



**Minutes
Honors & Awards Committee**

Sunday, June 25, 2023			
H&A Committee	1:00 – 5:00pm	Tampa Marriott Waterside, Meeting Room 11 (3)	Hybrid
Monday, June 26, 2023			
H&A Committee	2:30pm – 6:30pm	Tampa Marriott Waterside, Meeting Room 11 (3)	Hybrid

Action Items:

No. - Pg.	Assignment	Action Item
1 – 2	Staff	Add the H&A Calendar to the H&A MOP
2 – 2	Staff	Look at creating an H&A Toolkit that can be incorporated into the virtual new member training. Reference GAC Toolkit.
3 – 2	Staff	Ask CEC how we can confirm a member's participation as a reviewer. Is there an email that they can provide as confirmation?
4 – 3 & 4	Staff	Make updates to DSA/ESA point tally form and published to H&A webpage (CEC reviewer addition and Technology Award Judging Panel addition).
5 – 3	Full Committee	Review of Fellow specifications for consulting engineers.
6 – 5	Staff	Review and update "Technical Paper Award" to "Best Paper Award"

Motions:

No. - Pg.	Motion	Vote
1 – 2	The Honors & Awards Committee recommend to Members Council the following additions to the Manual for Chapter Operations (MCO).	7-0-0 CNV
2 – 2	Incorporate the reviewer additions into the DSA/ESA point tally form.	8-0-0 CNV
3 – 2	Remove "and non-member" from the eligibility requirements of the award.	8-0-0 CNV
4 – 3	The Honors & Awards Committee recommends to Members Council to approve the Eunice Foote Decarbonization Award with the first presentation occurring at the 2024 Annual Conference Plenary.	8-0-0 CNV
5 – 3	That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately...	8-0-0 CNV
6 – 4	That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel, that are not currently on CTTC, for Society Technology Awards. 1/2 point for member per year with a maximum of 2 points. Judging committee members and chair would earn the same 1/2 point per year of service.	7-0-0 CNV

Attendance:

- Members Present: Isabelle Lavoie, Nicolas Lemire, Mohammad Al Tassi, Adam Davis, Maged Fouad Hashem, Karine Leblanc, Ben Leppard, Thomas Phoenix, Daniel Rogers, Mohammad Sajid, Wei Sun
- Members Absent: Alyse Falconer
- Incoming Members Present: Pamela Immekus, Scott Martin, Juliana Pellegrini Lemos Trigo
- Guests: William Malphus, Tom Morganthau, Pam Duffy

- Staff: Rhiannon Masterson, Anastasia Meadows

1. **Call to Order** – Lavoie
2. **Roll Call/Introduction of Guests** – Lavoie
3. **ASHRAE Code of Ethics Commitment** – Lavoie
In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.
4. **Review of Agenda** – Lavoie
5. **Remarks**
 - a. BOD Ex-Officio – Wei Sun (**Attachment L**)
 - i. Topics for H&A to continue to look at: DEI and decarbonization
6. **Approval of Minutes** – 2023 Winter Conference (February 5-6, 2023) – Lavoie (**Attachment A**)
 - a. Approved unanimously
7. **Review of Action Items** – Lavoie (**Attachment B**)
 - a. Action Item #4
 - i. H&A Committee Calendar (**Attachment C**)
 1. **Action Item #1:** Add to H&A MOP
 - ii. Recommended updates to the Manual for Chapter Operations, Appendix 1A: Suggested Chapter Operations Calendar (**Attachment D**)
 1. **Motion #1:** The Honors & Awards Committee recommends to Members Council the following additions to the Manual for Chapter Operations (MCO).
 - a. Moved by Tom, seconded by Nicolas
 - b. Vote: 7-0-0 CNV
 - b. Action Item #5:
 - i. **Action Item #2:** Look at creating an H&A Toolkit that can be incorporated into the virtual new member training. Reference GAC Toolkit.
 - c. Action Item #13 (**Attachment E**)
 - i. **Action Item #3:** Ask CEC how we can confirm a member's participation as a reviewer. Is there an email that they can provide as confirmation?
 - ii. **Motion #2:** Incorporate the reviewer additions into the DSA/ESA point tally form.
 1. Moved by Nicolas, seconded by Tom
 2. Vote: 8-0-0 CNV
 3. **Action Item #4:** Staff to make updates to DSA/ESA point tally form and published to H&A webpage.
8. **Report of Personal Awards Subcommittee** – Phoenix
 - a. Eunice Foote Decarbonization Award final recommendations
 - i. The Personal Awards Subcommittee reviewed the proposed criteria for the Eunice Foote Award for Decarbonization and there were no exceptions taken to the proposed criteria. However, there were several comments that it is obvious that the award is only meant for ASHRAE members. The points awarded toward qualifying for the award are almost all for ASHRAE committee work and presentations at ASHRAE events. An award for work in the field of Decarbonization would probably also be attractive to professional people who are not ASHRAE members. Point for discussion: should non-ASHRAE members be eligible for the award?
 1. **Motion #3:** Remove "and non-member" from the eligibility requirements of the award.
 - a. Moved by Adam, second by Ben
 - b. Vote: 8-0-0 CNV
 - ii. **Motion #4:** The Honors & Awards Committee recommends to Members Council to approve the Eunice Foote Decarbonization Award with the first presentation occurring at the 2024 Annual Conference Plenary.

1. Vote 8-0-0 CNV
- b. Review of Candidates
 - i. Due to the change in award deadlines, we will now wait to review all of the following nominations at the upcoming 2024 Winter Conference:
 1. Distinguished Service Award
 2. Exceptional Service Award
 3. Andrew T. Boggs Service Award
 4. Louise & Bill Holladay Distinguished Fellow Award
9. **Report of Media Subcommittee – Leppard**
 - a. MOP Updates ([Attachment H](#))
 - i. **Motion #5:** That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately...
 1. Vote: 8-0-0 CNV
10. **Old Business – Lavoie**
 - a. Based on our discussion at the previous Winter Conference, the award deadline changes below have been put into place. To help communicate this update, the following has been completed:
 - i. The [H&A webpage](#) and PPT (linked at the bottom of that page) have been updated.
 - ii. An email was sent to all DRCs, Chapter H&A Chairs, and Regional H&A volunteers.
 - iii. An article was included in the May *Chapter Notes* newsletter.
 - iv. Staff shared the information and answered questions during the May DRC/RMCR call.

2023-24 Award Schedule for H&A Committee

Award	Previous Deadline	New Deadline	H&A and MC Review	Presentation
Louise & Bill Holladay Distinguished Fellow Award	May 1, 2023	December 1, 2023	2024 Winter	2024 Annual
Andrew T. Boggs Service Award	May 1, 2023	December 1, 2023	2024 Winter	2024 Annual
Distinguished Service Award (DSA)	May 1, 2023	December 1, 2023	2024 Winter	2024 Annual
Exceptional Service Award (ESA)	May 1, 2023	December 1, 2023	2024 Winter	2024 Annual
Honorary Member	December 1, 2023	May 1, 2024	2024 Annual	2025 Winter
Fellow	December 1, 2023	May 1, 2024	2024 Annual	2025 Winter
F. Paul Anderson Award	December 1, 2023	May 1, 2024	2024 Annual	2025 Winter
ASHRAE Award for Distinguished Public Service	December 1, 2023	May 1, 2024	2024 Annual	2025 Winter
ASHRAE Hall of Fame	December 1, 2023	May 1, 2024	2024 Annual	2025 Winter
ASHRAE Pioneers of the Industry	December 1, 2023	May 1, 2024	2024 Annual	2025 Winter

11. **New Business – Lavoie**
 - a. **Action Item #5:** Review of Fellow specifications for consulting engineers. Make sure that any Fellow descriptions posted online are correct. Consider posting sample consulting engineers nominations – good or bad examples. How to better define “attaining distinction” for consulting engineers.
12. **Members Council Referrals**
 - a. Motions from Spring 2023 CRC assigned to H&A:
 - i. Region XI, Regina, CRC Motion #3: That Honors & Awards Committee change the maximum points claimed for Chapter and Regional positions from 3 to 5 on the Nomination and Point Tally Form for Distinguished Service Award (DSA) and Exceptional Service Award (ESA).
 1. Background: When you are nominating a member for the DSA or ESA there are requirements of service to the grassroots and technical sides of ASHRAE. If a member spends most of their time volunteering for ASHRAE on the Grassroots side of the society, it is much harder for them to qualify for either a DSA or ESA award. The current requirement is 15 points for DSA and 45 points for ESA with points in at least 3 categories required, of the 6 categories 4 are more related to the technical side of the society. For Regional activity other than being an RVC you are only able to count 3 points no matter how long you have served in certain rolls. The same is in place for chapter activities you can

only count 3 points no matter how many years you have served your chapter besides the year you served as Chapter President. To make the change from 3 to 5 in these 2 categories will make it a little easier for a member who has been more active in the Region or their chapter to qualify for these awards. We need to make sure we recognize the members for their contributions to Society, especially at grassroots level.

2. Fiscal Impact: None as there is a maximum number of these Awards given out each society year
 3. Vote: 10-0-0-1 CNV
 - a. H&A Vote: 0-8-0 CNV
 - b. H&A Response: The DSA/ESA recognize distinguished service to Society. The Chapter Service Award and Regional Award of Merit recognize members who are highly involved at the Chapter/Regional levels.
- ii. Region XI, Regina, Motion #4: That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel for Society Technology Awards. 1 point for member per year and 1 1/2 points for chair of the committee per year. This would be the same points for Sub Committee members and Chairs.
1. Background: Currently the service of the CTTC members of the Technology Awards Panel is not able to be recognized for points towards the ESA / DSA nomination. The time that is involved in reviewing and judging the Tech Awards is comparable to the work of most subcommittee that any member would sit on. YEA did this in the past to get approval to award points for the committee members that organize the YEA Leadership Weekends.
 2. Financial Impact: None
 3. Vote: 10-0-0-1 CNV
 - a. H&A to amend the motion. Moved by Adam. Seconded by Nicolas.
 - i. **Motion #6:** That the Chapter Technology Transfer Committee (CTTC) recommend to the Honors and Awards Committee (H&A) to consider offering ESA/DSA points for service on Judging panel, that are not currently on CTTC, for Society Technology Awards. 1/2 point for member per year with a maximum of 2 points. Judging committee members and chair would earn the same 1/2 point per year of service.
 - ii. H&A Vote on amendments: 7-0-0 CNV
 - b. H&A Vote on the amended motion: 7-0-0 CNV
 - i. **Action Item #4 (Part 2):** Staff to finalize edits to the DSA/ESA Point Tally Form and post to H&A webpage.
 - c. H&A Response: H&A reviewed and brought the point value in line with other similar service points. They also elected to only award points to non-CTTC members on the judging panel, with the understanding that service on the judging panel would fall under a CTTC member's roles and responsibilities.
 4. Staff has already discussed with CTTC, and they support adding DSA/ESA points for members who have served on the Society-level Technology Award Judging Panel. As additional background:
 - a. The judging panel includes eight members (seven members and one chair). Judges serve three-year terms, and the chair serves a one-year term. Any member can be a judge, they do not need to be a current CTTC member.
 - b. Estimated time commitment:

- i. Judges spend about one-hour per nomination prior to the judging panel meeting. Over the last three years we received an average of 32 nominations.
- ii. The judging panel meets in-person over a two-day period to review all nominations and select winners. They meet for a total of eight hours.
- iii. This equates to a total of approximately 40 hours over the course of 4-6 weeks.

