



**Minutes  
Honors & Awards Committee**

**Committee Meeting: Monday, January 18, 2021, 11:00am–3:00pm – GoToMeetings**

**Committee Meeting: Thursday, January 21, 2021, 10:00am–2:00pm – GoToMeetings**

## Attendance

Members Present	Members Absent	Guests	Staff
Donald Colliver			Rhiannon Masterson
Nicolas Lemire			Anastasia Meadows
Sherry Abbott-Adkins			Joyce Abrams
Daniel Dettmers			
Jorge Eduardo Donoso			
Alyse Falconer			
Ng Yong Kong			
Jake Kopocis			
Isabelle Lavoie			
Ben Leppard			
Thomas Phoenix			
Devin Abellon			

## Approved Motions

# - Page	Motion
1 – 3	That the 'Guidelines for ASHRAE Fellow Nominators' document be updated as follows...
2 – 4	That the Milton W. Garland Commemorative Refrigeration Award for Project Excellence be changed to the Milton W. Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence to recognize a comfort, process or cold chain application which highlights innovation and/or new technologies.
3 – 4	That the new award proposal for the Energy Genius Award be approved.
4 – 4	That all award descriptions and documents be made gender neutral.
5 – 4	That referred Members Council motion 10.f from the Central Florida Chapter be approved.

## Action Items

# - Page	Responsibility	Summary of Action
1 – 4	Personal Awards Subcommittee	That all award descriptions and documents be made gender neutral
2 – 4	Planning Subcommittee and Falconer	Brainstorm and create recommendations to send to Abellon within the next month regarding how to encourage more diverse applicants/nominees

## Minutes

1. **Call to Order** – Colliver
2. **Roll Call/Introduction of Guests** – Colliver
3. **ASHRAE Code of Ethics Commitment** – Colliver  
*In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interest. (See full Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)*
4. **Review of Agenda** – Colliver
5. **Remarks**
  - a. BOD Ex-Officio – Devin Abellon
    - i. Review of ASHRAE Leadership Presentation (**Attachment A**)

- 6. **Approval of Minutes** – June 10 and 22, 2020 Meetings – Colliver
- 7. **Review of Action Items** – June 10 and 22, 2020 Meetings – Colliver ([Attachment B](#))
- 8. **Report of Personal Awards Subcommittee** – Kopocis
  - a. Review of Candidates
    - i. The Honors & Awards Committee considered candidates for Personal Awards in Executive Session.
  - b. Assignment of Write-ups
    - i. Awards write-ups were assigned in Executive Session.
- 9. **Report of Planning Subcommittee** – Lemire
  - a. Five-Year Review Update
    - i. Next month we will send out communication regarding reviews for the following awards:

Award	Committee/Council
Lou Flagg	Historical
Hall of Fame	Honors & Awards
Pioneers of the Industry	Honors & Awards
Honorary Member	Honors & Awards
E.K. Campbell	Life Members Club
Lincoln Bouillon	Membership Promotion
Homer Addams	Research Administration Committee
Service to ASHRAE Research	Research Administration Committee
William J. Collins	Research Promotion

- 10. **Report of Paper and Pass Through Awards Subcommittee** – Donoso
  - a. Review of Recommendations
    - i. The Honors & Awards Committee considered candidates for Paper and Pass Through Awards in Executive Session.
- 11. **Report of Media Subcommittee** – Dettmers
- 12. **Old Business** – Colliver
  - a. Updates to Fellow nomination form and checklist
    - i. Need to clarify where recommendation letters should come from; specifically, that the letters of professional support should not come from the same employer as the nominee ([Attachment C](#))
    - ii. **Motion (1)** That the ‘Guidelines for ASHRAE Fellow Nominators’ document be updated as follows:

Fellow Nomination Requirements

5. ~~References must currently be from organizations different than that of the nominee.~~ Professional reference letters of support should not come from the same employer as the nominee. Past employers, employees, or co-workers are permitted to serve as a reference for a nominee. Those retired from the same employer as the nominee are not permitted to serve as a professional reference. They are not required to be ASHRAE members, but must be capable of describing the impact of the nominee’s substantial contribution(s) to the advancement of HVAC&R and to the built environment.

Nominator’s Request for Professional Reference Letters

Following a phone call (or email exchange), and obtaining a commitment from one or two professional reference. Note that professional references should not come from the same employer as the nominee.

ASHRAE Fellow Nomination Check List

A. Nominator, Fellow, and Professional References

- Are there one or two Professional Reference letters from a different employer than the nominee?

iii. **Motion (1) passes.** Vote 10-0-0 CNV.

