



**Minutes  
Honors & Awards Committee**

<b>Sunday, June 25, 2023</b>			
H&A Committee	1:00 – 5:00pm	Tampa Marriott Waterside, Meeting Room 11 (3)	<a href="#">Hybrid</a>
<b>Monday, June 26, 2023</b>			
H&A Committee	2:30pm – 6:30pm	Tampa Marriott Waterside, Meeting Room 11 (3)	<a href="#">Hybrid</a>

**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 ½ 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**