13. Report of Planning Subcommittee – Falconer

- a. Five-Year Review Update (**Attachment F**)

14. Report of Paper and Pass Through Awards Subcommittee – Lemire

- a. Review of Recommendations (**Attachment G**) (**Executive Session**)
- b. Proposed changes to the Technical Paper Award
 - i. The Conferences and Expositions Committee (CEC) would like to change the Technical Paper Award to the Best Paper Award. They met yesterday and passed the motion below, which they would like for H&A to review and move forward if approved.
 - 1. Motion: The Operations Subcommittee moves that CEC approve changing the name of the “Technical Paper Award” to the “Best Paper Award.”
 - 2. Background: The Operations Subcommittee is recommending that CEC changes the name of the Technical Paper Award to the Best Paper award to broaden the papers eligible for this award to conference papers and extended abstracts. The authors presentations of the top ten rated papers will be rated by CEC members and those presentation scores will be combined with the technical ratings to determine the ranking of the top papers.
 - 3. Vote: 14-0-0, CV
 - 4. H&A Vote: 7-0-0 CNV
 - 5. **Action Item #6:** Staff to review and update “Technical Paper Award” to “Best Paper Award” where applicable.

15. Status of 22-23 MBOs – Lavoie (Attachment I**)**

16. 2023-24 MBOs – Lavoie (Attachment J**)**

- a. MBO #4: Past female and international Fellow recipients who may qualify for the Louise & Bill Holladay Distinguished Fellow Award
- b. How to better promote the awards and their deadlines? How to let members know about the existing H&A PPT? Send an email to chapter presidents, nominating and DRCs in advance of the two deadlines. Create a packet that can be sent to chapters/deadlines with an H&A calendar. Get all Regions to fill the H&A Regional position – Isabelle will mention this during H&A’s report to Members Council tomorrow.

17. Change of Chair – Lavoie

- a. Recognition of outgoing members:
 - i. Nicolas Lemire – Vice Chair
 - ii. Alyse Falconer – Member
 - iii. Ben Leppard – Member
- b. Recognition of current members changing roles:
 - i. Tom Phoenix – Member to Vice Chair
- c. Recognition of incoming members:
 - i. Pamela Immekus – Member
 - ii. Scott Martin – Member
 - iii. Juliana Pellegrini Lemos Trigo – Member
 - iv. Dennis Knight – Coordinating Officer
- d. Appointment of 2023-24 subcommittees and mentors – Lavoie (**Attachment K**)

18. Next Meeting – January 21-22, 2024 at the 2024 Winter Conference in Chicago, Illinois

19. Adjournment



**Agenda
Honors & Awards Committee**

Sunday, February 5, 2023			
H&A Committee	1:00 – 5:00pm	Omni, Hazelnut (M3-North)	Hybrid
Monday, February 6, 2023			
H&A Committee	2:30pm – 6:30pm	Omni, Hazelnut (M3-North)	Hybrid

Action Items:

No. - Pg.	Assignment	Action Item
1 – 2	Staff	Add attendance info into previous meeting minutes
2 – 2	Media Subcommittee	For the May 1 deadline awards: plan an email campaign to send to chapter and Region H&A, as well as DRCs.
3 – 2	Media Subcommittee	Create a monthly marketing calendar to increase promotion throughout the year. Look at offering a social media kit for chapters/regions. Consider working with ASHRAE marketing on a video.
4 – 2	Staff and Isabelle	Distribute H&A calendar to the full committee once the draft is complete
5 – 2	Staff and Executive Subcommittee	Implement virtual new member training in early June
6 – 3	Personal Awards Subcommittee	Review the Eunice Foote Decarbonization Award summary and report back to the full committee by March 15, 2023.
7 – 3	Staff	Consult with the TFBF on whether or not they plan to reimburse transportation to the Plenary?
8 – 3	Staff	Add a statement to the top of the Reference Manual that references consulting the H&A webpage for additional documents.
9 – 3	Staff	See if the H&A flowchart image can be added to the top of the H&A page, similar to this page .
10 – 3	Staff	Look at options for redesigning H&A page and eliminating the accordion.
11 – 4	Staff	Update the H&A MOP to reflect the change in Personal Awards review timeframe
12 – 5	Staff	Refer the following to the MP Committee: Does MP still notify Associate when they may be eligible for advancement? Is there a way to automate the advancement process? Can we add Fellow to the list of reasons to advance?
13 – 5	Nicolas	Finalize point value and wording for paper review addition
14 – 5	Award Design Ad Hoc & Staff	Research options for medals and plaques updates, and provide an update at the 2023 Annual Conference
15 – 5	Planning & Media Subcommittee & Staff	Complete additional research for female and international recipients and nominees, including Holladay and ESA
16 – 6	Staff	H&A Flowchart: look at having it in the rotation of photos during conference events and work with the web team to embed links within the digital file

Motions:

No. - Pg.	Motion	Vote
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1 – 3	Approve the Eunice Newton Foote Decarbonization Award subject to review of the criteria with the first presentation occurring at the 2024 Annual Conference Plenary session.	8-0-1
2 – 3	That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately...(please see Attachment E for full motion).	8-0-0
3 – 3	That the Honors & Awards Committee Reference Manual be updated as follows, effective immediately...(please see Attachment F for full motion).	8-0-0
4 – 4	That the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately...(please see Attachment J for full motion).	7-0-0
5 – 4	Change all nomination deadlines for Winter Conference presented awards to May 1, and change all nomination deadlines for Annual Conference presented awards to December.	9-0-0
6 – 5	To leave the Fellow membership requirement as-is and not allow retroactive application of Full Member grade.	9-0-0

Attendees

- Members present: Isabelle Lavoie, Nicolas Lemire, Mohammad Al Tassi, Adam Davis, Maged Fouad Hashem, Karine Leblanc, Ben Leppard, Thomas Phoenix, Daniel Rogers, Mohammad Sajid, Alyse Falconer, Wei Sun
1. **Call to Order** – Lavoie
 2. **Roll Call/Introduction of Guests** – Lavoie
 3. **ASHRAE Code of Ethics Commitment** – Lavoie
In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.
 4. **Review of Agenda** – Lavoie
 5. **Remarks**
 - a. BOD Ex-Officio – Wei Sun
 6. **Approval of Minutes** – June 26-27, 2022 Meetings – Lavoie (**Attachment A**)
 - a. **Action Item #1:** Staff to add attendee into previous meeting minutes
 - b. Moved by Karine, second by Tom. 8-0-0 CNV
 7. **Review of Action Items** – Lavoie (**Attachment B**)
 - a. Action Item #2:
 - i. **Action Item #2:** For the May 1 deadline awards: plan an email campaign to send to chapter and Region H&A, as well as DRCs.
 - ii. **Action Item #3:** Create a monthly marketing calendar to increase promotion throughout the year. Look at offering a social media kit for chapters/regions. Consider working with ASHRAE marketing on a video.
 - iii. Consider including this information with CRC packages.
 - b. Action Item #5:
 - i. **Action Item #4:** Isabelle and Rhiannon will distribute to the full committee once the draft is complete
 - c. Action Item #6:
 - i. **Action Item #5:** Implement virtual new member training in early June
 8. **Report of Personal Awards Subcommittee** – Phoenix
 - a. Review of Candidates (**Executive Session**)
 - i. Personal Awards Subcommittee Recommendations
 1. Distinguished 50-Year Member
 2. Distinguished 75-Year Member
 3. Distinguished Public Service

4. F. Paul Anderson
5. Fellow
6. Hall of Fame
7. Honorary Member
8. Pioneers of the Industry

9. New Award Requests

- a. **(Attachment C)** Request from Ginger Scoggins: My President Elect advisory committee has discussed the possibility of an H&A ASHRAE Award to be given to a member that works to reduce carbon emissions in the built environment. We want to see if this is something H&A can discuss and, if agreeable, if it could be named after the scientist Eunice Foote as she was sounding the alarm regarding global warming and rising earth temperatures before others were.
 - i. It is being requested that this award have a December 1st deadline and that the H&A Personal Awards Subcommittee would add it to their list of awards to review and select a recipient.
 - ii. Requesting presentation at the Annual Conference Plenary.
 - iii. **Motion #1:** Approve the Eunice Newton Foote Decarbonization Award subject to review of the criteria with the first presentation occurring at the 2024 Annual Conference Plenary session. Vote: 8-0-1. Moved by Tom, second by Karine.
 1. **Action Item #6:** Personal Awards Subcommittee to review the award summary and report back to the full committee by March 15, 2023.
 2. **Action Item #7:** Staff to consult with the TFBD on whether or not they plan to reimburse transportation to the Plenary?

10. Report of Planning Subcommittee – Falconer

- a. Five-Year Review Update
 - i. Next month we will send out communication regarding reviews for the following awards:

Award	Committee/Council
ASHRAE Journal Paper	Publications Committee
Distinguished 50-Year Member	Honors & Awards Committee
Distinguished 75-Year Member	Honors & Awards Committee
Standards Achievement	Standards Committee
Student Activities Achievement	Student Activities Committee
Student Design Competition	Student Activities Committee
YEA Individual Award of Excellence	YEA Committee
Youth Outreach Award	Student Activities Committee

11. Report of Media Subcommittee – Leppard

- a. MOP, Reference Manual or website updates
 - i. MOP Updates **(Attachment D)**
 1. **Motion #2:** That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately...(please see Attachment E for full motion). Moved by Tom, second by Adam. Vote: 8-0-0.
 - ii. Reference Manual Updates **(Attachment E)**
 1. **Motion #3:** That the Honors & Awards Committee Reference Manual be updated as follows, effective immediately...(please see Attachment F for full motion). Moved by Tom, second by Adam. Vote: 8-0-0.
- b. All of Members Council's reporting committees are being asked to review the necessity of their Reference Manual. Since many of the items included within a Reference Manual are already available on the committee's webpage, is it time well spent for the committee review and update a Reference Manual? Attached is an overview of what is included in H&A's Reference Manual and if it is already available on the H&A webpages **(Attachment F)**

- i. **Action Item #8:** Add a statement to the top of the Reference Manual that references consulting the H&A webpage for additional documents.
- ii. **Action Item #9:** See if the H&A flowchart image can be added to the top of the H&A page, [similar to this page](#).
- iii. **Action Item #10:** Look at options for redesigning H&A page and eliminating the accordion.
- c. Worked with the Planning Subcommittee to create a social media campaign aimed at promoting personal awards and encouraging diverse nominees. This was a result of MBOs 3 and 5. **(Attachment G)** was posted to ASHRAE's Facebook page in November 2022. **(Attachment H)** was posted to ASHRAE's Facebook and Linked in page in October 2022.