13. **New Business** – Colliver

a. New award proposals

i. Milton Garland Award Changes

1. **Motion (2)** That the Milton W. Garland Commemorative Refrigeration Award for Project Excellence be changed to the Milton W. Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence to recognize a comfort, process or cold chain application which highlights innovation and/or new technologies.

2. **Motion (2) passes.** Vote 8-0-0 CNV

ii. New Energy Genius Award from BEQ

1. **Motion (3)** That the new award proposal for the Energy Genius Award be approved.

2. **Motion (3) passes.** Vote 10-0-0 CNV

b. **Motion (4)** That all award descriptions and documents be made gender neutral.

i. **Motion (4) passes.** Vote 10-0-0 CNV

ii. **Action Item (1)** Assign to the Personal Awards Subcommittee

c. For next year's MBOs, consider adding an MBO to reach out to DRCs for their CRC.

d. How can we encourage more diverse applicants/nominees?

i. **Action Item (2)** Planning Subcommittee and Falconer to brainstorm and create recommendations to send to Abellon within the next month

14. **Status of 2020-21 MBOs** – Colliver ([Attachment D](#))

15. **Members Council Referrals**

a. Central Florida Chapter – Motion 10.f (11/10/2020)

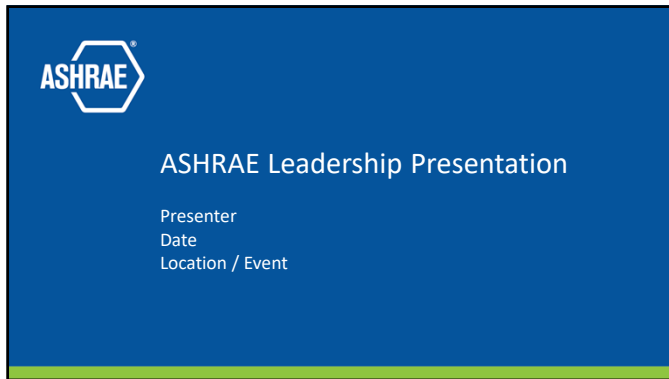
i. That That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.

ii. **Motion (5)** That referred Members Council motion 10.f from the Central Florida Chapter be approved.

iii. **Motion (5) passes.** Vote 9-1-0 CNV

16. **Next Meeting** – June 2021

17. **Adjournment**




**ASHRAE**

## ASHRAE Leadership Presentation

Presenter  
Date  
Location / Event

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**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."*

**Sexual Harassment**

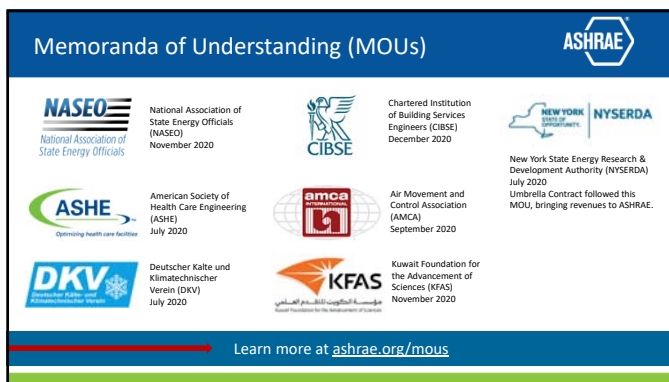
ASHRAE is committed to educating members to eliminate all instances of sexual harassment. The Society will deploy an online training program for volunteers to help educate and protect all members, and to sustain the professional environment members deserve and expect. This training will be required prior to serving on certain standing committees and/or in leadership positions.  
[ashrae.org/about/governance/ashrae-discrimination-and-harassment-policy](http://ashrae.org/about/governance/ashrae-discrimination-and-harassment-policy)

**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](http://ashrae.org/commercialism)

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

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**Memoranda of Understanding (MOUs)**

**NASEO**  
National Association of State Energy Officials (NASEO)  
November 2020

**CIBSE**  
Chartered Institution of Building Services Engineers (CIBSE)  
December 2020

**NYSERDA**  
New York State Energy Research & Development Authority (NYSERDA)  
July 2020  
Umbrella Contract followed this MOU, bringing revenues to ASHRAE.

