shall be sent to the Government Affairs Office staff liaison.

Note: All responses and recommendations to governmental advisory boards or agencies shall promote ASHRAE’s mission to advance the arts and sciences of heating, refrigerating, air conditioning and ventilating, and the allied arts and sciences, for the benefit of the general public, and should, wherever feasible, be based upon current Society Board-approved documents or publications (e.g., Position Documents, ASHRAE Standards, ASHRAE Handbooks, etc.). Where such policy information is not clear, readily available, or applicable to the Chapter’s climate or jurisdiction, the Chapter GAC chair shall request input from the Government Affairs Committee and the ASHRAE Government Affairs Office staff liaison.

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| 13 | 15 | GAC recommends to Members Council that the GAC Manual of Procedures be revised as shown below. |
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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.

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,

3. sub national, and local government levels to the Executive Subcommittee.
4. 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.
5. 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.
6. Manage Government Affairs Awards Program.
7. 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.

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| 14 | 18 | H&A recommends to Members Council that the Comfort Cooling Award for Project Excellence be discontinued and that the Refrigeration Committee consider merging the award into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence. |
| 15 | 19 | H&A recommends to Members Council that Society institute a "Distinguished 75-Year Member Award," made available during the 2020-21 Society Year. |
| 19 | 24 | That <u>the number of Nominating Committee members be lowered the number of Nominating Committee members from 5 to "a minimum of 3" for all Chapters, effective for the 2019/2020 chapter calendar 2020-2021 Society year.</u> |
| 20 | 24 | That the revisions as shown below to Appendix AF of the CRC Manual be approved. |

II. Review should give feedback to DRC and CRC Chair on (recommended changes are indicated in red below):

- A. Did CRC achieve its goals?
 1. Add comments (refer to the CRC manual if needed.) Add lines if necessary.
 2. Add comments (refer to the CRC manual if needed.) Add lines if necessary.

B. What were the financial goals of the CRC? (e.g., breakeven, revenue-generation, revenue/expense sharing between Chapter and Region)
1. What were the financial goals and were they met? (Attach budget)

2. Were there any financial performance surprises, if so, what were they?

3. What were the primary sources of revenue, (e.g. registration, sponsorships, tradeshow/ product shows, professional development, etc.)?

4. How did revenue streams compare to previous year?

5. What lessons learned about finances does the host want to share with future hosts?

1.1 Add comments (refer to the CRC manual if needed.) Add lines if necessary.

1.2 Add comments (refer to the CRC manual if needed.) Add lines if necessary.

~~B.C.~~ What was considered noteworthy or outstanding and could be passed on to other regions as suggestions that they can consider using?

1. Add comments. Add lines if necessary.

2. Add comments. Add lines if necessary.

~~C.D.~~ Area for improvement that next year's DRC and CRC Chair should pay additional attention?

1. Add comments. Add lines if necessary.

2. Add comments. Add lines if necessary.

~~D.E.~~ Other comments on CRC?

1. Add comments. Add lines if necessary.

2. Add comments. Add lines if necessary.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ORLANDO, FL – 02/20
1	5	Staff	06/20	Open	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	Open	To report recommendations of Motion 7c (11/14/2019) from the grassroots committees to the Members Council Planning Subcommittee for consideration.
3	7	Staff	02/20	Complete	To send Motion 8 to the Board of Directors during the Orlando meeting.
4	9	Membership Promotion Committee	06/20	Open	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	Open	To report status of Motion 7d (11/14/2019) to the Rocky Mountain Chapter and publish on the website.
6	9	Staff	06/20	Open	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	Open	To report comments from RP Committee to the Members Council Planning Subcommittee for 2019 CRC Motion 18 Louisville Chapter.
8	10	Staff	06/20	Open	To report status of 2019 CRC Motion 18 to the Louisville Chapter and publish on the website.
9	10	Staff	06/20	Open	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	Open	To report status of 2019 CRC Motion 14 to the Tennessee Valley Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ORLANDO, FL – 02/20
11	12	Staff	06/20	Open	To report the results of Motion 25 (11/18/2018) to the Granite State Chapter and publish on the website.
12	12	MP Staff	06/20	Open	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	Open	To revise MCO, Section 2.5.I, Government Affairs as indicated in Motion 12.
14	17	Staff	06/20	Open	To send results of Motion 24 to the Oregon Chapter and publish on the website.
15	17	Staff	06/20	Open	To send results of Motion 25 to the Oregon Chapter and publish on the website.
16	18	Staff	06/20	Open	To report results of Referred Motion 24 (06/25/2019) to the Oregon Chapter and publish on the website.
17	18	Staff	06/20	Open	To report results of Referred Motion 25 (06/25/2019) to the Oregon Chapter and publish on the website.
18	18	Staff	02/20	Complete	To send Motion 14 to the Board of Directors during the Orlando meeting.
19	19	Staff	02/20	Complete	To send Motion 15 to the Board of Directors during the Orlando meeting.
20	19	Staff	06/20	Open	To report the results of Motion 15 to the Evansville Chapter and publish on the website.
21	19	Staff	06/20	Open	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	Open	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	Open	To refer 2019 CRC Motion 43 (CARICOM Chapter) to CTTC for consideration.
24	20	Staff	06/20	Open	To report status of 2019 CRC Motion 43 to CARICOM Chapter and publish on website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ORLANDO, FL – 02/20
25	22	Staff	06/20	Open	To report status of 2019 CRC Motion 43 to CARICOM Chapter and publish on website.
26	23	Staff	06/20	Open	To report results of Motion 18 (11/14/2019) to the Gold Coast Chapter and publish on the website.
27	23	Staff	06/20	Open	To send information to GAC concerning the MAPs Project.
28	24	Staff	06/20	Open	To report the results of Motion 19 (02/04/2020) to the Madison Chapter and publish on the website.
29	25	Staff	06/20	Open	To revised Appendix AF of CRC Manual as indicated in Motion 20 (02/04/2020).



**MEMBERS COUNCIL MINUTES
FEBRUARY 4, 2020
ORLANDO, FLORIDA**

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
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
*Corey Metzger, CEC Vice Chair
Walid Chakroun, GAC Chair
*Don Colliver, H&A Vice Chair
Carrie R. Kelty, MPC Chair
Scott A. Martin, RPC Chair
Benjamin Oliver, SAC Chair
Vanessa Freidberg, YEA Chair

GUESTS (CONT'D):

Erik Sanchez, MPC Vice Chair
Jonathan Smith, MPC Vice Chair
Apichit Lumlerpongpana, Region XIII DRC
Steve Marek, Region IV DRC
Michael Woodford, SPLS
David Underwood, Presidential Member
Doug Cochrane, bEQ Committee Chair
Mark Miller, Development Committee Chair
Costas Balaras, Region XIV DRC
Bert Phillips, Manitoba Chapter
Sarah Toy, Region XI LeaDRS

VOTING MEMBER ASBSENT:

Scott Wayland, Region X RMCR

NON VOTING MEMBERS ABSENT:

*Michael M. Collarin, CEC Chair
*Paul E. Petrilli, H&A Chair

STAFF PRESENT:

Joyce Abrams	Vickie Grant
Tony Giometti	Lizzy Seymour
Rhiannon Masterson	Anastasia Meadows
Anne Wilson	Megan Gotzmer
Jeanette McCray	Joslyn Ratcliff
Daniel Gurley	Katie Thomson
Vanita Gupta	Meredith Henderson
Alice Yates	Anne Wilson

GUESTS:

Annie Vanderstelt, Region V LeaDRS
Robin Bryant, Region XII DRC
Jesus Lopez, Region XII LeaDRS
Simona Tsvetkova, Region III LeaDRS
Elizabeth Primeau, Region II LeaDRS
Chris Kriepps, Leadership U
Rachel Romero, YEA Sr. Vice Chair
Kevin Amend, SBA
Shaun Nienhueser, Leadership U

1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The winter meeting of Members Council was called to order by Vice Chair, Mick Schwedler at 8:15am in Lake Sheen (L) of the Hilton Orlando Hotel in Orlando, Florida. Those in attendance are included in the above list.

2. CODE OF ETHICS COMMITMENT

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

“In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests.” (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)

3. REVIEW OF AGENDA

At this time, Mr. Gulledge resumed as chair. There were no new items added to the agenda.

4. CHAPTER, SECTION AND STUDENT BRANCH CHARTERS

It was moved Mr. Macauley and seconded

- (1) That the charter of the Oman Chapter of ASHRAE, whose headquarters will be in the city of Muscat, Oman and whose geographic area of activity will be Sultanate of Oman, be approved.

Background: A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 43 such members signed the petition for the proposed Oman Chapter. The DRC of the Region-At-Large signed off on the petition to form the Oman Chapter.

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

It was moved by Mr. Arnold and seconded

- (2) That the charter of the Libya Chapter of ASHRAE, whose headquarters will be in the city of Tripoli, Libya and whose geographic area of activity will be Libya, be approved.

Background: A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 40 such members signed the petition for the proposed Libya Chapter. The DRC of the Region-At-Large signed off on the petition to form the Libya Chapter.

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

It was moved by Mr. Sturm and seconded

- (3) That the charter of the Vietnam Section, located in Ho Chi Minh City, Vietnam and sponsored by the Thailand Chapter be approved.

Background: The proposed Vietnam Section had a total of 14 ASHRAE Members and Associate Members in good standing who signed the petition; 10 signatures are required. The DRC of Region XIII signed off on the petition to form the Vietnam Section.

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

It was moved by Mr. Macauley and seconded

- (4) That the charter of the Ghana Section, located in Accra, Ghana and sponsored by ASHRAE Nigeria Chapter be approved.

Background: The proposed Ghana Section had a total of 11 ASHRAE Members and Associate Members in good standing who signed the petition; 10 signatures are required. The DRC of the Region-At-Large signed off on the petition to form the Ghana Section.

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

It was moved by Mr. Sturm and seconded

- (5) That consent motions a. through p. (16 student branches), as shown below be approved.
- a. That the charter of the University of Akron Student Branch, located in Akron, Ohio and sponsored by the Akron/Canton Chapter be approved. (Region V)
 - b. That the charter of the UC Merced Student Branch (University of California-Merced), located in Merced, California and sponsored by the Sierra Delta Chapter be approved. (Region X)
 - c. That the Gonzaga Student Branch (Gonzaga University) located in Spokane, Washington and sponsored by the Inland Empire Chapter be approved. (Region XI)
 - d. That the Trinidad Student Branch (University of the West Indies), located in St. Augustine, Trinidad and Tobago and sponsored by the ASHRAE Caricom Chapter be approved. (Region XII)
 - e. That the Florianopolis Student Branch (Federal University of Santa Catarina), located in Florianopolis, Brazil and sponsored by the South Brazil Chapter be approved. (Region XII)
 - f. That the charter of the Santa Cruz Student Branch (Universidad Autónoma Gabriel René Moreno), located in Santa Cruz de la Sierra, Bolivia and sponsored by the Argentina Chapter be approved. (Region XII)
 - g. That the charter of the NUIG Student Branch (National University of Ireland, Galway, located in Galway, Ireland and sponsored by the Ireland Chapter be approved. (Region XIV)
 - h. That the charter of the Ss Cyril and Methodius University Student Branch, located in Skopje, Macedonia and sponsored by the Danube Chapter be approved. (Region XIV)

- i. That the charter of the UCL Student Branch (University College London), located in London, United Kingdom and sponsored by the UK London and South-East Chapter be approved. (Region XIV)
- j. That the charter of the AUC Student Branch (American University in Cairo), located in Cairo, Egypt and sponsored by the Cairo Chapter be approved. (Region-At-Large)
- k. That the charter of the IUBAT Student Branch (International University of Business Agriculture and Technology), located in Dhaka, Bangladesh and sponsored by the Bangladesh Chapter be approved. (Region-At-Large)
- l. That the charter of the Jawaharlal Nehru Architecture and Fine Arts University Student Branch (JNAFAU), located in Masab Tank, Hyderabad, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large)
- m. That the charter of the Galgotias University Student Branch, located in Greater Noida, Uttar Pradesh, India and sponsored by the India Chapter be approved. (Region-At-Large)
- n. That the charter of the National College Faisalabad Student Branch, located in Faisalabad, Punjab, Pakistan and sponsored by the Faisalabad Chapter be approved. (Region-At-Large)
- o. That the charter of the GAT Student Branch (Global Academy of Technology), located in Karnataka, India and sponsored by the ASHRAE Bangalore Chapter be approved. (Region-At-Large)
- p. That the charter of the SVCE Student Branch (Sri Venkateshwara College of Engineering), located in Karnataka, India and sponsored by the ASHRAE Bangalore Chapter be approved. (Region-At-Large)

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

5. MEMBERS COUNCIL STANDING COMMITTEE REPORTS

A. Student Activities Committee Report (Attachment A)

The following information items were reported by Ben Oliver, Student Activities Committee Chair.

Information Items:

1. Members Council referred a motion to the grassroots committees (except YEA), to review and determine if the committees' ROB (3.300.005, Appointments), should be revised as suggested below:

Motion 7c (11/14/2019) – Kansas City Chapter

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms...~~”

The Student Activities Committee is in favor of this motion with a vote of 13-0-0.

- AI 1 Staff to report results of Motion 7c (11/14/2019) from the grassroots committees to the Kansas City Chapter and publish on the website.
- AI 2 Staff to report recommendations of Motion 7c (11/14/2019) from the grassroots committees to the Members Council Planning Subcommittee for consideration.
- 2. There were 91 grant applications submitted with a budget of \$165,000 and \$8,000 in travel expenses for the top two schools who will present during the 2021 Winter Conference in Chicago. Seven judges scored the applications and the top 34 schools will receive a grant not exceeding \$5,000 each for a total of \$153,030 out of \$410,000 requested.
- 3. Three nominations were received for the Youth Outreach Award and four nominations were received for the Students Activities Achievement Award. A nominee for each award was recommended to the Honors and Awards Committee. SAC reports that these awards need to be promoted by the RVCs to ensure one nomination per region each year.
- 4. Over 100 students registered for the Design Competition: Design Calculations (46); System Selection (20); Integrated Sustainable Building Design (26) and Setty Family Foundation Applied Engineering Challenge (15). Representatives from 14 of the winning teams attended the 2020 Winter Meeting Student Program to accept the awards.

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

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

It was moved by Ms. Calad

- (6) CEC recommends to Members Council that the CEC MOP be revised as shown in Attachment B/A (strikethrough indicates deletion; underline indicates addition).

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

It was moved by Ms. Calad

- (7) CEC recommends to Members Council that the registration fees for the 2021 Winter and Annual Conferences be approved as follows:

Member Early Bird	\$705
First Time Member Early Bird	\$680
Non Member Early Bird	\$945
First Time Non Member Early Bird	\$920
Life Member/Speaker/BOD/PM/LeaDRS/CEC	\$185
Member Advance	\$730
First Time Member Advance	\$705

Non Member Advance	\$970
First Time Non Member Advance	\$945
Member Onsite	\$945
First Time Member Onsite	\$920
Non Member Onsite	\$1,190
First Time Non Member Onsite	\$1,165
One Day Member	\$365
One Day Non Member	\$440
SBA/Student Member	\$30
Student Non Member	\$60
Spouses	\$60
One Session Onsite	\$75

Background: CEC debated the rates extensively during its meeting and via an email discussion. The committee seeks to monitor the impact of the 2020 Winter and Annual Conference registration rates to see if there is a correlation between those rates and a drop in fully-paid registrations. The committee expressed concern about the 10% contingency added to the 2020 and 2021 registration rates.

MOTION 7 PASSED. (21-0-0-1, chair not voting)

Mr. Metzger reported the following information items.

Information Items:

1. The 2020 ASHRAE Winter Conference technical program featured 25 paper sessions (conference and technical papers combined in the same session, including 73 conference papers and 25 technical papers), 75 seminars, 2 workshops, 2 debates, 1 forum and 2 panel discussions.
2. The following Topical Conferences were completed:
 - a. September 25-27, 2019 – ASHRAE Building Performance Analysis Conference Denver, Colorado (282 attendees, 65% were ASHRAE members; 7 countries)
 - b. November 19-21, 2019 – Seventh International Conference on Energy Research and Development; Kuwait City, Kuwait (400 registered attendees; 250 present each day for technical program; 650 attended opening ceremony)
 - c. December 9-12, 2019 – 2019 Buildings XIV International Conference Clearwater, Florida (218 attendees of which 43% were ASHRAE members)
3. Topical Conferences in Process:
 - a. September 14-16, 2020, IAQ 2020, Athens, Greece
 - b. October 1-2, 2020, 4th ASHRAE International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies, Beirut, Lebanon
 - c. November 2020, Third ASHRAE Developing Economies Conference, Delhi India
 - d. August 15-18, 2021, Ventilation 2021 Conference, Toronto, Canada

4. The 2020 ASHRAE HVAC&R Student Paper Competition, sponsored by the Student Activities Committee and administered by CEC, had four students participate in the competition in its second year. The jury selected Joshua Vasudevan, Loughborough University, United Kingdom as the winner, and he will represent ASHRAE at the HVAC World Student Paper Competition, which takes place at the REFCOLD India 2020 conference, November 2020, India. Travel expenses, hotel and conference registration will be paid by ASHRAE.

C. Membership Promotion Committee (MPC) Report (Attachment C)

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

It was moved by Mr. Lavitt

- (8) MPC recommends to Members Council that Society provide electronic invoice for membership renewal.

Background: Currently members do not receive electronic invoices upon membership renewal. Many companies accounting practices require an invoice for payment of membership renewal. Society presently sends out renewal notices based on the following schedule:

	90 Days	60 Days	30 Days	Final Two Weeks	24 Hours	15 Days	30 Days	60 Days	120 Days	180 Days
Current Timeline	1st Notice	2nd Notice	3rd Notice	4th Notice	5th Notice	6th Notice	7th Notice	8th Notice	9th Notice	10th Notice
	Email	Email	Email	Email coming from DG's Email Address	Email	Email	Email	Email	DG Sends this - no email	Cancellation Notice Email
		Mailed Invoice	Postcard	Postcard			Mailed Invoice	Postcard		

As seen in the above schedule, Society delivers renewal material via physical mail on potentially 5 instances. The incorporation of electronic invoices allows a potential reduction in number of mailings.

Fiscal Impact: Estimated potential savings of \$5,000-\$7,000.

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

AI 3 Staff to send Motion 8 to the Board of Directors during the Orlando meeting.

It was moved by Mr. Lavitt

- (9) MPC recommends to Members Council that Society provide a freeze to online society website resources to members that are 30 days delinquent.

Background: Membership delinquency is only apparent to a member based on notice emails at 15 days, 30 days, and 60 days delinquent and website alert upon member login at the Society website. A freeze to online resources will encourage members to stay current in their membership. Members will be notified about the benefits freeze on the 30 day, 15 day, and 24 hour notice emails.

Fiscal Impact: \$0 (the programming implementation will be offset by member renewals).

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

It was moved by Mr. Lavitt

- (10) MPC recommends to Members Council that the online membership application form include an auto-populated technical committee (TC) list of relevant TCs based on the Area of HVAC&R interest selected by the member within the application. Allow the member to select and join the TCs as a Provisional Corresponding member from the registration form and notify the TC Chairs of the interested member along with their contact information.

Background: The goal of this motion is to get more members involved in our technical committees to help sustain the future of our TCs. Many ASHRAE members are not familiar with what technical committees do or are even aware that they exist. By exposing and offering involvement in technical committees that are relevant to their areas of interest during the membership application process, this provides more exposure of TCs to our members. Including a link to the technical committee website which will give the member a chance to explore what they are before signing up.

Fiscal Impact: \$0 (The programming implementation will be offset by member involvement increase).

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

It was moved by Mr. Lavitt

- (11) MPC recommends to Members Council that when a country is no longer eligible for the Developing Economy Discount Program that the increase of membership dues be performed in equal increments over a 3 year period.

Background: ASHRAE uses the World Bank's "Lower Income" and "Lower Middle Income" classifications to identify the countries that fall within Society's definition of "Developing Economy." This year, the World Bank moved Sri Lanka from Lower Middle Income to Upper Middle Income. As a result for this Society Year, members in Sri Lanka no longer qualify for the special Developing Economy membership rates. The sudden increase of membership fees could be unaffordable to a few of these members.

Example: current dues – \$110, 1st yr – \$145, 2nd yr – \$195, 3rd yr – \$220

Fiscal Impact: +\$?

MOTION 11 PASSED. (13-8-0-1, chair not voting)

Ms. Kelty reported the following information items.

Information Items:

1. Referred 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."

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- AI 4 MPC was in favor of this motion. Mr. Gullledge requested that the motion be returned to MPC for rewrite and to 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.
- AI 5 Staff to report status of Motion 7d (11/14/2019) to the Rocky Mountain Chapter and publish on the website.
2. Referred Motion 7h (11/14/2019) Sri Lankan Chapter: That the increase of membership fees be implemented in stages when a country's World Bank classification is upgraded.

MPC was not in favor of this motion and instead presented the substitute motion as shown in Motion 11 above.

- AI 6 Staff to report the results of Motion 7h (11/14/2019) to the Sri Lankan Chapter and publish on the website.
3. Members Council referred a motion to the grassroots committees (except YEA), to review and determine if the committees' ROB (3.300.005, Appointments), should be revised as suggested below:

Motion 7c (11/14/2019) – Kansas City Chapter

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

"Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms...~~"

MPC was in favor of this motion. (See Action Items 1 and 2 for response to the Kansas City Chapter and the Members Council Planning Subcommittee.)

4. The developing economies membership program is in its ninth year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2019, there were a total of 1,370 (includes all new grades that were added) members participating. The following overall membership numbers were reported:

As of December 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2019	56,782	39,123	3,887	5,693	2,281
2020	56,727	38,837	3,848	5,435	2,560

D. RP Committee (RPC) Report (Attachment D)

The following information items were reported by Scott Martin, RP Committee Chair.

1. Members Council referred a motion to the grassroots committees (except YEA), to review and determine if the committees' ROB (3.300.005, Appointments), should be revised as suggested below:

Motion 7c (11/14/2019) – Kansas City Chapter

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms...~~”

RPC was in favor of this motion. (See Action Items 1 and 2 for response to the Kansas City Chapter and Members Council Planning Subcommittee.)

2. 2019 CRC Motion 18 Louisville Chapter was referred to RPC for comment: That all RP monies raised by a chapter or region be attributed to either the campaign year it was raised or the following year, and not be elected to be unassigned by policy.

RP Committee sees this motion often and states that the campaign year follows the ASHRAE fiscal year, ending on June 30. After discussion, the RP Committee stated that our policy is to not credit chapter campaign totals with money intended for the last campaign year when it is received after the deadline.

- AI 7 Staff to report comments from RP Committee to the Members Council Planning Subcommittee for 2019 CRC Motion 18 Louisville Chapter.

- AI 8 Staff to report status of 2019 CRC Motion 18 to the Louisville Chapter and publish on the website.

3. 2019 CRC Motion 14 Tennessee Valley Chapter was referred to RPC for comment: That by ASHRAE Society Year 2020-2021, the Society PAOE reporting website shall include a category-by-category update on a chapter's RP PAOE status whose values are updated monthly at a minimum.

RP Staff is working to present PAOE categories in a more transparent way at the chapter level. The RP Committee is willing to explore more efficient ways of reporting PAOE, but initial inquiries into how to report this information via the PAOE website indicates it's not technically possible through that particular reporting software. We suggest that staff provide more information and documentation about how to find updated PAOE totals via the spreadsheet and include more chapter officers on the monthly RP e-mails to help share this information.

- AI 9 Staff to report comments from RP Staff and RP Committee to the Members Council Planning Subcommittee for 2019 CRC 14 Tennessee Valley Chapter.

- AI 10 Staff to report status of 2019 CRC Motion 14 to the Tennessee Valley Chapter and publish on the website.

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

The following information items were reported by Vanessa Freidberg, Young Engineers in ASHRAE Committee Chair.