12. Old Business – Lavoie

- a. Members Council and the BOD approved our motion that all Personal Honors awards be approved by Members Council, as opposed to the BOD. This went into effect as of January 2023. Moving forward, all award recipient recommendations will go to Members Council for final approval, which means we will have confirmation on award recipients during that same ASHRAE conference (as opposed to have to wait six months for the BOD to approve).
 - i. Rules of the Board updates: updates were made to 2.411.033.5A of the ROB, but additional updates are needed to section 2.200.010 **(Attachment I)**
 - 1. **Motion #4:** That the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately...(please see Attachment J for full motion).
Vote: 7-0-0
 - ii. This would make write-ups impossible due to the tight turnaround time for submitting our Members Council report. (H&A meets on Sunday and Monday and staff needs to submit the report Monday evening for the Tuesday morning Members Council meeting.)
 - iii. Should we review and possibly adjust award deadlines? If so, we would need to update the H&A MOP, which currently states that “nominees for personal awards must be selected by the committee one year prior to the time the award is presented”.
 - 1. **Action Item #11:** Update the H&A MOP accordingly
 - iv. **Motion #5:** Change all nomination deadlines for Winter Conference presented awards to May 1, and change all nomination deadlines for Annual Conference presented awards to December. Vote: 9-0-0. Moved by Tom, second by Nicolas.
 - v. Below are current award deadlines and the conference where they are presented:

Award	Nomination Deadline	Reviewed by H&A & MC	Presentation
ASHRAE Award of Distinguished Public Service	December 1	Winter	Next Winter
ASHRAE Hall of Fame	December 1	Winter	Next Winter
ASHRAE Pioneers of the Industry	December 1	Winter	Next Winter
F. Paul Anderson Award	December 1	Winter	Next Winter
Fellow	December 1	Winter	Next Winter
Honorary Member	December 1	Winter	Next Winter
Andrew T. Boggs Service Award	May 1	Annual	Next Annual
Louise and Bill Holladay Distinguished Fellow Award	May 1	Annual	Next Annual
DSA & ESA	May 1	Annual	Next Annual

13. New Business – Lavoie

- a. Review of 10-year Full Member grade requirement for Fellow nominees
 - i. We have had a handful of potential members who don't meet the 10-year Full Member grade requirement reach out to staff to inquire about applying their Full Member grade

retroactively since they were unaware that they qualified for membership advancement to Full Member grade.

- ii. Current definitions regarding Fellow membership requirement include:
 - 1. The 'Guidelines for ASHRAE Fellow Nominators' states that one of the requirements for eligible for election to Fellow is "Good standing as a Full Member grade for at least ten (10) years".
 - 2. The ASHRAE Bylaws states that a Fellow "has been in good standing as a Full Member for at least ten (10) years".
- iii. Until now staff has approved these requests, but it is recommended that H&A discuss and approve one of the following decisions:
 - 1. Do not allow adjustments to the start date of a member's Full Member grade status.
 - 2. Allow adjustments to the start date of a member's Full Member grade status as long as staff can confirm that they would have qualified for Full Member grade as of the previous date.
 - 3. Update the membership requirement from 10-years of Full Member grade to a certain number of years of Society-approved experience. (Society-approved experience pertains to how an Associate member qualifies for advancement to Full Member and includes education, licenses, and work experience.) For example, the Bylaws could be updated to read that a Fellow "is a Full Member in good standing with at least x years of equivalent Society-approved experience".
- iv. **Motion #6:** To leave the Fellow membership requirement as-is and not allow retroactive application of Full Member grade. Vote: 9-0-0. Moved by Adam, second by Tom.
- v. **Action Item #12:** Refer the following to the MP Committee: Does MP still notify Associate when they may be eligible for advancement? Is there a way to automate the advancement process? Can we add Fellow to the list of reasons to advance?
- b. Request for DSA/ESA Point Tally Form update:
 - i. From CEC Chair, Kristen Cetin:
 - 1. There is a CEC ad hoc committee focused on encouraging and rewarding ASHRAE members who review conference and journal papers.
 - 2. CEC often has trouble finding enough reviewers for conference papers
 - 3. They were brainstorming how to motivate reviewers and encourage more participation, and discussed adding points to the DSA/ESA Point Tally Form
 - 4. Discussion with Kristen:
 - a. These are technical reviews, not
 - b. Abstracts are 3-pages and take about 30 minutes to review
 - c. Conference papers are 8-pages and take about an hour to review. Members may review a couple at a time.
 - d. Journal articles are 30-40 pages and take about two hours to review. Members typically review one at a time.
 - e. Conference papers are the most common – the next conference will have 200 papers.
 - 5. **Action Item #13:** Finalize point value and wording. Nico proposed that completing 4-5 reviews earns ¼ point. Maximum of 2 or 3 points.
- c. Award Design:
 - i. Medal to wear for award winner. Worn during the conference, presented during award ceremony. Would have to decide which awards would "qualify". Could help spread awareness of award(s).
 - ii. Consider updating plaque style
 - iii. Creation of the Award Design Ad Hoc. Members: Karine and Nicolas

- iv. **Action Item #14:** Ad Hoc and staff to work together to research options and provide an update at the 2023 Annual Conference.

14. Report of Paper and Pass Through Awards Subcommittee – Davis

- a. Review of Recommendations (**Executive Session**)
 - i. Pass-Through and Paper Awards

15. Status of 22-23 MBOs – Lavoie ([Attachment J](#))

- a. MBO #4: Staff will update CRC presentation and distribute to Regions
- b. MBO #5: **Action Item #15:** Research female Fellows to nominate for Holladay. Find previous female DSA recipients and see if they qualify for ESA.
- c. **Action Item #16:** H&A Flowchart: look at having it in the rotation of photos during conference events and work with the web team to embed links within the digital file

16. Next Meeting – June 2023

17. Adjournment

Action Items from 2023 Winter Conference in Atlanta

No. – Pg.	Assignment	Status	Action Item
1 – 2	Staff	Complete	Add attendance info into previous meeting minutes
2 – 2	Media Subcommittee	Partially complete: Social media posts and article in <i>Chapter Notes</i>	For the May 1 deadline awards: plan an email campaign to send to chapter and Region H&A, as well as DRCs.
3 – 2	Media Subcommittee	Ongoing	Create a monthly marketing calendar to increase promotion throughout the year. Look at offering a social media kit for chapters/regions. Consider working with ASHRAE marketing on a video.
4 – 2	Staff and Isabelle	Ongoing; full committee to review and consider inclusion in MCO	Distribute H&A calendar to the full committee once the draft is complete
5 – 2	Staff and Executive Subcommittee	Complete	Implement virtual new member training in early June
6 – 3	Personal Awards Subcommittee	Complete	Review the Eunice Foote Decarbonization Award summary and report back to the full committee by March 15, 2023.
7 – 3	Staff	Complete: H&A to cover for 23-24, then future version of TFBD will cover after that	Consult with the TFBD on whether or not they plan to reimburse transportation to the Plenary?
8 – 3	Staff	Complete	Add a statement to the top of the Reference Manual that references consulting the H&A webpage for additional documents.
9 – 3	Staff	Ongoing	See if the H&A flowchart image can be added to the top of the H&A page, similar to this page .
10 – 3	Staff	Ongoing	Look at options for redesigning H&A page and eliminating the accordion.
11 – 4	Staff	Complete: MC will review at 2023 Annual Conference	Update the H&A MOP to reflect the change in Personal Awards review timeframe
12 – 5	Staff	Complete: Discussed by MC at 2022 Winter Conference; once someone is a member for 12 years, they will be advanced automatically	Refer the following to the MP Committee: Does MP still notify Associate when they may be eligible for advancement? Is there a way to automate the advancement process? Can we add Fellow to the list of reasons to advance?
13 – 5	Nicolas	Complete	Finalize point value and wording for paper review addition
14 – 5	Award Design Ad Hoc & Staff	Ongoing	Research options for medals and plaques updates, and provide an update at the 2023 Annual Conference

15 – 5	Planning & Media Subcommittee & Staff	Ongoing: Researching past female/international Fellow recipients for Holladay, pulled potential female ESA candidates and working with DRCs on nominations, point out that Boggs is not only for past presidents	Complete additional research for female and international recipients and nominees, including Holladay and ESA
16 – 6	Staff	Ongoing	H&A Flowchart: look at having it in the rotation of photos during conference events and work with the web team to embed links within the digital file

Honor and Award Committee Calendar for a Successful Year

July

1. Review H&A CRC Power Point for fall CRCs

August and September

1. Media Subcommittee: prepare materials for fall promotion campaign for the December 1st awards (Andrew T. Boggs, DSA, ESA, and Louise & Bill Holladay)

October and November

1. Media Subcommittee: promotion campaign for December 1st awards:
 - a. Post past award recipient profiles on social media bi-weekly
 - b. Make at least two posts promoting the December 1st deadline

December

1. December 1st deadline for the following awards: Andrew T. Boggs, DSA, ESA, and Louise and Bill Holladay
2. Personal Awards Subcommittee: review December 1st award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates
4. Executive Committee: begin committee succession planning

January

1. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
2. Chair: review and update MBOs
3. Winter Conference:
 - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
 - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

February

1. Media Subcommittee: prepare material for spring promotion campaign for the May 1st awards Award for Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Review H&A CRC Power Point for spring CRCs
3. Planning Subcommittee: Start the five-year award review process and prepare report for the Annual Conference

March and April

1. Media Subcommittee: promotion campaign for May 1st awards:
 - a. Post past award recipient profiles on social media bi-weekly
 - b. Make at least two posts promoting the May 1st deadline
2. Committee Virtual Call to discuss progress on action items and discuss any other relevant topics

May

1. May 1st deadline for the following awards: Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Personal Awards Subcommittee: review May 1st award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates

June

1. Chair and Vice Chair: host virtual H&A new member training
2. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
3. Vice Chair: prepare MBO and committee assignments for the following year
4. Annual Conference:
 - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
 - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