**ASHE**  
American Society of Health Care Engineering (ASHE)  
July 2020

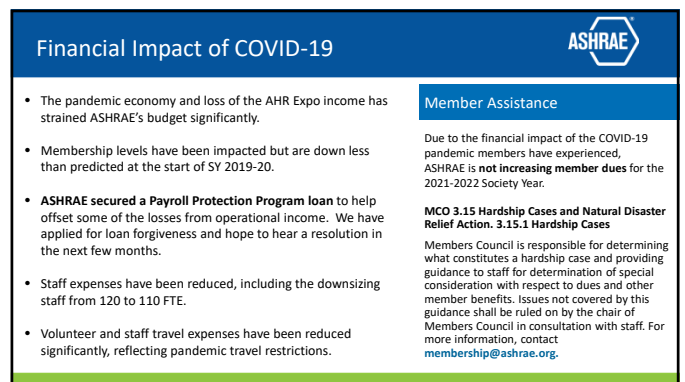
**AMCA**  
Air Movement and Control Association (AMCA)  
September 2020

**DKV**  
Deutscher Kalte und Klimatechnischer Verein (DKV)  
July 2020

**KFAS**  
Kuwait Foundation for the Advancement of Sciences (KFAS)  
November 2020

Learn more at [ashrae.org/mous](http://ashrae.org/mous)

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**Financial Impact of COVID-19**

- The pandemic economy and loss of the AHR Expo income has strained ASHRAE's budget significantly.
- Membership levels have been impacted but are down less than predicted at the start of SY 2019-20.
- ASHRAE secured a Payroll Protection Program loan** to help offset some of the losses from operational income. We have applied for loan forgiveness and hope to hear a resolution in the next few months.
- Staff expenses have been reduced, including the downsizing staff from 120 to 110 FTE.
- Volunteer and staff travel expenses have been reduced significantly, reflecting pandemic travel restrictions.

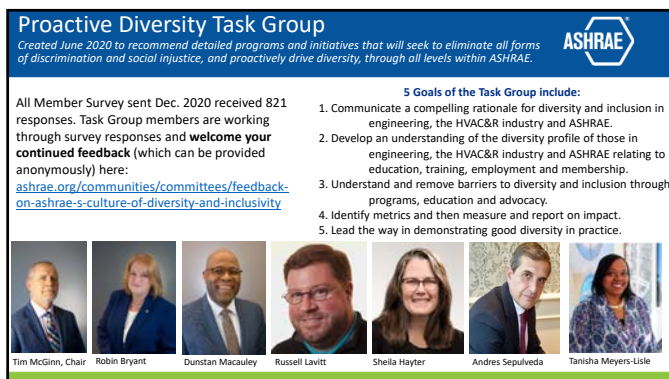
**Member Assistance**

Due to the financial impact of the COVID-19 pandemic members have experienced, ASHRAE is **not increasing member dues** for the 2021-2022 Society Year.

**MCO 3.15 Hardship Cases and Natural Disaster Relief Action. 3.15.1 Hardship Cases**

Members Council is responsible for determining what constitutes a hardship case and providing guidance to staff for determination of special consideration with respect to dues and other member benefits. Issues not covered by this guidance shall be ruled on by the chair of Members Council in consultation with staff. For more information, contact [membership@ashrae.org](mailto:membership@ashrae.org).

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**Proactive Diversity Task Group**  
*Created June 2020 to recommend detailed programs and initiatives that will seek to eliminate all forms of discrimination and social injustice, and proactively drive diversity, through all levels within ASHRAE.*

All Member Survey sent Dec. 2020 received 821 responses. Task Group members are working through survey responses and **welcome your continued feedback** (which can be provided **anonymously**) here: [ashrae.org/communities/committees/feedback-on-ashrae-s-culture-of-diversity-and-inclusivity](http://ashrae.org/communities/committees/feedback-on-ashrae-s-culture-of-diversity-and-inclusivity)

**5 Goals of the Task Group include:**

1. Communicate a compelling rationale for diversity and inclusion in engineering, the HVAC&R industry and ASHRAE.
2. Develop an understanding of the diversity profile of those in engineering, the HVAC&R industry and ASHRAE relating to education, training, employment and membership.
3. Understand and remove barriers to diversity and inclusion through programs, education and advocacy.
4. Identify metrics and then measure and report on impact.
5. Lead the way in demonstrating good diversity in practice.

