



Honors & Awards Committee

Sunday, January 30, 2022

Full Committee – 1pm-5pm – Hybrid In-Person and Webex – Page 1

Monday, January 31, 2022

Full Committee – 2:30pm-6:30pm – Hybrid In-Person and Webex – Page 2

Action Items

No. – Pg.	Assignment	Action Item
1 – 1	Staff	Make necessary updates to DSA/ESA form
2 – 1	Staff	Confirm process for approving DSA/ESA form. Does Members Council need to be involved?
3 – 2	Staff	Implement updated Fellow nomination form
4 – 3	Staff	Email committee with write-up assignments, samples, and nominations

Minutes

1. **Call to Order** – Lemire
2. **Roll Call/Introduction of Guests** – Lemire
3. **ASHRAE Code of Ethics Commitment** – Lemire
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. **ASHRAE Commitment to Care** – Lemire
The health and safety of all ASHRAE conference attendees is a top priority. Out of respect for our fellow attendees, we commit to wear masks indoors, monitor our health, seek medical attention if symptoms develop and adhere to all ASHRAE Commitment to Care protocols. We are committed to the well-being of one another. (View the full Commitment to Care at www.ashrae.org/2022WinterCTC)
5. **Review of Agenda** – Lemire
6. **Approval of Minutes** – June 11 & 17, 2021 Meetings – Lemire (**Attachment A**)
 - a. Moved by Donoso, second by Phoenix. Vote: unanimous approval.
7. **Review of Action Items** – Lemire (**Attachment B**)
 - a. DSA/ESA Form: Category F, Item 3. Seminar, Technical Session Speaker.
 - i. Only applicable to speakers at ASHRAE Annual, Winter Conferences, & ASHRAE sponsored conferences.
 - ii. Not applicable to ASHRAE Chapter or Regional-level events. Should an additional item be added to Category F to address this?
 1. New item #8: Seminar or Technical Session speaker at an ASHRAE Chapter/Region event or meeting (excluding DLs). Points: ¼ point per presentation.
 2. Phoenix moved. Rogers second. Vote: unanimous approval.
 - iii. **Action Item #1:** Staff to make necessary updates to DSA/ESA form
 - iv. **Action Item #2:** Staff to confirm process for approving DSA/ESA form. Does Members Council need to be involved?
8. **Report of Planning Subcommittee** – Lavoie
 - a. MBO Update:

- i. #5: Review all award documentation to ensure the requirements and wording include “diversity” and “inclusivity”. In process. Will extend to H&A’s MOP and Reference Manual.
 - ii. #6: Elaborate a plan of action to increase awareness and improve the quantity of submission for awards by members from all origin or gender. Will begin work in the coming weeks. May look at past Fellow recipients to research gender/original statistics.
- b. Five-Year Review Update
- i. Next month we will send out communication regarding reviews for the following awards:

Award	Committee/Council
Andrew T. Boggs Service Award	Honors & Awards Committee
Dan Mills Chapter Programs Award	Chapter Technology Transfer Committee
Donald Bahnfleth Environmental Health Award	Environmental Health Committee
F. Paul Anderson Award	Honors & Awards Committee
Government Affairs Award	Government Affairs Committee
Technology Awards	Chapter Technology Transfer Committee
Donald Bahnfleth Environmental Health Award	Honors & Awards Committee

9. **Report of Media Subcommittee – NYK**

- a. MOP, Reference Manual or website updates
- b. #2: Provide global awareness of H&A awards via ASHRAE *Insights* and *Chapter Notes*, and targeted communication to Chapter leaders. First step to develop a plan, who we need to work with on staff. Promote the award matrix – add it on social media.

10. **New Business – Lemire**

- a. Updates to Fellow Nomination Form (**Attachments E and F**)
 - i. Changed from a password protected Word document to a fillable PDF. We ask that Fellow nominations be submitted in PDF format, so this helps streamline the submission process.
 - ii. Request ASHRAE member number for the nominee, nominator, and all references. Not required, but if provided it does make staff’s initial review of nominations quicker and easier.
 - iii. Removed request for physical addresses for nominee, nominator, and references. This information is not used and if needed, it is available in their member records.
 - iv. Phoenix moved. Davis second. Vote: Unanimous approval.
 - v. **Action Item #3:** Staff to implement updated Fellow nomination form.