Information Items:

1. The YEA Committee meeting executed strategic planning in response to better alignment with grassroots organizational needs.
2. The YEA Inspirational Leader Award was approved by the Board of Directors during the 2019 fall meeting in Atlanta.
3. YEA membership increased by over 6% and is up to 11,441; the goal is 15%. The overall YEA member is 20% of the total membership.
4. The following 4 Leadership U participants attended the 2020 Winter Conference and shadowed the Society Vice Presidents:
 - Kelly Costello Gunn, Illinois Chapter, Region VI (VP: Bill Dean)
 - Chris Kriepps, Illinois Chapter, Region VI (VP: Farooq Mehboob)
 - Badri Patel, Toronto Chapter, Region II (VP: Bill McQuade)
 - Shaun Nienhueser, Nebraska Chapter, Region IX (VP: Dennis Knight)
5. The 2019 YEA Leadership Weekend (YLW) was held September 13-15 in Nashville, Tennessee. There were 30 attendees.
6. The 2019 YEA Leadership International (YLI) was held November 15-17 in Dubai with 29 attendees.
7. There were 9 Developing Leaders Awards presented during the YEA Happy Hour during the 2020 ASHRAE Winter Conference.

F. Communications Committee Report (Attachment F)

The following information items were reported by Gerardo Alfonso, Communications Chair.

Information Items:

1. The Communications Committee discussed progress made by the committee in its transition from Publications Council to Members Council. In addition, efforts to improve communication among members were discussed. Efforts related to Initiative 4 of the Society Strategic Plan (Improve Chapter Engagement, Capacity and Support), will aim to minimize variability as individuals change positions after their terms through training and mentoring.
2. The Websites Subcommittee discussed progress on the creation of website templates in response to Motion 25 (11/8/2018) Granite State Chapter: That Society shall provide website hosting that permits the use of more advanced website-building tools and basic templates for local chapter and region websites.

The subcommittee learned from the sent in Fall 2019 the top three tools used to build and maintain chapter websites are Wix, Wordpress, and WildApricot. Due to a trend of moving away from WildApricot mentioned during the meeting the Committee will focus on creation of two templates: one for Wix and another for Wordpress. In order to create the templates, the

Committee will work with staff on a hosting environment for these templates. The target completion date for both templates is July 2020. The Websites Subcommittee is also working on a Best Practices/Guideline document for chapter websites in conjunction with the templates.

- AI 11 Staff to report the results of Motion 25 (11/18/2018) to the Granite State Chapter and publish on the website.
3. The Communications Committee research conducted regarding ASHRAE 365 in response to Motion 9 (01/15/2019): "That the Communications Committee research the feasibility and capabilities of expanding the ASHRAE 365 app by January 2020 to allow chapters, regions and Society to distribute information to members.," from the Membership Promotion Committee is referenced in Attachment F/A of these minutes.
- AI 12 MP Staff to report to Membership Promotion Committee the results of Motion 9 (01/15/2019).
4. The Electronic Collaboration Tools Subcommittee will look into ways to improve the Basecamp experience for ASHRAE volunteers and members and will create a list of potential areas for improvement. The Committee notes that because Basecamp is an "out of the box" software that cannot be custom-programmed, not all areas identified are able to be addressed.

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

The following information items were reported by Nathan Hart, Chapter Technology Transfer Committee Chair.

Information Items:

1. Members Council referred a motion to the grassroots committees (except YEA), to review and determine if the committees' ROB (3.300.005, Appointments), should be revised as suggested below:

Motion 7c (11/14/2019) – Kansas City Chapter

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

"Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms...~~"

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 above. 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.

(See Action Items 1 and 2 for response to the Kansas City Chapter and Members Council Planning Subcommittee.)

2. This Society year, the annual CTTC Webcast format was replaced with quarterly hour-long Tech Hours. The 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. The November Tech Hour was on the topic of indoor humidity and presented by Stephanie Taylor. There have been approximately 1,400 views with minimal marketing effort.
 - b. The February Tech Hour will be on the topic of ethics and the presenter is Richard Rooley.
 - c. The May Tech Hour will be on the topic of commissioning and the presenters are HJ Enck and Reinhard Seidl.
 - d. Over the past 5 years, CTTC 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.
3. The DL program had a total of 206 allocated visits available to Chapter. Currently, all 206 allocated visits have been confirmed. An additional 44 non-allocated visits have also been scheduled and confirmed.
 - 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.
4. CTTC reviewed 13 DL nominations as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 70 DLs for the 2020-21 Society year. Eight new DLs will begin two-year terms on July 1, 2020. 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.

H. Government Affairs Committee (GAC) Report (Attachment H)

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

It was moved by Mr. Gray

- (12) GAC Committee recommends to Members Council that Section 2.5.I, Government Affairs Committee of the Manual for Chapter Operations be revised as shown below.

2.5 Government Affairs Committee

- I. If approved by the BOG, assisting a governmental body in writing or developing a regulation, a code, an ordinance or law, or issuing a letter or providing written or verbal testimony concerning such matter, or participating in an advisory group to such a body, provided such activity:
 - i. Does not conflict with Society or chapter bylaws, or Society-approved documents or publications;
 - ii. Involves technical or method-of enforcement aspects only, and not support of a political party or candidate;
 - iii. Does not jeopardize the chapter's tax status (e.g., 501(c)(3) tax status in the United States) or cause the chapter or a chapter member to exceed local, provincial or state limits regarding registration as a "lobbyist" or "lobbying organization;"
 - iv. Chapter shall review the state legislation prior to engage in any lobbying effort, time expander or in-kind gifts. National Conference of State Legislatures web site reference links to state's legislative ethics and lobbying laws: <http://www.ncsl.org/research/ethics/50-state-legislative-ethics-and-lobbying-laws.aspx#a>; Any Federal Government lobbying activities must be coordinated strictly through the ASHRAE Government Affairs Office; this is to ensure proper preservation of the IRS 501(c)(3) status.

See Appendix 2N for the list of links for each U.S. state.

- v. Chapters to contact the ASHRAE Government Affairs Office staff liaison and the appropriate GAC Regional Vice Chair (RVC) prior to engaging in any lobbying activities in order to mitigate any potential issues that might arise. This is to conform with the "Chapter cannot speak for Society" policy. In addition, staff and/or the RVC may recommend other chapters join in sending a letter or providing testimony, and/or issue a letter or provide testimony from ASHRAE Society.
- vi. Does not conflict with any existing Memorandum of Understanding or contractual obligation between ASHRAE and another code or standards writing organization; and
- vii. The member does not request any travel or transportation reimbursement (as defined by the ASHRAE Travel Policy), nor any reimbursement for time away from their regular employment, for the activity.
- viii. The final document sent by the Chapter shall be sent to the Government Affairs Office staff liaison.

Note: All responses and recommendations to governmental advisory boards or agencies shall promote ASHRAE's mission to advance the arts and sciences of heating, refrigerating, air conditioning and ventilating, and the allied arts and sciences, for the benefit of the general public, and should, wherever feasible, be based upon current Society Board-approved documents or publications (e.g., Position Documents, ASHRAE Standards, ASHRAE Handbooks, etc.). Where such policy information is not clear, readily available, or applicable to the Chapter's climate or jurisdiction, the

Chapter GAC chair shall request input from the Government Affairs Committee and the ASHRAE Government Affairs Office staff liaison.

Background: Government officials and bodies, especially those serving in an elected position, will often pay more attention to communication provided by, and sent from those individuals and/or organizations who are constituents and/or local residents. For this reason, letters sent by ASHRAE Chapters can be a more powerful communication tool. The Manual for Chapter Operations includes a section on Government-Related Chapter Communications; however, it does not provide any specificity with respect to writing letters to governmental bodies, or providing testimony on policy, legislative, or regulatory matters. This motion would provide clarity for ASHRAE chapters in communicating with a governmental body. The GAC approved this motion on February 1, 2020 by voice vote with no dissents.

Fiscal Impact: None.

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

AI 13 Staff to revise MCO, Section 2.5.I, Government Affairs as indicated in Motion 12.

It was moved by Mr. Gray

- (13) GAC recommends to Members Council that the GAC Manual of Procedures be revised as shown below.

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.

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 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. The GAC approved this motion on February 1, 2020 by voice vote with no dissents.

Fiscal Impact: None.

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

The following information items were reported by Mr. Chakroun.

Information Items:

1. GAC reviewed and approved two Public Policy Issue Briefs (PPIB), which are listed below. These two PPIBs will be submitted to the Document Review Subcommittee for review, and then submitted to the Executive Committee for approval.
 - a. Consensus Standards: Export Solutions to Meet National Needs
 - b. Refrigerants and Their Responsible Use
2. Referred Motion 24 (06/25/2019) Oregon Chapter: That Society Government Affairs Office write a letter urging the US President to submit the Kigali Amendment to the Montreal Protocol to the US Senate for ratification.
- AI 14 GAC was in favor of this motion. Staff to send results of Motion 24 to the Oregon Chapter and publish on the website.
3. Referred Motion 25 (06/25/2019) Oregon Chapter: That society add “Advocate phaseout of HFC refrigerants in the United States” to the 2019-2020 Public Priorities List.
- AI 15 GAC was in favor of this motion. Staff to send results of Motion 25 to the Oregon Chapter and publish on the website.
4. Members Council referred a motion to the grassroots committees (except YEA), to review and determine if the committees’ ROB (3.300.005, Appointments), should be revised as suggested below:

Motion 7c (11/14/2019) – Kansas City Chapter

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms...~~”

GAC was in favor of this motion. (See Action Items 1 and 2 for response to the Kansas City Chapter and Members Council Planning Subcommittee.)

5. GAC was in favor of the two Members Council referred motions as shown below. GAC will provide separate memos with the full GAC response to these motions which will be sent to the Members Council staff liaison.
 - a. Members Council Referred Motion 24 (06/25/2019) – Oregon Chapter: That Society Government Affairs Office write a letter urging the US President to submit the Kigali Amendment to the Montreal Protocol to the US Senate for ratification.
- AI 16 Staff to report results of Referred Motion 24 (06/25/2019) to the Oregon Chapter and publish on the website.
 - b. Members Council Referred Motion 25 (06/25/2019) – Oregon Chapter: That Society add “Advocate Phase out of HFC Refrigerants in the United States” to the 2019-2020 Public Priorities list.

- AI 17 Staff to report results of Referred Motion 25 (06/25/2019) to the Oregon Chapter and publish on the website.

I. Honors and Awards Committee (H&A) Report (Attachment I)

The following was reported by Don Colliver, Honors and Awards Committee Vice Chair.

It was moved by Ms. Calad

- (14) H&A recommends to Members Council that the Comfort Cooling Award for Project Excellence be discontinued and that the Refrigeration Committee consider merging the award into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence.

Background: Every ASHRAE award is reviewed on a five-year basis. Based on the review of the Comfort Cooling Award and feedback from the Refrigeration Committee, H&A recommends discontinuation of the award for the following reasons:

1. In the past 14 years there have been six project submissions,
2. It has been awarded only three time, and
3. There have only been two submissions since 2014 and it was not awarded either of those years.

Fiscal Impact: Honors & Awards covers the cost of a plaque, and Refrigeration covers the cost of travel. These costs would be eliminated.

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

- AI 18 Staff to send Motion 14 to the Board of Directors during the Orlando meeting.

It was moved Ms. Calad

- (15) H&A recommends to Members Council that Society institute a “Distinguished 75-Year Member Award,” made available during the 2020-21 Society Year.

Background: This motion was referred to Honors and Awards from Members Council (Region V, Evansville Chapter, Motion 11A, 11/14/2019). H&A supports the creation of this award and believes that the award requirements should be the same as the Distinguished 50-Year Member Award with the exception of a member tenure requirement of 75 years. Based on a review of our members, there are currently about eight member that may qualify for this award solely based on 75-years of membership.

Fiscal Impact: Based on the cost of the Distinguished 50-Year plaque and lapel pin, the cost for the Distinguished 75-Year Membership Award would be up to \$700 annually.

MOTION 15 PASSED. (19-2-0-1, chair not voting)

AI 19 Staff to send Motion 15 to the Board of Directors during the Orlando meeting.

AI 20 Staff to report the results of Motion 15 to the Evansville Chapter and publish on the website.

The following information items were reported by Mr. Colliver.

Information Items:

1. ASHRAE’s joint award with UNEP, the Lower-GWP Refrigeration and Air Conditioning Innovation Award, follows a timeline that doesn’t line up with ASHRAE’s existing award review schedule. Nominations are sent to ASHRAE by October 1 each year and need to be approved in time for the Meeting of Members (MOP) event in November. To better accommodate this timeline, the Honors and Awards Committee asks that Members Council review these pass-through nominations via letter ballot in October each year.
2. Referred Motion 11 (11/14/2019) Evansville Chapter: That Society institute a “Distinguished 75-Year Member Award,” made available February 2020.

Honors and Awards unanimously decided that the Distinguished 50-Year Member Award and the Distinguished 75-Year Member Award (if approved) should consider all grades of membership, including Student grade, be counted in membership tenure.

AI 21 Staff to report the results of Referred Motion 11 (11/14/2019) to the Evansville Chapter and publish on the website.

3. Referred Motion 26 (11/14/2019) Louisville Chapter: That awarded recipients’ name, Chapter, and Country be included on the screen at the Plenary session awards ceremonies during the winter and annual conferences.

The Honors and Awards Committee was in favor of this motion and unanimously decided that the Plenary PowerPoint presentation include award winners’ Country, Region, and/or Chapter as available. Also, H&A will work with CEC to incorporate this change.

- AI 22 Staff to report the results of Referred Motion 26 (11/14/2019) to the Louisville Chapter and publish on the website.

Executive Session:

At this time, Members Council went into Executive Session. Immediately following execution session and fifteen minute break, Mr. Gullledge resumed the meeting.

6. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

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

Region XII 2019 Fall CRC Motion:

It was moved by Mr. Gray

- (16) Planning Subcommittee recommends to Members Council by unanimous voice vote, chair not voting, that the following motion be referred to CTTC for consideration:

ASHRAE CARICOM Chapter – 2019 CRC Motion 43:

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

Background: Due to the success of the DL program and the need for Chapters to have options to access DLs, the implementation of virtual Distinguished Lecturers would allow chapters to host additional non-allocated DL visits. Currently ASHRAE CARICOM Chapter uses this model to host our chapter and executive meetings as well as technical and professional sessions, since our chapter spans 14 different countries across the Caribbean. We see this as a working model which would encourage members to function, learn and share their knowledge base from the convenience of their home countries, without any travel time or cost.

What is needed is a Society-provided web based application for virtual DL presentations accessible to members anywhere in the world (i.e. Zoom, GoToMeeting). If implemented, it would allow chapters to host more than one distinguished lecturer without the cost of airfare and accommodations and without the travel time for the lecturer. This would allow chapters and regions to have joint online webcast at the convenience of its members.

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

Vote: 16-0-0, chair not voting

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

- AI 23 Staff to refer 2019 CRC Motion 43 (CARICOM Chapter) to CTTC for consideration.

- AI 24 Staff to report status of 2019 CRC Motion 43 to CARICOM Chapter and publish on website.

Postponed Motions

- Postponed Motion 18 (11/14/2019) – Hampton Roads Chapter:
- (17) That Section 7.6 of the Society Bylaws be revised as shown below:
Section 7.6 Nominating Committee. This standing committee of the Society shall select candidates for elected officers and members of the Board of Directors. It shall consist of at least twenty-two members, each of whom shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least five years at the time of selection. Committee membership shall be comprised of the chair, the vice chair, one member and one alternate from each region of the Society selected by the Chapters Regional Committee of each respective region, and at least eight members and eight alternates selected by the Board of Directors.

~~The immediate Past President or the most recent Past President willing to serve shall serve as Vice Chair of the committee and then advance to Chair when replaced as Vice Chair. The Vice Chair of the committee shall be nominated by the members of the Nominating Committee and elected by the Board of Directors. The nominee will have served at least three years on the committee and have demonstrated their performance and a determination to provide leadership for the nominations of the best leadership for consideration by the Society Membership. They will then advance to Chair of the committee when replaced as Vice Chair. The Vice Chair shall become Chair upon completion of their term as Vice Chair.~~

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

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

Background: ASHRAE must be a nimble reacting to the industry trends and the desires of its Membership. As ASHRAE Presidential Members typically serve five years on the Executive Committee and also serve as Council Leadership, they direct committee selections, ad hocs, special assignments, and countless other activities that give individuals high visibility within the Society. Continuing service as Chair and Vice Chair of the Nominating Committee could allow past officers to continue to promote those of shared views into higher leadership positions. It is in ASHRAE's best interest and to reduce the potential of such influence. It is suggested that the Vice Chair have served three years on the Nominating Committee and have demonstrated his/her leadership on non-bias performance and determination to provide the committee leadership necessary to put forward the best candidates.

Fiscal Impact: None.

Mr. Gray reported that this was a perception issue. The Nominating Committee improved their process by interviewing candidates and vetting them. The subcommittee recommended explaining the nominating process to chapters via slide presentation so they can understand the closed door session.

MOTION 17 FAILED. (0-20-1-1, chair not voting)

AI 25 Staff to report results of Motion 17 (11/14/2019) to the Hampton Roads Chapter and publish on the website.

It was moved by Mr. Gray

Postponed Motion 19 (11/14/2019) – Gold Coast Chapter:

(18) That Members Council revise Section 7.6 of the Society Bylaws as noted below:

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

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

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

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

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

Background: As ASHRAE Presidential Members typically serve five years on the Executive Committee and also serve as Council Leadership, they direct committee selections, ad hocs, special assignments, and countless other activities that give individuals high visibility within the Society. Continuing service as Chair and Vice Chair of the Nominating Committee could allow past officers to continue to promote those of shared views into higher leadership positions. It is in ASHRAE's best interest and to reduce the potential of such influence. It is suggested that the Vice Chair have served three years on the Nominating Committee and have demonstrated their leadership on non-bias performance and determination to provide the committee leadership necessary to put forward the best candidates. In most years the Past President is taking on a Vice Chair role on a committee they have never served.

Fiscal Impact: None. The committee will have no more members than currently organized.

Mr. Gray reported that the motion removes the greatest asset by taking them out of the running. If anything happens to the vice chair, there would be no one in place. The Nominating Committee is reviewing their procedures and process and hears and understands what the membership is asking.

MOTION 18 FAILED. (0-20-1*-1, chair not voting)

Mr. Schwedler abstained from voting on the above motion because of a conflict of interest.

AI 26 Staff to report results of Motion 18 (11/14/2019) to the Gold Coast Chapter and publish on the website.

Mr. Gray reported the information items as shown below.

Information Items:

1. Mr. Gray reported the following motion was postponed until the Planning Subcommittee's next conference call to determine the process (or procedure), to allow assess of other member bios.

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

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.

2. MAPs Project from GAC (**Attachment J**)

Action Item 30 (11/19): Planning Subcommittee to review report from GAC and the referenced website and make recommendation during the winter meeting in Orlando. (**Complete**)

The MAPS ad hoc from GAC developed this report and determined that Members Council should determine if it is useful. The idea would be to make this a public facing site that others could access to find the correct alias. Note: This requires manual updates and setup, and this would have to be maintained by staff.

Mr. Gray reported that the Planning Subcommittee does not support this project because it was duplicative of the current process. There is already a global map available and email alias addresses are available to chapters and regions.

AI 27 Staff to send information to GAC concerning the MAPs Project.

3. MBO #1 (**Attachment K**)

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

B. Region Operations Subcommittee Report

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

Postponed Motion:

It was moved by Mr. Charalambopoulos

Postponed Motion 40 (11/14/2019) – Madison Chapter:

- (19) That ~~the number of Nominating Committee members be lowered the number of Nominating Committee members from 5~~ to “a minimum of 3” for all Chapters, effective for the ~~2019/2020 chapter calendar~~ 2020-2021 Society year.

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

Review of the PAOE points and committee description/responsibilities further reveals there is not enough work to warrant 5 members. The Madison Chapter has for many years accomplished the responsibilities with 3 or less committee members.

Fiscal Impact: None.

Mr. Charalambopoulos reported the above motion was amended by the subcommittee before presenting to Members Council.

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

- AI 28 Staff to report the results of Motion 19 (02/04/2020) to the Madison Chapter and publish on the website.

ExCom Action Item 33 (11/19):

Members Council to modify the Society Officer’s Evaluation Report (Appendix AF, CRC Manual), to include information on the funding and cash flow of the CRCs. (**Complete**)

It was moved by Mr. Charalambopoulos

- (20) That the revisions as shown below to Appendix AF of the CRC Manual be approved.

- II. Review should give feedback to DRC and CRC Chair on (recommended changes are indicated in red below):
- A. Did CRC achieve its goals?
 - 1. Add comments (refer to the CRC manual if needed.) Add lines if necessary.
 - 2. Add comments (refer to the CRC manual if needed.) Add lines if necessary.
 - B. What were the financial goals of the CRC? (e.g., breakeven, revenue-generation, revenue/expense sharing between Chapter and Region)
 - 1. What were the financial goals and were they met? (Attach budget)
 - 2. Were there any financial performance surprises, if so, what were they?
 - 3. What were the primary sources of revenue. (e.g. registration, sponsorships, tradeshow/ product shows, professional development, etc.)?
 - 4. How did revenue streams compare to previous year?
 - 5. What lessons learned about finances does the host want to share with future hosts?
 - 1.1 Add comments (refer to the CRC manual if needed.) Add lines if necessary.
 - 1.2 Add comments (refer to the CRC manual if needed.) Add lines if necessary.
 - B.C. What was considered noteworthy or outstanding and could be passed on to other regions as suggestions that they can consider using?
 - 1. Add comments. Add lines if necessary.
 - 2. Add comments. Add lines if necessary.
 - C.D. Area for improvement that next year's DRC and CRC Chair should pay additional attention?
 - 1. Add comments. Add lines if necessary.
 - 2. Add comments. Add lines if necessary.
 - D.E. Other comments on CRC?
 - 1. Add comments. Add lines if necessary.
 - 2. Add comments. Add lines if necessary.

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

AI 29 Staff to revised Appendix AF of CRC Manual as indicated in Motion 20 (02/04/2020).

ExCom Action Item 2 (11/19):

Ask Members Council to ensure revisions to the MCO reflected the ability of Sections to affiliate with

national associations; ensure that affiliation of a Section with a national association is in the best interest of the Society. Revisions should reflect recently approved ROB changes. (Ongoing June 22 and 26, 2019) **(Complete)**

Mr. Charalambopoulos reported that the Region Operations Subcommittee agreed to update the MCO to reflect the BOD approved ROB changes (see **Attachment L**) as indicated in the above ExCom action item.

Mr. Charalambopoulos reported the following action items.

Information Items:

1. The following CRC motion was postponed until the next conference call and will be reported on during the annual meeting in Austin, Texas.

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

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

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

Fiscal Impact: None.

Vote: 11-0-0, chair not voting

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)**

2. **MBO #2 (Attachment M, Manual and Direction Subcommittees)**

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

- Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings
- Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness
- **Attachment M1:** Struggling Chapters and Best Practices for Joint CRCs

C. PAOE Subcommittee Report

The following information items were reported by Randy Schrecengost, PAOE Subcommittee Chair.

Information Items:

1. The PAOE ad hoc committees will continue to use the PAOE analysis report and current PAOE and will send recommendations to the Members Council reporting committee chairs and staff liaisons for their agenda during the winter conference in Orlando. The committees will include their PAOE recommendations as an attachment to their report.
2. After the winter conference, staff will draft a final version of the PAOE report and schedule a conference call with PAOE Subcommittee no later than the third week in February.
3. The PAOE Subcommittee will have the final draft ready for President-Elect Gullledge to review no later than the second week in March and the final, final PAOE draft to be ready for spring CRC distribution no later than third week in March.
4. 2020-2021 President Elect Gullledge PAOE Goals for the Chapters – Recommendations
 - Chapter Operations:
 - A request for review and input has been sent to current DRCs regarding the Chapter Operations.
 - Initial review inputs/recommendations have been received from the following committees.
 - Chapter Technology Transfer
 - Communications
 - Government Affairs
 - Historical
 - Membership Promotion
 - Young Engineers in ASHRAE
 - Research Promotion
 - No initial review inputs/recommendations have been received as yet.
 - Student Activities
 - SA began discussions in Orlando. They have asked if they can provide full update and cleanup of their PAOE items by the end of February.
 - They are looking to reorganize all items instead of just making a few changes or just deleting items which has happened in the past.
 - We have indicated that this would be sufficient and believe we still have time to review and turn in our report.

In his conclusion, Mr. Schrecengost reported that it is the subcommittee's intention to combine all reviews, input and recommendations and present as final drafts for overall subcommittee review by late February.