Tim McGinn, Chair   Robin Bryant   Dunstan Macauley   Russell Lavitt   Sheila Hayter   Andres Sepulveda   Tanisha Meyers-Lisle

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**Nominations Needed!**

**Committee Nominations**

- Due by **mid-February**. Council, RAC, TAC, Standards and Handbook nominations are due **mid-September**
- Speak with your committee ExO if your current appointment ends in June and you wish to be nominated for another committee

[ashrae.org/committee-nominations](http://ashrae.org/committee-nominations)

**Honors & Awards Nominations**

ASHRAE's awards fall into one of six categories:


- Personal Honors
- Personal Awards for General & Specific Society Activities
- Paper Awards
- Society Awards to Groups or Chapters
- Chapter and Regional Awards

[ashrae.org/honorsandawards](http://ashrae.org/honorsandawards)

Learn about ASHRAE Technical Committees (TCs) at [ashrae.org/communities](http://ashrae.org/communities)

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## New Global Headquarters



ASHRAE has officially moved into a renovated 66,700 ft<sup>2</sup> building, originally built in 1978.

Over \$10.2M in monetary and in-kind support was received from generous stakeholders to support this renovation project.


PV system design is underway with installation to be completed this spring to drive NZE performance

See the video tour, photos, building technical features and our generous sponsors at [ashrae.org/newhq](http://ashrae.org/newhq)

180 Technology Parkway NW  
Peachtree Corners, GA 30092

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## Epidemic Task Force (ETF)



Continues to provide COVID-19 related resources, making ASHRAE a trusted source of critical guidance during the pandemic.

The most visited page on our website: [ashrae.org/covid19](http://ashrae.org/covid19)


Clickable infographic for easy navigation, FAQs and free resources



[ashrae.org/covid19](http://ashrae.org/covid19)

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## Bylaws Update



Proposed Bylaws change, to be voted on Spring 2021:  
Change title of 'Member' grade to "Full Member"

**ASHRAE Bylaws**  
Section 2.1 Grades of Membership. These shall be designated as follows:  
(A) Honorary Member,  
(B) Presidential Members,  
(C) Fellow,  
(D) Life Member,  
(E) Life Associate Member,  
(F) Full Member,  
(G) Associate Member,  
(H) Affiliate Member, and  
(I) Student Member.


'Member' grade refers to individuals who have provided necessary education and professional background information to the Society in order to advance from Associate to Member grade.

This proposed Bylaws change would update the title of 'Member' to 'Full Member'.

[ashrae.org/about/governance](http://ashrae.org/about/governance)

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## Membership & Communities



Your Benefits [ashrae.org/membership](http://ashrae.org/membership)

**New Member Benefit Selection Society Year 2020-2021**  
Full Dues paying Members and Associate Members will be able to select from the following complimentary annual member benefits starting SY 2020-2021:

- ✓ ASHRAE eLearning Course
- ✓ ASHRAE Standard (PDF)
- ✓ ASHRAE Handbook (PDF)

Members can opt to include a Handbook Online subscription or printed copy of the Handbook for an additional fee.

50,000+ Society Members including 5200+ Student Members


15 Regions with 198 Chapters and 400+ Active Student Branches

**Connect-A-Colleague**  
Quickly invite peers to join ASHRAE and participate in committees using a pre-written email invitation at [ashrae.org/connect](http://ashrae.org/connect)

Your Community [ashrae.org/communities](http://ashrae.org/communities)

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## ASHRAE Support



**Research Promotion (RP)**  
The Research Promotion campaign supports ASHRAE Research, Education, YEA programs, Scholarships, Endowed Funds, and the RP General Fund.

★ Thank You to all the donors and volunteers for your support during this challenging year.

**Society Year 2019-2020 total raised: \$2,117,677**

- \$1,635,596 in contributions for Research
- \$277,720 for ASHRAE Foundation
- \$170,596 for Scholarships
- \$33,765 for General Fund, YEA, and Education


**ASHRAE Foundation Grants & Scholarships**  
The ASHRAE Foundation is an endowed trust that provides funding for professional development and research programs, supplies qualified engineering students with much needed scholarship assistance, and provides grants to help support the Society's vital work.

- 30 Society Scholarships totaling \$167,000
- 30 Chapter-Awarded Scholarships totaling \$56,000

Donate, Volunteer, Apply, and Learn More at [ashrae.org/support](http://ashrae.org/support)

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## Government Affairs

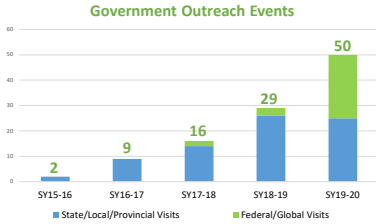


ASHRAE Government Affairs program works to establish ASHRAE as a leading source of trusted expertise for policy-makers in the development of legislation and regulations affecting the public and HVAC&R industry.