11. **Review of Committee Financial Statement**

- a. YTD performance compared to budget
 - i. Any significant variances should include a sentence or two of explanation in our report to Members Council.
 - 1. No update to the forecast for the current Society Year.
- b. Any requests for changes to the budget for SY 2022-23? Any change to programs?
 - i. No expected changes to next year’s budget.

12. **Members Council Referrals**

- a. Motion: That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of the Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.
 - i. Completed in September 2021. Instructions sent to H&A Chapter Chairs and H&A Committee. Society H&A Committee and Chapter Chairs have bio access.

13. **Status of 21-22 MBOs – Lemire (Attachment H)**

14. **Report of Paper and Pass Through Awards Subcommittee – Donoso**

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

15. **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. Fellow
 - 5. Hall of Fame
 - 6. Honorary Member
 - 7. No nominations submitted for:
 - a. F. Paul Anderson
 - b. Pioneers of the Industry
- b. Assignment of Write-ups – due March 1 (**Executive Session**)
 - i. **Action Item #4:** Staff to email committee with write-up assignments, samples, and nominations

16. **Remarks**

- a. BOD Ex-Officio – Devin Abellon

17. **Next Meeting** – June 2022

18. **Adjournment**



Minutes

Honors & Awards Committee ASHRAE 2021 Annual Conference

Committee Meeting: Friday, June 11, 2021, 11am – 3pm – GotoMeetings

Committee Meeting: Thursday, June 17, 2021, 11am – 3pm – GotoMeetings

New Member Orientation: Thursday, June 17, 2021, 3pm – 4pm – GotoMeetings

Attendance

Members Present	Members Absent	Guests	Staff
Don Colliver	Daniel Dettmers	David Branson	Rhiannon Masterson
Nicolas Lemire			Anastasia Meadows
Sherry Abbot-Adkins			
Eduardo Donoso			
Alyse Falconer			
Ng Yong Kong			
Jake Kopocis			
Isabelle Lavoie			
Ben Leppard			
Tom Phoenix			
Devin Abellon			
Mick Schwedler			
*Adam Davis			
*Daniel Rogers			
*Mohammad Sajid			

*2021-22 Incoming Members

Approved Motions

No. – Pg.	Motion
1 – 2	The minutes from the H&A virtual meetings held January 18 & 21, 2021 be approved
2 – 2	That the awards reviewed as a part of the 2020-21 review be continued.
3 – 3	That the Honors & Awards (H&A) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.
4 – 3	That the Honors & Awards (H&A) Reference Manual be updated as follows, effective immediately.
5 – 4	To approve the proposed Residential Building Service Award.

Action Items

No. – Pg.	Responsibility	Summary of Action
1 – 4	Personal Awards Subcommittee	Clarify if specific presentations are eligible to be included on the DSA/ESA point tally form.

Minutes from June 11, 2021

1. **Call to Order**
2. **Roll Call/Introduction of Guests**
3. **ASHRAE Code of Ethics Commitment**
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**
5. **Remarks**
 - a. Coordinating Officer – Mick Schwedler
 - b. BOD Ex-Officio – Devin Abellon