7. OLD BUSINESS**A. Status of Referrals from Members Council (Attachment N)**

The following motions were reported as complete:

Motion 24 06/25/2019 – Oregon Chapter	Motion 7h 11/14/2019 – Sri Lankan Chapter
Motion 25 06/25/2019 – Oregon Chapter	Motion 11 11/19/2019 – Evansville Chapter
Motion 36 06/25/2019 – Minnesota Chapter	Motion 26 11/14/2019 – Louisville Chapter
Motion 7c 11/14/2019 – Kansas City Chapter	

B. Review of Action Items (Attachment O)

C. CRC Schedules (send updates to vgrant@ashrae.org) (Attachment P)

D. Finance Committee

Mr. Schwedler reported that the Board of Directors approved an increase in Society dues effective Society year 2020-2021 which reflects realistic operational costs of the Society.

8. New Business

A. Assignment of ExCom Action Items to Subcommittees (Attachment Q)

9. Next Members Council Meeting

- June 30, 2020 – Austin, Texas (8:15am – 12:00pm)

10. Adjournment

The 2020 Winter Meeting of Members Council adjourned at 11:30am.

Attachments:

- A: Student Activities 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: Communications Committee Report
- G: Chapter Technology Transfer Committee Report
- H: Government Affairs Committee Report
- I: Honors and Awards Committee Report
- J: MAPs Project from GAC
- K: Planning Subcommittee MBO #1
- L: ExCom Action Item 2 (11/19 – MCO Revisions)
- M: Region Operations Subcommittee MBO #2
- N: Status of Referrals from Members Council
- O: Review of Carryover Action Items
- P: Review of CRC Schedules
- Q: Assignment of ExCom Action Items to Subcommittees

Student Activities Report to Members Council
From the meeting of February 1st, 2020
Orlando, FL

Members Present

Ben Oliver, Chair
Megan Tosh, Vice-Chair
Chonghui Liu, Reg I
Mai Anh Dao, Reg II
Adam Parker, Reg IV
Jane Opoien, Reg VI
Pamela Duffy, Reg VIII
Kevin Amende, Reg IX
Buzz Wright, Reg X
Jared Larson, Reg XI
Gerardo Alfonso, Reg XII
Manuel Belino, Reg XIII
Ade Awujoola, RAL
Dennis O'Neal, ABET BoD
Mansour Zenouzi, ABET ETAC
Bill Simpson, Consultant
Adam Davis, Consultant
Russell Lavitt, BoD Ex-O

Guests

Miraj Patel, Student Consultant
Jonathan Smith
Larissa Alves
Bernardo Baldasso
Walter Lenzi
Harrison Kesling

Staff

Katie Thomson

Referred Motions

Region IX (Kansas City Chapter) Motion 7c (11/14/2019):

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms.....~~”

Background: This motion standardizes all RVC position qualification requirements and allows the best leader to be nominated regardless of age.

Current RVC candidate requirements require you to have a Member Grade for 3 years before being eligible for nomination. That means the earliest you could be eligible to be nominated for an RVC position is 7 years out of college because the earliest you can become a Member is a minimum of 4 years after college (12 total points or years are needed with 4 points for graduating from an accredited school, 4 points for a PE, and one (1) point for each year in the industry after you receive your PE). This assumes that individual gets their PE as soon as they are eligible out of school. There is a common trend of burnout of ASHRAE volunteers. Once people complete their local chapter's board of governors chairs, many are burned out from the volunteer time commitment to ASHRAE and they lose interest in taking on positions at the Regional level. By the time people are eligible to apply to be an RVC, timing isn't ideal because people aged in their early 30's are getting busier with their careers and family life resulting in less time available to volunteer/travel. Making requirements for RVC nominations less stringent in terms of age/experience will lead to more candidate nominations, will reduce the need to get exceptions/variances for people who are nominated who don't meet the requirements, will encourage younger candidates to get involved at a Regional level, and will help better diversify ASHRAE Society.

It is a common occurrence that exceptions are taken to the qualification requirement, this motion would reduce/eliminate the need for exceptions.

What if people are concerned that reducing the requirements (age/years in the industry) will lead to unqualified nominees? The nominating process requires candidates nominated to be qualified individuals. Delegates and alternates are aware of requirements of each RVC position and are dedicated to only nominating candidates who would be a good fit for the job.

Fiscal Impact: None

Response: The Student Activities Committee is in favor of this motion with a vote of 13-0-0, Chair not voting.

Information Items

Centralized Training:

- Feedback was positive from Kansas City Centralized Training.
- Centralized training will be held at the same location as MP CT on the Sunday of the Annual Meeting in Austin.
- Will be addressing opportunity to record topics and have videos available online.
- Discussion of lunch schedule and setup as well as possibly having break out sessions for returning SA Chairs.

Grants Subcommittee:

- 91 applications were submitted.
- Budget for this year is \$165,000. In that budget, \$8000 in travel expenses for the top two schools to present at the 2021 Winter Conference in Chicago was included.
- Seven judges scored the applications. The top 34 schools will receive a grant not exceeding \$5,000 for a total of \$153,030 out of \$410,557 requested.
- Continuous improvement of the scoring rubric, application form, and marketing materials.

ABET Subcommittee:

- Met via conference call ahead of meeting where reports from the three ABET representatives were given.
- Discussion of strategies to increase the number of ASHRAE PEVs and succession of EAC and ETAC commissioners.
- Wrote a letter to ASCE asking to be a cooperating society with them on Architectural Engineering programs.
- The subcommittee discussed collaboration with ASME as cooperating society on Mechanical Engineering and Mechanical Engineering Technology programs.

K-12/STEM Subcommittee:

- There were three nominations for the Youth Outreach Award. The K-12/STEM Subcommittee recommended a winner to Honors and Awards. The award needs to be promoted by RVCs to ensure one nomination per region next year.
- Subcommittee is keeping an ongoing list of potential future projects and kits to progress further as additional kits need to be created.
- The idea for a K-6 children's book was discussed and will be presented to the Publications Committee for further support.

Post High Subcommittee:

- The Student Program for the Winter Meeting is [Attachment A](#).
- There were four nominations for the Student Activities Achievement Award. The Post High Subcommittee recommended a winner to Honors and Awards. The award needs to be promoted by RVCs to ensure one nomination per region next year.
- Student Membership

- i. Total Numbers – 7,995 (includes students in grace) as of Dec 31, 2019
- ii. Branches – 16 New Branches
 - 1. Discussed student branch applications & will be removing the branch name field from the application form, so ASHRAE will just name the branch using their school name

Region	Student Branch	School	Chapter	Location
V	The University of Akron Student Branch	University of Akron	Akron/Canton	Akron, OH
XIV	NUIG Student Branch	National University of Ireland, Galway	Ireland	Galway, Ireland
XII	Trinidad Student Branch	University of the West Indies	ASHRAE Caricom	St. Augustine, Trinidad and Tobago
RAL	AUC Student Branch	American University in Cairo	Cairo	Cairo, Egypt
XII	Florianopolis Student Branch	Federal University of Santa Catarina	South Brazil	Florianopolis, Brazil
X	UC Merced Student Branch	University of California, Merced	Sierra Delta	Merced, CA
XIV	Ss Cyril and Methodius University Student Branch	Ss Cyril and Methodius University	Danube	Skopje, Macedonia
RAL	IUBAT Student Branch	International University of Business Agriculture and Technology	Bangladesh	Dhaka, Bangladesh
RAL	Jawaharlal Nehru Architecture and Fine Arts University (JNAFAU) Student Branch	Jawaharlal Nehru Architecture and Fine Arts University	ASHRAE Deccan	Masab Tank, Hyderabad, India
XI	Gonzaga Student Branch	Gonzaga University	Inland Empire	Spokane, WA
RAL	Galgotias University Student Branch	Galgotias University	India	Greater Noida, Uttar Pradesh, India
XII	Santa Cruz Student Branch	Universidad Autónoma Gabriel René Moreno	Argentina	Santa Cruz de la Sierra, Bolivia
RAL	National College Faisalabad Student Branch	National College Faisalabad	Faisalabad	Faisalabad, Punjab, Pakistan
RAL	UCL Student Branch	University College London	UK London and South-East	London, UK
RAL	GAT Student Branch	Global Academy of Technology	ASHRAE Bangalore	Karnataka, India
RAL	SVCE Student Branch	Sri Venkateshwara College of Engineering	ASHRAE Bangalore	Karnataka, India

- MBO to have at least eight SBA of the year nominations – each RVC encouraged to reach out to SA chairs in the region and see if any SBAs in your region qualify. Nominations are due by June 10th, but should start reaching out now

Design Competition:

- Over 100 students have registered for the Design Competition
 - Design Calculations – 46
 - System Selection – 20
 - Integrated Sustainable Building Design – 26
 - Setty Family Foundation Applied Engineering Challenge – 15
- Representatives from the 14 winning teams attended the 2020 Winter Meeting Student Program to accept awards.
- 2021 Design Competition and AEC are both posted on ASHRAE website and available to students so the subcommittee discussed potential changes for the 2021-2022 competitions
- One goal is to make the competitions more relevant, perhaps look at calculation accuracy more than researching ASHRAE standards, but discussion ongoing

Other Business

- A. The Committee reviewed the 2019-20 MBOs in [Attachment B](#)
- B. The 2020-21 PAOE (in [Attachment C](#)) points were discussed
 - a. Should the $30\sqrt{D/M}$ equation be removed? It sort of double dips on points, it's complicated, but it does level the playing field for smaller Chapters with fewer resources
 - b. Considering grouping PAOE points into categories (Student Branches, K-12, etc) and having a maximum for each category
 - c. Would more clearly communicate that you can earn adequate points for a successful year if you just focus on one thing, helping address the overwhelmed volunteer problem
 - d. Also makes it easier for the RVC to see where the Chapters are focusing on their efforts
 - e. Each subcommittee should group the PAOE items relevant to them and make edits accordingly
 - f. Now appears to be the time to make significant changes
 - g. Will report back to PAOE Subcommittee on the structure that we want to implement and then ask for a few weeks to make our changes and submit them; if time is not granted, then we'll just reorganize the points and have minor changes for this year

Attachment A: 2020 Student Program

Recommended Technical Sessions

Sunday February 2
1:30 PM – 3:00 PM
Seminar - Yay! For YEA! Refrigerants and Refrigeration Concepts for YEA Members, by YEA Members
3:15 PM – 4:45 PM
Seminar - The Great Energy Predictor Shootout III

Monday February 3
9:00 AM – 9:30 AM
Seminar - ASHRAE Guidelines: The Path to Optimization of HVAC/R Systems and Equipment
9:45 AM – 10:45 AM
Forum - Cybersecurity, Artificial Intelligence and HVAC?
2:15 PM – 4:15 PM
Workshop - Best Practices of the Mentor-Mentee Relationship

Tuesday February 4
9:00 AM – 9:30 AM
Seminar - The Rise of Building EQ: Educational Facility Case Studies in Central Florida
9:45 AM – 10:45 AM
Seminar - "Why Do I Take Thermodynamics?" Practical Applications to HVAC/R Equipment
3:15 PM – 4:45 PM
Seminar - The History of the Use of Air Changes per Hour in HVAC Codes, Standards and Guidelines

Wednesday February 5
9:00 AM – 9:30 AM
Seminar - Control for Grid Interactive Buildings: A Look Toward the Future
9:45 AM – 10:45 AM
Seminar - Climate Adaptation: Project Risk Assessments and Solutions
11:00 AM – 12:30 PM
Paper Session - Approaches to Increase Building Efficiency and Operation



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



ashrae.org/Orlando

Saturday, February 1

STUDENT WELCOME | 1:00 PM – 3:00 PM
Orlando III (LL), Hilton
Hear welcoming remarks from ASHRAE President Danny Boyce followed by presentations by recipients of last year's Grant program, an awards ceremony and a talk by Gina Ladner.

Grant Presentation: Closed Loop Hydronic System for Undergraduate Laboratory, University of Regina



Gina Hilt Ladner – Gina is the Deputy Chief for the NASA Operations and Maintenance (O&M) Division, Center Operations Directorate for the John C. Stennis Space Center in Mississippi. Stennis Space Center (SSC) is a Federal City with approximately 50 tenants consisting of over five thousand employees and over 200 facilities. The primary function of NASA at SSC is propulsion rocket engine testing. She supervises 12 System Engineers with a facilities annual budget of approximately \$16 million. In addition to the 200 plus facilities, she is also responsible for horizontal infrastructure consisting of electrical, sewer, water, natural gas, road systems, etc. Prior to working for NASA, she served as an HVAC Systems engineer for the support facility operating contractor at SSC. She held her Mechanical Contractor's license for Ladner Mechanical, LLC, a family owned small business. Earlier in her career, she worked for the New Orleans Trane Commercial Sales Office as an Existing Building Sales Engineer. After she graduated from Texas A&M with a degree in Mechanical Engineering, her first employer out of college was the Trane Waco Business Unit where Trane manufactures various HVAC equipment. While working for Trane in New Orleans, she was active with the New Orleans ASHRAE Chapter, serving in various Board positions and is proud to say she is a Past President of the Chapter in 2003-2004.

PLENARY SESSION | 3:15 PM – 5:00 PM
ORLANDO I/II (LL), HILTON
The Plenary will feature a keynote from Ed Hochuli, a Referee in the National Football League and final attorney. The Plenary Session also features presentations from the Honors and Awards programs, including the First Place winners of the Student Design Competition.



YEA/TC MIXER | 5:00 PM – 6:30 PM
FOUNTAIN PLAZA, PROMENADE, HILTON (OUTSIDE, LL)
Learn more about ASHRAE Technical Committees and mix and mingle with (YEA) Young Engineers in ASHRAE members while competing in a poker run activity. Prizes will be available along with free food & drinks.

WELCOME PARTY | 6:30 PM – 8:30 PM
TOPGOLF
Students are encouraged to attend. (\$60 ticket)

Sunday, February 2

Career Panel | 8:00 AM – 8:45 AM
Learn what jobs may await with a career related to ASHRAE! This is an open forum for you to ask questions to professionals spanning multiple industry sectors.

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



Sophia Fairweather | 10:15 AM – 11:00 AM
Ten year old Sophia was named to the UN Women's SHEInnovators list. Last year she was a Canada 150 Women of Inspiration recipient and is a #GameChanger for girls in Science, Technology, Engineering and Math. Sophia will talk about her passion and facilitate our group K-12/STEM activity.



Engineering Ethics in Practice | Julia Keen, PE, PhD, FASHRAE, BEAP, HBDP | 11:15 AM – 12:15 PM
Julia Keen is a professor of Architectural Engineering and Construction Science at Kansas State University with a specialty in HVAC, energy codes, and integrated building design. She also owns her own consulting engineering company Keen Designs, PA. Julia is a licensed professional engineer, an ASHRAE-certified High-Performance Building Design Professional (HBDP) and Building Energy Assessment Professional (BEAP), and is an ASHRAE Fellow. She has served as an ASHRAE Vice President and currently is on the Finance Committee.

In lieu of the traditional lecture style presentation, Julia's presentation will be a structured interactive exercise. Participants will be provided a copy of both the ASHRAE and the Professional Engineering Code of Ethics and a methodology for ethical decision making will be introduced. Realistic ethical dilemmas from the practice of building design and construction will be presented.

Lunch | 12:30 PM – 1:15 PM

Student Tour | 1:30 PM – 3:45 PM
See below

Monday, February 3

STUDENT BRANCH ACTIVITIES

Student Congress | 10:00 PM – 12:00 PM
(by invitation only)
Lake Down A (L), Hilton
A chance for student branch officers to provide guidance on future programs and events, and suggestions to improve membership benefits. Lunch provided.

Student Branch Advisor Congress | 10:00 PM – 12:00 PM
Lake Down B (L), Hilton
Student Branch Advisors are invited to discuss student activities with Regional Student Activities Chairs.

Student Tour | 1:30 PM – 3:45 PM

Orange County Convention Center (\$15 Ticket)
Join us for a mini-seminar and facility tour which gives participants a quick look at the massive scale of equipment required to run the Orange County Convention Center, the largest LEED Gold Certified convention center in the world.



With over 7.1 million square feet of building space, it takes a lot to keep 1.4 million visitors comfortable during the 200 client events hosted here each year. Join us to see how we make it all work. As a sustainability leader, OCC has learned much over the past decade.

The tour will be broken into three groups of 30 to 40. This tour is for students only.

Attachment B: MBO's

2019-2020 MBO's Student Activities Committee Ben Oliver, Incoming Chair			
MBO #	Description	Who	Due
1	Student Activities Committee	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	Chair/Vice Chair	December 2019
	c. BE AWESOME	Everyone	Ongoing
2	Design Competition	Design Comp	
	a. Review criteria for all System Selection, ISBD and Design Calculations and develop options for improvement or redevelopment		Winter Meeting 2020
	b. Review current AEC guidelines and investigate other options for competition criteria		Winter Meeting 2020
	c. Revise criteria to address student eligibility in future competitions (ie. university, college, high school etc.)		Winter Meeting 2020
3	Grants	Grants	
	a. Investigate a high school grant, and develop a motion to add a K-12 school level equipment grant.		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		Annual Meeting 2020
	c. Increase the number of grants to 61		December 2019
	d. Develop testimonials of former grant recipients.		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		Fall 2019
	f. Receive one applicant from each ASHRAE Region		December 2019
4	K-12/STEM	K-12/STEM	
	a. Update reporting for K-12/STEM activities. Investigate other options for reporting of activities by SA Chairs		Annual Conference 2020
	b. Develop ASHRAE High School Competition Criteria		Winter Meeting 2020

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

Attachment C: Student Activities PAOE

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

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

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

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of February 1, 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
Steve Idem
Kyle Inge
Rupesh Iyengar
Nivedita Jadhav
Bing Liu
Ryan MacGillivray
Farhan Mehboob
Maggie Moninski
Scott Peach
Kim Pierson
Sonya Pouncy
Christine Reinders
Lee Riback
Raul Simonetti
Marianna Vallejo
Marites Calad, BOD ExO

Members Absent

Leticia Neves
Ashu Gupta

Guests

Bill Klock
Wade Conlan
Bill Harrison
Kevin Marple
Danielle Passaglia

Staff

Tiffany Cox
Tony Giometti

Motions

1. CEC moves that the CEC MOP be revised (strikethrough indicates deletion, underline indicates addition) as shown in Attachment A.
2. CEC moves that the registration fees for the 2021 Winter and Annual Conferences be approved as follows:

Member Early Bird	\$ 705
First Time Member Early Bird	\$ 680
Non Member Early Bird	\$ 945
First Time Non Member Early Bird	\$ 920
Life Member/Speaker/BOD/PM/LeadDRs/CEC	\$ 185
Member Advance	\$ 730
First Time Member Advance	\$ 705
Non Member Advance	\$ 970
First Time Non Member Advance	\$ 945

Member Onsite	\$ 945
First Time Member Onsite	\$ 920
Non Member Onsite	\$ 1,190
First Time Non Member Onsite	\$ 1,165
One Day Member	\$ 365
One Day Non Member	\$ 440
SBA/Student Member	\$ 30
Student Non Member	\$ 60
Spouses	\$ 60
One Session Onsite	\$ 75

Background: CEC debated the rates extensively during its meeting and via an email discussion. The committee seeks to monitor the impact of the 2020 Winter and Annual Conference registration rates to see if there is a correlation between those rates and a drop in fully-paid registrations. The committee expressed concern about the 10% contingency added to the 2020 and 2021 registration rates.

Information Items

1. The 2020 ASHRAE Winter Conference technical program featured 25 paper sessions (conference and technical papers combined in the same session, including 73 conference papers and 25 technical papers), 75 seminars, 2 workshops, 2 debates, 1 forum and 2 panel discussions.
2. Topical Conferences Completed since July 2019
 - a. September 25 – 27, 2019, ASHRAE Building Performance Analysis Conference, Denver, Colorado. Conference attendance was 282 with representation from seven countries. 65% of the attendance was made up of ASHRAE members. The conference featured a strong technical program with three concurrent sessions including three keynote presentations, 72 non-paper presentations, six vendor demonstrations and the ASHRAE LowDown Showdown modeling competition. The conference made \$40,045.
 - b. November 19-21, 2019, Seventh International Conference on Energy Research and Development, Kuwait City, Kuwait. This was the second conference co-organized by ASHRAE and Kuwait University. The conference focused on recent developments in optimizing energy resources in the Arabian Peninsula. Registered attendance was 400 with about 250 present each day for the technical program. About 650 people attended the opening ceremony, which was attended by the Kuwaiti Minister of Education and Higher Education. 48 papers were accepted (44 presented). Nine technical sessions, three workshops and a pre-conference workshop were presented. The conference had several sponsors in addition to the university and was supported by the Kuwait Engineers Society.
 - c. December 9-12, 2019, 2019 Buildings XIV International Conference, Clearwater, Florida. Conference attendance was 218 of which 43% were ASHRAE members. There was representation from 20 countries. The conference featured a strong technical program with up to three concurrent sessions including two keynote presentations, 31 sessions and 103 conference papers. ASHRAE organized this conference for the first time, and it was co-organized by the Oak Ridge National Laboratory. The conference made \$44,051.
3. Topical Conferences in Process
 - a. August 9-13, 2020, 2020 Building Performance Analysis Conference and SimBuild, Chicago, Illinois
 - b. September 14-16, 2020, IAQ 2020, Athens, Greece

- c. October 1-2, 2020, 4th ASHRAE International Conference on Efficient Building Design—Materials and HVAC Equipment Technologies, Beirut, Lebanon
 - d. November 2020, Third ASHRAE Developing Economies Conference, Delhi India
 - e. August 15-18, 2021, Ventilation 2021 Conference, Toronto, Canada
4. Topical Conferences under Consideration
- a. Virtual Design and Construction
5. Future Annual and Winter Conference Sites
- a. Annual, June 27-July 1, 2020 – Austin
 - b. Winter, January 23- 27, 2021 – Chicago
 - c. Annual, June 26-30, 2021 – Phoenix
 - d. Winter, January 29 - February 2, 2022 – Las Vegas
 - e. Annual, June 25-29, 2022 – Toronto
 - f. Winter, February 4-8, 2023 – Atlanta
 - g. Annual, June 24-28, 2023 – Tampa Bay
 - h. Winter, January 20-24, 2024 – Chicago
 - i. Annual, June 22-26, 2024 – Indianapolis
 - j. Winter, 2025 – Orlando
 - k. Annual, 2025 – to be determined
6. The 2020 ASHRAE HVAC&R Student Paper Competition, sponsored by the Student Activities Committee and administered by CEC, had four students participate in the competition in this its second year. The jury selected Joshua Vasudevan, Loughborough University, United Kingdom as the winner, and he will represent ASHRAE at the HVAC World Student Paper Competition, which takes place at the REFCOLD India 2020 conference, November 2020, India. Travel expenses, hotel and conference registration will be paid by ASHRAE.

MBO Update

Attachments

Attachment A (Revised CEC MOP)

Attachment B (CEC MBOs for 2019-2020)

Respectfully submitted,

Michael Collarin, Chair
Conferences and Expositions Committee



Conferences and Expositions Committee

Manual of Procedures

Revised ~~January 26, 2013~~ January 17, 2020
Approved by Conferences and Expositions Committee: ~~January 26, 2013~~ February 1, 2020
Approved by Members Council: January 29, 2013

FOREWORD

The Conferences and Expositions Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council. The complete scope and objectives are included in the Board-Approved Rules. This Manual of Procedures is a supplement to the Conferences and Expositions Committee Rules of the Board and is intended to describe the procedures to be followed by the officers and members of the committee and its subcommittees to accomplish the committee's purposes. Appendices are part of the MOP and therefore require approval by the reporting body. (97-07-03-16)

Conferences and Expositions Committee - Manual of Procedures

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Conferences and Expositions Committee - Manual of Procedures

SECTION 1 – PURPOSE

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

A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules of the board (ROB) by providing methods and procedures under which to operate. It is the responsibility of the Conferences and Expositions Committee (CEC) to determine what requirements should be in their MOP and which can be included in a Reference Manual.

SECTION 2 – ESTABLISHMENT

The Conferences and Expositions Committee (CEC) is a ~~General~~ Standing Committee of the Society, and operates under the direction of the ~~Board of Directors and~~ Members Council.

SECTION ~~31~~ – CONFERENCES AND EXPOSITIONS COMMITTEE ~~RESPONSIBILITY~~ RESPONSIBILITIES

3.1 The Conferences and Expositions Committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective meeting experiences with balanced technical and business/professional content. The committee shall prepare technical presentations and expositions that expand on ASHRAE's position as leader in the HVAC&R industry, provide technology transfer of new innovations in the HVAC&R industry.