- **Government Affairs Update** bi-weekly newsletter provides updates on government activities. Subscribe online or by emailing [GovAffairs@ashrae.org](mailto:GovAffairs@ashrae.org).
- **Government Outreach Events** connecting ASHRAE volunteers with policy makers.
- Briefings & Testimony, Regulatory Meetings, Hearings, and Comments.
- **Letters** related to public policy priorities.

Get Involved + Get Resources [ashrae.org/government-affairs](http://ashrae.org/government-affairs)

**Government Outreach Events**



Society Year	State/Local/Provincial Visits	Federal/Global Visits
SY15-16	2	0
SY16-17	9	0
SY17-18	16	0
SY18-19	29	0
SY19-20	25	25

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## ASHRAE Conferences

February 9-11, 2021

MAR 2021	2021 ASHRAE Virtual Design and Construction Conference March 8-10, 2021   Virtual
JUN 2021	2021 ASHRAE Annual Conference Jun 26-30, 2021   Phoenix, AZ
SEP 2021	IAQ 2020: Indoor Environmental Quality Performance Approaches September 13-15, 2021   Athens, Greece

[ashrae.org/conferences](https://ashrae.org/conferences) ←

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## Professional Development

<p><b>eLearning</b> Convenient, on-demand courses for individuals or groups.</p> <p>90+ online courses starting at \$42 for members.</p> <p>Group Rates Available</p> <p>Updated Course Catalog: <a href="https://elearningcatalog.ashrae.org">elearningcatalog.ashrae.org</a></p>	<p><b>ASHRAE Learning Institute (ALI)</b> Instructor-led courses in a variety of formats.</p> <p><b>New Virtual HVAC Design Courses</b> Live, Instructor-led</p> <ul style="list-style-type: none"> <li>• Level I – Essentials</li> <li>• Level II – Applications</li> </ul> <p><b>New 2021 Instructor-led Online Series</b> <a href="https://ashrae.org/onlinecourses">ashrae.org/onlinecourses</a></p> <p><b>Courses Available for ASHRAE Chapter, and In-Company Presentations.</b></p>	<p><b>Certification</b> Validate and promote your expertise via online examination and digital badging:</p> <ul style="list-style-type: none"> <li>• Building Design</li> <li>• Energy Modeling (BEMP)</li> <li>• Healthcare Facility Design (HFDP)</li> <li>• High-Performance Building Design (HPBD)</li> <li>• HVAC Design(CHD)</li> <li>• Building Performance</li> <li>• Commissioning (BCXP)</li> <li>• Energy Assessment (BEAP)</li> <li>• Building Operations</li> <li>• Operations &amp; Performance Maintenance (OPMP)</li> </ul>
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[ashrae.org/professional-development](https://ashrae.org/professional-development) ←

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## Publications and Standards

Recently Published items available at [ashrae.org/bookstore](https://ashrae.org/bookstore) ←

<p><b>Standard 135-2020</b> BACnet A Data Communication Protocol for Building Automation and Control Networks</p>	<p><b>Standard 170-2021</b> Ventilation of Health Care Facilities <i>Coming soon!</i></p>	<p><b>Standard 90.1</b> User's Manual (based on ANSI/ASHRAE/IES Standard 90.1-2019)</p>
<p><b>Guideline 41-2020</b> Design, Installation and Commissioning of Variable Refrigerant Flow (VRF) Systems</p>	<p><b>Standard 55-2020</b> Thermal Environmental Conditions for Human Occupancy</p>	

Find these resources and many more at [ashrae.org](https://ashrae.org) ←

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## Resources

<b>ASHRAE Technology Portal</b>	A one-stop location for ASHRAE papers, articles, reports, Handbook PDFs, and seminar recordings.
<b>Online Standards Database</b>	Allows access to public review drafts for standards, guidelines, and addenda to submit comments, to do online balloting, and to submit proposals to standards and guidelines.
<b>Zero Energy Advanced Energy Design Guides (AEDG)</b>	For offices and K-12 schools are available for free download. <b>Multifamily AEDG available early 2021.</b>
<b>Science and Technology for the Built Environment</b>	Provides free online access to archival research publication offering comprehensive reporting of original research.
<b>ASHRAE Technical Apps</b>	Deliver mobile design, calculation, and analysis tools to the palm of your hand.
<b>Free Technical Resources</b>	Offer downloads of a variety of well-known resources to everyone.
<b>ASHRAE 365</b>	Free year-round updates on all things ASHRAE.