- i. ASHRAE Leadership Presentation
- 6. **Approval of Minutes** – January 18 & 21, 2021 Meetings
 - a. It was moved and seconded that:
 - i. **Motion (1)** The minutes from the H&A virtual meetings held January 18 & 21, 2021 be approved. **Motion (1) passed.** Vote: unanimous approval.
- 7. **Review of Action Items (Attachment A)**
 - a. Review of action items from 2021 Virtual Winter Conference
- 8. **Report of Planning Subcommittee** – Lemire
 - a. Five-year award review:
 - i. The following awards were reviewed: Lou Flagg Historical Award, E.K. Campbell Award of Merit, Lincoln Bouillon Award, Homer Addams Award, Service to ASHRAE Research Award, William J. Collins Jr. RP Award, Hall of Fame, Pioneers of the Industry, and Honorary Member. Letters were sent to the corresponding committee chairs and staff liaisons requesting feedback.
 - ii. Based on the feedback received, the Honors & Awards Committee recommends the continuation of all reviewed awards. **Motion (2)** That the awards reviewed as a part of the 2020-21 review be continued. **Motion (2) passed.** Vote: unanimous approval.
- 9. **Report of Media Subcommittee** – Dettmers
 - a. MOP Updates
 - i. Overview of updates: addition of new/updated awards (YEA Inspirational Leader, Milton Garland, Energy Genius), deletion of former award (Comfort Cooling) and gender-neutral updates.
 - ii. **Motion (3)** That the Honors & Awards (H&A) Manual of Operating Procedures (MOP) be updated as follows, effective immediately. (Full motion shown in **(Attachment B)**). **Motion (3) passed.** Vote: 6-0-1 CNV
 - b. Reference Manual Updates
 - i. Overview of updates: addition of new/updated awards (YEA Inspirational Leader, Milton Garland, Energy Genius), deletion of former award (Comfort Cooling), gender-neutral updates (including award forms) and updates to ASHRAE HQ address.
 - ii. **Motion (4)** That the Honors & Awards (H&A) Reference Manual be updated as follows, effective immediately. (Full motion shown in **(Attachment C)**). **Motion (4) passed.** Vote: 7-0-0 CNV
- 10. **New Business**
 - a. New award proposal
 - i. Residential Buildings Service Award
 - 1. It was questions why non-members are eligible for the award. RBC explained that the proposed award was patterned after the Environmental Health Award. Neither award requires ASHRAE membership to be considered. It would be difficult for a nonmember to meet the all of the requirements without being a strong supporter of ASHRAE activities. RBC is only required to have 50% of its membership Associate member or higher.
 - 2. **Motion (5)** To approve the proposed Residential Building Service Award. **Motion (5) passed.** Vote: 7-0-0 CNV
- 11. **Status of 2020-21 MBOs** – Colliver **(Attachment D)**
 - a. MBO #4: The Honors & Awards Committee worked with the College of Fellows to clarify the criteria for consulting engineers seeking to be elevated to the grade of Fellow. Based on feedback from the College of Fellows, “made substantial contribution in HVAC&R and the built environment” could be fulfilled by working on design or engineering projects where unique application of the engineering sciences and judgement were required or working on and managing high profile projects that are potentially one-of-a-kind. Performing what would be

considered routine or repetitive work would not be defined as “substantial contribution”. If a question regarding a specific consulting engineer application arises, the College of Fellows is available to assist and review the application with the Honors & Awards Committee.

- i. CoF contact for any questions: David Branson or current CoF President. Would require any questions be generalized so as to not break confidentiality of nomination.

12. Report of Personal Awards Subcommittee – Kopocis

a. Review of Candidates

- i. The Honors & Awards Committee considered candidates for Personal Awards in Executive Session.
- ii. **Action Item (1)** Clarify if specific presentations are eligible to be included on the DSA/ESA point tally form. Review if the following count toward points on the DSA/ESA point tally form, and if so which category they fall under: chapter presentation (your own chapter vs a different chapter), regional presentation, technical presentation at a CRC, student branch presentation.

b. Assignment of Write-ups

- i. Award write-ups were assigned in Executive Session.

13. 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.

2. Change of Chair – Colliver/Lemire

a. Recognition of Outgoing Members

b. 2021-22 MBOs – Lemire ([Attachment E](#))

c. Appointment of 2021-22 Subcommittee and Mentors – Lemire ([Attachment F](#))

3. Next Meeting – January 2022 in Las Vegas, Nevada

4. Adjournment

Action Items

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

Motion: That the Honors & Awards (H&A) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

4. Committee Membership

1. This committee shall consist of eleven (11) voting members, including a Chairman and Vice Chairman; in addition, a BOD ex-officio member and a coordinating officer are assigned.

5. Duties of Chair, Vice Chair, Staff Liaison & Director At Large

5.2 Duties of the Vice Chair shall include the following:

- b) In the event the Chair is unable to perform his their duties, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.
- d) The Vice Chair shall perform other duties which may be assigned to him/~~her~~ them by the Chair.

5.4 Duties of the Director-at-Large shall include the following:

- a) A director-at-large shall be assigned as an ex officio member to the Honors and Awards Committee. ~~He~~ They shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of Society.

10. Committee Objectives (MBOs)

10.2 If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex Officio) is responsible for contacting the incoming committee chair and working with him/~~her~~ them to complete objectives.