The Conferences and Expositions Committee (CEC) is responsible for planning and executing all conferences ~~and expositions~~ produced by ASHRAE.

The Conferences and Expositions Committee recommends to Members Council registration fees for Winter and Annual Meetings according to ROB 2.104.015 and ROB 3.100.

3.2 The Conferences and Expositions Committee shall oversee the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. It shall seek technical content for conferences through internal ASHRAE sources and external sources, schedule content delivery, facilitate technical and commercialism review of materials, and study the suitability of locations for the Winter and Annual Meetings.

3.2-3 CEC shall seek to continuously improve the ~~meeting-conference~~ experience for all attendees, ~~and, on a case-by-case conference, conduct through~~ sponsored market research targeted to determine the needs of all prospective attendees.

3.3-4 CEC shall approve and execute program-based budget to ensure fiscal viability of all ASHRAE conferences and expositions.

3.4-5 In communication/cooperation with the ASHRAE Executive Committee, set policy regarding ASHRAE ~~expositions-conferences~~ by continually reviewing, recommending changes to, and interpreting the Guidelines for ASHRAE Conferences.

3.5-5-6 Establish and maintain guidelines for use of ASHRAE ~~Conference and Education Center Carolyn and Damon Gowan Learning Center.~~

~~3.6-7 Assist in setting policy for sponsorship programs.~~

3.7-8 Select hotel for Winter and Annual Meetings and select site for Annual Meetings. ~~Approve conference venues.~~

3.8-9 Execute policies developed by CEC and the Joint Exposition Policy Committee relating to expositions, both in North America and internationally.

3.9-10 ~~Serve as the cognizant committee for ASHRAE in the AHR Expo. Work closely with AHRI and IEC to select sites for Winter Meeting Expositions and manage ASHRAE's routine marketing and promotion of the AHR Expo.~~

3.10-11-10 Establish guidelines for ASHRAE participation in joint conferences with other organizations, ~~such as REHVA, CIBSE and other~~ members of the Associate Society Alliance.

3.11-12-11 Develop rules and structure for operation of international conferences and expositions consistent with ASHRAE policies.

3.12-13-12 Develop and execute marketing research and event marketing plans for ~~all~~ ASHRAE conferences ~~and expositions.~~

3.13-14-13 Ensure that ASHRAE conducts green meetings and expositions.

3.14-15-14 Recommend policy regarding joint meeting endorsements at the Society, Regional and Chapter levels.

3.15-16-15 Recommend policy regarding commercial sponsorship of meetings, sessions and expositions.

3.16-17-16 Specific guidelines and duties are described in the CEC Reference Manual which is updated by the CEC on a continuing basis.

SECTION 42 – CONFERENCES AND EXPOSITIONS COMMITTEE SUBCOMMITTEES

4.1 Organization:

4.1.1 The standing subcommittees of CEC are Executive Committee, Annual and Winter Conference Subcommittee, Operations Subcommittee and Specialty-Topical Conferences Subcommittee. The CEC chair will appoint the subcommittees and any other ad hoc committees as needed.

4.1.2 The Executive Committee shall consist of the CEC chair, vice-chair, Subcommittee chairs, past and future Conference Technical Track Chairs, and the ASHRAE staff liaison(s) (non-voting member(s)).

4.1.3 The CEC works with the Joint Exposition Policy Committee to conduct the Winter Conference and exposition. ~~reports the CEC.~~ The Joint Exposition Policy Committee is responsible for making policy decisions that guide the International Exposition Company's planning and execution of the ~~i~~International Air-Conditioning, Heating, Refrigerating Exposition. The Joint Exposition Policy eCommittee also is responsible for selecting~~recommending~~ the time and place for the ASHRAE Winter Conference.

4.2 Responsibilities:

4.2.1 The Executive Committee is responsible for setting policy for the Society's conferences, oversight of the committee's subcommittees and all other activities related to fiscal, technical content, planning and execution of ASHRAE's ~~a~~Annual and ~~w~~Winter conferences and ~~specialty-topical~~ conferences.

4.2.2 The Annual and Winter Conference Subcommittee is responsible for the development of tracks, soliciting, selecting and scheduling technical program sessions and for the onsite for presentation of the technical program. This subcommittee recommends policies and procedures for the solicitation, review, presentation and publication of papers for conferences. The subcommittee develops and maintains an evaluation system for program sessions and speakers.

4.2.3 ~~Specialty~~ The Topical Conferences Subcommittee is responsible for identifying conference topics and locations based on market research that meets the needs of the membership as well as responding to requests to organize topical conferences from chapters, other organizations, etc. It also recommends to CEC the formation of Conference Steering Committees to administer specific specialty topical conferences ~~and expositions.~~

4.2.4 The Operations Subcommittee is responsible for writing and maintaining the CEC's manuals and guidelines that describe the policies and procedures for conducting Society conferences and other assigned projects as needed.

SECTION ~~53~~ – CEC CHAIR

The CEC chair is responsible for overall operations of the committee and serves as a non-voting member of the Joint Exposition Policy Committee.

SECTION ~~64~~ – CEC VICE-CHAIR

The CEC vice-chair shall assume the duties and responsibilities of the chair in his/her absence as well as other duties assigned by the chair. This position serves as a non-voting member of the Joint Exposition Policy Committee. ~~The CEC vice-chair is responsible for writing and maintaining the CEC's manuals and guidelines that describe the policies and procedures for conducting Society conferences and other assigned projects as needed.~~ The CEC vice-chair serves as the chair of the Operations Subcommittee.

SECTION ~~75~~ – CEC STAFF LIAISON

The staff liaison serves as secretary of the CEC and is responsible for administrative functions of the committee and other staff support.

SECTION ~~86~~ – CEC BOARD OF DIRECTORS MEMBER AT-LARGE

8.1 The Board of d~~Directors~~ member at large, assigned as ex-officio to the CEC, shall have responsibilities as follows:

8.1.1 Attend the meetings of the CEC to gain first-hand knowledge of committee activities.

8.1.2 Inform the committee of Board of Directors and Members Council decisions and activities that have an effect on the CEC operations.

8.1.3 Present motions to Members Council on behalf of the Conferences and Expositions Committee and support the committee viewpoint in ensuring discussions.

8.1.4 Identify and communicate strategic issues on which the CEC can provide support and information to help support their achievement.

SECTION ~~97~~ – LIAISON TO TECHNICAL ACTIVITIES COMMITTEE

One of the CEC voting members shall be a liaison member to the Technical Activities Committee.

SECTION ~~108~~ – MEMBERSHIP

The members of this committee are as follows:

- Twenty-six (26) voting members, including a chair and a vice chair.
- Board ex-officio and coordinating officer are non-voting members.

◆ ~~Staff Liaison~~

SECTION ~~119~~ – MENTORING PROGRAM (ROB 100-128-003)

During the final meeting of the fiscal year, the CEC chair shall appoint an incumbent to be the mentor for an incoming member. A mentor shall be appointed for each new member.

SECTION ~~129~~ – CONTINUOUS STRATEGIC PLANNING PROCESS

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

ATTACHMENT B

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

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual, and New Member Handbook.	12/31/2019	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		None	Collarin, Metzger	None

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of Saturday, February 1, 2020, Orlando, Florida

Members

Carrie Kelty, Chair
 Erik Sanchez, 1st Vice Chair
 Jonathan Smith, 2nd 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

Guests

Nitin Nair
 Bryan Holcomb
 Mark Miller
 Robin Bryant
 Keran Nanan
 Jim Arnold
 Megan Tosh
 Jason Alphonso
 Devin Abellon
 Mick Schwedler
 Marites Calad

Staff

Daniel Gurley
 Anne Wilson

Motions to Members Council

Motion 1: For Society to provide electronic invoice for membership renewal.

Background: Currently members do not receive electronic invoices upon membership renewal. Many companies accounting practices require an invoice for payment of membership renewal. Society presently sends out renewal notices based on the following schedule:

	90 Days	60 Days	30 Days	Final Two Weeks	24 Hours	15 Days	30 Days	60 Days	120 Days	180 Days
Current Timeline	1st Notice Email	2nd Notice Email Mailed Invoice	3rd Notice Email Postcard	4th Notice Email coming from DG's Email Address Postcard	5th Notice Email	6th Notice Email	7th Notice Email Mailed Invoice	8th Notice Email Postcard	9th Notice DG Sends this - no email	10th Notice Cancellation Notice Email

As seen in the above schedule society delivers renewal material via physical mail on potentially 5 instances. The incorporation of electronic invoices allows a potential reduction in number of mailings.

Fiscal Impact: Estimated potential savings of \$5,000-\$7,000.

Vote: 12, 0, 0 CNV, 3 absent; Motion Passes

Motion 2: For Society to provide a freeze to online society website resources to members that are 30 days delinquent.

Background: Membership delinquency is only apparent to a member based on notice emails at 15 days, 30 days, and 60 days delinquent and website alert upon member login at the society website. A freeze to online resources will encourage members to stay current in their membership. Members will be notified about the benefits freeze on the 30 day, 15 day, and 24 hour notice emails.

Fiscal Impact: \$0 (The programming implementation will be offset by member renewals)

Vote:

12, 0, 0 CNV, 3 absent; Motion Passes

Motion 3: For the online membership application form to include an auto-populated technical committee (TC) list of relevant TCs based on the Area of HVAC&R Interest selected by the member within the application. Allow the member to select and join the TCs as a Provisional Corresponding member from the registration form and notify the TC Chairs of the interested member along with their contact information.

Background: The goal of this motion is to get more members involved in our technical committees to help sustain the future of our TCs. Many ASHRAE members are not familiar with what technical committees do or are even aware that they exist. By exposing and offering involvement in technical committees that are relevant to their areas of interest during the membership application process, this provides more exposure of TCs to our members. Including a link to the technical committee website which will give the member a chance to explore what they are before signing up.

Fiscal Impact: \$0 (The programming implementation will be offset by member involvement increase).

Vote:

12, 0, 0 CNV, 3 absent; Motion Passes

Motion 4: That when a country is no longer eligible for the Developing Economy Discount Program that the increase of membership dues be performed in equal increments over a 3 year period.

Background: ASHRAE uses the World Bank's "Lower Income" and "Lower Middle Income" classifications to identify the countries that fall within Society's definition of "Developing Economy." This year, the World Bank moved Sri Lanka from Lower Middle Income to Upper Middle Income. As a result for this Society Year, members in Sri Lanka no longer qualify for the special Developing Economy membership rates. The sudden increase of membership fees could be unaffordable to few of these members.

Example: current dues - \$110, 1st yr - \$145, 2nd yr - \$195, 3rd yr - \$220

Fiscal Impact: +\$?

Vote:

12, 0, 0 CNV, 3 absent; Motion Passes

Referred Motions:

Region IX (Rocky Mountain Chapter) Motion 7d (11/14/2019):

That the ASHRAE Bylaws, Article II, be amended to change the print grade from "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 is a vital piece of our Society,

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

Fiscal Impact: None.

Vote: 12-0-0, CNV, 3 absent; Motion Passed

Region-At-Large (Sri Lankan Chapter) Motion 7h (11/14/2019):

That the increase of membership fees be implemented in stages when a country’s World Bank classification is upgraded.

Background: ASHRAE uses the World Bank’s “Lower Income” and “Lower Middle Income” classifications to identify the countries that fall within Society’s definition of “Developing Economy.” This year, the World Bank moved Sri Lanka from Lower Middle Income to Upper Middle Income. As a result for this Society Year, members in Sri Lanka no longer qualify for the special Developing Economy membership rates.

Comparison of membership fees paid during past three years are given below:

2017 – USD 100 = SLR 16,000.00

2018 – USD 100 = SLR 17,000.00

2019 First half USD 100 = SLR 18,000.00

2019 Second half USD 220 = SLR 40,920.00

Sudden increase of membership fees by 127% is unaffordable to most of our members.

Therefore, we suggest to implement same in four stages.

Fiscal Impact: Society will lose the revenue. Chapters will not be able to acquire new members. Facing difficulties to retain existing members.

Vote: 0,10,2, CNV 3 absent; Motion Failed

Region IX (Kansas City Chapter) Motion 7c (11/14/2019):

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms.....~~”

Background: This motion standardizes all RVC position qualification requirements and allows the best leader to be nominated regardless of age.

Current RVC candidate requirements require you to have a Member Grade for 3 years before being eligible for nomination. That means the earliest you could be eligible to be nominated for an RVC position is 7 years out of college because the earliest you can become a Member is a minimum of 4 years after college (12 total points or years are needed with 4 points for graduating from an accredited school, 4 points for a PE, and one (1) point for each year in the industry after you receive your PE). This assumes that individual gets their PE as soon as they are eligible out of school. There is a common trend of burnout of ASHRAE volunteers. Once people complete their local chapter’s board of governors chairs, many are burned out from the volunteer time commitment to ASHRAE and they lose interest in taking on positions at the Regional level. By the time people are eligible to apply to be an RVC, timing isn’t ideal because people aged in their early 30’s are getting busier with their careers and family life resulting in less time available to volunteer/travel. Making requirements for RVC nominations less stringent in terms of age/experience will lead to more candidate nominations, will reduce the need to get exceptions/variances for people who are nominated who don’t meet the requirements, will encourage younger candidates to get involved at a Regional level, and will help better diversify ASHRAE Society.

It is a common occurrence that exceptions are taken to the qualification requirement, this motion would reduce/eliminate the need for exceptions.

What if people are concerned that reducing the requirements (age/years in the industry) will lead to unqualified nominees? The nominating process requires candidates nominated to be qualified individuals. Delegates and alternates are aware of requirements of each RVC position and are dedicated to only nominating candidates who would be a good fit for the job.

Fiscal Impact: None

Vote: 10,0,2, CNV, 3 absent, Motion Passed

Information Items to report to Members Council:

- Committee put forth a Join Us recruitment campaign that resulted in 175 new members.
- Researching International Facility Management Association (IFMA)'s hybrid company/individual membership program to see if ASHRAE would benefit from a similar "company membership" option
- Working on a "Recruitment Award" to present to Life Members that bring in new members
- 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 December 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2019	56,782	39,123	3,887	5,693	2,281
2020	56,727	38,837	3,848	5,435	2,560

The developing economies membership program is in its ninth year. In July 31, 2008, just after it began, there were 135 members participating. As of December 31, 2019, there were a total of 1,370 (includes all new grades that were added) members participating.

2. Chapter Chair Training & Development:

- a) MP hosted Centralized Trainings in Kansas City and trained a total of 58 MP Chairs.
- b) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.
- c) Set a goal to train 65 MP Chairs in Austin.

3. Recruitment:

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

4. Member Communication:

Exploring possibilities with the App.
Increasing knowledge of Diversity in ASHRAE

RP Committee
Report to Members Council
From Meeting of February 1, 2020

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
<u>Scott Martin, Chair</u>	Heather Schopplein, X	Vineet Nair	Megan Gotzmer
<u>Tiffany Abruzzo, 1st Vice</u>	Liviu Geo Drughean,	Apichit L.pana	Meredith
<u>JD Karnik, 2nd Vice Chair</u>		Robin Bryant	Dustin Mason
<u>Matt Rowe, 3rd Vice Chair</u>		Keiron Nanan	
<u>Derek Crowe, 4th Vice Chair</u>		Mark Miller	
<u>Tom Zoller, I</u>		Jesus Coper	
<u>Mark Lawrence, II</u>		Cheng Wee	
<u>Chris DeSoto, III</u>		Jim Fields	
<u>Valarie Simmons, IV</u>			
<u>Devin Snowberger, V</u>			
<u>Haley Goslinga, VI</u>			
<u>Christine Keltner, VII</u>			
<u>Kimberly Thompson, VIII</u>			
<u>Megan Sterl, IX</u>			
<u>Les Pereira, XI</u>			
<u>Tulia Rios, XII</u>			
<u>Ching Loon, XIII</u>			
<u>Aakash Patel, RAL</u>			
<u>Guy Perreault, ARC</u>			
<u>Chris Phelan, BOD ExO</u>			

Motions

None.

Information Items

1. *Not yet vetted by Members Council:*

Region IX (Kansas City Chapter) Motion 7c (11/14/2019):

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms.....~~”

The RP Committee discussed Motion 7c and agreed they would support this change.

2. *Referred to RP Committee for comment:*

Region VII (Louisville Chapter) – 2019 CRC Motion 18:

That all RP monies raised by a chapter or region be attributed to either the campaign year it was raised or the following year, and not be elected to be unassigned by policy.

The RP Committee sees this motion often and states that the campaign year follows the ASHRAE fiscal year, ending on June 30.

After discussion, the RP Committee stated that our policy is to not credit chapter campaign totals with money intended for the last campaign year when it is received after the deadline.

3. *Referred to RP Committee for comment:*

Region VII (Tennessee Valley Chapter) – 2019 CRC Motion 14:

That by ASHRAE Society Year 2020-2021, the Society PAOE reporting website shall include a category-by-category update on a chapter's RP PAOE status whose values are updated monthly at a minimum.

RP Staff is working on presenting PAOE categories in a more transparent way at the chapter level.

The RP Committee is willing to explore more efficient ways of reporting PAOE, but initial inquiries into how to report this information via the PAOE website indicates it's not technically possible through that particular reporting software. We suggest that staff provide more information and documentation about how to find updated PAOE totals via the spreadsheet and include more chapter officers on the monthly RP e-mails to help share this information.

4. The RP Committee discussed the proposed attached 2020-2021 Centralized Training Plan (Attachment B). This includes supporting Region XIII, XIV, and RAL by conducting staff led Training at these Regions' CRC. Final dates and locations of Centralized Training will be determined by the availability of venues.

5. Goal: **\$2,600,000**

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal
RVC: Tom Zoller - Regional Full Circle				
I	\$46,195	\$45,694	1.1%	\$212,000
RVC: Mark Lawrence - Regional Full Circle				
II	\$50,058	\$58,210	-14.0%	\$196,000
RVC: Chris DeSoto - Regional Full Circle				
III	\$109,106	\$88,906	22.7%	\$206,000
RVC: Valarie Simmons				
IV	\$39,670	\$74,971	-47.1%	\$191,000
RVC: Devin Snowberger				
V	\$88,710	\$38,566	130.0%	\$139,000
RVC: Haley Goslinga				
VI	\$31,568	\$22,584	39.8%	\$180,000
RVC: Christine Keltner - Regional Full Circle				
VII	\$35,301	\$20,036	76.2%	\$144,000
RVC: Kimberly Thompson - Regional Full Circle				
VIII	\$150,933	\$158,198	-4.6%	\$452,000
RVC: Megan Sterl - Regional Full Circle				
IX	\$61,777	\$63,435	-2.6%	\$270,600
RVC: Heather Schopplein				
X	\$59,853	\$71,024	-15.7%	\$199,500
RVC: Les Pereira - Regional Full Circle				
XI	\$65,206	\$36,893	76.7%	\$173,000
RVC: Tulia Rios				
XII	\$46,807	\$45,148	3.7%	\$153,000
RVC: Ching Loon Ong - Regional Full Circle				
XIII	\$24,164	\$22,219	8.8%	\$50,090
RVC: Liviu Geo Drughean				
XIV	\$1,200	\$2,075	-42.2%	\$5,501
RVC: Aakash Patel				
RAL	\$18,037	\$20,498	-12.0%	\$28,000
TOTALS:	\$828,586	\$768,455	7.8%	\$2,600,000

MBO Update

Attachment C

Attachments

Attachment A: 2020-21 requested PAOE changes

Attachment B: Centralized Training schedule

Attachment C: MBO Update

Respectfully submitted,

Scott Martin
2019-20 RP Chair

2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

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

Proposed Centralized Training Schedule 2020-21

Dates:

July 17-18: Atlanta – Regions III, IV, VII, XII

July 24-25: Denver – Regions VIII, IX, X, XI

September 11-12: Chicago – Regions I, II, V, VI

CRC Schedule:

<u>FALL 2020</u>	HOST CHAPTER LOCATION	ACTUAL CRC DATES
REGION I	MAINE	AUGUST 13-15
REGION II	QUEBEC	AUGUST 21-23
REGION III	NATIONAL CAPITAL	AUGUST 13-15
REGION IV	GREENVILLE	AUGUST 13-15
REGION V	FORT WAYNE	JULY 23-25
REGION VII	NWFL/ MOBILE/ MS/ NOLA	JULY 30-AUGUST 1
REGION IX	PIKES PEAK	AUGUST 6-8
REGION X	TUCSON	AUGUST 20-23
REGION XII	CENTRAL FLORIDA	AUGUST 2 ND WEEK
REGION XIII	INDONESIA	AUGUST 21-22
REGION XIV	SPAIN	SEPTEMBER 25-27
RAL	S AFRICA/INDIA (7) AND PAKISTAN (4) CHAPTERS	SEPTEMBER 26-29

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 15th:** Goal: 40% Results:
Last three years: 2018-19: 38% 2017-18: 35% 2016-17: 31%
5. Review and enhance centralized training materials for RP Chapter Chairs to aid them in planning and executing successful RP fundraising events.
6. Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently*: \$257,787**
*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 January 10, 2020.

** As of end of the listed fiscal years.

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council
From Meeting of February 1, 2020

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Vanessa Freidberg, Chair	Charles Gulledge	Badri Patel	Jeanette McCray
Rachel Romero, Sr. Vice Chair	Matt Colvin, Reg. V	Chris Krieps	
Shona O'Dea, Jr. Vice Chair	Ashu Gupta, Member-at-Large	Shaun Nienhueser	
Frank Paradiso, Reg. I		Elizabeth Primeau	
Alexis Gagnon, Reg. II		John Constantidine	
Carrie Anne Monplaisir, Reg. III		Doug Cochrane	
Jackson Willis, Reg. IV		Doug Zentz	
Mallory Schaus, Reg. VI		Annie Vanderstelt	
Joseph A Cooper, Reg. VII		Bryan Holcomb	
Madison Schultz, Reg. VIII		Eman Sherif	
Jessica Errett, Reg. IX		Robin Bryant	
Alyse Falconer, Reg. X		Jesus Lopez	
Baki Cvijetinovic, Reg. XI		Keiron Nanan	
Bruno Martinez, Reg. XII		Laura Luckhurst	
Kozen Law, Reg. XIII		Jason Alphonso	
Aleksandar Andjelkovic, Reg. XIV		Mic Schwedler	
Muhammad Omer Khan, RAL		Marites Calad	
Drew Samuels, Member-at-Large		Vanessa O'Connor	
Erik Sanchez, MP Liaison			
Megan Tosh, SA Liaison			
Stephanie Kunkel, Consultant			
Jeff Clark, BOD Ex-Officio			
Munis Hameed, CIBSE Consultant			

Summary of Activities

- The YEA Committee meeting executed strategic planning in response to better alignment with grassroots organizational needs.
- YEA Inspirational Leader Award was approved by the BOD at the Fall Members Council meeting. Nominations due by May 1.
- Increased YEA membership by over 6% up to 11,441 (goal of 15%). Current YEA membership is 20% of total membership.
- Leadership U remains a strong program with four participants shadowing our four Society VP's. There was a total of 33 applications submitted.
- There are 12 LeaDRS participants currently attending this conference
- YEA highlight of Society Year so far:
 - 30 attendees at YEA Leadership Weekend in Nashville, TN.
 - 29 attendees at YEA leadership International in Dubai
 - Awarded 9 Developing Leader Awards at during YEA Happy Hour at Winter Conference
- Upcoming YEA Events
 - YEA Leadership Weekend 2.0 will be held May 1-3, 2020 in Palm Springs, CA. Currently there are 14 people registered. 20 participants maximum.
 - YEA Leadership Weekend 1.0 will be held May 15-17, 2020 in Minneapolis, MN. Currently there are 10 people registered. 30 participants maximum.
 - YEA Leadership International in Fall of 2020 will be in Malaysia, Kuala Lumpur.

- Three YEA Individual Award of Excellence plaques will be presented at Annual Conference in Austin at YEA Hospitality.
- First YEA Inspirational Leader Award will be selected after May 1st deadline and then presented at Plenary in Chicago 2021.