Find these resources and many more at [ashrae.org](https://ashrae.org) ←

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## Action Items

No. – Pg.	Responsibility	Status	Summary of Action
<b>Orlando</b>	Staff	Complete; Flowchart added to top of page, but unable to add hyperlinks	Staff to add H&A flowchart to the top of the H&A webpage and check with web team about adding hyperlinks.
<b>Atlanta</b>	Personal Awards SubC and Media SubC	In process; edits were made, but need approval	Review the Fellow Nomination Form and Checklist to clarify where recommendation letters should come from. Specifically, that the letters of support should not come from the same employer as the nominee





## GUIDELINES FOR ASHRAE FELLOW NOMINATORS

Revised October 2019

*The deadline for receipt of Fellow Nominations  
at ASHRAE Headquarters is December 1*

Email the completed nomination in Adobe pdf format to: [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org)

The Fellow Grade of membership recognizes **exceptional** contributions which distinguish the nominee.

### Fellow Qualifications:

Section 15.2, Honors & Awards Manual of Procedures

15.2.1 Requirements for eligibility for election to the Fellow Grade by the Board of Directors:

15.2.1.1 Good standing as a full grade Member for at least ten (10) years

15.2.1.2 Participation or service to ASHRAE is not a metric to be evaluated.

15.2.1.3 Attained distinction and made substantial contribution in HVAC&R and in the built environment such as:

15.2.1.3.1 Education and/or research

15.2.1.3.2 Engineering design/consulting/forensics

15.2.1.3.3 Invention/original work

15.2.1.3.4 Engineering executive on projects of unusual or important scope

15.2.1.3.5 Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities

15.2.1.3.6 Other activities leading to advancement of the arts and sciences of HVAC&R and the built environment including that of contractors, manufacturers and their representatives

15.2.1.4 Distinction is interpreted to mean: seen by his/her peers in the industry as a person of excellence

15.2.1.5 Substantial contribution is interpreted to mean: one or more contributions to the industry which had a notable, unique, and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.

Proposals for Fellow undergo a peer review by the ASHRAE Honors and Awards Committee.

**References:** (Available on the ASHRAE Homepage, <http://www.ashrae.org/honors>)

- COMPLETE LISTING OF ASHRAE FELLOWS
- ASHRAE FELLOW NOMINATION FORM FOR CURRENT YEAR

## **Requirements for Eligibility**

The basic requirements are: good standing as a full member for at least 10 years, and acknowledged distinction and having made substantial contribution(s) in HVAC&R. Hence, these will be the criteria for evaluation. For this particular award, activities and service within ASHRAE are not considered. The DSA and ESA recognize achievement in those areas.

### **Distinction and Substantial Contribution:**

A working definition for distinction is: “seen by his/her peers in the industry as a person of excellence.” Amongst the potential measures for distinction are:

- a) Comments from the referees and presenters of the nomination, and their own standing in the industry and proper perspective to evaluate the quality and eminence of the applicant
- b) Recognitions, awards, citations from other organizations, clients, associations, municipalities, etc.

A working definition for substantial contribution is: “one or more contributions to the industry which had a notable, unique and positive impact in the advancement of the arts and/or sciences of HVAC&R, the built environment and a sustainable world.”

That definition acknowledges that a contractor who might have conceived one particular, new, and unique method for installation of equipment, which led to major changes in the cost and efficiency, and was emulated by his/her competitors might be a stronger candidate than a researcher with 200 published papers openly cited by other experts in that area, but never leading to a tangible impact on the industry. Potential measures, or qualifiers of substantial contribution are:

- a) Special aspects of the main contribution(s)
- b) Importance of this contribution(s) in value and/or impact on the industry
- c) Aspects of the contribution(s) that are original and attributed exclusively to the candidate
- d) Recognition(s) and/or awards, if any, that followed this contribution(s)
- e) Sharing knowledge and contribution through outreach activities such as mentoring, publications, oral presentations and involvement in industry activities

In general, reference letters from professionals familiar with the nature of the contribution(s), should provide insight into answers to those questions.

### **Differentiation between advancements in the “arts” and in the “sciences”:**

#### **Contributions in the “sciences”:**

Advancement in the “science” of HVAC&R, via activities such as education and research, should be measured by quality rather than quantity. For example, one single research publication, presenting a new and original computer model which resulted in major impact on the industry might be a “distinctive and substantial” contribution – on the other hand, a series of 40 papers all presenting results using a commercially available model differing in their correspondence boundary or initial conditions, while potentially of interest and impressive would not by itself meet the criteria for advancement to a fellow grade. (Nominations with publications listed are encouraged to attach copies of three publications considered by the candidate to be the major contributions).