15. Pass-Through Award Recommendation Committees/Councils

15.1 This committee shall receive recommendations from the following committees and councils for awards, and recommend them to Members Council for approval:

Award	Recommending Committee/Council
Milton W. Garland Commemorative Refrigeration <u>Comfort – Process – Cold Chain</u> Award for Project Excellence	Refrigeration
Comfort Cooling Award for Project Excellence	Refrigeration
<u>Young Engineers in ASHRAE (YEA) Inspirational Leader Award</u>	<u>Young Engineers in ASHRAE</u>
<u>Energy Genius Award</u>	<u>Building EQ Committee</u>

16. Personal Honors

16.2 Fellow Grade

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

16.10 YEA Inspirational Leader Award

16.10.1 This award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

16.10.2 The Young Engineers in ASHRAE (YEA) Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.

16.10.3 Presentation of the award is made at the Plenary during the Winter Conference.

16.10.4 The form of the award is a plaque.

17. Personal Awards for General Society Activities

17.1 Distinguished Service Award

17.1.1 The BOD approves the establishment of the Distinguished Service Award to recognize a member who has served ASHRAE faithfully as a member of committees or otherwise giving freely of ~~his/her~~ their time and talent on behalf of the Society.

17.4 Distinguished 75-Year Member Award

17.4.1 The BOD approves the establishment of the Distinguished 75-Year Member Award to recognize a member who has been a member for a minimum of 75 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

17.4.2 Candidates for the Distinguished 75-Year Member Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council shall defeat the nomination.

17.4.3 Form of the award is a plaque and lapel pin.

18. Personal Awards for Specific Society Activities

18.6 Milton W. Garland Commemorative Refrigeration Comfort – Process – Cold Chain Award for Project Excellence

18.6.1 The Board approves the establishment of the Milton W. Garland Commemorative ~~Refrigeration Comfort – Process – Cold Chain~~ Refrigeration Comfort – Process – Cold Chain Award for Project Excellence to recognize a ~~non-comfort cooling refrigeration comfort, process or cold chain~~ application which highlights innovation and/or new technologies.

~~18.7 Comfort Cooling Award for Project Excellence~~

~~18.7.1 The Board approves the establishment of the Comfort Cooling Award for Project Excellence to encourage those studying it to expand their interest in and appreciation for comfort cooling applications.~~

~~18.7.2 The Refrigeration Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Winter Meeting.~~

~~18.6.3 The form of the award is a plaque and transportation to attend the award presentation. The plaque and transportation expenses will be paid for by the Refrigeration Committee.~~

18.21 Energy Genius Award

18.21.1 The Energy Genius Award assesses building energy performance through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process.

18.21.2 The Building EQ Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during a Building EQ Committee meeting

18.21.3 The award plaque will be included in the Building EQ Committee budget.

19. Paper Awards

19.4 Willis H. Carrier Award

19.4.3 The winner, if any, shall be selected from the top 12 papers for the year, presented at either a Technical Paper Session or an ASHRAE Poster Session, beginning with the highest ranking paper (from the PRSP). The individual receiving this honor shall have been a member of ASHRAE at the time the paper was presented, even though ~~his/her~~ their membership may have been later dropped.

Background: Housekeeping updates, including the addition of new awards, deletion of former awards, and gender-neutral updates (ie Chairman to Chair, he/she to they).

Fiscal Impact: None

Motion: That the Honors & Awards (H&A) Reference Manual be updated as follows, effective immediately.

Appendix A-1: Honors and Awards - General

Members Council shall confirm individuals recommended for the following honors and awards based on the following requirement:

<u>Distinguished 75-Year Member Award</u>	<u>4 or more negative votes defeats</u>
Milton W. Garland Commemorative Refrigeration Refrigeration <u>Comfort – Process – Cold Chain</u> Award for Project Excellence	Majority vote
Refrigeration Comfort Cooling Project Excellence Award	Majority vote
<u>YEA Inspirational Leader Award</u>	<u>Majority vote</u>
<u>Energy Genius Award</u>	<u>Majority vote</u>