MANUAL FOR CHAPTER OPERATIONS

Appendix 1A: SUGGESTED CHAPTER OPERATIONS CALENDAR

MONTH	BOARD OF GOVERNORS	CHAPTER PRESIDENT	OFFICER OR COMMITTEE	MEETING
JUNE	As soon as possible after being elected, and prior to the first chapter meeting of the year, the President should call a meeting of the Board of Governors and invite members of the previous Board and committee chairs. At this first meeting, review the Manual for Chapter Operations to ensure that all officers and committee chairs are familiar with their duties and explain any special assignments. Incoming officers, Board of Governors and Committee Chairs should become familiar with chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities and materials.			
JULY	Organization meeting. Discuss and approve budget and committee appointments.	<ol style="list-style-type: none"> 1. Submit list of committee appointments to BOG 2. Review Chapter Roster of previous year. Also, list all members coded to chapter's geographic area. 3. Prepare MBOs for chapter with copy to regional Chair. 	<ol style="list-style-type: none"> 1. SECRETARY–Receive all records and Manuals for Operations (published on website), etc. from previous Secretary and prepare new roster and mailing list. Notify all officers, candidates, committee chairs and members of appointments. 2. **CTC COMMITTEE–Survey needs of chapter and organize programs for the season. 3. FINANCE COMMITTEE–Prepare new budget for Board of Governors approval. 	
AUGUST	Develop items for CRC Meeting scheduled for the Fall.	Approves program for the year and publishes in the eNewsletter.	Chapter chairs submit MBOs to chapter president.	Obtain speaker presentations two weeks prior to each monthly meeting to check for commercialism
SEPTEMBER	Act on Agenda items for Fall CRC Meeting.		1. TREASURER–Mail out Dues Statements, after approval of budget at Sept. Meeting.	Confirm by Meeting vote–Board actions on budget and committee appointments. Follow with announcement that chapter dues are payable as of Oct. 1 st .
OCTOBER	Delegate or Alternate to Fall CRC Meeting reports business transacted and items requiring action.	Present items reported from CRC Meeting before Chapter Meeting.	<u>Solicit nominations for awards with a December 1 deadline: Louise & Bill Holladay Distinguished Fellow, Andrew T. Boggs Service, DSA, ESA</u>	Act on CRC items as required.
NOVEMBER		Announce formation of Chapter Nominating Committee. Call for nominations from the floor.		Members to nominate members for Chapter Nominating Committee.
DECEMBER	FOR CHAPTERS HOLDING NO DECEMBER MEETING–CARRY OVER INTO JANUARY			
JANUARY	ELECTION OF NOMINATING COMMITTEE			
FEBRUARY	Develop items for CRC Meeting scheduled for the Spring.		Membership to be notified of the report of the Nominating Committee–by mail–prior to the March Meeting; or by announcement at the meeting.	
MARCH	Act on Agenda items for Spring CRC Meeting.	Prepare spring CRC report on your year as president.	<u>Solicit nominations for awards with a May 1 deadline: Honorary Member, Fellow, F. Paul Anderson, Distinguished Public Service, Hall of Fame, Pioneers of the Industry</u>	<ol style="list-style-type: none"> 1. Nominations for Officers presented to floor–Nominations received from floor–Nominations closed. 2. Poll members for program items for the coming year.
APRIL	Appointment of Audit Committee.	Appoint Tellers of Election	SECRETARY–Mail specimen ballot to members entitled to vote, prior to meeting.	
MAY	<ol style="list-style-type: none"> 1. Delegate or Alternate to Spring CRC Meeting reports business transacted and items requiring action. 2. Board to receive all committee reports. 	<ol style="list-style-type: none"> 1. Present items reported from CRC Meeting before Chapter Meeting. 2. Report on results of election–Installation of Officers, if no June meeting. 3. Review and general report on chapter organization progress and statement of current condition. 4. President-elect selects chair for all chapter committees. 5. New president to announce chair of committees for the following year, if no June meeting. 	<ol style="list-style-type: none"> 1. COMMITTEE CHAIRS–Submit report to Board of Governors prior to president's report to Annual Meeting. 2. AUDIT COMMITTEE–Audit Treasurer's records and prepare certification. 3. TREASURER–Submit Annual Report to chapter, with copy to Regional Chair. 4. SECRETARY–Prior to June 1st, must notify Headquarters and Regional Chair names of Delegate and Alternate to CRC Meeting. 5. SECRETARY–Prepare and submit Chapter Annual Information Questionnaire. 	<p>Act on CRC items, as required.</p> <p>Conduct Chapter Annual Meeting.</p> <p>Installation of Officers and Board of Governors.</p>
JUNE		<ol style="list-style-type: none"> 6. See that chairman appoints committees. 7. Mail Questionnaire to Society and Regional Chair. 8. Prepare fall CRC report on your year as president. 	6. Finance Committee–Formulate Annual Budget	Installation of officers, if carried over from May.
	Outgoing officers, Board of Governors and Committee Chairs meet with incoming officers, Board of Governors and Committee Chairs to instruct them on chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities, administrative functions, chapter records and Manuals.			
	**CTC – Chapter Technology Transfer Committee: approved by the Board of Directors – 03-06-27-1C			

APPENDIX 1A

CATEGORY F: Publications and Presentations – Society Annual/Winter Conference or ASHRAE - Sponsored Conference or Special Presentations

Give details, i.e., when paper was delivered, title and page numbers, where paper was published or in what ASHRAE Transactions edition it was published and the page numbers. Papers in the Transactions qualify for points for each one published. Use **additional sheet if more than two (2) papers are being claimed for points. No points may be claimed for paid lectures or services.**

	ACTIVITY/DATES Society Year(s)	ASHRAE Bio Section	POINTS	TOTAL
1. Technical Paper, ASHRAE Research Journal Author			1 per paper	
2. Symposium and/or Conference Paper, ASHRAE Journal, ASHRAE Specialty Publications Author			1 per paper	
3. Seminar, Technical Session Speaker (Only ASHRAE Winter, ASHRAE Annual, or ASHRAE sponsored conferences)			<u>1/2</u> per presentation	
4. Webcast Presenter detail where and when			<u>1/2</u> per presentation	
5. ASHRAE Distinguished Lecturer – State location and date			<u>1/4</u> per presentation	
6. Design Manual & Guide – New Chapter Principal Author (Give Specific Details)			2 per chapter	
7. Design Manual/Guide – Chapter Reviser			<u>1/2</u> per chapter	
8. Seminar or Technical Session speaker at an ASHRAE Chapter/Region event or meeting (excluding DLs)			<u>1/4</u> per presentation	
9. Review of Abstracts, Conference Papers, Journal Articles. (Maximum 2 points for sub-category F-9)			<u>1/4</u> per package of 5 reviews	
Note: Points in Category F are limited to the total of Categories A through E		TOTAL POINTS FOR CATEGORY F		

**ASHRAE Honors and Awards
Planning Subcommittee Report
2023 ASHRAE Annual Conference**

Members: Alyse Falconer and Ben Leppard

Report

1. H&A Award Review
 - a. The Planning Subcommittee is charged with reviewing Society awards on a five-year rotating schedule.
 - b. Listed below are the awards that we reviewed for the 2022-2023 Society Year. Each responsible committee provided the attached responses, which were used in the evaluation of the awards.
 - i. ASHRAE Journal Paper – Publications Committee ([Attachment A](#))
 - ii. Distinguished 50 and 75-Year Member Awards – H&A ([Attachment B](#))
 - iii. Standards Achievement Award – Standards Activities Committee ([Attachment C](#))
 - iv. Student Activities Award – Student Activities Committee ([Attachment D](#))
 - v. Student Design Competition Awards – Student Activities Committee ([Attachment E](#))
 - vi. YEA Award of Individual Excellence – YEA Committee ([Attachment F](#))
 - vii. Youth Outreach Award – Student Activities Committee ([Attachment G](#))
 - c. We recommend continuing all six of these awards.
 - i. While the Youth Outreach Award has not recommended a recipient the last two years, we recommend keeping the award for now and reviewing again in five years.

ASHRAE Journal Paper

Award Review Feedback from Gerardo Alfonso

1. Does the award have current appeal?
 - a. YES, it is important to recognize the authors who contribute to our society in the Journal.
2. Does the award's scope overlap or conflict with other current or proposed awards
 - a. NO
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice.
 - a. The award has a global impact, and it is important to recognize the winner in the Plenary at the Annual Meeting, as it is done right now.
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the awards section of the ASHRAE website.
 - a. We score the articles published at the Journal. The criteria are: introduction hooks the reader, content is at the level of subject, easy to read, includes graphics, charts, tables to enhance the understanding of the article, length is appropriate, topic is of importance to a broad audience of members, completeness of the article to cover the topic. The members of the committee fill out this survey and then from the 3 to 6 highest score articles we vote for the best at the winter meeting.
5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.
 - a. The Publications Committee MOP has the procedure on page 5 (shown below) and the MOP is published on the ASHRAE website.
 - i. The responsibilities of the individual committee members are as follows:
Nominate a candidate for the Journal Paper Award each Society year.
 1. Each month committee members will be sent a review form for the current month's *ASHRAE Journal* technical features; committee members are to complete this form to rate the *ASHRAE Journal* technical features and submit it to the *ASHRAE Journal* editor.
 2. One week prior to the Winter Conference, the *ASHRAE Journal* editor will provide the committee electronic access to the three to six top-scoring technical features as rated by the committee members on the monthly review form. The committee, using this information and its members' judgment, shall select and nominate a candidate for the Journal Paper Award.
 3. The technical features considered and nominated shall have been published within a calendar year (January through December) preceding the Winter Conference.
 4. It is the responsibility of the *ASHRAE Journal* editor to report the nomination to the Honors and Awards Committee staff liaison before

the end of the Winter Conference. Presentation of the award will occur at the following Annual Conference.

6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation?
 - a. NO
7. Is your award named for an individual? If so, provide details as to why it is so named and a brief statement regarding that individual that can be given to each award recipient.
 - a. NO

Distinguished 50-Year Member Award

1. Does the award have current appeal?
 - a. Yes, every year we have members asking if they qualify for this award.
2. Does the award's scope overlap or conflict with other current or proposed awards?
 - a. No
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice.
 - a. At the Plenary Session, as this award recognizes a lifetime of contributions to the Society
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the awards section of the ASHRAE website.
 - a. This award recognizes individuals who have been ASHRAE members for a minimum of fifty years, and were a past Society President, a Fellow, recipient of the Distinguished Service Award, or otherwise performed outstanding service for the Society. Recognition is in the form of a plaque and lapel pin. There is no limit on number awarded per year. Eligible members are automatically reviewed by the Honors & Awards Committee.
5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.
 - a. As long as the member meets the following two requirements, they are approved:
 - i. An ASHRAE member for a minimum of fifty years
 - ii. Past Society President, Fellow, DSA recipient, or otherwise outstanding service
6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation?
 - a. Cost of plaque and lapel pin
7. Is your award named for an individual? If so, provide details as to why it is so named and a brief statement regarding that individual that can be given to each award recipient.

Distinguished 75-Year Member Award

1. Does the award have current appeal?
 - a. Yes, this award was established based on feedback from the grassroots level.
2. Does the award's scope overlap or conflict with other current or proposed awards?
 - a. No
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice.
 - a. At the Plenary Session, as this award recognizes a lifetime of contributions to the Society
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the awards section of the ASHRAE website.
 - a. This award recognizes individuals who have been ASHRAE members for a minimum of fifty years, and were a past Society President, a Fellow, recipient of the Distinguished Service Award, or otherwise performed outstanding service for the Society. Recognition is in the form of a plaque and lapel pin. There is no limit on number awarded per year. Eligible members are automatically reviewed by the Honors & Awards Committee.
5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.
 - a. As long as the member meets the following two requirements, they are approved:
 - i. An ASHRAE member for a minimum of fifty years
 - ii. Past Society President, Fellow, DSA recipient, or otherwise outstanding service
6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation?
 - a. Cost of plaque and lapel pin
7. Is your award named for an individual? If so, provide details as to why it is so named and a brief statement regarding that individual that can be given to each award recipient.

Standards Achievement Award

Award Review Feedback from Susanna Hanson

1. Does the award have current appeal?
 - a. Yes though some years it is not awarded it does have a purpose.
2. Does the award's scope overlap or conflict with other current or proposed awards?
 - a. No
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice.
 - a. Plenary session – it is an award at the society level for technical activities that reside at society level and needs to be publicly given.
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the awards section of the ASHRAE website.
 - a. Provided below
5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.
 - a. Provided below
6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation?
 - a. Yes. Plaque, lapel pin, and transportation if not otherwise reimbursed by society.
7. Is your award named for an individual?
 - a. No

B-1 Procedures for Standards Achievement Award

B-1.1 Purpose

The Standards Achievement Award recognizes excellence in volunteer service for development of ASHRAE standards/guidelines and shall be presented at the ASHRAE Annual Meeting but may be omitted if a suitable candidate is not identified.

B-1.2 Award

The Standards Achievement Award consists of a plaque and a lapel pin.

The fiscal impact is negligible as transportation reimbursement to the Annual Meeting for the recipient of the Standards Achievement Award is included in the Honors and Awards Committee budget.

B-1.3 Nominations

The Standards Achievement Award is open to ASHRAE members who have demonstrated outstanding achievement in the ASHRAE standards/guidelines development.

Nominations are solicited during the first half of the Society year through an announcement in ASHRAE Standards Actions. The Standards Achievement Award Nomination Form can be found on the ASHRAE website at: www.ashrae.org/standards-forms-procedures. The nomination form should include a cover

letter outlining the nominee's qualifications, giving special note to outstanding efforts in the area of ASHRAE standard and guideline development.

B-1.4 Eligibility Requirements

Only individuals nominated may be considered for the Standards Achievement Award.

The recipient will be selected from all nominations that score a minimum of 10 points from at least 3 categories as calculated in Table 1, Criteria for Selecting Standards Achievement Award Recipients.

The recipient shall have adhered to ASHRAE's Code of Ethics.