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 PAOE Recommendations

ATTACHMENT A

Information Items

1. Outreach Development Subcommittee:
 - I. YEA Leadership International:
 - i. 2020 YLI will be held in Kuala Lumpur, Malaysia. Date to be determined.
 - ii. The goal is to have 35 attendees and we will be working with other associations to encourage attendance and ASHRAE membership.
 - iii. Registration will open in March.
 - II. International outreach and CIBSE Young Engineers Network (YEN) Development
 - i. Vanessa attended a CIBSE conference in the spring, as well as the YEN committee meeting.
 - ii. Munis (CIBSE liaison) attended both YLI in Dubai and CIBSE YEN conference.
 - iii. The next CIBSE YEN Conference will be April 17-18, 2020 in Glasgow, Scotland.
 - iv. The CIBSE Technical Symposium 2020 will be held April 16-17, 2020 in Glasgow, Scotland. Shona O Dea will be in attendance.
 - III. Develop a plan to promote educational resources for international members
 - i. Working on ideas to improve YEA webpage and social media
 - ii. Update the MBO comments for this item (See ATTACHMENT B, Item 4)
 - IV. Update on research regarding sister chapters – is this something that YEA can become involved with? Or should this be left to the discretion of each chapter?
 - i. This does not seem to be a formalized program. There are PAOE points associated with setting up sister chapters, but there are no definitive guidelines to follow aside from the chapters making their own connections. Society does not maintain a list of sister chapters.
 - ii. The RVCs were advised to bring this topic up with their Regions to see if it is something they would like to pursue. If something more formalized start to develop, YEA can help move it forward at that time.
 - iii. The sister chapters program is still be developed. Provided additional information to MP liaison Erik Sanchez to take back to MP to help develop and improve the program.
2. Personal Development Subcommittee:
 - I. YLW 2.0; May 1-3, 2020; Palm Springs, FL
 - i. 20 attendees
 - ii. Reminder – registration fills up quickly (Deadline is March 9, 2020)
 - II. YLW 1.0; May 15-17, 2020; Minneapolis, MN
 - i. 30 attendees
 - ii. Registration is open.
 - iii. Deadline to register is April 12, 2020
 - III. Mentorship Program
 - i. Work with College of Fellows to encourage participation in the mentorship program
 - ii. YEA peer to peer mentoring
 - iii. Increase DLs involvement with mentoring
 - IV. Planning for 2020-2021 Society Year YLWs
 - i. Encourage YEA RVCs to attend if they haven't already
 - ii. Proposed to hold a YLW in South America in Spring of 2021. Collaborate with Outreach Committee on the planning.
3. Professional Development Subcommittee:
 - I. Awards
 - i. Developing Leader Award
 1. Nominations are now open until May 1st
 - ii. YEA Inspirational Leader Award
 1. Nominations will be open soon and due by May 1, 2020 for the first award to be given out at the Winter Conference 2021.
 - iii. YEA Individual Award of Excellence
 1. Nominations will open in July 2020.

- II. Student Retention
 - i. YEA and SA will collaborate on ways to increase students' awareness of programs available to them.
 - ii. Develop incentives that will help students with job placement and certifications
- III. Leadership U
 - i. Orlando LU participants:
 - 1. Kelly Costello Gunn, Illinois Chapter; mentor is Bill Dean
 - 2. Chris Kriepps, Illinois Chapter; mentor is Farooq Mehboob
 - 3. Badri Patel, Toronto Chapter; mentor is Bill McQuade
 - 4. Shaun Nienhueser, Nebraska Chapter; mentor is Dennis Knight
 - ii. Wrap-up breakfast scheduled for Wednesday, February 5, 2020. Jeanette will attend, along with one other committee representative.
 - iii. Applications for Austin, TX are now open. Deadline April 12, 2020.
- IV. HVAC Design Training Scholarship
 - i. Committee will continue to read through the applications and score.
 - ii. Applications closed December 15, 2019. Received 8 applications.
 - iii. Next round of applications will open in May 2020.
- V. Conference Networking Events
 - i. The YEA Hospitality Suite was Sunday from 4-6pm.

Attachment B YEA 2019-2020 MBOs

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 15% (10,787 to 12,405)	As of 1/9/2020 11,441	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 1/15/2020: 632	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	One 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	Ongoing	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	Ongoing	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

YEA 2020-2021 PAOE Recommendations

YOUNG ENGINEERS IN ASHRAE (YEA) CATEGORY		
MINIMUM: 300 POINTS		PAR: 800 POINTS
Membership		
YEA1	25 points; (200 points maximum)	For each new member who qualifies as YEA (who were not student transfers)
YEA2	25 points (200 points maximum)	For any YEA member involved with a Membership Promotion program or event
YEA3	100 points; (100 maximum)	For increasing YEA membership over the Society year by 5%
Technical Committees		
YEA4	25 points; (no maximum)	For each YEA member who is a provisional corresponding member or corresponding member of an ASHRAE TC (points per YEA member, not per committee); 100 additional points if the YEA member is the YEA chapter chair.
YEA5	200 points; (no maximum)	For each YEA member who is a voting member of an ASHRAE TC, SPC, SSPC (Participation on a TC can be verified from each TC roster or the ASHRAE Committee Participation by Region Report which can be provided by each DRC. Points per YEA member, not per committee)
	50 points; (no maximum)	– For each YEA member who did a Technical presentation at a CRC, Winter, Annual or Topical Conference
Historical Activities:		
	25 points; (50 points maximum)	– For a local Chapter Historical activity performed by a YEA member
YEA Program Attendance		
YEA6	300 points; (600 points maximum)	For each YEA member who attends YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0, Leadership U or LeaDRS program during the Society year
		Applying for the YEA scholarship for the HVAC Design course (50 for nomination; 100 for winning it) https://www.ashrae.org/communities/young-engineers-in-ashrae-yea/yea-events-and-programs/yea-scholarship-for-hvac-design-essentials-training (100
		YEA member attendance at HVAC Design course attendance (including applying for the YEA scholarship for the class)
Awards and Submission Activities:		
YEA7	50 points; (200 points maximum)	For each nomination for any Society-level YEA Award: Developing Leader, Award of Individual Excellence – Professional Development, Award of Individual Excellence – Personal Development, Award of Individual Excellence – Outreach.
Meetings, Presentations or Events:		

ATTACHMENT C

YEA 2020-2021 PAOE Recommendations

YEA8	25 points; (100 points maximum)	For each YEA event at chapter meeting or separate organized YEA event
YEA9	25 points; (100 points maximum)	For each YEA activity outside of a chapter meeting that also includes a technical component, i.e., presentation, panel discussion, technical tour, etc.
YEA10	25 points; (100 points maximum)	For chapter promoting with flyer, newsletter, Chapter announcement at least 2 weeks in advance outside of chapter meeting each YEA activity such as meeting with college students, social event that promotes ASHRAE membership
		YCC presents on YEA programs similar to CRC workshop presentation at chapter event
		YEA hosted work placement or job fair to increase student retention
Chapter Operations and Activities		
YEA11	100 points; (300 points maximum)	For each chapter officer or board of governors member who is a YEA member (BOG position must appear on CIQ)
YEA12	75 points; (225 points maximum)	For each YEA member assigned to a Chair position
YEA13	50 points; (150 points maximum)	For each YEA member assigned to a committee position to provide YEA ideas and participation
Student Activities		
YEA14	25 points (200 points maximum)	For each YEA member involved with a Student Activity program or event
YEA15	50 points (100 points maximum)	For each presentation about the Young Engineers in ASHRAE (YEA) program to student members
RVC Assigns/Enters the following points		
YEA16	100 points; (100 points maximum)	For the incoming Chapter YEA committee chair or co-chair attending the YEA CRC workshop and participating at the CRC
YEA17	50 points; (50 points maximum)	For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair

COMMUNICATIONS COMMITTEE

Report to Members Council
From Meeting of February 1, 2020

Members Present

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

Members Absent

Mark Hydeman
Chuck Gulledge

Guests

Mark Miller
Billy Austin
Vanessa O'Connor
Marites Calad

Staff

Joslyn Ratcliff

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 in his Strategic Planning report to the Committee. In addition, efforts to improve communication among members were discussed. In addition, efforts were related to Initiative 4 of the Society Strategic Plan (Improve Chapter Engagement, Capacity and Support) and will aim to minimize variability as individuals change positions after their terms through training and mentoring.
2. The Websites subcommittee of the Communications Committee discussed progress on the creation of website templates in response to Region I (Granite State Chapter) Motion 25 (11/8/2018). The subcommittee learned from the survey sent in Fall 2019 the top three tools used to build and maintain chapter websites are Wix, Wordpress and WildApricot. Due to a trend of moving away from WildApricot mentioned during the meeting the Committee will focus on creation of two templates: one for Wix and another for Wordpress. In order to create the templates, the Committee will work with staff on a hosting environment for these templates. The target completion date for both templates is July 2020 and the Committee is tracking to meet that goal. The Websites subcommittee is also working on a Best Practices/Guideline document for Chapter Websites in conjunction with the templates.
3. The Committee reviewed research conducted regarding ASHRAE 365 in response to Membership Promotion Committee – Motion 9 (01/15/2019). [Reference Attachment A.](#)
4. The Electronic Collaboration Tools subcommittee will be looking into ways to improve the Basecamp experience for ASHRAE volunteers and members and will be creating a list of potential areas for improvement. The Committee notes that because Basecamp is an “out of the box” software that can not be custom-programmed, not all areas identified will be able to be addressed.
 - a. Basecamp projects for all Chapters were created in Fall 2019 using a standard template for Chapter Basecamps. Approved chapter logos were uploaded to each Basecamp. Chapters that had existing Basecamps were not changed, but logos were added if they were not present. With the completion of this project, all Chapters and Regions have Basecamp projects.
 - b. A video on Basecamp for Chapters was published in September 2019 and is available at ashrae.org/cc. Other training materials for Basecamp are also available on that page.

MBO Update

Mr. Alfonso provided an update on the Committee's MBOs. [Reference Attachment B.](#)

Attachments

[Attachment A](#)–ASHRAE 365 Research

[Attachment B](#)–Communications Committee MBOs

Attachment C–PAOE Recommendations (included separately due to orientation)

Respectfully Submitted,

Gerardo Alfonso
Communications Committee Chair 2019–2020

ASHRAE 365 MOTION REPORT

MOTION DETAILS

During the Members Council meeting at the 2019 Winter Conference in Atlanta, the council referred the motion below to the Communications Committee for consideration:

That the Communications Committee research the feasibility and capabilities of expanding the ASHRAE 365 app by January 2020 to allow chapters, regions and Society to distribute information to members.

As of November 2019, there have been over 15,000 total downloads of the app. Approximately 26% of the downloaders are known members, 14% are non-members and 60% are unknownⁱ. The top geographical regions for app downloads have been from North America, Asia and the Middle East.

The committee has worked with ASHRAE staff to research several options for short and long-term expansion of ASHRAE 365 and provide recommendations based on that research.

RESEARCH FINDINGS

During the research process, it was found that certain items are on the app vendor's roadmap while others are not. When items are on the roadmap, they will eventually be either available as a no-cost enhancement or can be purchased later once the infrastructure is developed. For items not on the roadmap, it's unlikely that the vendor will undertake the development, even at cost. Below are the findings and feedback based on each option researched.

- **Notifications of upcoming Chapter meetings or other activities**

1. Operate as some commercial apps do where users, when in specific geographic locations, are notified about events/locations/information occurring in that geographic location

Although the committee feels it would be helpful for ASHRAE 365 to work in this manner, posting notifications based on a user's geographical location is not available and not likely due to privacy issues and location services having to be

enabled on each user's device (which can affect battery life). If this functionality was available, volunteer time would be required to input the events so that they could be displayed and there currently is no infrastructure to support that data entry. Volunteers already enter information into various locations – Chapter websites, newsletters and social media accounts, for example, so any ideal solution would require additional volunteer time to enter data in another place.

2. Integrate with ASHRAE's membership database to be able to build groups to target notifications to, which could be leveraged to provide notifications based on Chapter, Region, or other identifying information

The app vendor is currently working on the infrastructure needed to support the ability to integrate with an association's membership database in order to do targeted notifications. This infrastructure is anticipated to be available by 2Q 2020. Once available, a Statement of Work (SOW) can be developed to determine the cost and timeframe to create an integration. If the integration eventually occurs, ASHRAE staff would outline the quantity and type of notifications permitted, and a process for execution.

- **Allow ASHRAE members to see other Chapters' activities when they are traveling, and within their region, in case they would like to attend**

1. Add a menu item to the app that links to the page on the member side of ashrae.org that has Chapter events and meetings with a Chapter selection dropdown

Volunteer time would be required to keep this event listing up-to-date because ASHRAE staff does not know when all the Chapter events take place, or what events Chapters would want to promote. The committee agrees this functionality would be helpful; however, a process would need to be put in place for how that would be accomplished. If/when that takes place, the page can be linked to from the app menu for easy access. The committee notes that chapter websites and social media channels may also contain this information and already be updated through volunteer efforts.

- **Ability to see member account, including dues and renewals**

1. Integrate with ASHRAE's membership database to be able to see member account information

The app vendor is currently working on the infrastructure needed to support the ability to integrate with an association's membership database in order to see account information. Full account access will not be available but once a user is logged into their app account, they would be able to see certain information (yet to be determined) about their ASHRAE member account. This infrastructure is anticipated to be available by 1Q 2020. Cost to do an integration with an association's membership database is expected to be in the ballpark of \$2K–10K but actual cost would be determined once the functionality infrastructure is in place so that the vendor can provide a SOW specific to ASHRAE.

The committee notes that having an option for renewing membership dues may not be possible due to policies Apple and Google have about what they consider in-app purchases, for which they receive a commission.

2. Add a menu item to the app that links to ASHRAE's website where renewal transactions can be processed

The portion of the website that processes these transactions is not currently mobile-responsive so the committee does not recommend this functionality, as it would result in a negative user experience.

- **Reload the schedule from last year automatically**

This functionality will not be available. ASHRAE has a unique situation in which so many schedule items "repeat" every conference at the same day/time. There isn't a justification for the app vendor to implement this capability because it's not something that would likely benefit other associations. There are, however, current options that allow a user to export their entire schedule and/or all the sessions in the event schedule and send via email or save to a file, which could be referenced if necessary to create a new schedule for an upcoming event.

- **Download all events to Outlook calendar in one click**

The app vendor is investigating adding this capability as an option which, if implemented, would not cause ASHRAE to incur any additional costs. Alternative options that currently exist allow a user to export their entire schedule and/or all the sessions in the event schedule and send via email or save to a file. Instructions on how to do this are available in the ASHRAE 365 troubleshooting guide, located in the app menu.

RECOMMENDATIONS

Determine Viability for Integration with Membership Database

After the development of the infrastructure for the at-cost integration options is complete and SOWs can be provided, the committee/ASHRAE staff can determine whether integrating with the ASHRAE membership database is a viable option. Details on work so far are included in the Research Findings.

Prior to making any recommendations regarding integration, the committee recommends staff consider working with the committee to send out a short survey to Chapter and Region officers to see what functions users would be most interested in having available.

ⁱ We can only identify users based on their ASHRAE 365 account email address, so the 60% unknown data represents users who enter the app as “guests” and have not set up ASHRAE 365 accounts.

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, **SMS** = Social Media Subcommittee, **ST** = Strategic Planning 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	Ongoing
Improve committee communication with Chapter CC's by providing (2) CC updates annually.	6/30/20	None	ST	Ongoing
Improve committee communication with RCC's and increase RCC participation.	6/30/20	None	ST	Ongoing
Update content for ASHRAE membership: Best practices for Chapter Websites.	6/30/20	None	Web	In progress
Evaluate / choose new website templates for chapters.	6/30/20	None	Web	In progress
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	Ongoing
Improve usability of Basecamp for Councils and Committees.	6/30/20	None	ECT	In progress
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	Ongoing
Support ASHRAE staff to promote their social media goals for the 2019-2020 year.	6/30/20	None	SM	Ongoing

Chapter Technology Transfer Committee (CTTC)

Report to Members Council

From Meeting of January 31-February 1, 2020

Members Present

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

Members Absent

Chuck Gulledge

Guests

Mark Bettin
Charles Hon
Robin Bryant
Jesus Lopez
Keith Reihl
Pam Duffy
Luiz Henrique d'Avila
Doug Cochrane
John Constantinide
Bernardo Baldasso
Pat Marks
Keiron Nannan
Larissa Alves

Staff

Rhiannon Masterson
Anastasia Meadows
Joyce Abrams
Eunice Njeru

Motions

1. That the candidate requirements for CTTC Regional Vice Chair positions be revised as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall ~~have been~~ be in the grade of Member and in good standing as an Affiliate, Associate, or Member for three years prior to the start of their term for three years prior to the start of their terms...”

Background: The above motion was referred to all grassroots committees by Members Council. CTTC supports Members Council’s recommendation to remove the requirement of at least three years at Member grade prior to serving as RVC, but we believe the motion should be further amended to reflect the additional changes noted above. 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

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. The November Tech Hour was on the topic of indoor humidity and presented by Stephanie Taylor. There have been approximately 1,400 views with minimal marketing effort.
 - b. The February Tech Hour will be on the topic of ethics and the presenter is Richard Rooley.
 - c. The May Tech Hour will be on the topic of commissioning and the presenters are HJ Enck and Reinhard Seidl.
 - d. 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 DL program had a total of 206 allocated visits available to Chapter. Currently, all 206 allocated visits have been confirmed. An additional 44 non-allocated visits have also been scheduled and confirmed.
 - 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. CTTC reviewed 13 DL nominations as well as the performance of all current lecturers at this meeting. CTTC has approved a roster of 70 DLs for the 2020-21 Society year. Eight new DLs will begin two-year terms on July 1, 2020. The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.
4. A DL mixer was held on Friday evening. CTTC is very excited that the mixer provided the opportunity for over 100 attendees to be able to personally interface with 33 DLs, the majority of the CTTC committee, many current and previous Board members, and LeaDRS participants. The mixer was well received and the committee plans on hosting another mixer at the next Winter Conference.
5. We received 27 Technology Award entries for this year's Society-level competition. The judging panel selected 18 projects for awards: one Engineering Excellence, five first place, two second place, and ten honorable mention.
 - a. First place entrants and building owner representatives were recognized at the Plenary. Winning projects will be featured throughout the year in both the *ASHRAE Journal* and *High Performance Building Magazine* in 2020.

Attachments

- Attachment A – Updated CTTC MBOs for 2019-20
Attachment B – 2020-21 PAOE recommendations

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.	Ongoing	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.	Ongoing	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.	Ongoing	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.	Complete	October 2019	Operations Sub-Committee & Web Broadcast Sub-Committee	<p>The web broadcast has been a good conduit to disseminate information to the membership for the past 10+ years. The previous format has reached a point where it is not economically feasible to continue for the cost per viewer. A new format was tried this year and did not receive any additional traction. It was felt that multiple smaller webcasts throughout the year would provide better benefit with less production cost. However, to accomplish this will require more committee member involvement to spread out the responsibility for multiple webcasts.</p> <p>This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.</p>
5. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large for a minimum of 5 total from outside North America.	Ongoing	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	Partially Complete	September 2019	All RVCs	<p>The Dan Mills Program Award recognizes the best programs chair in the society which helps improve chapter engagement by acknowledging future chapter and society leaders. This supports Strategic Plan Item 4.</p> <p>The Donald Siller Refrigeration Award recognizes outstanding refrigeration projects and aligns with Strategic Plan items 1 and 2 – Resilient buildings and IEQ.</p>
7. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year per full sub-committee	Ongoing	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>

2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CHAPTER TECHNOLOGY TRANSFER CATEGORY		
MINIMUM: 550 POINTS		PAR: 1050 POINTS
Efficient use of volunteers' time:		
CT1	50-100 points (50-100 points maximum)	For a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs, and Refrigeration) with a minimum of a chair and a co-chair
CT2	100 50 additional points (50-100 points maximum)	If CTT committee includes a refrigeration subcommittee chair
Building Performance:		
CT3	100 points (no maximum)	For each Technology Award entry into Regional or Society competition (each Technology Award entry counted only once) (100 additional points if the Building EQ score is included as part of the Technology Award submission)
CT4	100 points (no maximum)	For each Milton Garland Award of Comfort Cooling Award entry
CT5	50 points; (300 points maximum)	For each chapter program or chapter sponsored educational seminar with a clearly defined sustainability theme (e.g. energy efficiency, indoor air quality, high-performance buildings) with 50 points additional for referencing Building EQ
Planning and Administrative Activities:		
CT6 CT3	50 points; (50 points maximum)	For completing and publishing meeting schedule and speakers by October 1, or 2 weeks after the CRC, whichever is later
CT7 CT4	50 points; (250 points maximum)	For maintaining submitting summary of speaker reviews regularly to CTTC RVC for use in regional speaker database
CT8	25 points; (100 points maximum)	For advertising of ASHRAE Certifications (e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.)
CT9 CT5	25-50 points; (no maximum)	For submitting DL event summary critique form within 15 days of DL visit
Awards and Submission Activities:		
CT3 CT6	300 points (no maximum)	For each Technology Award entry at Regional level
CT4 CT7	500 points (no maximum)	For each Technology CTTC Award entry at Society level (including Technology Award, Milton Garland Award, Comfort Cooling Award entry, Donald A. Siller Refrigeration Award, Dan Mills Chapter Programs Award)
CT10 CT8	300 50 points (no maximum)	For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. (Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, a residential oriented theme, developing economies, effective building operations or if it is performed by a YEA member.) (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education)
Meetings, Presentations or Events:		
CT11	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about effective building operations, including representatives from the local building owner/operators, researchers undertaking studies on smart buildings, controls service providers, or other specialists relevant to the topic. The intent is to have the panel discuss the problems and opportunities related to effective building operations and the impact of technology in the chapter assigned area.
CT12	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about building resilience, such as research undertaking studies on building resilience, controls service providers addressing how control strategies and resiliency are linked, cyber security challenges in the built environment, technical representatives from the local weather authority sharing insights about future weather patterns, utility representatives to discuss how buildings impact grid performance, or other specialists relevant to the topic. The intent is to have the panel discuss where the integration of resilience into new and existing buildings and how it might affect infrastructure in the Chapter assigned area.

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Commented [MT1]: Moved to Awards Section

Commented [MT2]: Moved to Awards Section with spelling correction

Commented [MT3]: Partially duplicated with CO 30. It's recommended to keep it in CTTC as it is directly related to DL topics and speakers / usually managed by CTTC chairs. It will be moved to the below section for "Meetings, Presentations, or Events"

Commented [PD4]: Duplicative; currently in Communications.