Appendix A-2: Awards Schedule

Winter Meeting Awards	Maximum Number Per Year
<u>YEA Inspirational Leader Award</u>	<u>1</u>
Milton W. Garland Refrigeration Refrigeration <u>Comfort – Process</u> <u>Cold</u> Chain Award	1
Comfort Cooling Award for Project Excellence	1
Annual Meeting Awards	Maximum Number Per Year
<u>Distinguished 75-Year Member Award</u>	<u>No Limit</u>
<u>Energy Genius Award</u>	<u>1</u>

Appendix A-3: Form of all Honors and Awards

Award	Plaque	Medallion	Lapel Pin	Honorarium	Endowed	Meeting Presented	Other
<u>YEA Inspirational Leader</u>	<u>◆</u>					<u>Winter</u>	<u>Travel and conference registration</u>
<u>Distinguished 75-Yr.</u>	<u>◆</u>		<u>◆</u>			<u>Annual</u>	
Refrigeration Comfort Cooling	◆					Winter	Transportation/REF
<u>Energy Genius</u>	<u>◆</u>					<u>Annual</u>	<u>Plaque/BEQ</u>

Appendix B: Honors and Awards Calendar

Consideration at Winter Meeting	To MC/BOD	Presentation
<u>Distinguished 75-Year Member</u>	<u>Winter</u>	<u>Annual</u>
<u>Energy Genius Award</u> <u>(Recommendation from Building EQ Committee)</u>	<u>Winter</u>	<u>Annual</u>

Consideration at Annual Meeting
 Comfort Cooling Award for Project Excellence
 (Recommendation from Refrigeration Committee)

To MC/BOD
 Annual

Presentation
 Winter

YEA Inspirational Leader Award
 (Recommendation from YEA)

Annual

Winter

Appendix I – Honors and Awards Review Schedule

2020-21	Hall of Fame, Pioneers of the Industry, Honorary Member, E. K. Campbell, Lincoln Bouillon, William J. Collins, Homer Addams, Lou Flagg, Service to ASHRAE Research, <u>YEA Inspirational Leader, Energy Genius</u>
2021-22	F. Paul Anderson, Andrew T. Boggs, Dan Mills Chapter Programs Star , Technology, Government Affairs, Environmental Health
2022-23	Dist. 50-Year, <u>Dist. 75-Year</u> , Standards Achievement, Student Activities, Journal Paper, Student Design Competition, YEA Award of Individual Excellence, Youth Outreach Award
2023-24	ASHRAE Award for Distinguished Public Service, Holladay, Crosby Field, Carrier, Technical Paper, Poster, Hightower, Science and Technology for the Built Environment Best Paper
2024-25	Fellow, DSA, Exceptional Service, Ralph Nevins, John F. James, Milton Garland, Refrigeration Comfort Cooling , Lower-GWP, Donald A. Siller

Appendix I-2: Sample Five-Year Review Tracking Sheet

Award	Responsible Committee/Council
Chapter Program Star Award	Chapter Technology Transfer
Dan Mills Technical <u>Chapter Programs</u> Award	Chapter Technology Transfer
Milton W. Garland Commemorative Refrigeration <u>Comfort – Process – Cold Chain</u> Award for Project Excellence	Refrigeration
Refrigeration Comfort Cooling Award for Project Excellence	Refrigeration
<u>Distinguished 75-Year Member Award</u>	<u>Honors & Awards</u>
<u>YEA Inspirational Leader Award</u>	<u>YEA</u>
<u>Energy Genius Award</u>	<u>Building EQ</u>

Appendix O: Biographies for Named Awards

Milton W. Garland Commemorative Refrigeration Comfort – Process – Cold Chain Award for Project Excellence

At ASHRAE's Centennial Meeting in 1995, Mr. Garland was recognized as a pioneer in technology. In 1989, ASHRAE endowed an award in his honor - the Milton W. Garland Commemorative Refrigeration Award for Project Excellence. The award consists of a plaque with a medallion, and a lapel pin. In 2021, the Milton W. Garland Commemorative Refrigeration Award for Project Excellence and the Refrigeration Comfort Cooling Award for Project Excellence were combined to create the Milton W. Garland Commemorative Comfort – Process – Cold Chain Award for Project Excellence. The award consists of a plaque and lapel pin.

Appendix Q:

Milton W. Garland Commemorative Refrigeration Comfort – Process – Cold Chain Award for Project Excellence

In 2021, the Milton W. Garland Commemorative Refrigeration Award for Project Excellence was combined with the Refrigeration Comfort Cooling Award for Project Excellence and renamed.