Current Standards Committee and Technology Council members are ineligible for receipt of the Standards Achievement Award during the terms they serve on the respective committees.

Past recipients of the Standards Achievement Award are not eligible.

	Nominee	Points/term	# of Terms	Total Points
1	Project Committee Member <i>Maximum of 2 points per committee</i>	1		
2	Project Committee Chair <i>Maximum of 2 points per committee</i>	1		
3	Project Committee Chair at year of publication <i>Maximum of 2 points per committee</i>	1		
4	Intersociety Liaison <i>Maximum of 2 points</i>	2		
5	Past Std Committee Member	1		
6	Past Std Committee Subcommittee Chair	1		
7	Past Std Committee Chair	2		
8	Outstanding Effort <i>Maximum of 4 at the discretion of SPLS</i>			
	Total Points			

B-1.5 Judging

SPLS shall present all eligible nominees, including total points scored in B-1.4, and shall recommend at least one recipient from those eligible nominees to Standards Committee for consideration at the ASHRAE Winter Meeting. Standards Committee will review and select the recipient of the Standards Achievement Award. In exceptional cases, if Standards Committee determines that two nominees are deserving of the award, Standards Committee allows for up to two award winners. Eligible nominees not selected to receive the award will not be automatically carried over, but may be re-nominated for consideration in future years by their sponsor.

B-1.6 Award Notification

Standards Committee will notify the Honors and Awards Committee of its selection at the ASHRAE Winter Meeting.

B-1.7 Award

Presentation: The Standards Achievement Award is presented during the Honors and Awards portion of the Plenary Session at the ASHRAE Annual Meeting.

Student Activities Award (Lifetime Achievement Award)

1. Does the award have current appeal?
 - a. **YES, it takes a long time but it is necessary**
2. Does the award's scope overlap or conflict with other current or proposed awards?
 - a. **No, this covers everything, minimum 3 categories**
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice.
 - a. **Plenary session, and it is well deserved.**
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the award's section of the ASHRAE website.
 - a. What are the criteria for the award?
The minimum number of points to be considered for this award shall be 20, distributed across a minimum 3 categories.

Category	Points	Max Points
<u>General</u>		
Chapter Student Activities Chair or Education Chair	1 pt/year	5
Student Branch Advisor	1 pt/year	3
Serve on Student Activities Committee <i>Examples: RVC, Vice-Chair, Chair, Consultant</i>	1 pt/year	5
<u>K-12/STEM</u>		
Achieve the Chapter K-12/STEM Leadership Award while serving as one of the positions required to qualify	2/award	6
Participate in a K-12/STEM activity promoting engineering to and/or for girls <i>Examples: Introduce a Girl to Engineering Day, GEMS, Girl Scouts, Girls in Engineering, etc.</i>	1/activity	5
Participate in a joint K-12/STEM activity with representatives of other societies <i>Examples: Boy Scouts, Girl Scouts, STEM Scouts, NAWIC, AIA, ACE Mentorship, PEO, etc.</i>	1/activity	5
<u>Grants</u>		
Recipient of an Undergraduate Program Equipment Grant (Chapter supported school)	1 pt/ grant	3
<u>Design Competition</u>		
Serve as a technical mentor or advisor for an HVAC&R related competition <i>Examples: ASHRAE, DOE, AIA, EPA, etc.</i>	1/year	3

Serve as an ASHRAE design competition judge at the chapter, region, or society level	1/year	3
<u>Post High</u>	-	
Reactivating a Student Branch (Must have been inactive more than two years)	1 pt/branch	3
Establishing a student branch	2 pts/branch	6
Sponsor student(s) from student branch to attend ASHRAE Winter Conference Student Program <i>Sponsorship includes subsidy for travel, lodging and/or conference registration fees</i>	2/year	6
Organize a site tour or networking event related to HVAC&R (Student Branch and Chapter Meetings do not count) <i>Examples: Construction Site tour on campus, Industry Networking Night, Speed Networking events, etc.</i>	1/event	5
Arrange for technical speakers to speak with student branch about HVAC&R related topics <i>Examples: ASHRAE DL presentation to students, technical presentation in class, etc. Chapter meeting speakers do not count</i>	1/event	5
Maximum Available Points		63

- b. Do they include a requirement for adherence to the ASHRAE Code of Ethics?

Not specifically

- c. Do they include a limit on the number of candidates that may receive the award annually?

Yes, it is one recipient per year

Please include a criteria statement that can be published in the awards section of the ASHRAE website.

The description of the award and its criteria statement is up to date on the award section of the ASHRAE Website: <https://www.ashrae.org/membership/honors-and-awards/student-activities-achievement-award>

5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.

- a. Is there a written process for the selection of candidates?

No

- b. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.

The Student Activities Committee shall consider the points and the explanation in its deliberations before making a final recommendation. The minimum number of points to be considered for this award shall be 20, distributed across a minimum 3 categories.

6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation?

- a. No

7. Is your award named for an individual? If so, provide details as to why it is so named and a brief statement regarding that individual that can be given to each award recipient.

- a. No

Student Design Competition Awards

1. Does the award have current appeal?
 - a. Yes, very much
2. Does the award's scope overlap or conflict with other current or proposed awards?
 - a. No
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice.
 - a. Currently it is at the Plenary session for first place winners (videos only), can they go on stage if they are of attendance?
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the awards section of the ASHRAE website.
 - a. What are the criteria for the award?
 There are 4 competitions:
 1. [HVAC Design Calculations](#)
 2. [HVAC System Selection](#)
 3. [Setty Family Foundation Net Zero Energy Design](#)
 4. [Setty Family Foundation Applied Engineering Challenge \(previously known as Applied Engineering Challenge – AEC\)](#)

The students must submit a project of their design or selection the HVAC system for the given building, or to design a sustainable building implementing an integrated building design process (the architectural and building design for sustainability, and its supporting mechanical and electrical systems) for the given program.

All team members must be enrolled during the semester/term in which they contribute to the design.
 - b. Do they include a requirement for adherence to the ASHRAE Code of Ethics?
 It does not currently have any statement linking to the ASHRAE code of Ethics
 - c. Do they include a limit on the number of candidates that may receive the award annually?
 In each category, there will be only one winning team. However, the number of candidates in a team is not limited to any number. The Student Activity Committee does recommend that the project groups consist of two to six members.
 - d. Please include a criteria statement that can be published in the awards section of the ASHRAE Website.
 Our subcommittee Design Competition changes the parameter of the competitions every year, the fix criteria would be simply to have a project to submit. We can use the same generic description:

 The students must submit a project of their design or selection the HVAC system for the given building, or to design a sustainable building implementing an integrated building design process (the architectural and building design for sustainability, and its supporting mechanical and electrical systems) for the given program.
 All team members must be enrolled during the semester/term in which they contribute to the design.

 Here an example of the 2023 competitions: <https://www.ashrae.org/communities/student-zone/competitions/2023-design-competition>
5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.

- a. Is there a written process for the selection of candidates?

There is no written process selection of the candidates. There is a rubric used for judging for each competition in order to select the winning teams. The Student Activity Committee has voted not to share the full rubric online as it was limiting the creativity and compromising the quality of the projects. The committee is currently working on a guideline instead to help the students in their design.

- b. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.

There will be three levels of evaluation. Evaluators at all levels will judge the design project reports, not only for content, but also for compliance with the competition rules. The three levels of evaluation are: Chapter level if there are multiple submissions from its Student Branches under that Chapter, Regional level if there are multiple submissions from the Chapters under that Region, and finally Society level.

Society level competition under the direction of the Student Activities Design Competition Subcommittee will complete evaluation of Society level entries, and will select first, second, and third-place winners in each category. In order to encourage additional schools to participate in the competition, a "Rising Star" winner will be chosen within each category from among those schools that have not had a winning entry in the previous three years.

6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation?

- a. Not ASHRAE Foundation, from Student Activities budget and Setty's Family funds.

7. Is your award named for an individual? If so, provide details as to why it is so named and a brief statement regarding that individual that can be given to each award recipient.

- c. Two of the Awards: the Setty Family.



Shaping Tomorrow's
Built Environment Today

ATTACHMENT F

180 Technology Parkway ▪ Peachtree Corners, GA 30092 ▪ Tel 678.539.1128 ▪ Fax 678.539.2128 ▪ www.ashrae.org

Isabelle Lavoie

isabelle.m.lavoie@jci.com

Chair, Honors and Awards Committee

April 17, 2023

Dear Madison,

The Honors & Awards Committee is required to review all Society awards at least once every five years. This is to ensure that each award continues to meet its intended need and that the candidate-selection process for each award is properly implemented. This applies not only to those awards that H&A administers (Hall of Fame, Fellow etc.), but also to “pass-through” awards that originate from other Society groups.

To properly conduct this review H&A must obtain input from each group that sponsors a “pass-through” award. Specifically, H&A requests that the **YEA Committee** provide responses to the questions below regarding the **YEA Award of Individual Excellence**.

Please answer each of the following questions for the award referenced above.

1. Does the award have current appeal? **Yes**
2. Does the award's scope overlap or conflict with other current or proposed awards? **No**
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice. **It has been awarded at the YEA Hospitality Suite at the Conference. This is working well.**
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the awards section of the ASHRAE website. **See next pages**
5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website. **See next pages**
6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation? **Cost for plaque and postage if attendee cannot attend the Conference**
7. Is your award named for an individual? If so, provide details as to why it is so named and a brief statement regarding that individual that can be given to each award recipient. **No**

Your reply by **Friday, May 19, 2023** will be greatly appreciated. Thank you for your help on this important project.

Sincerely,

Isabelle Lavoie

RE: Question 4

The following information is on the ASHRAE website

"Requirements: This award is given on the basis of service during the preceding Society Year, and nominated individuals for any of the award three categories should exemplify characteristics of YEA leadership and meet the following criteria:

Applicants must qualify as a YEA member, which is any Affiliate, Associate, or Member of ASHRAE who is 35 years of age or younger at the start of the preceding Society year

Serve ASHRAE by holding an assigned position in ASHRAE, at minimum at the chapter level (Board of Governors, chapter officer, chapter chair position, regional officer, etc.) throughout the duration of the previous ASHRAE Society Year

Be in good standing (current) on ASHRAE membership dues

Participated in a minimum of four (4) YEA oriented activities during the ASHRAE Society Year (includes joint functions with Student Activities and other professional organizations)

In addition to the general requirements listed above, nominees must also meet the category-specific requirements for whichever award category they are being nominated:

Outreach Category:

Personally promoted YEA by educating membership on programs and resources available through YEA (in written or spoken verse)

Contributed directly to the overall growth and development of YEA (innovative new ideas for chapter level activities, recruitment of new YEA membership, encouragement of YEA members to participate at greater level, development of YEA programs, publications regarding YEA, etc.)

Personal Development Category:

Assisted in the planning/organization of at least two (2) YEA oriented activities during the ASHRAE Society Year

Attended a previous YEA Leadership Weekend (YLW) or YEA Leadership International (YLI) event or is currently registered to attend YLW or YLI

Professional Development Category:

Participated on at least one (1) ASHRAE Technical or Standards Committee

Attended an ASHRAE educational course or training"

See next page for the application.

RE: Question 5

The following verbiage is an excerpt from the email that was sent to the review committee the last time this award was judged along with the requirements that you have already listed:

"Nominations for the YEA Award of Individual Excellence closed last week, and we had nine people nominated for the Personal Development category. Per the judging requirements in the award description (attached), each YEA subcommittee needs to click on the appropriate tab for your subcommittee and review the nominees for their related category. Please review the attached nominations by Friday, January 20th, 2023 and let me know who your 1st choice, 2nd choice, and 3rd choice is for the award. If you feel that any of the nominees do not fulfill the requirements, please notate that in your response to me."