Commented [MT5]: Agree on moving it to Communications

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2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CT13	150 points; (150 points maximum)	For a chapter program if the technical topic is a panel discussion about wellness in buildings. The panel should comprise of indoor air quality specialists, interior designers, psychologists specializing in the effects of the indoor environment, and other specialists relevant to the topic. The intent is to have the panel discuss how buildings may improve the quality of life of its occupants.
CT14 CT9	100 points; (300-600 points maximum)	For each 31-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapter
CT15	100 points (no maximum)	For each joint meeting with AIA, USGBC, IES, or other HVAC&R-related organization, and/or other engineering society (or other equivalent organization) (25 additional points if the joint meeting is held with other refrigeration industry-related societies, e.g., RSES or IAR)
CT5 CT10	50 points; (300 points maximum)	For each chapter program or chapter sponsored educational seminar with a clearly defined sustainability theme (e.g. energy efficiency, indoor air quality, high-performance buildings) with 50 points additional for referencing Building EQ
CT11	50 points; (300 points maximum)	For each chapter program or chapter sponsored educational seminar with a clearly defined Refrigeration theme
CT12	100 points; (600 points maximum)	For each chapter meeting presenting one of the recorded Tech-Hour programs (available on ASHRAE 365)

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CT16 CT15 CT13	100 points; (600 points maximum)	For each 3-hour seminar sponsored/hosted by the chapter on a building science topic other than HVAC&R
	100 points (no maximum)	For each joint meeting with HVAC&R peer societies, organizations, and/or associations
CT17 CT14	100 points; (no maximum)	For each ASHRAE certification earned <u>or renewed</u> by a chapter member <u>during the current fiscal year during the Society President's term</u> (An additional 50 points is earned for each ASHRAE certification renewed by an ASHRAE member <u>during the Society President's term</u> .)
CT18	100 points; (no maximum)	For conducting a live remote chapter meeting organized together with a chapter from another country
CT19	100 points; (100 points maximum)	For each 1-hour Technical Session on Refrigeration Design held in conjunction with a chapter meeting
CT20	50 points; (no maximum)	For each chapter program on natural or low-GWP refrigerants, safe refrigerant use and/or refrigeration fluids (e.g. Standard 15 and/or 34, future refrigerants, and refrigeration practices for line sizing, oil return and piping for cold chain or HVAC systems)
CT21 CT15	50-100 points; (200-600 points maximum)	For each <u>chapter seminar/</u> program by a DL (<u>allocated or under a non-allocated visit</u>)
CT22	50 points; (50 points maximum)	For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry-related programs
CT23	50 points (no maximum)	For refrigeration tour to an industrial food or beverage processing plant, low temperature refrigeration manufacturing facility or plant, cold storage warehouse or modern supermarket
CT16	50 points (no maximum)	<u>For each chapter seminar/ program by a DL with multi-chapter visits</u>
CT17	100 points; (600 points maximum)	<u>For each chapter member who is currently serving on any of the following ASHRAE committees/ groups: TC, TRG, MTG, SPC, and SSPC, CTTC- (VM or NVM)</u>
	<u>100 points; (600 points maximum)</u>	<u>For each chapter member who is VM or NVM</u>
CT24 CT18	50-100 points; (100-600 points maximum)	For each chapter member <u>who is currently serving that also serves</u> on an ASHRAE TC <u>to give giving</u> a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at www.ashrae.org/tcs under heading "General TC Information"

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2019-20 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CT25	50 points; (100 points maximum)	For each chapter program on Indoor Air Quality/Environmental Health (Points doubled if related to a Residential project)
CT26	50 points; (50 points maximum)	For each chapter program having a GAC presentation
CT27	25 points; (no maximum)	For each program on business, management, developing economies or legal education (minimum 45 minute presentation; maximum 2 per subject area)
CT28, CT19	100 points; (no maximum)	For each technical tour with a 30 minute presentation
CT29, CT20	50 points; (no maximum)	For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendees
Chapter Member and YEA Activities:		
CT30	25 points; (400 points maximum)	For each article (minimum 250 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website (maximum of two articles per month) (an additional 25 points if submitted by YEA member; not to exceed 100 additional bonus points)
CT31	50 points; (200 points maximum)	For each chapter presentation (minimum 15 minutes) given by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of one particular TC's, TG's or SPC's efforts (Research activities, Standards activities, Handbook activities, etc.) (Points doubled if the presenter is part of the Refrigeration Committee, Residential Committee or a YEA member)
CT32	100 points; (no maximum)	For each Technology Award entry into Chapter competition (Points doubled if submitted by a YEA member)
RVC Assigns/Enters the following points:		
CT33, CT21	200 points; (200 points maximum)	For the incoming Chapter CTT committee chair or co-chair attending the CTTC CRC workshop at CRC
CT33	25 points; (100 points maximum)	For each other chapter member attending the CTTC workshop at CRC
CT34	100 points; (no maximum)	For submitting Donald A. Siller Refrigeration Award application
CT35	100 points; (no maximum)	For submitting Dan Mills Chapter Programs Award application
CT36, CT22	50—100 points; (200+100 points maximum)	For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)
CT37, CT23	40—100 points; (100-100+100 points maximum)	For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)

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GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
From Meeting of February 1, 2020
Orlando, Florida

Members Present

Valid Chakroun, Chair
Chris Gray
Larry Fisher
Michael Bilderbeck
Sheila Hayter
William McQuade
Ross Montgomery
Andrew Manos
Robert Hoadley
Kinga Porst Hydras
Tim Ashby
Louis Van Belle
Matthew Jesson
Ryan Williams
Chad Smith
Andrea Phillips
Colin Laisure-Pool
Daryl Collerman
Eduardo Conghos
Sam Hui
Stephen Gill
Gian Modgil
Roger Jones
Dunstan Macauley
Michael Schwedler

Members Absent

Terry Townsend

Guests

Doug Cochrane
David Underwood
Dan Buuk
Olu Soluade
Samantha Slater
Arturo Thor de Koes
Thomas Reyes
Priyank S. Garg
Aaron Gunzner
Jeff Whitelaw
Jeff Benavides
Dimitris Karatitsos
John Constantuide
Bryan Holcomb
Jim Wolf
Jeremy Stockmans
Don Brandt
Rob Craddock
Jim Arnold
Beth Tomlinson
Robin Bryant
Jesus Lopez
Keiron Nannan
Ayman Eltalouny
James Curlin
Rosie Evans
Meghan McNulty
Madison Schultz
Megan Toth
Nicky Dunbar
Rudy Nagasimha

Staff

Alice Yates
Patricia Ryan
Steve Comstock
Lilas Pratt

Motions

Motion 1 (Chapter Communication to Government Officials): The GAC Committee recommends to Members Council that the Manual for Chapter Operations be revised as shown below.

2.5 Government Affairs Committee

- I. If approved by the BOG, assisting a governmental body in writing or developing a regulation, a code, an ordinance or law, or issuing a letter or providing written or verbal testimony concerning such matter, or participating in an advisory group to such a body, provided such activity:
 - i. Does not conflict with Society or chapter bylaws, or Society-approved documents or publications;
 - ii. Involves technical or method-of enforcement aspects only, and not support of a

- political party or candidate;
- iii. Does not jeopardize the chapter's tax status (e.g., 501(c)(3) tax status in the United States) or cause the chapter or a chapter member to exceed local, provincial or state limits regarding registration as a "lobbyist" or "lobbying organization;"
 - iv. Chapter shall review the state legislation prior to engage in any lobbying effort, time expander or in-kind gifts. National Conference of State Legislatures web site reference links to state's legislative ethics and lobbying laws: <http://www.ncsl.org/research/ethics/50-state-legislative-ethics-and-lobbying-laws.aspx#al>; Any Federal Government lobbying activities must be coordinated strictly through the ASHRAE Government Affairs Office; this is to ensure proper preservation of the IRS 501(c)(3) status.
- See Appendix 2N for the list of links for each U.S. state.
- v. Chapters to contact the ASHRAE Government Affairs Office staff liaison and the appropriate GAC Regional Vice Chair (RVC) prior to engaging in any lobbying activities in order to mitigate any potential issues that might arise. This is to conform with the "Chapter cannot speak for Society" policy. In addition, staff and/or the RVC may recommend other chapters join in sending a letter or providing testimony, and/or issue a letter or provide testimony from ASHRAE Society.
 - vi. Does not conflict with any existing Memorandum of Understanding or contractual obligation between ASHRAE and another code or standards writing organization; and
 - vii. The member does not request any travel or transportation reimbursement (as defined by the ASHRAE Travel Policy), nor any reimbursement for time away from their regular employment, for the activity.
 - viii. The final document sent by the Chapter shall be sent to the Government Affairs Office staff liaison.

Note: All responses and recommendations to governmental advisory boards or agencies shall promote ASHRAE's mission to advance the arts and sciences of heating, refrigerating, air conditioning and ventilating, and the allied arts and sciences, for the benefit of the general public, and should, wherever feasible, be based upon current Society Board-approved documents or publications (e.g., Position Documents, ASHRAE Standards, ASHRAE Handbooks, etc.). Where such policy information is not clear, readily available, or applicable to the Chapter's climate or jurisdiction, the Chapter GAC chair shall request input from the Government Affairs Committee and the ASHRAE Government Affairs Office staff liaison.

Background:

Government officials and bodies, especially those serving in an elected position, will often pay more attention to communication provided by, and sent from those individuals and/or organizations who are constituents and/or local residents. For this reason, letters sent by ASHRAE Chapters can be a more powerful communication tool. The Manual for Chapter Operations¹ includes a section on Government-Related Chapter Communications; however, it does not provide any specificity with respect to writing letters to governmental bodies, or providing testimony on policy, legislative, or regulatory matters. This motion would provide clarity for ASHRAE chapters in communicating with a governmental body. The GAC approved this motion on February 1, 2020 by voice vote with no dissents.

Fiscal Impact: NONE

¹ Note the Manual is only a guide, and not a governing document.

Motion 2 (GAC Manual of Procedures Clarifying Changes): The GAC Committee recommends that Members Council revise the GAC Manual of Procedures as shown below.

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.**

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 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. The GAC approved this motion on February 1, 2020 by voice vote with no dissents.

Fiscal Impact: NONE.

Information Items

1. Information Item 1. Recognition of the amazing contributions of Dave Palty
The GAC recognized the amazing contributions of Dave Palty, including through memorial slides, verbal recognition, and providing information on how to contribute to his memorial fund.

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. Over the first half of this Society Year, 22 Government Outreach Days have been held, 7 outside of the U.S. Therefore, the GAC is on track to meet its goal, and may surpass it. The GAC has broadened the definition of a Government Outreach Day to include meetings with Federal officials, as well as local officials. The GAC is also exploring ways to better measure the impact of these events.

3. Information Item 3. Response to the coronavirus and planning for other public health concerns

GAC will be requesting resources from Tech Council to help it provide technical assistance to elected officials and policy makers to help with containment and prevention of spread of communicable viruses, including the coronavirus. Resources requested include topics such as ventilation, negative pressure, HVAC management, containment. GAC will also be identifying a liaison from its committee to the Environmental Health Committee, and requesting a liaison from the Environmental Health Committee to the GAC. These liaisons will be focused on other public health matters for which ASHRAE could provide technical resources and assistance, including spread of contagious diseases, water system health and safety, and indoor air quality and wildfires

4. Information Item 4. Public Policy Issue Briefs

The Government Affairs Committee reviewed and approved two Public Policy Issue Briefs (PPIB), which are listed below. These two PPIBs will be submitted to the Document Review Subcommittee for review, and then submitted to the Executive Committee for approval.

- a. Consensus Standards: Export Solutions to Meet National Needs
- b. Refrigerants and Their Responsible Use

5. Information Item 5. Responses to Members Council on Referred Motions

The GAC approved 3 responses to Members Council on the motions listed below. Separate memos with the full GAC response to these motions will be sent to the staff liaison of Members Council.

a. Region XI (Oregon Chapter) – Motion 24 (06/25/2019):

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

b. Region XI (Oregon Chapter – Motion 25 (06/25/2019):

That Society add “Advocate phaseout of HFC refrigerants in the United States” to the 2019-2020 Public priorities list.

c. Region IX (Kansas City – Motion 7c (2019 Fall CRC):

That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows:

“Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing ~~for three years prior to the start of their terms.....~~”

6. Information Item 6. Government Affairs Award

In Executive Session, the GAC approved the recommended nomination for the Government Affairs Award. This recommendation will be sent to the Honors and Awards Committee.

7. Information Item 7. GAC Resource Manual Revisions to Government Affairs Award Section
The GAC approved changes to the GAC Resource Manual, Section “I: Government Affairs Award,” which clarifies and better standardizes the nominations application for the Government Affairs Award.
8. Information Item 8: GAC PAOE Recommendations
The GAC approved recommendations to the PAOE for the committee, which are provided in Attachment A.

MBO Update

GAC MBOs: SY2019 - 2020		
MBO	Subcommittee Assigned	Status
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	All but 3 regions have conducted an event, or have one planned Will encourage RVCs to connect with aligned organizations in these meetings. GAC will emphasize developing relationships with these organizations, and not just meet with them.
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	The GAC webpages have been revised and updated; 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; it’s critical that the RVCs get this information out to the Chapters.
3. Identify areas for which ASHRAE can lead proactively in the future.	Policy & Programs	The following areas have been identified: <ul style="list-style-type: none"> • Resilience • Next generation refrigerants • Targeting jurisdictions that have 2030/2050 climate goals and other energy efficiency goals

GAC MBOs: SY2019 - 2020		
MBO	Subcommittee Assigned	Status
4. Build bridges with intergovernmental organizations to introduce them to ASHRAE as the leading source for technical HVACR information.	Executive Subcommittee	GAC Chair met with UNEP in Washington, DC, and UNEP also attended the GAC Training and the full GAC meeting in Orlando. GAC will also be reaching out to the World Health Organization. Staff will include a link to the UNEP Refrigerants webpage.
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	Steve Comstock has been providing updates, and also sharing information with Stephen Gill, RVC for Region XIV. GAC will continue to strengthen the relationship with Brussels and the Dubai Training Center.
6. Develop and implement programs to promote awareness and use of Building EQ (in cooperation with the Building EQ Committee)	Member Mobilization	A flyer has been developed, along with a presentation. The Building EQ Committee has also made itself available to provide 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	Walid Chakroun shared his experiences with the Subcommittee about his efforts in Saudi Arabia and Kuwait with 90.2 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.
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	Government Outreach days have been significantly expanded, and the GAC is on track to meet or exceed its goal of 45 outreach events. New training videos will be developed in the next half of the Society year, and a conference call has been scheduled for later in February with the

GAC MBOs: SY2019 - 2020		
MBO	Subcommittee Assigned	Status
		Marketing Department.
9. Develop tool to quickly respond to inquiries to better serve the ASHRAE Members.	Member Mobilization	GovAffairs@ashrae.org 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.

Attachments

Attachment A (PAOE Recommendations)

ATTACHMENT A

GAC RECOMMENDATIONS FOR PAOE POINTS

Below are the GAC recommended revisions to the PAOE criteria. These were approved by the full committee on February 2, 2020.

GA 1. Keep as is.

GA 2. Keep as is.

GA 3. GAC recommends adding the following language (in red):
For establishing and annually updating a list of **relevant** government officials (at any level of government relevant to **environmental agencies**, buildings, engineering or construction, including building officials, school system facility staff, state energy code officials, etc.) along with their contact information. (List must be sent to RVC by December 15 or date assigned by RVC)

GA 4. Keep as is.

GA 5. Keep as is.

GA 6. Keep as is.

GA 7. Keep as is.

GA 8. GAC recommends adding the following language (in red):
“For each documented personal contact (meeting) by a chapter member with government officials (at any level of government relevant to buildings, engineering or construction, including building officials, school system facility staff, state energy code officials, etc.) with the goal of promoting ASHRAE related subjects or Chapter goals and objectives, with notification **and submit a record via the online portal** sent to the ASHRAE Government Affairs Office. (Points doubled if the chapter promotes current or recently updated ASHRAE Standards, ASHRAE certifications or Building EQ.) **Points will only be given once a report is submitted to the ASHRAE Government Affairs Office. Points will be assigned by the RVC, once the report is submitted to the Government Affairs Office.** (50 points for staff level meeting and 100 points for elected/appointed official meeting)

Because this activity could be more effort than other categories, the GAC also recommends a greater number of points in this category (a minimum of 100 points with 200 points for the elected/appointed official meeting), with reductions in other categories.

GA 9. GAC recommends adding the following language (in red):
“For each **action or activity that commemorates or promotes** National Engineers’ Week or non-US equivalent activity that promotes Engineering, **World Refrigeration Day, World Standards Day or other national/global events.**”

GAC also recommends establishing a points cap on GA 9.

GA 10. GAC recommends the following changes (in red):
“For promotion of ASHRAE certification programs through personal presentations or newsletters with **government-elected**-officials and **engineers government agencies.**”

GA 11. GAC recommends deleting GA 11:
~~For maintaining a current listing of local and state Energy code(s) for entities within chapter area; include contacts for people managing the Energy Code(s)~~

GA 12. Keep as is.

GA 13. Keep as is.

GA 14. Keep as is.

GA 15. Keep as is.

GA 16. Keep as is.

GA 17. Keep as is.

GA 18. GAC recommends combining GA 18 with GA 20 by adding the following language (in red):
“For chapter interaction with **energy code officials and/or** local or state government to advocate for **ASHRAE Standards and Certifications** related to buildings, engineering or construction. The total points shall be determined by the RVC based on effort”

GA 19. Keep as is

GA 20. GAC recommends deleting GA 20.
~~For each GAC meeting to promote using an Energy Code based on ASHRAE standards with Energy Code contacts; must report to RVC~~

Honors and Awards Committee
Report to Members Council
From Meeting of February 2-3, 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 Kopocis
Isabelle Lavoie
Nicolas Lemire
Marites Calad

Members Absent

Chuck Gullledge

Guests

Niss Feiner
Vanessa O'Connor
Mick Schwedler

Staff

Rhiannon Masterson
Anastasia Meadows

Motions

Motion 1: The Honors and Awards Committee recommends to Members Council that the Comfort Cooling Award for Project Excellence be discontinued and that the Refrigeration Committee consider merging the award into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence.

Background: Every ASHRAE award is reviewed on a five-year basis. Based on the review of the Comfort Cooling Award and feedback from the Refrigeration Committee, H&A recommends discontinuation of the award for the following reasons:

1. In the past 14 years there have been six project submissions,
2. It has been awarded only three time, and
3. There have only been two submissions since 2014 and it was not awarded either of those years.

Vote: 10-0-0 CNV

Fiscal Impact: Honors & Awards covers the cost of a plaque, and Refrigeration covers the cost of travel. These costs would be eliminated.

Motion 2: That Society institute a “Distinguished 75-Year Member Award”, made available during the 2020-21 Society Year.

Background: This motion was referred to Honors and Awards from Members Council (Region V, Evansville Chapter, Motion 11A, 11/14/2019). H&A supports the creation of this award and believes that the award requirements should be the same as the Distinguished 50-Year Member Award with the exception of a member tenure requirement of 75 years. Based on a review of our members, there are currently about eight member that may qualify for this award solely based on 75-years of membership.

Vote: 9-1-0 CNV

Fiscal Impact: Based on the cost of the Distinguished 50-Year plaque and lapel pin, the cost for the Distinguished 75-Year Membership Award would be up to \$700 annually.

Information Items

1. ASHRAE's joint award with UNEP, the Lower-GWP Refrigeration and Air Conditioning Innovation Award, follows a timeline that doesn't line up with ASHRAE's existing award review schedule. Nominations are sent to ASHRAE by October 1 each year and need to be approved in time for the Meeting of Members (MOP) event in November. To better accommodate this timeline, the Honors and Awards Committee asks that Members Council review these pass-through nominations via letter ballot in October each year.
2. Honors and Awards unanimously decided that the Distinguished 50-Year Member Award and the Distinguished 75-Year Member Award (if approved) should consider all grades of membership, including Student grade, be counted in membership tenure.
3. Based on a referred motion from Members Council (Region VII, Louisville Chapter, Motion 26, 11/14/2019), Honors and Awards unanimously decided that the Plenary PointPoint presentation include award winners' Country, Region, and/or Chapter as available. Honors and Award will work with CEC to incorporate this change.
4. In order to better publicize the availability of various awards and previous winners of these awards, the H&A Committee will send to each DRC, Nominating Committee member, and Chapter Presidents/Delegates a copy of the ASHRAE award winners from their Regions.
5. The recommendations for Fellow, Hall of Fame, and F. Paul Anderson will be made to the Board in accordance with the Rules of the Board.

Executive Session Motions

Motion 1

Attachments

Attachment A – Updated 2019-20 MBOs

Attachment B – Executive Session

MANAGEMENT BY OBJECTIVES

HONORS AND AWARDS COMMITTEE

ASHRAE SOCIETY YEAR 2019-20

PAUL PETRILLI, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	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	



**Summary Report
MAPS Ad-Hoc Subcommittee
Government Affairs Committee**

June 22, 2019

Members

Tim Ashby, Chair
Rob Hoadley, RVC Region II
Kinga Hydras, RVC Region III
Ryan Williams, RVC Region VII

Alice Yates, Staff Liaison

Motions

There are no motions from the MAPS Ad Hoc Committee to the Government Affairs Committee.

Information Items

The MAPS Ad-Hoc Subcommittee met six times during SY2018-19, four of those meetings were via go-to meetings/conference calls. This ad-hoc subcommittee was a continuation of the one established in SY2017-18. (The Maps project can be found here:
http://web.ashrae.org/government_contacts/)

The original goal of the project was to create an easy to use website for government officials at all levels to find the right contact persons for information on what ASHRAE is and how our Society can support their needs. Additionally, the MAPS were to be used by chapters to aid in planning Government Outreach Days / Days on the Hill, because for certain states, it was unclear which chapters and regions would be involved. For example, some states are covered more than one region (e.g., Florida, Missouri, Nevada).

Sub-committee members noted that the MAPS may be useful for a variety of other purposes, including Membership Promotion and Research Promotion. The subcommittee also learned that Members Council was engaged in reviewing chapter and regional geographic boundaries, and an ad-hoc committee was formed to further evaluate the boundaries.

While an evaluation survey was completed in SY17-18, the subcommittee decided to conduct

another survey to collect additional data. The results from the survey show that most people are unaware that the MAPS project exists.

Subcommittee members concluded the MAPS project is of value, but that several matters constrain their usefulness:

- **Awareness** – this challenge can be addressed through better communication, including training at CRCs, and communication by the DRCs.
- **Maintenance** – If the MAPS are to continue to list the key contacts as well as focus areas, there is a concern about the resources available for maintaining the MAPS. **An alternative would be to use the MAPS only as a visual representation of the chapters and regions, and these could be linked instead to chapter websites.** That way, if the maintenance is already taking place at the chapter level, then there doesn't need to be duplication of effort.
- **Accuracy** – The subcommittee identified some errors with the MAPS (as well as with the Society map available on the website).

Conclusions

1. The subcommittee believes the MAPS are a useful tool, but that they may be used more fully if the tool is given to Members Council for use by a broader number of committees and members.
2. The visual representation of the chapters and regions in the MAPS is more useful than the map without chapter boundaries, which is currently available online.
3. The MAPS subcommittee should dissolve, and its wealth of information should be shared with Members Council, in particular with the Ad-Hoc Committee that has been formed to evaluate chapter and regional boundaries.

The committee has approved this report.

Respectfully submitted,

R. Timothy Ashby
Chair, GAC MAPS Ad Hoc Committee

Members Council Planning Subcommittee MBO Development

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*

Potential Projects in Prioritized Order

1. Transform the Digital capabilities of ASHRAE to eliminate paper transactions, ease member engagement and streamline operations of Grassroots Committees
 - Centralized meeting format/program: Means for an ASHRAE provided meeting online platform for all chapters/regions to utilize for voice, video, and document editing/sharing.
 - Utilize digital collaboration tools (like Basecamp) for a common platform to streamline document sharing and collaborative updates
 - Continue to investigate chapter operations software
 - Certification tracking of CEUs
2. 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
3. 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.)
4. 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

**MANUAL FOR CHAPTER OPERATIONS
SECTION 12
CHAPTER OR REGION SECTIONS**

- 12.1 Creating a Chapter or Region Section**
- 12.2 Qualifications of Section Membership**
- 12.3 Section Operations**
- 12.4 Charter Meeting**
- 12.5 Duties of the Section Representative**
- 12.6 Chapter or Region Support of Sections**
- 12.7 National Association Support of A Section**
- 12.8 Membership in Any Society, Association, Council or Other Organization**
- 12.89 Dissolution of a Section**

12.1 Creating a Chapter or Region Section

Many Society members reside in areas that are not geographically close to a primary chapter location. One way for members in these areas to be active in ASHRAE at the local level is to create a section. A section must be sponsored by either an existing chapter or a region. A section may be sponsored by a region and administered by a national association operating under a Memorandum of Understanding with Society, in accordance with Rules of the Board. The support of a section is vital to Society's ability to provide services to geographical areas that are inhabited by groups of members whose numbers may not be large enough to support a chapter and who cannot attend regular meetings because of their remote locations.

12.1.1 Review Chapter or Region Areas

Determine if groups of members within a chapter area or region are not able to be served adequately by an existing chapter functions and if a sufficient number of these members want to form a section.

12.1.2 Form Section Committee

When an area is defined that is not being provided chapter services and in which a sufficient number of members wish to form a section, the chapter president or Director and Regional Chair (DRC) shall appoint a Section Committee to start and maintain the section. This committee represents all sections formed within the region or chapter area. If the section is to be administered by a national association, the

section committee members must hold membership in both ASHRAE and the national association.

12.1.3 Section Organization

The chapter President, if the section is sponsored by a chapter, or the Director and Regional Chair, if the section is sponsored by a region, shall name a section representative from each section to be formed who shall serve on the Section Committee and maintain liaison with the chapter or the region. The section will operate within the chapter bylaws, if sponsored by a chapter, a copy of which shall be provided to the section representative by the chapter President.

The section will operate within the region bylaws, if sponsored by a region, a copy of which shall be provided to the section representative by the Director and Regional Chair. The section will operate according to the Manual for Chapter Operations, a copy of which shall be provided to the section representative by the DRC and/or the Society Director of Member Services. The section will not function as a chapter. All activities must be approved by the chapter Board of Governors (BOG) or DRC, as appropriate. If the section is administered by a national association, all activities must also be approved by the section/national association committee comprised of members from both organizations.

