



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 <u>Comfort – Process</u> <u>Cold Chain</u> 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>Winter</u>	<u>Travel and conference registration</u>
<u>Distinguished 75-Yr.</u>	◆		◆			<u>Annual</u>	
Refrigeration Comfort Cooling	◆					<u>Winter</u>	<u>Transportation/REF</u>
<u>Energy Genius</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 **Presentation**
 Annual 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 Insights
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