The YEA Committee is working on an updated grading rubric that is anticipated to be used in the next Society year.

YEA Award of Individual Excellence Nomination Form

The YEA Award of Individual Excellence recognizes exceptional service in the area of YEA leadership and personal contributions during the preceding 2021-2022 Society year.

Nominations must be submitted by a YEA RVC, DRC, or Society YEA Committee member.

The award is broken down into three categories:

- 1. Outreach:** contribution to ASHRAE through growing our presence in a new or developing area.
- 2. Personal Development:** contribution to ASHRAE and YEA through membership resources, events, fundraisers, and awareness.
- 3. Professional Development:** contribution to our industry through technical and/or professional accomplishments.

Items #1-4 below are general requirements for all three categories and must be completed. Items #5-10 are category specific; please be sure to complete the items that are required for your specific category.

The deadline for nominations is **December 16, 2022**.

Nominating Individual Information

Name of Nominating Individual *

Email of Nominating Individual: *

Nominating Individual's Position in ASHRAE: *

- ☐ YEA RVC
- ☐ DRC
- ☐ Society YEA Committee member

Award Nominee Information

Name of award nominee: *

Award nominee ASHRAE member #: *

Award nominee ASHRAE Region: *

Award nominee ASHRAE Chapter: *

Please select the category in which this individual is being nominated. You may select up to all three categories. Please be sure to complete the corresponding category-specific requirements for whichever category/categories are selected. *

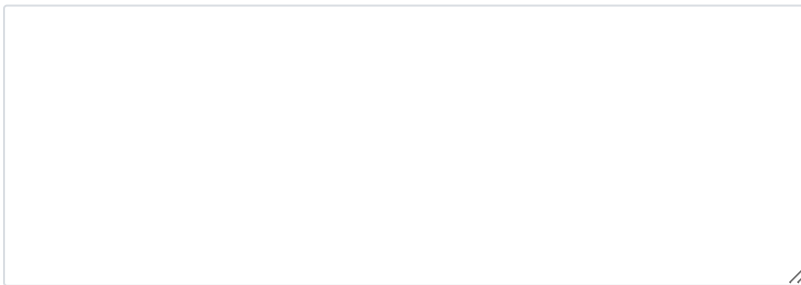
- ☐ Outreach
- ☐ Personal Development
- ☐ Professional Development

General Award Requirements

This award is given on the basis of service during the preceding 2021-2022 Society year and nominees for any of the three categories should exemplify characteristics of YEA leadership and meet the following criteria:

1. Applicants must qualify as a YEA member, which is any Affiliate, Associate, or Member of ASHRAE who is 35 years of age or younger at the start of the preceding Society year.
2. Serve ASHRAE by holding an assigned position in ASHRAE, at minimum at the chapter level (Board of Governors, chapter officer, chapter chair position, regional officer, etc.) through the duration of the previous ASHRAE Society year.
3. Be in good standing (current) on ASHRAE membership dues.
4. Participated in a minimum of four (4) YEA oriented activities during the previous ASHRAE Society Year (includes joint fuctions with Student Activities and other professional organizations). In the space below, please provide a list of all YEA activities attended by the individual during the 2021-2022 Society year and include a brief description of the event and their involvement.

*



Category Specific Requirements

In addition to the general requirements listed above, nominees must aslo meet the category-specific requirements for whichever category/categories they are being nominated.

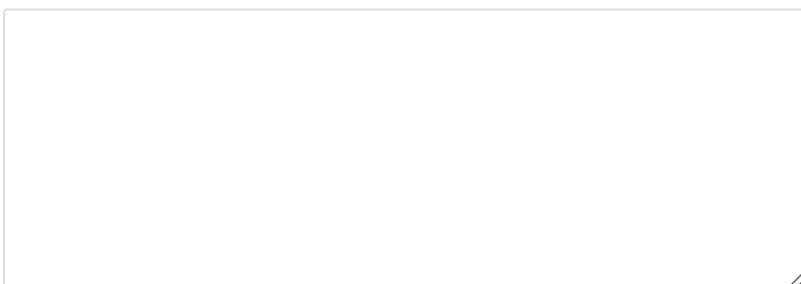
If you would like to supply additional information to support your nomination beyond what can be provided in the space provided (such as documents or photos), please email Jeanette McCray at jmccray@ashrae.org and check the box below.

☐ I will send an email with additional information.

Outreach Category

The focus of this award shall be to reward YEA members who have provided exceptional contribution to ASHRAE through growing our presence in a new or developing area.

5. Personally promoted YEA by educating membership on programs and resources available through YEA (in written or spoken verse). In the space below, please provide an explanation and examples.



6. Contributed directly to the overall growth and development of YEA (innovative new ideas for chapter activities, recruitment of new YEA members, encouragement of YEA members to participate at greater level, development of YEA

programs, publications regarding YEA, etc.). In the space below, please provide a detailed explanation and specific examples of the steps this individual took and the impact they made on YEA.

Personal Development Category

The focus of this category shall be to reward YEA members who have provided exception contribution to ASHRAE and YEA through membership resources, events, fundraisers, and awareness.

7. Assisted in the planning/organization of at least two (2) YEA oriented activities during the previous ASHRAE Society year. In the space below, please provide details regarding the two (2) YEA events, including the individual's involvement and success/failures of event.

8. Attended a previous YEA Leadership Weekend (YLW) or YEA Leadership International (YLI) event or is currently registered to attend YLW or YLI. In the space below, please specify the year and location of the event the individual attended or will attend.

Professional Development Category

The focus of this category shall be to reward YEA members who have provided exceptional contribution to our industry through their technical and/or professional accomplishments. These can be directly related to ASHRAE or the HVAC industry in general.

9. Participated on at least one (1) ASHRAE Technical or Standards Committee during the previous Society year. In the space below, please list committee names, dates of service, and any positions held.

10. Attended an ASHRAE education course or training in the previous Society year. In the space below, please specify at least one course/training title and date of attendance.

Youth Outreach Award

1. Does the award have current appeal?
 - a. Yes
2. Does the award's scope overlap or conflict with other current or proposed awards?
 - a. No
3. Do you believe the majority of ASHRAE members would be of the opinion that this award should be presented at a Chapter Meeting, a Regional Meeting, a Society Committee function, the Plenary Session, or possibly some other Society function? Please state the reasons for your choice.
 - a. Yes, at the Plenary
4. What are the criteria for the award? Do they include a requirement for adherence to the ASHRAE Code of Ethics? Do they include a limit on the number of candidates that may receive the award annually? Please include a criteria statement that can be published in the award's section of the ASHRAE website.
 - a. What are the criteria for the award?

The following criteria are for the K-12/STEM Youth Outreach Award:

1. The K-12 / STEM Youth Outreach Award shall be presented annually but may be omitted if a suitable candidate is not identified.
2. The K-12 / STEM Youth Outreach Award will consist of an 8x11-inch plaque, which will state: "In recognition for outstanding achievement ensuring children receive STEM training for future success."
3. The Student Activities Committee will review nominations and recommend one nominee for consideration to the Honors and Awards Committee.
4. The Student Activities Committee shall consider the points and the written explanation in its deliberations.
5. Award points shall be cumulative with at least 30 points required. Use the following table:

Item Description	Available	Maximum	Earned
Serve as the Chapter K-12/STEM Chair	2 / year	8	
Earn the Chapter K-12/STEM Leadership Award	3 / award	12	
Participate in an Engineering for Girls Program <i>Examples: Introduce a Girl to Engineering Day, GEMS, Girl Scouts, Girls in Engineering, etc.</i>	1 / hour	20	
Participate in a one-day event for school kids <i>Examples: Math Counts, Future City Competition, Engineering Festival</i>	5 / event	20	
Participate as a coach, mentor, judge, or grader for student groups <i>Examples: First Lego® League, Math Counts, Future City Competition, Engineering Festival, Boy Scouts, Girl Scouts, STEM Scouts</i>	1 / hour	20	
Organize a technical tour for a K-12 student group	5 / tour	20	
Conduct a K-12 school visit <i>Examples: career fair, classroom presentation with activity, science fair</i>	2 / visit	20	
Volunteer for the U.S. Department of Energy Solar Decathlon	10 / event	10	
Total Points Earned (<i>minimum of 30 points required for consideration</i>):			

- b. Do they include a requirement for adherence to the ASHRAE Code of Ethics?
It does not currently have any statement linking to the ASHRAE code of Ethics

- c. Do they include a limit on the number of candidates that may receive the award annually?
Yes, it is one recipient per year
- d. Please include a criteria statement that can be published in the award's section of the ASHRAE website.
The ASHRAE member must actively engage a K-12 audience in their country, region or local community through science, technology, engineering and mathematics (STEM) activities.

Here is more information about the form to submit: <https://www.ashrae.org/filelibrary/communities/studentzone/studentactivities/youth-outreach-award.docx>

5. Is there a written process for the selection of candidates? If so, please send a copy. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.

- a. Is there a written process for the selection of candidates?
No
- b. Also, please include a statement regarding the selection process that can be published on the ASHRAE website.
The Student Activities Committee shall consider the points and the written explanation in its deliberations. Award points shall be cumulative with at least 30 points required using the following table:

Item Description	Available	Maximum	Earned
Serve as the Chapter K-12/STEM Chair	2 / year	8	
Earn the Chapter K-12/STEM Leadership Award	3 / award	12	
Participate in an Engineering for Girls Program <i>Examples: Introduce a Girl to Engineering Day, GEMS, Girl Scouts, Girls in Engineering, etc.</i>	1 / hour	20	
Participate in a one-day event for school kids <i>Examples: Math Counts, Future City Competition, Engineering Festival</i>	5 / event	20	
Participate as a coach, mentor, judge, or grader for student groups <i>Examples: First Lego® League, Math Counts, Future City Competition, Engineering Festival, Boy Scouts, Girl Scouts, STEM Scouts</i>	1 / hour	20	
Organize a technical tour for a K-12 student group	5 / tour	20	
Conduct a K-12 school visit <i>Examples: career fair, classroom presentation with activity, science fair</i>	2 / visit	20	
Volunteer for the U.S. Department of Energy Solar Decathlon	10 / event	10	
Total Points Earned (minimum of 30 points required for consideration):			

6. Are there financial commitments associated with the award such as travel costs, honoraria, or earmarked income from the ASHRAE Foundation?

- a. No

7. Is your award named for an individual? If so, provide details as to why it is so named and a brief statement regarding that individual that can be given to each award recipient.