12.1.4 Section Approval

The Petition for Establishing a Section, which is provided in Appendix 12A, shall be signed by:

- Minimum of ten chapter members who work or reside within the section's defined area
- Section representative
- President of the sponsoring chapter (if applicable)
- Director and Regional Chair (DRC)

The completed and signed petition shall be forwarded to the Member Services staff at Society Headquarters. The signed petition must be on file at Headquarters before the chapter section can be officially approved. Chapter sections are officially approved by Members Council at its Winter, Annual and Fall meetings each year.

Following the Winter, Annual or Fall meetings, Member Services staff will notify the President of the sponsoring chapter (if applicable) and the DRC of the approval of the section in writing, with copy to the appropriate Regional Vice Chair (RVC) of Membership Promotion.

Member Services staff shall maintain a list of active sections within Society.

Member Services staff shall annually submit a list of active sections to Members Council.

12.2 Qualifications of Section Membership

Section members must be members in good standing of the Society and must live or work in the geographic area covered by the new section.

12.3 Section Operations

- A. The new section must be ASHRAE-related and technical by nature.
- B. The new section must have at least two formally-organized meetings during the Society Year, each of which shall be a minimum of one hour duration.
- C. Where applicable, a meeting attendance roster and minutes must be submitted to the DRC and the RVC of Chapter Technology Transfer, along with the chapter submittals by the chapter secretary.
- D. The amount of section dues is determined by the sponsoring chapter's BOG or the DRC if the section is sponsored by a region. Meal costs that are subsidized by the sponsoring chapter should be taken into account when determining the amount of section dues.
- E. The name of a section shall take the following form:

The Section of the Chapter or The Section of Region.

12.3.1 Assignment of Section Members

A section member can be assigned only to the sponsoring chapter or region; however, the section member can *elect* to belong to any chapter he or she desires.

12.3.2 Section Petition, Minutes, Banner and Charter

The section petition, minutes, banner and charter will be the same as for a chapter because they serve as a tangible presentation of the existence of the section, chapter, region and Society.

12.4 Charter Meeting

After a newly-established section has been approved by Members Council, Member Services staff will order a section banner and charter at no expense to the section or the sponsoring chapter or region. The banner and charter will be sent to the sponsoring chapter's President or to the region's DRC. The first meeting of the section shall include the presentation of the section banner by the DRC (if applicable) or the chapter President. Appendix 12B provides a model script for the installation of section officers.

12.5 Duties of the Section Representative

The section representative shall preside over all section meetings. The section representative may appoint a co-representative and may form subcommittees to serve the section membership and the Section Committee, maintain a liaison to the chapter, region or national association, as appropriate, and provide service to section members. The section representative shall provide the sponsoring chapter's President or the region's DRC with an annual report. The CRC Chapter Summary Report in Appendix 7D can be adapted for this use.

12.6 Chapter or Region Support of a Section

The sponsoring chapter or region can provide support to a section by:

- Maintaining a section committee to act as liaison between the section and the sponsoring chapter or region. A section representative may be the Section Committee chair.

- Providing operating funds to the section from the chapter or region's annual budget.
- Including section news in the chapter meeting notice and e-Newsletter.
- Encouraging support from all chapter committees for section activities.
- Providing the section with speakers for programs and assisting in the promotion of Society-sponsored programs, special projects and special programs.

12.7 National Association Support of a Section

A national association can provide support to a section by:

- Publicity on the National Association website.
- News of the section's activities in national association newsletters, journals and other regularly produced publications as appropriate.
- Support for organization of section events as either standalone events or events held in cooperation with ASHRAE.
- Administrative support, including banking in national currency, web hosting, and logistical arrangements for section events, under level of support mutually agreed by ASHRAE and the National Association.

12.8 Membership in Any Society, Association, Council or Other Organization

1. An ASHRAE Chapter or an ASHRAE section may contribute to, affiliate with, or hold membership in any society, association, council or other organization in accordance with the Rules of the Board.
2. An ASHRAE Group that is a type of an ASHRAE section can be formed in those countries where national laws and official regulations prohibit the formation of chapters and sections or where a Group already existed as of January 1, 2019.

12.9 Dissolution of a Section

If a section's sponsoring chapter or region determines that the section no longer operates sufficiently even after the chapter or region has exercised all responsibilities in maintaining the

section to keep it active, then the sponsoring chapter or region shall determine if the section shall be dissolved. The process for dissolving a section shall be:

A. The sponsoring chapter or region shall notify the section that it no longer meets the minimum requirements as shown in Section 12 of the Manual for Chapter Operations.

B. The sponsoring chapter or region shall send a letter to all known members of the section not less than 90 days prior to the CRC informing them of dissolving the section.

C. The sponsoring chapter or region shall bring a formal motion to their respective CRC for dissolution of the section after which the motion shall be forwarded to Members Council for consideration

ASHRAE is 125 years old. In its long history the society has never stopped innovating and advancing the arts and sciences in its field. This role is now placed in our hands. While our past gives us strength, our focus clearly must be in the future.

In order to fulfil our assignment we have set up two committees, the “Manual” and the “Direction” subcommittees. In order to provide a broader, more global, feedback on this assignment all members are kindly requested to provide their opinion in the following questions by choosing a **YES** or a **NO** at “[your opinion](#)” and provide “[your input](#).”

By no means this is a complete list and if you consider there are other important parameters left out kindly introduce them.

Manual Subcommittee: Russell Lavitt, Scott Wayland and Eric Sturm:

Must address the need of step-by-step guidelines for DRCs when dissolving chapters.

Although this is a clear mandate we should look into whether we can foresee the decline of a chapter and how to accommodate its members after its dissolution.

BEFORE

1. Can we create automated or semi-automated indexes that will warn of the spiraling down of a chapter?

YES/NO

If **YES** name procedures that could help a chapter.

○ Member-1 **YES**
“Membership trendlines, participation, chapter visits by regional leadership etc.”

○ Member-2 **YES**
“Knowing data that ASHRAE has membership numbers, number of YEA members, number of student members (maybe), we should have an idea of how chapters are doing and try to predict trouble ahead. If membership numbers are stagnant, possible trouble. If YEA is stagnant or negative, possible trouble.

We should also look at CIQ and see how positions are being filled. I think we can identify positions that are critical, important, and of low importance to a chapter for success. I would categorize chapter leadership (president, president-elect/vice-president, secretary, and treasurer) as critical. I would also categorize CTTC as critical. If these positions are empty, possible trouble.

There is so much data available in the world, like census values. Should we be looking at population counts and correlating to our chapters to see which chapters are experiencing total population growth compared to chapter growth? Trouble if these things are not trending similarly?”

○ Member-3 **YES**
“If there is some way to monitor chapter websites for regular updates, current chapter meeting information, current contact information, that might be helpful.”

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○ Member-4

YES

"Checking chapter assistance at the CRCs is a good way of evaluating that chapter's participation or involvement as the important Committees (i.e. CTTC, MP, SA, RP) should be represented and the absence of Chairs would be indicative of the chapter's activity. This will also be reflected in the CIQ, that can act as an automated index to warn the spiraling down of a chapter. If a chapter has no representatives for its committees, this will show ASHRAE that that chapter is not really working as it should and might be needing some help."

○ Member-5

"I am not sure we could automate the process but we can make better use of existing systems. In Region I we learn hear about problems during the PE Training in the spring and at the CRC in the Fall we ask chapters to add problems and/or areas needing improvement in their chapter presentation. Monitoring PAOE during the year and chapter visits can also help to identify "problem chapters."

○ Member-6

YES

"Membership that last only 1 year, delinquency trends, returned chapter officer trends, PAOE trends, participation, reports overdue, chapter visits by regional leadership etc. Further indexes cab be referred to MCO 11.10 guideline for revocation."

2. Are there clear procedures that a chapter can ask for ASHRAE's help (regional or society) in order to survive?

YES/NO

If **NO** name procedures that could help a chapter.

○ Member-1

NO

"A struggling chapter member's voice should be able to be heard not only on a regional level but on society concurrently, and having in place a procedure that will make this as less intimidating as possible and as effective (i.e. fast response) as it can be."

○ Member-2

NO, I don't think so...

"I don't recall hearing of something that could help a chapter. Seems like society needs to first understand WHY chapters fail before creating survival materials and resources. Do we know WHY chapters fail?"

○ Member-3

UNSURE

"I'm not sure how much clearer we can make the offers to help that the DRC, RMCR, and other Regional members extend to chapters. If the issue is embarrassment, that's not a procedural problem."

○ Member-4

NO

"A procedure that could help a Chapter is sending a society level representative to that chapter in order assist that chapter. For instance, the DRC could visit a Chapter or send some other regional authority such as the RMCR or an RVC to have a meeting with local chapter authorities or chapter members and work on efficient solutions to help the chapter out."

ATTACHMENT M

- Member-5 YES
The chapter officers can contact any of the Regional Officers or ASHRAE Staff for assistance. I believe we make this clear during PE Training and the CRC.
- Member-6 NO
"Chapter ask [Help] per PAOE category to society, then society forward to region and relevant committee for assisting, follow up and tracking."

3. Can a partnership with another local "sister" organization help a struggling chapter?
YES/NO
-

If **YES** name procedures that could help a chapter.

- Member-1 YES
"Struggling chapters could use expense sharing, augmented participation on events and knowledge on attracting and keeping members."
- Member-2 I THINK SO
"I think sister chapters could work if society can identify a pool of willing sister chapters that are willing to share best practices and lessons learned with other chapters. But the pairing needs to be carefully considered. Pairing a large chapter, like Illinois, with a small one, like La Crosse, might have limited benefit to La Crosse. And the chapter leaders need to be committed to transparency—there's often more to learn from failures than successes!"
- Member-3 YES
"My experience has been that partnering with sister organizations can be beneficial in terms of access to speakers, meeting venues, and marketing mutual information. My only cautionary tale is that if the sister organization is too big, they can sometimes overwhelm a small or inexperienced chapter and start dictating how the chapter will operate."
- Member-4 YES
"Personally, I don't know of any chapter that is currently working with a sister organization. As I lack experience in this field I'd rather not make any comments."
- Member-5 YES
"In my experience joint meetings with other organizations can help to increase attendance at chapter meetings. It is also helpful to have the two organizations advertise each other's meetings in their communications even when they are not held as joint meetings."
- Member-6 YES
"Assign mentoring chapter or RVC to assist on specific struggles. Alternatively, assign task force to investigate and assist the struggling chapter."

DURING

4. Can we evaluate whether the chapter is salvageable?

YES/NO

-
- If **YES** name ways to evaluate.

ATTACHMENT M

○ Member-1

YES

"We can analyze the number of members and students that chapter has. Also, according to the interest of its members (not only its authorities), ASHRAE should do the biggest possible effort to save that chapter."

○ Member-2

MAYBE

"Seems like a two-part question with multiple responses. ASHRAE might determine that a chapter is salvageable, but what is ASHRAE willing to do to make that happen? And equally important is what the chapter members are willing to do to make it happen. It's almost as if a contract is needed—we're going to do these things so long as you provide people to do the following things on the ground. Both parties need to be fully committed and the chapter is going to need people who are enthusiastic and ready to accept the challenge before them. A third part is the region and what the region is willing to do to help the chapter be successful."

○ Member-3

YES

"Our experience required multiple efforts to contact anyone who would respond. Those contacts included e-mail, phone calls, and personal visits. Lack of responsiveness is an indicator. Evaluating if the make-up of the members in the area is such that there is a solid base of support for maintaining a chapter. Review attendance at chapter meetings, or if they are even holding chapter meetings."

○ Member-4

YES

"We can analyze the number of members and students that chapter has. Also, according to the interest of its members (not only its authorities), ASHRAE should do the biggest possible effort to save that chapter."

○ Member-5

YES

"In my opinion pulling chapter from the brink of shutting down requires a dedicated member in the chapter that is willing to put some effort into saving the chapter and recruit others to get involved. The key is identifying that individual and then having the Region and Society help in them get organized."

○ Member-6

YES

"The determination, attitude and leadership of chapter officers, the correspondences between chapter and region & society. Further refer to MCO 11.10 guideline for revocation."

5. If there are financial obligations that cannot be met by the chapter should ASHRAE cover them?

YES/NO

If YES name ways to evaluate.

○ Member-1

YES

"If arising financial obligations can be covered by the region they should, otherwise society should take a good look and preserve its good name and standing."

○ Member-2

YES, TO A DEGREE

"Perhaps this needs to be established in policy up front. Society is willing to contribute

ATTACHMENT M

up to <certain amount> to help restore the chapter. The relevant region can work with its delegates to answer the same question. We need to be good stewards of other people's money, so I don't want to get into a money pit situation."

○ Member-3

YES

"I say "yes" we should generally do this to support our members. This should probably be handled by the Region. Each circumstance would have to be evaluated by the Regional Executive for the cause(s) and ensure appropriate action to prevent future occurrences."

○ Member-4

YES

"Each case should be evaluated separately as the reasons can be many. If a chapter cannot meet its financial obligations with ASHRAE, ASHRAE could cover for the chapter's debts by not giving that chapter discounts when buying standards, handbooks, signing up for courses, etc. It could also reduce the number of CRC flight tickets given to that chapter in order to make up for the chapter's debt to ASHRAE."

○ Member-5

YES

"We have a responsibility to take care of the financial obligations, using any remaining chapter funds, regional funds and/or society funds."

○ Member-6

YES

"Auditing should be conducted periodically on chapter operation and financial status, to assure the compliance with society policy and local regulations. The incompliance of financial obligation should be surveyed prior setting up a role for society/region support and financial policy."

6. If there are legal obligations or other issues should they be handled by region or society?

YES/NO

If **YES** name ways to evaluate.

○ Member-1

YES

"Definitely yes, as ASHRAE is for the members by the members."

○ Member-2

WHAT DOES SOCIETY LEGAL SAY?

"Seems like ASHRAE has each region and chapter setup as independent legal entities to avoid spiraling legal and financial issues from burdening other chapters, regions, and society. If this actually is the case, I would send this question directly to society's legal representation for an answer before discussing further."

○ Member-3

YES

I would recommend handling any issue at the lowest level first, then escalate as needed.

○ Member-4

YES

"Both, region and society are the perfect entities to handle these subjects."

○ Member-5

YES

"We have a responsibility to take care of the legal obligations as we do with financial obligations. It should start with the Chapter resources, if any, then the

Region and then finally the Society.”

- Member-6 YES
“Assign task force or committee (including society legal staff and regional officers) to survey and manage the legal obligations or other issues related to chapter or regional operations. And collect the approaches as lessons learned. Region or society can offer the supports to chapter for fulfill the legal obligations or resolve the issues.”

AFTER

7. Can we keep ASHRAE services to the members of the dissolved chapter?

YES/NO

If **YES** name procedures that could help a chapter.

- Member-1 YES
“Create a section, merge with an adjacent chapter, create a “virtual” chapter etc.”
- Member-2 YES
“I would imagine people are moved into the next closest chapter. A section requires leadership, which may be why the previous chapter failed. So, I would say dissolved chapter members are moved into the closest chapter and are now served by that chapter, if they continue to pay chapter dues.”
- Member-3 YES
“As stated above, creating a section or merging with an adjacent chapter are viable options.”
- Member-4 YES
“ASHRAE can continue providing its services to its members, just as it does in the countries that have no section or chapter. When a chapter no longer exists, it should try to create a new section in its place.”
- Member-5 YES
“The Chapter members are still Society members whether or not they are affiliated with a chapter. Efforts should be made to identify other chapters in the Region that that members could affiliate with.”
- Member-6 YES
“Transfer the members of dissolved chapter to neighboring chapter, maintain the member’s benefits and services as long as the society and chapter dues are paid.”

8. Can we have in a dissolved chapter’s place a “virtual” chapter?

YES/NO

-
- Member-1 YES
“Although, at the best of my knowledge this has not been tried before, we should have a go and monitor its results.”
 - Member-2 YES
It’s an interesting idea. What do you envision a virtual chapter including, or not

ATTACHMENT M

including? Do we know why people join chapters and what their expectations are? If so, we should target those things.

○ Member-3 **YES**

"I'm not entirely certain I know what a virtual chapter would mean."

○ Member-4 **YES**

"I suppose we can but I really don't know how a virtual chapter works and if this is feasible."

○ Member-5 **YES**

"I agree with Dimitris. I am not aware of any 'virtual chapters' but it would be worth a try. It might also help chapters that cover a wide geographical area if the members that are far from the meeting site could participate using web based meeting software."

○ Member-6 **YES**

"Alternatively, down grade the dissolved chapter to be a group or section, sponsored and served by neighboring chapter or region. Further refer to MCO Section 12."

9. Should we have a regional/multi-regional/society level "Task Force" to assist struggling chapters?

YES/NO

○ Member-1 **YES**

"Yes, and there should be a committee that should be able to respond in almost real time (within a couple of months) from the moment that the problem surfaces."

○ Member-2 **YES**

"Yes, if we're expecting several chapters to fail, I think we should have a team of people ready to identify what happened, why, and learn from it at minimum. Next, that group would need to work with those affected to determine whether they want to try again and move forward. Seems like said taskforce would include a wide variety of people up and down the ranks from society to previous chapter leaders."

○ Member-3 **YES**

"I would include supporting the affected DRC and RMCR as part of the task force's offerings."

○ Member-4 **YES**

"This 'task force' would be in charge of complying with and doing the follow-up of the procedures mentioned in question 2."

○ Member-5 **NO**

"I don't see how a specific 'task force' is going to add to what already exists. The DRC/RMCR meetings at the Winter and Annual Conferences already provide a forum where issues with struggling chapters can be and are discussed. Within the Region the annual planning meeting is another opportunity to identify struggling chapters and steps to help the chapter recover. As always staff will provide advice and assistance."

○ Member-6

YES

“Assign a task force (including members of multi-regional and society level, past chapter presidents and DRCs are the potential candidates), to investigate and assist the specific struggles. Also sharing the lessons learned to all chapters and regions.”

Direction Subcommittee: Marites Calad, Bill Walter and Ron Gagnon

There are two distinct tasks we are tasked with.

- Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings
- Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness

As one approach might be applicable to a certain geographical region, a different one might have better results in another. Bear in mind that now ASHRAE traverses almost all boundaries in our world, be it cultural, political, religious, or entrepreneurial. Such being the case we must have flexibility of mind in our approach. Definitely you must primarily refer to needs of your region and then, relying on your experience, extrapolate for other regions.

In order to optimize ASHRAE's Organizational Structure, relevance, speed to market and future needs, we need to look at the following parameters:

VALUES

The basic question is "what are ASHRAE's values"? What matters most and why? What is ASHRAE's purpose as relates to:

- Members
- Society (North American & International)
- Expertise
- Knowledge
- Services provided (Standards, guidelines, training, certification etc.)

○ Member-6

"Members with strong connectivity is the value and foundation of society, members diverse expertise can offer services with wider range, ASHRAE as the global recognized brand with sustainable knowledge."

The second question is "what are the ambitions", at a member/chapter/region/society level. That is, what is the:

- Mission
- Vision
- Objectives (short-medium-long term)
- Culture

○ Member-6

"Based on the society strategic planning with mission and vision, the society/region should assist regions/chapters to create the consentaneous ASHRAE culture, and achieve the specific region/chapter objectives."

RELATIONSHIPS

A strategy change requires a new set of rules and required capabilities. Are there in place plans on how to bridge the present and future structure and needs?

○ Member-6

"The road-map of multi-years at society/region/chapter level should be developed based on the

society strategic planning/mission and vision. So that the present and incoming leadership can be bridged seamlessly for the preparation and implementation.”

BEHAVIOUR

Organizational change is really about who does what, how and why. Change in the objectives creates new reasons why (innovate, keep up to date globally, stay relevant globally)

Areas of focus:

- Design
- Production
- Delivery
- Support

Pick one that you feel must be the main strategic focus and primary differentiator.

- Member-3

“I would say Design.”

- Member-6

“Organizational change with agile and systematic support will be the main focus.”

ENVIRONMENT

We have to make sure that our ASHRAE culture is aligned with our strategy.

Do we have independence, learning, enjoyment, results and authority?

Do we have interdependence on other institutions for flexibility, ease, lack of knowledge or marketing?

Do we need to change?

1. No, we are fine
2. Yes we need to evolve
3. Yes but we need to accelerate

- Member-3

“I would say 2.”

- Member-6

“Yes, but we need to accelerate our changes/evolutions with agility and flexibility.”

EXPERTISE

What are ASHRAE’s strengths?

Should it rely on them or develop new ones?

What is the single most important focus point (*“When the obvious is unthinkable”*)

1. The past
2. The present
3. The future

We need to answer a simple question that members and leadership will ask and must be answered before they can pay attention to anything else. “What does this mean to me as a member”?

- Member-3

"We need to look to the future. This may include re-visiting the grassroots structure of ASHRAE, which to my knowledge is unique amongst standards development organizations."

- Member-6

"ASHRAE is the leader of the knowledge of sustainability, using the present technologies to build the world for the better future. ASHRAE member is the identity of knowledge leadership/provider and KPI."

Do we need incremental changes that are generally safer?

Do we want a major change with enduring impact?

Will this help members and society advance and innovate and be a leader not only in its "traditional" field?

- Member-3

"Incremental changes are usually less expensive. If our current budgetary constraints are an issue, then we likely have to take this route."

- Member-6

"We need major change to lead the world, as agility and fast pace is the global trend."

Will strong planning, communication and follow through make a difference?

- Member-3

"Always."

- Member-6

"Absolutely, strategy to evolve is the right thing to do and PDCA with systematic procedure can do things right. Strong planning by the talent members, communication and follow through by the new technologies can make big difference."

LIVING IN THE DIGITAL AGE

As we boldly go forward we need to take advantage of the new technology as fast as we can. To be able to do so we will need to establish a department that will provide electronic support in almost real time.

As electronic information is increasing exponentially we need to provide "navigational" tools to members in order for them and society to be more efficient. This cannot be a one-off job but that of an accessible in-house team that can provide solutions in "near" real time.

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.

ATTACHMENT M

Example-1: Members should be able to log and follow the evolution of a “submitted” motion in real time. Time constraints should be given (and provided in the “administrator’s” screen). Motions of the last three years should be readily available electronically to qualified members. Motions should be tagged with “key words”.

Example-2: Members should be enquired when they renew their membership whether they want to opt-in or opt-out of ASHRAE’s publications, newsletters (Government Affairs Update, High Performing Buildings, ...) social media etc. Their previous choice has to be clearly marked.

- Member-3

“I think this is good but we have to be prepared to pay for this, if this is what we want.”

- Member-6

“Common files archive structures in all society levels, using data links to create formats for various purposes. Using AI system to operate and maintain effectively.”