Comfort Cooling Award for Project Excellence

In 2021 this award was discontinued and incorporated into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence.

YEA Inspirational Leader Award

Established in 2020, this award recognizes a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make contributions to the industry and community. The form of the award is a plaque.

<u>2021</u>	<u>Vanessa Freidberg</u>
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- **Update ASHRAE HQ address in the following locations:**
 - Appendix I-3: Honors and Awards Recommendation Form
 - Appendix K: Pioneers of the Industry Nomination Form
 - Appendix M: ASHRAE Hall of Fame Nomination Form
- **Gender neutral updates**
 - Including updates to the DSA/ESA point tally form
- **Added recent award recipients to Appendix Q**

Background: Housekeeping updates, including the addition of new awards, deletion of former awards, gender-neutral updates (ie Chairman to Chair, he/she to they), addition of recent award winners.

Fiscal Impact: None

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)	Complete	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	Complete	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	Complete	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 . . ."	Complete	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	

Management by Objectives
 Honors and Awards Committee
 ASHRAE Society Year 2021-2022
 Nicolas Lemire, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
6. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)		December 1, 2021 and May 1, 2022	Personal Awards Subcommittee	Reach out to regional Nominating Members by July 15 for Fall CRCs and April 15 for Spring CRCs
7. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders		March 1, 2022	Media Subcommittee	Help by advertising/promoting personal awards before their due dates Provide an article in <i>Insights</i>
8. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates		February and July 2022	Staff & Planning Subcommittee	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members
9. Send reminder to Committee Chairs of Pass Through Awards		December 1, 2021	Pass Through Awards Subcommittee	
10. Review all award documentation to ensure the requirements and wording include "diversity" and "inclusivity"		June 30, 2022	Planning Subcommittee	
11. Elaborate a plan of action to Increase awareness and improve the quantity of submission for awards by members from all origin or gender		June 30, 2022	Planning Subcommittee	
12. Create a social network campaign to promote and encourage submission of personal awards.		November 2021 and April 2022	Media Subcommittee	The campaign should occur the month prior to two award submission deadlines of May 1 and December 1

**2021-22 Honors & Awards Committee
Subcommittee Assignments**

Personal Awards

Tom Phoenix
Ben Leppard
Alyse Falconer
Dan Dettmers
Dan Rogers

Paper and Pass-Through Awards

Jorge Eduardo Donoso
Mohammed Abass Sajid

Media

Ng Yong Kong
Adam Davis

Planning

Isabelle Lavoie
Alyse Falconer

New Member Mentors

(See H&A Resource Manual, Appendix F for program description)

New Member	Mentor
Dan Rogers	Dan Dettmers
Mohammed Abass Sajid	Alyse Falconer
Adam Davis	Ben Leppard

H&A Action Items from 2021 Annual Conference

Status	Responsibility	Summary of Action
	Personal Awards Subcommittee	Clarify if specific presentations are eligible to be included on the DSA/ESA point tally form.



(For Staff Use Only)

ASHRAE FELLOW NOMINATION FORM

Revised February 2018

FELLOW NOMINATIONS ARE DUE IN ASHRAE HEADQUARTERS DECEMBER 1

All nomination material must be provided to ASHRAE electronically. Email the completed nomination package in Adobe.pdf electronic format to: HonorsandAwards@ashrae.org

PLEASE REVIEW THE GUIDELINES FOR ASHRAE FELLOW NOMINATORS BEFORE COMPLETING THIS FORM

I. NOMINEE'S NAME: _____ Nomination Date: _____

Year Elected to Grade of Member: _____

Current Position Title: _____

Company: _____

Address: _____

Phone: _____

Email Address: _____

FOR STAFF USE ONLY

Date Nominee Advanced to Full Grade Member

II. NOMINATOR: **Nominator attests that to the best of his/her knowledge the nominee adheres to the ASHRAE Code of Ethics.**

Name: _____

Address: _____

Phone: _____

Email Address: _____

ASHRAE Grade Supplied by Staff

ASHRAE FELLOW NOMINATION FORM

**III. SUPPORTING FELLOWS AND PROFESSIONAL REFERENCES: (Review Page 4 of Guidelines)
(Note that Professional References do not have to be ASHRAE Members)**