- a. No

Pass-through Award Recommendations – 2023 Annual – Tampa

*Asterisk indicates Awards not presented at the Society Plenary

Award	Responsible Committee/ Council	Staff Liaison	Recommendation
1. *Achievement in Residential Buildings Award	Residential Buildings Committee	Derrick Nesfield	No Recommendation
2. E.K. Campbell Award of Merit	Life Members Club	Megan Gotzmer	Filza Walters (5060925)
3. John F. James International Award	Members Council	Tammy Catchings	Ahmed Alaa Eldin Mohamed (8102756)
4. Lower-GWP Innovation	ASHRAE/UNEP	Mark Owen	No Recommendation
5. Milton W. Garland Award	Refrigeration Committee	Mike Vaughn	No Recommendation
6. Service to ASHRAE Research	Research Administration Committee	Mike Vaughn	No Recommendation
7. *YEA Developing Leader Award	Young Engineers in ASHRAE (YEA)	Jeanette McCray	Zehui Hong (8316301) Elizabeth Primeau (8260832) Carrie Anne Monplaisir (8249376) Vineet Nair (8310554) Elizabeth Jedrlinic (8253764) Keiron D. Nanan (8256209) Heitor Lazzari Tremea (8264187) Luiz Antonio Piccoli Junior (8255749)
8. YEA Inspirational Leader Award	Young Engineers in ASHRAE (YEA)	Jeanette McCray	Ghina Annan (8253029)

H&A MOP Motion

That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately:

7. Calendar

Honors & Awards Committee calendar for a successful year:

July

1. Review H&A CRC Power Point for fall CRCs

August and September

1. Media Subcommittee: prepare materials for fall promotion campaign for the December 1st awards (Andrew T. Boggs, DSA, ESA, and Louise & Bill Holladay)

October and November

1. Media Subcommittee: promotion campaign for December 1st awards:
 - a. Post past award recipient profiles on social media bi-weekly
 - b. Make at least two posts promoting the December 1st deadline

December

1. December 1st deadline for the following awards: Andrew T. Boggs, DSA, ESA, and Louise and Bill Holladay
2. Personal Awards Subcommittee: review December 1st award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates
4. Executive Committee: begin committee succession planning

January

1. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
2. Chair: review and update MBOs
3. Winter Conference:
 - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
 - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

February

1. Media Subcommittee: prepare material for spring promotion campaign for the May 1st awards Award for Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Review H&A CRC Power Point for spring CRCs
3. Planning Subcommittee: Start the five-year award review process and prepare report for the Annual Conference

March and April

1. Media Subcommittee: promotion campaign for May 1st awards:
 - a. Post past award recipient profiles on social media bi-weekly
 - b. Make at least two posts promoting the May 1st deadline
2. Committee Virtual Call to discuss progress on action items and discuss any other relevant topics

May

1. May 1st deadline for the following awards: Distinguished Public Service, F. Paul Anderson, Fellow, Hall of Fame, Honorary Member, and Pioneers of the Industry
2. Personal Awards Subcommittee: review May 1st award nominations (will be provided by staff)
3. Media Subcommittee: review H&A MOP and reference manual for any necessary updates

June

1. Chair and Vice Chair: host virtual H&A new member training
2. Personal Awards Subcommittee: meet to finalize recipient selections and submit report to staff by predetermined deadline
3. Vice Chair: prepare MBO and committee assignments for the following year
4. Annual Conference:
 - a. Pass Through Awards Subcommittee: review received recipient recommendations and present to full committee
 - b. Paper and Pass-Through Awards Subcommittee: review recipient recommendations from other committees and present to full committee

14. Schedule

1. Candidates for personal awards are considered by the Honors and Awards Committee ~~one~~ six months before the award is presented.

16. Personal Honors

11. Eunice Foote Decarbonization Award

- A. This award is established to honor a member for their notable achievement, outstanding work, or service that is focused on the decarbonization of the built environment.
- B. This award is named in honor of Eunice Foote, who is the scientist attributed to being the first to conclude that certain gases warmed when exposed to sunlight and that rising carbon dioxide levels would change atmospheric temperature and impact climate change.
- C. Nomination for the Eunice Foote Decarbonization Award shall be made by the Honors and Awards Committee to Members Council. Election shall be by secret ballot of Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.
- D. Presentation of the award is made at the Plenary during the Annual Conference.
- E. The form of the award is a plaque and transportation to the Annual Conference. Transportation expenses will be reimbursed in accordance with ASHRAE's Travel Reimbursement Policy, if the award recipient is not otherwise reimbursed by the Society, to attend the meeting to receive their award.

Background:

- H&A would like to add a calendar into their MOP, which breaks down roles and responsibilities for all committee members on a monthly basis.
- Now that Personal Awards are sent to Members Council for approval, the H&A Committee is able to shorten the review timeline for award applicants from one year to six months.
- Inclusion of the Eunice Foote Decarbonization Award.

Fiscal Impact: None

Vote: 8-0-0 CNV

Management by Objectives (MBOs)

Honors and Awards Committee

ASHRAE Society Year 22-23

Isabelle Lavoie, Chair

Last Update: June 26, 2022

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan	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, Holladay, Honorary Member, and Hall of Fame)	-Received nominees for DPS, Holladay, Honorary, HOF, Boggs, Holladay -No nominee for POI	December 2022 and May 2023	Personal Awards Subcommittee	4	Reach out to Regional Nominating Members by July 15 for fall CRCs and April 15 for Spring CRCs
2. Provide global awareness of H&A awards via <i>Chapter Notes</i> , and targeted communication to ASHRAE chapter leaders	Articles leading up to both December 1 and May 1 deadlines	October 2022 and March 2023	Media Subcommittee	4	Advertising/promote personal awards before their due dates by providing articles in <i>Insights</i> and <i>Key Notes</i>
3. Create a social network campaign to promote and encourage submission of personal awards	Fellow & F. Paul Anderson promotion on FB and LinkedIn in Fall 22. Six profiles (5 Fellow, 1 F. Paul) were posted to FB.	November 2022 and April 2023	Media Subcommittee	4	The campaign should occur the month prior to the two award submission deadlines of May 1 and December 1
4. Provide chapters and regions with updated information they can use to promote H&A	Complete; included with email to leadership prior to CRCs	July 2022 and February 2023	Planning Subcommittee	3, 4	Update H&A PowerPoint presentation and distribute to Nomination Committee members and Chapter Presidents and Delegates.
5. Put in place actions to increase awareness and improve the quantity of submission for awards by members from all origin and gender	Profiles created for the following past recipients: 2 women Fellow, 3 international Fellow, 1 international F. Paul Anderson	December 2022	Planning & Media Subcommittee	4	Fellow: prepare a short profile on the past three female recipients as in the past six years there has only been 12% female Fellows selected Hall of Fame: prepare a short profile on the past international recipient Holladay: prepare a short profile on the past three international recipients T. Boggs: go through the list of past Female ESA recipients and identify potential female applicants Holladay: go through the list of past Female Fellow recipients and identify potential female applicants

*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support

Management by Objectives (MBOs)

Honors and Awards Committee, ASHRAE Society Year 2023-2024, Isabelle Lavoie, Chair

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan*	Actions
1. To infuse enthusiasm and increase member engagement, obtain nominees for each honor with special attention to nominees for significant personal awards: Fellow, Distinguished Public Service, Pioneers of the Industry, Andrew T. Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame		July 15: Fall CRCs April 15: Spring CRCs Sept: Dec. 1 deadline Feb: May 1 deadline	Personal Awards Subcommittee	Initiative 4	a. Develop sample letters of recommendations for each of these awards: Fellow, Distinguished Public Service, Pioneers of the Industry, Andrew T. Boggs, Louise and Bill Holladay, Honorary Member and Hall of Fame to help guide submitters, increase chances that candidate's material is complete, and highlight accomplishments of the candidates
2. Provide global awareness of H&A awards to the ASHRAE community by leveraging diverse media to maximize outreach including a social media campaign to promote and encourage submissions of personal awards		October 1 & March 1	Media Subcommittee	Initiative 4	a. Advertise/promote personal awards before their due dates by providing articles in Chapter Notes b. Prepare communication to Chapter leaders c. Weekly post on social media during October and November for Dec. 1 awards & March and April for May 1 awards. Leverage past award recipients' profiles. d. Create promotional video to be posted on social media e. Create promotion material for each significant personal award f. Prepare materials to inform DRC, Regional Nominating, RMCR, and Regional H&A Champion to be in continuous contact with membership by sending reminders/information at regular intervals.
3. Provide chapters and regions with updated information they can use to promote H&A		February & July before CRCs	Staff & Planning Subcommittee	Initiatives 3 & 4	a. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates b. Include list of award recipients by chapter for each region
4. DEI – Increase awareness and the quantity of award submissions from members of diverse origin, gender & ASHRAE involvements: Fellow, Andrew T. Boggs, Louise & Bill Holladay, F. Paul Anderson, Hall of Fame		Sept: Holladay & Boggs Feb: Fellows & Anderson	Planning & Media Subcommittee	Initiative 4	a. Fellow: Prepare 3 new short profiles in addition to the 5 prepared in 22-23 on past female and international recipients of the past 6 years b. Holladay: Identify past female & international Fellow recipients who could qualify. Contact DRCs, RMCRs, & Regional Nom. Members of potential candidates so they can initiate the submission process c. Andrew T. Boggs: Prepare 3 profiles of past recipients who are non-Society past president d. Anderson: Prepare 3 profiles of past recipients who are non-Society past president e. Hall of Fame: Prepare a short profile on one past international recipient

*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support

**23-24 Honors & Awards Committee
Subcommittee Assignments**

Personal Awards

Adam Davis, Chair
Mohammad Sajid
Dan Rogers
Pamela Immekus*
Scott Martin*

Paper and Pass-Through Awards

Maged Fouad Hashem, Chair

Media

Karine Leblanc, Chair
Mohammad Al Tassi
Juliana Pellegrini Lemos Trigo*

Planning

Tom Phoenix, Chair
Juliana Pellegrini Lemos Trigo*
Karine Leblanc

New Member Mentors

New Member	Mentor
Pamela Immekus	Adam Davis
Scott Martin	Mohammad Sajid
Juliana Pellegrini Lemos Trigo	Dan Rogers



Leadership Presentation

2023 ASHRAE Annual Conference

By H&A ExO

ASHRAE Policies



Code of Ethics

"We will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interest."

Harassment and Discrimination Policy

ASHRAE strictly prohibits and does not tolerate discrimination against members or applicants for membership because of such individual's race, color, religion, age, sex, sexual orientation, national origin, physical or mental disability, pregnancy, genetic information, veteran status, uniformed service member status, or any other category protected under applicable law.

Commercialism

ASHRAE's Commercialism Policy allows for Society activities that fulfill the mission of technological advancement with adherence to business plans that generate income to offset operational expenses such as AHR Exposition, ASHRAE periodicals, website, and Society conference events such as the Welcome Party, luncheons, registration kits, and receptions.

[ashrae.org/commercialism](https://www.ashrae.org/commercialism)

View ASHRAE Governing Documents at [ashrae.org/about/governance](https://www.ashrae.org/about/governance)



ASHRAE Appreciates You & Your Employer!

2022-23 ASHRAE President Farooq Mehboob would like to thank your employer for supporting your volunteer contributions over the last year.

Please carefully fill out the form to have a message of gratitude immediately sent to your employer, from the ASHRAE President.

Login is required. **Submit by August 12.**



Questions? Contact boardservices@ashrae.org.