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region XIV, Hellenic Chapter – 2014 Fall CRC)	Technology Council	<p>11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time.</p> <p>06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach.</p> <p>OPEN</p>
Atlanta – 10/2016	4l	That GGAC should establish and develop a published committee methodology to identify, contact, and work with the AASA (ASHRAE Associate Society Alliance) representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017. (Region XII, Brasil Chapter – 2016 Fall CRC)	Executive Committee	<p>01/23/2018 – The chair of GGAC will assign a GGAC member to attend the ASHRAE Associate Societies Alliance meetings at the Winter and Annual meetings. GGAC has not established and developed a published committee methodology to identify, contact, and work with the AASA representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States. This, however, is on the agenda for the MBO Ad Hoc Subcommittee on Global Affairs for their recommendation.</p> <p>06/26/2018 – GGAC asked Members Council to refer this motion to Society ExCom because many of the contacts with non-US Government Officials take place by the Board of Directors and ExCom, not through GGAC.</p> <p>OPEN</p>
Atlanta – 10/2016	7l	That the Handbook includes a chapter on ventilation for the textile and garment industries. (Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)	Technical Activities Committee	OPEN
Chicago – 01/2018	17	That a referral be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in ASHRAE documentation by January 1, 2019. (Region XII, Florida West Coast Chapter – 2017 Fall CRC)	Technology Council	<p>01/23/2018 – Members Council approved this motion and referred it to Technology Council for consideration.</p> <p>OPEN</p>
Atlanta – 11/2018	13	That a scoring system for TCs (Technical Committees) similar to the PAOE (Presidential Award of Excellence) scoring system for chapters be created. (Region XII – Brasil Chapter – 2018 Fall CRC)	Technology Council	<p>02/21/2019 – Technology Council referred this motion to TAC for review and response. This is currently being addressed by TAC in their MOP that applies to all TCs.</p> <p>OPEN</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. (Region XII – Central Florida Chapter – 2018 Fall CRC)	Standards Committee & Technology Council	OPEN
Atlanta – 11/2018	28	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures. (Region II – Montreal Chapter – 2018 Fall CRC)	Technology Council	<p>02/21/2019 – Technology Council referred this motion to TC 8.7 with copy to the TAC Chair.</p> <p>OPEN</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 "ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994. (Region X – Tucson Chapter – 2018 Fall CRC)	Technology Council	<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>OPEN</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Kansas City – 06/2019	24	That Society Government Affairs Office write a letter urging the US President to submit the Kigali Amendment to the Montreal Protocol to the US Senate for ratification. (Region XI – Oregon Chapter – 2019 Spring CRC)	Government Affairs Committee	<p>02/04/2020 – The Government Affairs Committee (GAC) reviewed this request and was not in favor of the motion. The GAC considered this motion, and found it to be too political and U.S.-centric. The GAC has been charged with establishing ASHRAE as a "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." There is no charge to the GAC or to ASHRAE to provide strategic or political guidance to policy makers or elected officials. The GAC will continue to monitor whether the Kigali amendment is advanced to the U.S. Senate for its advice and consent. In addition, separately, the GAC recommended, and the Executive Committee approved, that ASHRAE express support for legislation in the U.S. (S. 2754 and H.R. 5544) that would phase down high GWP HFCs in the U.S. Letters were sent to the U.S. Senate and U.S. House of Representatives with a statement of support, and these letters are available on the ASHRAE Government Affairs website.</p> <p>COMPLETE</p>
Kansas City – 06/2019	25	That Society add "Advocate phaseout of HFC refrigerants in the United States" to the 2019-2020 Public priorities list. (Oregon Chapter – 2019 Spring CRC)	Government Affairs Committee	<p>02/04/2020 – The Government Affairs Committee (GAC) reviewed this request and was not in favor of the motion. The Public Policy Priorities for 2019-2020 were already approved by the Board of Directors at the 2019 Annual Meeting in Kansas City, so they are finalized. In addition, the GAC wanted the region to be aware that the approach of the Kigali Amendment is to phase down HFCs over time rather than to phase them out. Further, high-GWP HFCs are targeted, rather than all HFCs. Finally, ASHRAE is a global society, and we should not focus only on the U.S. The GAC thanks Region X and the Oregon Chapter for considering this important policy matter. The GAC will consider including in its 2020-2021 Public Policy Priorities a statement on refrigerants, which will be derived from the positions in the ASHRAE June 2018 Position Document titled, "Refrigerants and their Responsible Use," which are listed below:</p> <ul style="list-style-type: none"> • Selection of refrigerants and their systems must be based on a holistic analysis including energy efficiency and performance attributes, environmental impacts, employee and public safety, and economic considerations. A refrigerant should not be selected based on any one single factor such as GWP, operating pressure, flammability, etc. The wide range of HVAC&R applications and their requirements throughout the world necessitates a variety of refrigerants to meet these needs. • To limit direct and indirect impacts on the environment, emissions of refrigerants should be reduced through research, education, improved design, manufacturing/construction of equipment, field commissioning, maintenance procedures, decommissioning, and enforcement of applicable standards and regulations. • Where possible, refrigerants should be safely recovered for reuse, recycle, reclamation, or destruction during service or at the end of the life of the equipment. Refrigerant inventory and management programs should be implemented to closely track refrigerant use. <p>ASHRAE encourages and supports ongoing efforts to develop new refrigerants and improve the application of existing refrigerants to meet these criteria.</p> <p>COMPLETE</p>
Kansas City	36	That the Society create a standard Chapter Climate Change Committee for climate change education, research and policy work. (Region VI – Minnesota Chapter – 2019 Spring CRC)	Technology Council	<p>01/27/2020 – Technology Council reviewed this request and has determined that there are already existing PCs and TCs that address sustainability, resilience, and climate change. The Council will continue to</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
				work to improving cross-committee communication, including with GAC, for dissemination as appropriate at the grassroots level. The Council also determined that perhaps this would be best handled by GAC or CTTC (perhaps through the DL Program). COMPLETE
Atlanta – 11/2019	7a	That Society revise the criteria for the Scholarship program to allow the contribution to be taken in Canadian funds and the scholarship be given in Canadian funds. (Region II – Toronto Chapter – 2019 Fall CRC)	Scholarship Trustees	OPEN
Atlanta – 11/2019	7c	That the candidate requirements for all Regional Vice Chair positions be revised except for the YEA Regional Vice Chair as follows: “Regional Vice Chairs shall hold Member grade or higher in the Society, shall have been in the grade of Member and in good standing for three years prior to the start of their terms..... ” (Region IX – Kansas City Chapter – 2019 Fall CRC)	Grassroots Committees (CTTC, GAC, MPC, RPC, and SAC)	02/04/2020 – Grassroots Committee responses: <ul style="list-style-type: none"> • Chapter Technology Transfer Committee: 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 above. 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. • Student Activities Committee: The Student Activities Committee was in favor of this motion with a vote of 13-0-0. • Membership Promotion Committee: MPC was in favor of this motion. • Research Promotion Committee: RPC was in favor of this motion. • Government Affairs Committee: GAC was in favor of this motion. COMPLETE
Atlanta – 11/2019	7d	That the ASHRAE Bylaws, Article II, be amended to change the print grade from “Member” to “Full Member.” (Region IX – Rocky Mountain Chapter – 2019 Fall CRC)	Membership Promotion Committee	OPEN
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. (Region XII – Florida West Coast Chapter – 2019 Fall CRC)	Nominating Committee	OPEN
Atlanta – 11/2019	7f	That Region XIV be consulted in the process of replacing the staff member in Europe. (Region XIV – UK Midlands Chapter – 2019 Fall CRC)	Executive Committee	OPEN
Atlanta – 11/2019	7g	That the ASHRAE President or President-Elect be mandated to charter new chapters. (Region-At-Large – Sub Region Chairs – 2019 Fall CRC)	Executive Committee	OPEN
Atlanta – 11/2019	7h	That the increase of membership fees be implemented in stages when a country’s World Bank classification is upgraded. (Region-At-Large – Sri Lankan Chapter – 2019 Fall CRC)	Membership Promotion Committee	02/04/2020 – MPC was not in favor of this motion and instead presented the substitute motion: MPC recommends to Members Council that when a country is no longer eligible for the Developing Economy Discount Program that the increase of membership dues be performed in equal increments over a 3 year period. COMPLETE
Atlanta – 11/2019	11	That Society institute a “Distinguished 75-Year Member Award,” made available February 2020. (Region V – Evansville Chapter – 2019 Fall CRC)	Honors and Awards Committee	02/04/2020 – Honors and Awards unanimously decided that the Distinguished 50-Year Member Award and the Distinguished 75-Year Member Award (if approved) should consider all grades of membership, including Student grade, be counted in membership tenure. COMPLETE

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 11/2019	21	That Society hold one HVAC Essentials course in Region II per year. Region II – Toronto Chapter – 2019 Fall CRC)	Professional Development Committee	OPEN
Atlanta – 11/2019	23	That Society “to build a Standard” for neutralization systems for the prevention of release of corrosive wastes entering a sewer system. Corrosive waste neutralization systems do not currently have a standard for compliance and is referenced in the O.B.C. (Ontario Building Code) and N.P.C. (National Plumbing Code) 7.4.4.4 and 2.4.4.4 respectively as a requirement. (Region II – Windsor Chapter – 2019 Fall CRC)	Technology Council	OPEN
Atlanta – 11/2019	26	That awarded recipients’ name, Chapter, and Country be included on the screen at the Plenary session awards ceremonies during the winter and annual conferences. (Region VII – Louisville Chapter – 2019 Fall CRC)	Honors and Awards Committee	02/04/2020 – The Honors and Awards Committee was in favor of this motion and unanimously decided that the Plenary PowerPoint presentation include award winners’ Country, Region, and/or Chapter as available. Also, H&A will work with CEC to incorporate this change. COMPLETE
Atlanta – 11/2019	33	That ASHRAE investigate a carbon offset policy for air travel. (Region XIV – Ireland Chapter – 2019 Fall CRC)	Technology Council	OPEN
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 (Motion 13 11/14/2019 – Region XII Florida West Coast Chapter – 2019 Fall CRC) .	Nominating Committee	OPEN

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2019 MEMBERS COUNCIL FALL MEETING (11/14-15/2019)					
1	4	Staff	01/20	Complete	To refer Motion 7a to the Scholarship Trustees for consideration.
2	4	Staff	01/20	Complete	To report status of Motion 7a to the Toronto Chapter and publish on the website.
3	5	Staff	01/20	Complete	To refer Motion 7b to the RP Staff for comment to determine why campaign funds are not credited for the following Society year.
4	5	Staff	01/20	Complete	To report status of Motion 7b to the Louisville Chapter and publish on the website.
5	6	Staff	01/20	Complete	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.
6	6	Staff	01/20	Complete	To report status of Motion 7c to the Kansas City Chapter and publish on the website.
7	6	Staff	01/20	Complete	To refer Motion 7d to the Membership Promotion Committee to investigate the value of changing the membership grade name and if it would benefit the overall membership numbers.
8	6	Staff	01/20	Complete	To report status of Motion 7d to the Rocky Mountain Chapter and publish on the website.
9	7	Staff	01/20	Complete	To refer Motion 7e to the Nominating Committee for consideration.
10	7	Staff	01/20	Complete	To report status of Motion 7e to the Florida West Coast Chapter and publish on the website.
11	8	Staff	01/20	Complete	To refer Motion 7f to ExCom for consideration. (Note: EVP is responsible for hiring staff and no other region has input in staff hiring nor does anyone know what the job description details.)
12	8	Staff	01/20	Complete	To report status of Motion 7f to the UK Midlands Chapter and publish on the website.
13	8	Staff	01/20	Complete	To refer Motion 7g to ExCom for consideration. (Note: There is coverage from

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					the Board of Directors if the ceremony is represented by a DRC.)
14	8	Staff	01/20	Complete	To report status of Motion 7g to the Sub Region Chairs and publish on the website.
15	9	Staff	01/20	Complete	To refer Motion 7h to the Membership Promotion Committee for consideration.
16	9	Staff	01/20	Complete	To report status of Motion 7h to the Sri Lankan Chapter and publish on the website.
17	9	Staff	01/20	Complete	To report results of Motion 8 to the Quebec Chapter and publish on the website.
18	10	Staff	01/20	Complete	To report the results of Motion 9 and comments from MP and IT staff to the Montreal Chapter and publish on the website.
19	10	IT Staff	01/20	Complete	To use month and year on chapter and region reports as indicated in Motion 9.
20	10	Staff	01/20	Complete	To report results of Motion 10 to the Toronto Chapter and publish on the website.
21	11	Staff	01/20	Complete	To refer Motion 11 to the Honors and Awards Committee for consideration.
22	11	Staff	01/20	Complete	To report status of Motion 11 to the Evansville Chapter and publish on the website.
23	11	Staff	01/20	Complete	To report results of Motion 12 to the Columbus Chapter and publish on the website.
24	12	Staff	01/20	Complete	To report results of Motion 14 to the Portugal Chapter and publish on the website.
25	12	Staff	01/20	Complete	To report results of Motion 15 to the ASHRAE Falcon Chapter and publish on the website.
26	13	Staff	01/20	Complete	To report results of Motion 16 to the Central Pakistan Chapter and publish on the website.
27	13	Staff	01/20	Complete	To report results of Motion 17 to the ASHRAE Bangalore Chapter and publish on the website.
28	14	Staff	01/20	Complete	To assist subcommittee with background information in Postponed Motion 18.
29	16	Planning Subcommittee	01/20	Complete	To draft ideas for MBO #1 and make recommendations during the winter

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					conference in Orlando. (The final report is due during the annual conference in Austin.)
30	16	Planning Subcommittee	01/20	Complete	To review MAPs Project report from GAC and the referenced website and make recommendation during the winter conference in Orlando.
31	17	Staff	01/20	Complete	To refer Motion 21 to the Professional Development Committee to determine why the ALI course is saturated and no longer viable as indicated by the region.
32	17	Staff	01/20	Complete	To report status of Motion 21 to the Toronto Chapter and publish on the website.
33	17	Staff	01/20	Complete	To report results of Motion 22 to the Toronto Chapter and publish on the website.
34	18	Staff	01/20	Complete	To refer Motion 23 to Technology Council for input from the appropriate TC.
35	18	Staff	01/20	Complete	To report status of Motion 23 to the Windsor Chapter and publish on the website.
36	19	Staff	01/20	Complete	To report results of Motion 24 to the Pittsburgh Chapter and publish on the website.
37	19	Staff	01/20	Complete	To report results of Motion 25 to the Pittsburgh Chapter and publish on the website.
38	19	Staff	01/20	Complete	To refer Motion 26 to the Honors and Awards Committee for consideration.
39	19	Staff	01/20	Complete	To report status of Motion 26 to the Louisville Chapter and publish on the website.
40	20	Staff	01/20	Complete	To report results of Motion 27 to the Louisville Chapter and publish on the website.
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.
42	21	Staff	01/20	Complete	To report results of Motion 29 to the Golden Gate Chapter and publish on the website.
43	22	Staff	01/20	Open	To work on a database that will improve the method of tracking motions, documenting

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					historical records by category and topic as indicated in Motion 30.
44	22	Staff	01/20	Complete	To report results of Motion 30 to the Golden Gate Chapter and publish on the website.
45	23	Staff	01/20	Complete	To report results of Motion 31 to the ASHRAE Caricom Chapter and publish on the website.
46	23	Staff	01/20	Complete	To report results of Motion 32 to the Triangle Chapter and publish on the website.
47	24	Staff	01/20	Complete	To refer Motion 33 to Technology Council for consideration.
48	24	Staff	01/20	Complete	To report status of Motion 33 to the Ireland Chapter and publish on the website.
49	24	Staff	01/20	Complete	To refer Motion 34 to the Certification Committee for consideration.
50	24	Staff	01/20	Complete	To report status of Motion 34 to the Hellenic Chapter and publish on the website.
51	24	Staff	01/20	Complete	To report results of Motion 35 to the Danube Chapter and publish on the website.
52	25	IT Staff	01/20	Open	To research fiscal impact of Motion 36 and what it will take to implement (photo on bio).
53	25	Staff	01/20	Complete	To report results of Motion 36 to the Portugal Chapter and publish on the website.
54	25	Staff	01/20	Complete	To report results of Motion 37 to the ASHRAE Falcon Chapter and publish on the website.
55	26	Staff	01/20	Complete	To report results of Motion 38 to the Sub Region Chairs and publish on the website.
56	26	Staff	01/20	Complete	To report results of Motion 39 to the Sub Region Chairs and publish on the website.
57	27	Region Operations Subcommittee	01/20	Complete	To amend Postponed Motion 40 using the motion's background and bring recommendation during the winter conference in Orlando.
58	27	Staff	01/20	Open	To report status of Motion 40 to the Madison Chapter and publish on the website.
59	27	Region Operations Subcommittee	01/20	Complete	To draft ideas for MBO #2 and make recommendations during the winter conference in Orlando. (The final report will

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					be given during the annual conference in Austin.)
60	29	Staff	01/20	Complete	To report the results of Motion 41 to the London Chapter and publish on the website.
61	29	Staff	01/20	Open	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.
62	29	PAOE Ad Hoc – Communications	06/20	Complete	To make recommendations for 2019 CRC Motion 4, London Chapter, “That Society revise the PAOE website Communications portion to allow chapter chairs for communications, plus webmaster and plus newsletter editor to enter points.”
63	29	PAOE Ad Hoc – RP	06/20	Complete	To make recommendations for 2019 CRC Motion 14, Tennessee Valley Chapter, “That by ASHRAE Society Year 2020-2021, the Society PAOE reporting website shall include a category-by-category update on a chapter’s RP PAOE status whose values are updated monthly at a minimum.”
64	29	PAOE Ad Hoc – Chapter Operations	06/20	Complete	To make recommendations for 2019 CRC Motion 17, Louisville Chapter, “That the PAOE Subcommittee and the President-Elect investigate adding PAOE points for the Chapter Treasury to the 2020-2021 PAOE criteria.”
65	30	PAOE Ad Hoc – Chapter Operations	06/20	Complete	To make recommendations for Members Council Motion 11 (06/25/2019), “CTTC recommends to Members Council to review and implement the addition of diversity and inclusion points in the PAOE criteria to allow for Chapters to receive an additional add on award, similar to the Sustainability Award that can currently be earned for their associated diversity and inclusion activities throughout the Society year.”
66	32	Staff	01/20	Complete	To refer Motion 42 to the Nominating Committee for consideration.
67	32	Staff	01/20	Complete	To report status of Motion 42 to the Florida West Coast Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
68	33	Staff	01/20	Complete	To report results of Motion 43 to the New Mexico Chapter and the Tucson Chapter and publish on the website.

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

28	33	Staff	11/19	Open	To develop a comprehensive list of training activities to publish on the website in one location as indicated in Motion 38.
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.

2019 MEMBERS COUNCIL WINTER MEETING (01/15/2019)

16	25	Manual Subcommittee	06/19	Complete	To develop step-by-step guidelines needed for DRCs when dissolving chapters. After plan is developed include in the Region Operations Manual.
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CRC SCHEDULE 2019-2020

ATTACHMENT P

<u>FALL 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NIAGARA FRONTIER BUFFALO, NY	MAINE LEWISTON, ME	AUGUST 3 RD WEEK	AUGUST 15-17	GULLEDGE MCQUADE	JOYCE ABRAMS LIZZY SEYMOUR	BECCA HOJNACKI
REGION II	HALIFAX NOVA SCOTIA, CANADA	QUEBEC VILLE DE QUEBEC	AUGUST 4 TH WEEK	AUGUST 23-25	GULLEDGE MEHBOOB	ALICE YATES	MARK LAWRENCE
REGION III	HAMPTON ROADS NORFOLK, VA	NATIONAL CAPITAL WASHINGTON, DE	AUGUST 3 RD WEEK	AUGUST 15-17	BOYCE DEAN	DANIEL GURLEY	BRIAN DERBY
REGION IV	SOUTHERN PIEDMONT CHARLOTTE, NC	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK	SEPTEMBER 26-28	GULLEDGE KNIGHT	MARK OWEN	DAVID MCDANIEL CHUCK CURLIN
REGION V	WESTERN MICHIGAN GRAND RAPIDS, MI	FORT WAYNE FORT WAYNE, IN	JULY 4 TH WEEK	JULY 25-27	SCHWEDLER MCQUADE	CRAIG WRIGHT	ADAM DOUBLSTEIN
REGION VII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL		AUGUST 1 ST WEEK	AUGUST 7-11	BOYCE KNIGHT	VANITA GUPTA (NON-CONCURRENT BUSINESS SESSIONS)	GRANT PAGE DAN ROGERS
REGION IX**	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 ST WEEK	AUGUST 18-20	SCHWEDLER DEAN	JEFF LITTLETON JOSLYN RATCLIFF (CONCURRENT BUSINESS SESSIONS)	HEATHER SCHOPPLEIN JOE HIGHAM STEPHEN FORNER KEVIN BLANKEMEIER
REGION X**	SAN DIEGO & NEW MEXICO CHAPTERS SAN DIEGO, CA	TUCSON TUCSON, AZ	AUGUST 3 RD WEEK	AUGUST 18-20	BOYCE KNIGHT	JEFF LITTLETON JOSLYN RATCLIFF (CONCURRENT BUSINESS SESSIONS)	HEATHER SCHOPPLEIN KEVIN BLANKEMEIER JOE HIGHAM STEPHEN FORNER
REGION XII**	FLORIDA WEST COAST & BLUEGRASS CHAPTERS TAMPA, FL	ARGENTINA BUENOS AIRES, ARG	AUGUST 2 ND WEEK	AUGUST 7-11	GULLEDGE	VANITA GUPTA (NON-CONCURRENT BUSINESS SESSIONS)	DAN ROGERS GRANT PAGE
REGION XIII	MALAYSIA SUNWAY LAGOON RESORTS HOTEL	INDONESIA JAKARTA, IDN	AUGUST 4 TH WEEK	AUGUST 23-24	BOYCE MCQUADE	STEPHANIE REINICHE	CHEA SUEI KEONG
REGION XIV	HELLENIC ATHENS, GREECE	SPAIN MADRID, SPAIN	SEPTEMBER 3 RD WEEK	SEPTEMBER 26-29	BOYCE DEAN	STEVE COMSTOCK	DEMITRIS CHARALAMBOPOULOS
RAL	REGION-AT-LARGE JORDAN HILTON DEAD SEA		SEPTEMBER 3 RD WEEK	SEPTEMBER 26-29	SCHWEDLER MEHBOOB	JOYCE ABRAMS	AZMI ALI
<u>SPRING 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	CENTRAL ILLINOIS PEORIA, IL	NE WISCONSIN GREEN BAY, WI	MAY 1 ST WEEK	OCTOBER 25-27	GULLEDGE KNIGHT	KIM MITCHELL	ASHLEIGH BROWN JAMIE MOEHLING
REGION VIII	HOUSTON HOUSTON, TX	MONTERREY MONTERREY, MEX	APRIL 4 TH WEEK	MAY 27 – JUNE 3*	GULLEDGE DEAN	JEFF LITTLETON	BRUCE FLANIKEN ALAN NEELY
REGION XI	NORTHERN ALBERTA EDMONTON, AB	INLAND EMPIRE SPOKANE, WA	MAY 2 ND WEEK	MAY 8*	GULLEDGE BOYCE	JOYCE ABRAMS	KENT SIGNORINI

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

Revised: April 30, 2020

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

ATTACHMENT Q

ExCom Action Items Assigned to Members Council November 2019 Meeting

List of the Action Items, followed by [draft notes/commentary](#):

- 12-2 Ask Members Council to evaluate the impact of charging a meeting or A/V fee to all conference attendees. (Ongoing June 27, 2019):

[Intent is to charge a small fee for Tech Council-related committees. These expenses are included in the calculation of the conference registration fee. Another body within ASHRAE is looking at streamlining Tech Council and its reporting committees' meetings and operations. It's very likely that these efforts will result in significantly reduced expenses than the suggested fee would generate revenues.](#)

[We do not charge fees for Councils and Committee rooms. Why would we charge fees for Technical Committee meeting rooms? Does ASHRAE really want to treat "technical grassroots" differently than "traditional grassroots"? Many participants on Tech Council's reporting committees believe that they already are "paying" for the meetings in their time, expertise, and non-reimbursed travel expenses.](#)

- 26-2 Ask Members Council for a standardized guidance document regarding whether chapters can have sponsorships; report to be given to the Board in February 2020. (Ongoing July 9-12, 2019): *I'm not sure of the intent of this item. Is the issue "regular" sponsorships, such as for Chapter meetings or events or is the issue about Chapters that exist in conjunction with other industry organizations?*

[In the Friday DRC/RMCR meeting, the group discussed a situation in which one local company wanted to purchase the sponsorship for the entire years' worth of Chapter activities, essentially making the company the Chapter's only sponsor. The group agreed that this request didn't pass the "feel" test. But sponsorships are important for helping Chapters operate. Society's updated Commercialism Policy provides guidance that is intended to be more helpful than previous versions of the Policy were.](#)
<https://www.ashrae.org/about/governance/ashrae-commercialism-policy-and-guidelines>

- 28-2 Ask Members Council to create a tool kit of terminology for struggling chapters. (Ongoing July 9-12, 2019):

[Region Operations Subcommittee has discussed how to help struggling Chapters and will continue to work on this item.](#)

- 30-2 Ask Members Council to explore options for educational certification at CRCs. (Ongoing July 9-12, 2019): *If the intent of this item is to encourage ASHRAE certification-related training and exam administration at CRCs, then it should be assigned to Pub & Ed Council and not Members Council. Why was it assigned to Members Council?*

[Society has processes in place by which Chapters and Regions can request ALI courses and certification exam administrations.](#)

- 37-8 Request a recommendation from GAC on whether ASHRAE should support the HFC Phasedown legislation: **[COMPLETE, In December, by letter ballot vote, GAC approved recommending ASHRAE support of the legislation. ExCom approved that recommendation. A letter approved by ExCom was sent to Congress.]**