Distinctive and substantial contributions through research and related activities should also demonstrate relative broad application in the industry. Five patents resulting from research, with none leading to a product of benefit to society, will never compare with one single patent which was applied to a product and resulting in improved quality of life for the public. (Nominations based on research should include at least one and not more than three examples of research programs and/or patents that led to product advancements, or some other tangible evidence of advancement in HVAC&R).

In like manner, distinctive and substantial contributions in education would not be measured solely by publications, changes in curriculum, dollars of research, administrative roles, but rather by the product – that is

quality and accomplishments of students having entered into the HVAC&R industry and their testimonies of the impact of their professor in their lives.

### **Contributions in the “arts”:**

Distinction and substantial contributions in the “arts” (that is, “how to do it,” “applications,” etc.), could be on the part of ASHRAE members serving the public as a) design/consultant engineers, b) contractors, c) OEMs/sales engineers, and/or d) building owners/facility users. (That is the “big four”).

The criteria are harder to define and implement, in part for two reasons: a) quantity might become an important parameter, b) the work is usually made by groups of professionals rather than one unique person. However, two aspects should not be compromised – the impact and uniqueness of the contribution.

The impact of the contribution upon society, rather than the specific nature of the contribution itself, could be addressed by considering questions such as: a) How has this contribution shown a measurable financial benefit? b) How has this contribution shown a documented benefit on the environment /comfort? c) How has this contribution shown a quantifiable societal benefit? Examples for the above could be: a) new motor type applied to elevators in a high rise hotel, reducing the cost of power consumed, with broad potential application in other buildings, b) unique distribution and installation strategies for emergency portable chillers following a major storm, c) development of low-head hydro refrigeration systems in parts of Africa.

## **FELLOW NOMINATION REQUIREMENTS**

A nomination for elevation to ASHRAE Fellow must be initiated by an ASHRAE member and supported by at least one Fellow Member of ASHRAE who has knowledge of the nominee’s background. If the nominator is an ASHRAE Fellow, the professional references need not be a Fellow. The nomination must also be accompanied by at least one professional reference (not more than two). The nominator and professional references must be capable of evaluating the nominee’s distinction and contributions with a substantial impact on the advancement of the arts and/or sciences of HVAC&R.

1. Determine the completion date for your nomination and when each of the following tasks will be accomplished. **The deadline for receipt of Fellow nominations at ASHRAE Headquarters is December 1.**
2. Determine the membership status of your nominee:
  - Has the nominee been a full grade Member in good standing for the last ten (10) years?
  - Can you attest that the nominee adheres to the ASHRAE Code of Ethics?

If the answer to either of these is 'no' and will be 'no' at the time of submission, STOP: The nominee does not qualify! If you are unsure of the member grade requirements, contact the Honors & Awards Committee Staff Liaison at (678) 539-1128 or [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org).

3. Confirm that your nominee’s ASHRAE Biographical Record is current. **Do not include a personal Curriculum Vitae (CV) or Resume with your nomination.**
4. Obtain a digital photograph of the nominee for submission with the nomination package.
5. Identify your ASHRAE Fellow and Professional Reference(s). See Instructions for **ASHRAE Fellow and Professional Reference Letters**. Solicit references from at least one ASHRAE Fellow and one (and not more than two) professional reference(s) for each individual contribution identified for the nominee. The nominee's ASHRAE Biographical Record will generally give you most of the details you will require in preparing the nomination.

**Professional reference letters of support should not come from the same employer as the nominee.**

~~References must currently be from organizations different than that of the nominee.~~ Past employers, employees, or co-workers are permitted to serve as a reference for a nominee. ~~Those retired from the same employer as the nominee are not permitted to serve as a professional reference.~~ They are not required to be ASHRAE members, but must be capable of describing the impact of the nominee's substantial contribution(s) to the advancement of HVAC&R and to the built environment.

6. Complete the ASHRAE Fellow Nomination Form.
7. Write your nomination letter as the nominator. After all the work and your vast knowledge of the nominee's qualifications, you are in the most supportive position. As appropriate, refer to specific items in the nominee's ASHRAE Biographical Record.
8. Prepare a description of the nominee's substantial contribution(s) and distinction in the advancement of HVAC&R and the built environment. See section IV of the Fellow Nomination Form. This should be 100 words or less in length. **This is a Mandatory requirement.**

## **GUIDELINES FOR ASHRAE FELLOW AND PROFESSIONAL REFERENCE LETTERS**

### **NOMINATOR'S REQUEST FOR FELLOW LETTER S**

Following a phone call, and obtaining a commitment for a letter from at least one ASHRAE Fellow (or two):