FELLOW REFERENCE (AT LEAST ONE REQUIRED – UNLESS THE NOMINATOR IS A FELLOW)

1. Name: _____
Address: _____
Phone: _____
Email: _____

**ASHRAE Grade
Supplied by Staff**

PROFESSIONAL REFERENCES

2. Name: _____
Address: _____
Phone: _____
Email: _____

**ASHRAE Grade
Supplied by Staff**

3. Name: _____
Address: _____
Phone: _____
Email: _____

**ASHRAE Grade
Supplied by Staff**

IV. OUTSTANDING ACCOMPLISHMENTS:

Provide a **100 words or less** description of the nominee’s substantial contribution(s) and distinction in HVAC&R and the built environment. **THIS IS A MANDATORY REQUIREMENT.**

ASHRAE FELLOW NOMINATION FORM

V. SIGNIFICANT WORK: (Review Page 1, 2, 3 of Guidelines)

List in chronological order three of the nominee’s most significant achievements/projects and/or publications. For each achievement/project or publication, identify the specific contribution listed in the **Fellow Qualifications** and provide a BRIEF summary.

ACHIEVEMENTS/PROJECTS

	DATES: FROM/TO	ACHIEVEMENT/ PROJECT NAME	ACHIEVEMENT/PROJECT FOCUS/DESCRIPTION	CONTRIBUTION
1.				
2.				
3.				

PUBLICATIONS

	DATE	TITLE	PUBLICATION	TYPE
1.				
2.				
3.				

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?
- 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?



(For Staff Use Only)

ASHRAE Fellow Nomination Form
Revised November 2021

Fellow nominations are due to ASHRAE Headquarters by December 1.
All nominations must be submitted as a PDF to HonorsandAwards@ashrae.org.

Please review the Fellow Guidelines document before completing this form.

Form with four sections: I. Nominee, II. Nominator, III. Fellow Reference, IV. Professional References. Each section includes fields for Name, Member #, Company, Title, Email, and Phone, and a 'For Staff Only' column for ASHRAE grade.

V. Outstanding Accomplishments

Provide a 100 word or less description of the nominee's substantial contribution(s) and distinction in HVAC&R and the built environment. **This is a mandatory requirement.**

VI. Significant Work

List in chronological order three of the nominee's most significant achievements/projects and/or publications. For each item, identify the specific contribution listed in the Fellow Qualifications (as shown in the Fellow Guidelines document) and provide a brief summary.

Achievements/Projects

1. Dates: From: _____ To: _____

Achievement/Project Name:

Achievement/Project Focus/Description:

Contribution:

2. Dates: From: _____ To: _____

Achievement/Project Name:

Achievement/Project Focus/Description:

Contribution:

3. Dates: From: _____ To: _____

Achievement/Project Name:

Achievement/Project Focus/Description:

Contribution:

Publications

1. Dates: From: _____ To: _____

Title: _____

Publication: _____ Type: _____

2. Dates: From: _____ To: _____

Title: _____

Publication: _____ Type: _____

3. Dates: From: _____ To: _____

Title: _____

Publication: _____ Type: _____

Fellow Nomination Check List

1. 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?

2. 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?

3. 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?

4. 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?

5. Overall Fellow Nomination Packet

- Is the submittal legible and does it conform to the Guidelines?
- Is a digital photograph of the nominee included?

Management by Objectives
Honors and Awards Committee
ASHRAE Society Year 2021-2022
Nicolas Lemire, 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, 2021 and May 1, 2022	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, 2022	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 2022	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. Send reminder to Committee Chairs of Pass Through Awards	Ongoing	December 1, 2021	Pass Through Awards Subcommittee	
5. Review all award documentation to ensure the requirements and wording include "diversity" and "inclusivity"	Ongoing	June 30, 2022	Planning Subcommittee	
6. Elaborate a plan of action to Increase awareness and improve the quantity of submission for awards by members from all origin or gender	Ongoing	June 30, 2022	Planning Subcommittee	
7. Create a social network campaign to promote and encourage submission of personal awards.	Ongoing	November 2021 and April 2022	Media Subcommittee	The campaign should occur the month prior to two award submission deadlines of May 1 and December 1