



**Minutes
Honors & Awards Committee**

Sunday, June 23, 2024			
H&A Committee	1:00 – 5:00pm	JW Marriott, 308 (3)	Hybrid
Monday, June 24, 2024			
H&A Committee	2:30pm – 6:30pm	JW Marriott, 308 (3)	Hybrid

Action Items

No. - Pg.	Assignment	Action Item
1 – 2	Personal Awards Subcommittee & Staff	Review Fellow nominations to see how many consulting engineers were approved with the recent round of nomination
2 – 2	Staff	Resend alternative plaque ideas to Karine
3 – 2	Staff	Consult with pass through committees to see if they would be able to submit their information prior to Sunday at noon during the conference
4 – 2	Staff	Review and make a first round of recommended changes to MCO. Staff will then send to the committee for a second review.

Motions

No. - Pg.	Motion	Vote
1 – 1	Approve previous meeting minutes	9-0-0 CNV

Attendance

- All members present: Isabelle, Tom, Mohammad Al Tassi, Adam, Karine, Scott, Dan, Mohammad Abbass Sajid, Juliana, Wei
 - All incoming members present: Janice, Krishnan, Andy
1. **Call to Order** – Lavoie
 2. **ASHRAE Value Statement** – Lavoie
 - a. *In 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 shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.*
 - b. **Code of Ethics** - <https://www.ashrae.org/about/governance/code-of-ethics>
 - c. **Core Values** - <https://www.ashrae.org/about/ashrae-s-core-values>
 - d. **Diversity Statement** - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>
 3. **Roll Call/Introduction of Guests** – Lavoie
 4. **Review of Agenda** – Lavoie
 5. **Remarks**
 - a. BOD Ex-Officio – Wei Sun

6. **Approval of Minutes** – 2024 Winter Conference in Chicago (January 21-22, 2024) – Lavoie (**Attachment A**)
 - a. **Motion #1:** Dan moves and Adam seconds to approve the previous meeting minutes. Vote: 9-0-0 CNV
7. **Review of Action Items** – Lavoie (**Attachment B**)
8. **Report of Personal Awards Subcommittee** – Davis (**Executive Session**)
 - a. **Action Item #1:** Staff and Subcommittee to review Fellow nominations to see how many consulting engineers were approved
9. **Report of Planning Subcommittee** – Phoenix
 - a. Five-Year Review Update (**Attachment D**)
10. **Report of Paper and Pass Through Awards Subcommittee** – Hashem
 - a. Review of Recommendations (**Executive Session**)
11. **Report of Media Subcommittee** – Leblanc
 - a. Utilized social media to promote awards and video created by Marketing
12. **Old Business** – Lavoie
 - a. Plenary feedback
 - i. Appreciative of the supporting information included for ESA and 50-years
 - ii. Plenary speaker length of 30 minutes was great
 - iii. **Action Item #2:** Staff to resend alternative plaque ideas to Karine
 - iv. Is it possible get a group photo of all award recipients, such as all DSAs? After the Plenary is completed.
 - b. Scheduling of H&A meetings during conferences
 - i. The Board lunch conflicts with the 1pm start time for H&A on Sunday. While Tom is H&A Chair, let's change H&A's start time to 2:00pm on Sunday.
 - ii. We meet for the full 4-hours on Sunday, but the only reason to meet on Monday is to approve the paper and pass-through awards.
 1. Based on how our Monday meeting goes, let's plan on scheduling future Monday meetings for 2:30-4pm (instead of 2:30-6:30pm)
 2. **Action Item #3:** Staff to consult with pass through committees to see if they would be able to submit their information prior to Sunday at noon during the conference.
 - c. Marketing of awards
 - i. Which awards could benefit from additional marketing to encourage more applicants?
 - ii. Honorary Member and Pioneers of the Industry received no nominations this year
 1. Better market these awards directly to chapters
13. **New Business** – Lavoie
 - a. The Regional Operations Subcommittee of Members Council is working to update the [Manual of Chapter Operations](#) (MCO). They have asked each grassroots committee to review their specific sections of the MCO (2.10) and provide any recommended updates by the 2024 Fall Members Council meeting. Should this be assigned to a subcommittee or a small group of volunteers? (**Attachment F**)
 - i. **Action Item #4:** Staff to review and make a first round of recommended changes. Staff will then send to the committee for a second review.
 - b. YEA EmpowHERment Competition (**Attachment J**)
14. **Status of 23-24 MBOs** – Lavoie (**Attachment G**)
15. **Change of Chair** – Lavoie/Phoenix
 - a. Recognition of outgoing members:
 - i. Isabelle Lavoie – Chair
 - ii. Dan Rogers – Member
 - iii. Mohammad Abbas Sajid – Member
 - b. Recognition of current members changing roles:
 - i. Tom Phoenix – Vice Chair to Chair
 - ii. Adam Davis – Member to Vice Chair

- c. Recognition of incoming members:
 - i. Ronald Gagnon – Member
 - ii. Janice Peterson – Member
 - iii. Krishnan Viswanath – Member
 - iv. Andy Reilman – Member
 - d. Appointment of 2024-25 subcommittees and mentors – Phoenix (**will be included as Attachment H**)
 - e. 2023-24 MBOs – Phoenix
16. **Next Meeting** – February 9-10, 2025 at the 2025 Winter Conference in Orlando, Florida
17. **Adjournment**