- Send the nominee's ASHRAE Biographical Record and the **Fellow Qualifications** to the Fellow(s) preparing letters
- Request a letter of support in pdf format identifying the nominee by name. The letter of support must be a testimony of the distinction and professionalism of the nominee
- Advise the Fellow that ASHRAE service should not be the focus of the letter. The letter should refer to the professionalism and ethics of the candidate.
- Instruct the Fellow to provide the following information in a one-page letter:
  - Relationship of Fellow to the nominee
  - Highlights of the nominee's educational and professional background
  - Highlights of the nominee's significant contributions
  - Explanation of how the nominee has attained distinction
- Agree to a deadline well in advance of December 1 and provide your email address for the response

### **NOMINATOR'S REQUEST FOR PROFESSIONAL REFERENCE LETTERS**

Following a phone call (or email exchange), and obtaining a commitment from one or two professional references. **Note that professional references should not come from the same employer as the nominee.**

- Send the nominee's ASHRAE Biographical Record, the **Fellow Qualifications**, and the completed Fellow Nomination Form to the individuals providing Professional Reference letters

- Request a letter of support in pdf format identifying the nominee by name. The letter of support must be a testimony of the distinction of the contributions and technical accomplishments of the nominee
- Instruct the individual to provide the following information in a one page letter:
  - His/her name, contact information, and position in the industry
  - His/her professional background and expertise and relationship to the nominee
  - Critical evaluation and demonstration of substantial impact in the advancement of the arts and sciences of HVAC&R of the substantial contribution(s)
  - Comments on nominee's distinction
- Agree to a deadline well in advance of December 1 and provide your email address for the response

### **THINGS TO REMEMBER**

**The deadline for receipt of your Fellow nomination at Society Headquarters is December 1.**

**Email the completed nomination package in Adobe pdf electronic format to [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org)**

It is the responsibility of the nominator to submit the nomination packet to Society Headquarters by the **December 1** due date. Sending the packet earlier will enable the Staff to review the packet and let you know if you omitted an important document.

Make sure the nomination is in order by using the "Check List" provided at the end of this document. Avoid having the nomination returned or delayed by not providing all required information.

### **WHAT TO EXPECT**

What Happens? What should you expect once you send your hard work to ASHRAE? How long does it take?

- Receipt is acknowledged by the Honors and Awards Staff Liaison in writing to the nominator. If an acknowledgement is not received within five (5) business days, contact the Honors and Award Committee/Staff Liaison at [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org).
- The Staff Liaison will send the nomination to the Honors and Awards Committee for evaluation at the next Winter Conference, which usually occurs in late January.
- The Honors and Awards Committee reviews the nomination and will vote whether to forward the nomination to the Board of Directors for election of the nominee to Fellow grade.
- Those nominees elected to Fellow grade by the Board of Directors will be presented a lapel pin and a plaque with a medallion at the Plenary Session during the following the next Winter Conference.

## ASHRAE FELLOW NOMINATION CHECK LIST

**An incomplete nomination will be returned without review by the Honors and Awards Committee.  
Material that is supplementary to that required is not evaluated by the Committee.**

### **A. Nominator, Fellow, and Professional References**

- Is the Nominator an ASHRAE Member?
- Have you included your own letter as nominator?
- Is there at least one supporting letter from an ASHRAE Fellow?
- Are there one or two Professional Reference letters **from a different employer than the nominee?**
- Are names, email addresses, and addresses of the Nominator, Fellow, and Professional Reference(s) included?

### **B. Letters of Support from Fellow and Professional References**

- Do the letters support the distinction of the nominee?
- Do the letters from the Professional Reference(s) clearly evaluate the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

### **C. Professional Record**

- Does the significant work and/or publications listed on the Fellow Nomination Form emphasize the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R?
- Is a current ASHRAE Biographical Record attached?
- Are there contributions to ASHRAE Technology that distinguish the nominee from his/her peers adequately identified as such?

### **D. Brief Description of Nominee's Accomplishments**

- Have you provided the **MANDATORY** 100-words-or-less description of the contribution(s) with a substantial impact on the advancement of the arts and/or sciences of HVAC&R and on the industry?

### **E. Overall Fellow Nomination Packet**

- Is the submittal legible and does it conform to the Guidelines?
- Is a digital photograph of the nominee included?
- Have you included all of the required materials?

Management by Objectives  
Honors and Awards Committee  
ASHRAE Society Year 2020-2021  
Don Colliver, Chair

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