2023-24 Board of Directors

Executive Committee



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Ginger Scoggins, P.E.
Fellow ASHRAE,
Raleigh,
North Carolina

President-Elect



Dennis Knight, P.E.
Fellow ASHRAE
Mt. Pleasant
South Carolina

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Bill McQuade, P.E.
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Jessup,
Maryland

Secretary



Jeff Littleton
Peachtree
Corners, Georgia

Vice Presidents



Billy Austin, P.E.
Fellow ASHRAE,
BCxP, BEAP, BEMP,
HBDP, HFDP, OPMP
Charlotte, North
Carolina



Ashish Rakheja,
Noida, Uttar Pradesh,
India



Wade Conlan, P.E.
BCxP, CxA
Maitland, Florida



Chandra Sekhar, Ph.D.,
CPEng.
Fellow ASHRAE
Singapore

2023-24 Board of Directors

Director and Regional Chairs



Region I



Steven C. Sill
Sterling, New York

Region II



Ronald Gagnon
Quebec, Canada

Region III



Mark Tome, P.E., HFDP
Harrisburg, Pennsylvania

Region IV



Bryan Holcomb
Oak Ridge, North Carolina

Region V



James Arnold, P.E.
Dublin, Ohio

Region VI



Susanna Hanson
La Crosse, Wisconsin

Region VII



Scott Peach, P.E.
Mobile, Alabama

Region VIII



Joseph Sanders
Oklahoma City, Oklahoma

Region IX



Jonathan Smith, P.E.
Lenexa, Kansas

Region X



Buzz Wright, P.E.
Tucson, Arizona

Region XI



Eileen Jensen, P.E.
Vancouver, Washington

Region XII



John Constantinide, P.E.,
Merritt Island, Florida

Region XIII



Cheng Wee Leong, P.E.,
Singapore

Region XIV



Mahroo Eftekhari, C.Eng., CDPHil
Loughborough, England

Region-at-Large



Richie Mittal
New Delhi, India

2023-24 Board of Directors

Directors-at-large



Doug Cochrane, P.Eng.
Mississauga, Ontario, Canada



Blake Ellis, P.E.
Overland Park, Kansas



Dru Crawley, Ph.D., BEMP
Washington, D.C.



Corey Metzger, P.E.
Ames, Iowa



Art Giesler
Colleyville, Texas



Wei Sun, P.E.
Ann Arbor, Michigan



Kishor Khankari, Ph.D.
Ann Arbor, Michigan



Luke Leung, P.E.
Clarendon Hills, Illinois



Heather Schoppelin-Anderson, P.E.
Santee, California

Diversity, Equity, & Inclusion (DEI) in ASHRAE



Members



Kishor Khankari
(Chair)



Susanna Hanson
(Vice Chair)



Devin Abellon



Mahroo Eftekhari



Bill Cheng Wee Leong



Dunstan Macauley



Heather Schopplein-Anderson



Jonathan Smith



Tanisha Meyers-Lisle
(Staff Liaison)

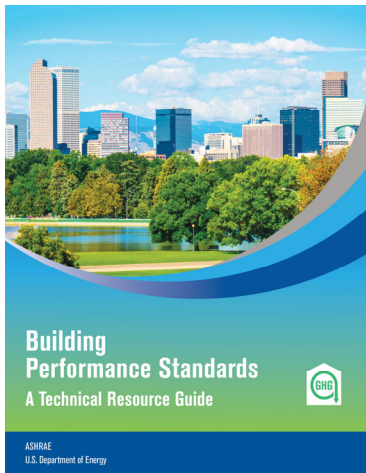
Purpose

Provides recommendations and advice to the Board of Directors on the following:

- Matters relating to improving organizational awareness and performance relating to DEI amongst both staff and the Society membership.
- Develop a DEI strategic plan and annual budgets for the program.
- Recommend policies to increase and improve inclusion within ASHRAE and the HVAC&R Industry and help the Society meets its commitments to fairness and equal opportunities.

Resources Available at [ashrae.org/dei](https://www.ashrae.org/dei)

Task Force for Building Decarbonization



Download the guide
[ashrae.org/decarb](https://www.ashrae.org/decarb)

Through its Working Groups with over 100 volunteers from around the world the **Task Force For Building Decarbonization** (TFBD) is working to implement strategy, direction, and successful products and services for the industry relating to building decarbonization.

Products and Services Include:

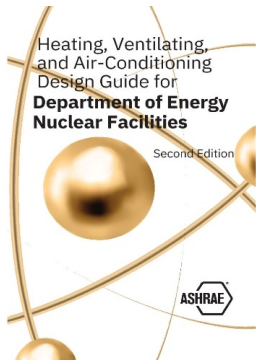
- Seven Guides
- Creating content for a Knowledge Hub
- Establishing relevant training & education



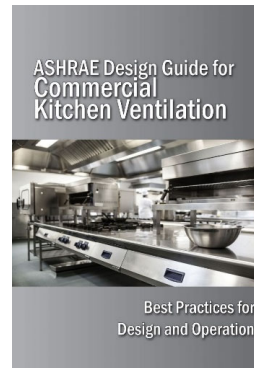
[ashrae.org/decarb](https://www.ashrae.org/decarb)

Publications

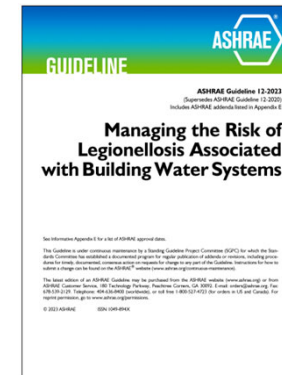
Recently published items available at [ashrae.org/bookstore](https://www.ashrae.org/bookstore)



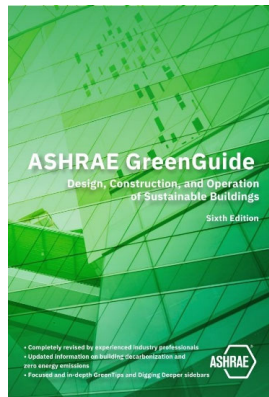
Heating, Ventilating, and Air-Conditioning Design Guide for Department of Energy Nuclear Facilities, Second Edition



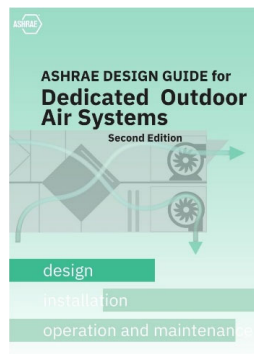
ASHRAE Design Guide for Commercial Kitchen Ventilation: Best Practices for Design and Operation



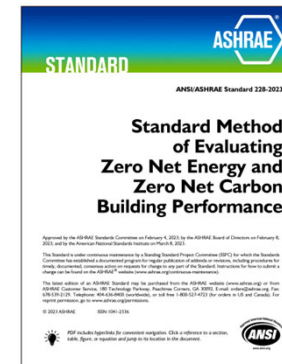
ASHRAE Guideline 12-2023, Managing the Risk of Legionellosis Associated with Building Water Systems



ASHRAE GreenGuide: Design, Construction, and Operation of Sustainable Buildings, Sixth Edition



ASHRAE Design Guide for Dedicated Outdoor Air Systems, Second Edition



Standard 228-2023, Standard Method of Evaluating Zero Net Energy and Zero Net Carbon Building Performance

Society Snapshot

Download the Snapshot at ashrae.org/society-snapshot



TECHNOLOGY

21
STANDARDS & GUIDELINES
PUBLISHED

39 ACTIVE
PROJECTS
4 COMPLETED
PROJECTS

3,800+
TOTAL TECHNICAL
INQUIRIES

MEMBER SERVICES

ASHRAE CONFERENCES



53,000
TOTAL SOCIETY MEMBERS
+1,200 from previous membership year

198
TOTAL CHAPTERS

282 (Virtual and In-Person)
DISTINGUISHED LECTURER VISITS

450
STUDENT BRANCHES

PUBLISHING AND EDUCATION

23
NEW PUBLICATIONS

9,680
COURSE ATTENDEES

243
COURSE INVENTORY

145
TOTAL EDUCATION
COURSES PRESENTED

280
HOURS OF TRAINING
IN eLEARNING PORTAL

2,000
CERTIFICATIONS
HELD



Printed on 100% recycled paper

DEVELOPMENT

Forecasted SY 22-23 Results RP CAMPAIGN TOTAL

\$2.6M

WITHIN THE RP CAMPAIGN
\$2M RAISED FOR
RESEARCH

\$15,000 RAISED
FOR YEA

\$29,000 RAISED
FOR EDUCATION

\$2.9M TOTAL
RAISED

\$8,900 RAISED FOR
DECARBONIZATION EFFORTS

\$45,000 TOTAL
RAISED

\$6,000 TOTAL
RAISED

\$735,000 ASHRAE FOUNDATION
TOTAL ADDED
including gifts raised through RP

\$653,581 SUPPORTING ASHRAE PROGRAMS

73 SCHOLARSHIPS AWARDED

These totals represent more than 5,000 contributions from Members, Organizations and other Associations.

MARKETING



2,554,709
VISITS TO ASHRAE.ORG

71,512 LIKES

145,738 FOLLOWERS

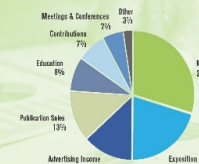
22,598 FOLLOWERS

7,346 SUBSCRIBERS

3,530 FOLLOWERS

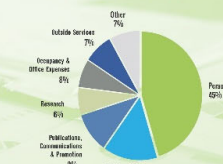
FINANCIAL

ASHRAE SOURCE OF FUNDS 12 Months ended June 30, 2023



\$28,147M REVENUE

ASHRAE APPLICATION OF FUNDS 12 Months ended June 30, 2023



\$28,186M EXPENSE

GOVERNMENT AFFAIRS

**GOVERNMENT
OUTREACH
EVENTS**

87 EVENTS

408 MEMBER
PARTICIPANTS

**GOVERNMENT UPDATE
NEWSLETTERS**

493 ARTICLES
& **2,382** READERS

LETTERS & TESTIMONY

35 MESSAGES IN
SUPPORT OF ASHRAE'S
PUBLIC POLICY
PRIORITIES & POSITIONS

1,200 New ASHRAE Members in 2022-23!

Nominations



Council and Committee Nominations

**JUN
2023**

Speak with your committee ExO/CO if your current appointment/elected position ends in **June** to be nominated for another position.

**SEP
2023**

Nominations for elected positions are due **September 2023**. (Publications & Education Council, Tech Council, RAC, TAC, Standards, Handbook, Nominating)

**FEB
2024**

Nominations for appointed committees are due **February 2024**.

Submit nominations for others and/or yourself
[ashrae.org/committee-nominations](https://www.ashrae.org/committee-nominations)

Honors & Awards Nominations

ASHRAE's awards fall into one of six categories:

1. Personal Honors
2. Personal Awards for General & Specific
3. Society Activities
4. Paper Awards
5. Society Awards to Groups or Chapters
6. Chapter and Regional Awards

Depending on the award, deadlines are either
May 1 or **December 1** each year.

Awards information and nomination forms
[ashrae.org/honorsandawards](https://www.ashrae.org/honorsandawards)

Upcoming Tradeshows & Events



WHAT?	WHEN?	WHERE?
AHR Expo Mexico	Sept. 19-21, 2023	Mexico City, Mexico
Greenbuild	Sept. 26,29, 2023	Washington, DC
COP28	Nov. 30 – Dec. 12, 2023	Dubai
AHR Expo Chicago	Jan. 22-24, 2024	Chicago, IL
ACREX	Feb. 15-17, 2024	Delhi NCR, India



- Educational Resources
- Discounts on Publications
- Free ASHRAE Giveaways



Learn More and Find Resources for Tradeshows ashrae.org/marketingcentral

ASHRAE Conferences



SEPT
2023

2023 Building Performance Analysis Conference

September 11-13, 2023 | Austin, TX

OCT
2023

2023 Decarbonization Conference for the Built Environment

October 25-27, 2023 | Washington, DC

NOV
2023

8th International Conference on Energy Research and Development

November 28-30, 2023 | Kuwait

APR
2024

2024 ASHRAE International Conference on Building Decarbonization

April 17-19, 2024 | Madrid, Spain



NEW Conference Hotel

Marriott Marquis Chicago

Marriott is connected via sky bridge with McCormick Place for easy access to the AHR Expo!

Registration opens fall 2023 at ashrae.org/2024winter.

ashrae.org/conferences

Thank you!
Questions or Comments?