



MINUTES

**MEMBERS COUNCIL
TORONTO, ON, CANADA
JUNE 28, 2022**

These minutes were approved by Members Council on
September 30, 2022.

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PRINCIPAL MOTIONS – TORONTO, ON, CANADA – JUNE 28, 2022

MO#	PG#	PRINCIPAL MOTIONS
2	2	That Society approve a moratorium of 24 months on the membership renewals of the members of ASHRAE Sri Lankan Chapter with immediate effect
3	2	That consent motions a. and b. as shown below be approved.
		a. That the Space Coast Section, located in Cocoa Beach, Florida and sponsored by the Gold Coast Chapter be approved for reactivation.
		b. That the DR (Dominican Republic) Section located in Santo Domingo, Dominican Republic and sponsored by the Southwest Florida Chapter be approved for reactivation.
4	3	That consent motions a. through j. as shown below be approved:
		a. That the charter of the MIAT College of Technology Student Branch, located in Houston, Texas and sponsored by the Houston Chapter be approved. (Region VIII)
		b. That the charter of the Barbados Student Branch (St. Michael School and University of the West Indies), located in Bridgetown, Barbados and sponsored by the ASHRAE Caricom Chapter be approved. (Region XII)
		c. That the charter to the University of Sheffield Student Branch, located in Sheffield, England and sponsored by the UK Midlands Chapter be approved. (Region XIV)
		d. That the charter of the Alamain Student Branch (Arab Academy for Science, Technology and Maritime Transport (AASTMT) Alamain Campus), located in Alamain, Egypt and sponsored by the Alexandria Chapter be approved. (Region-At-Large)
		e. That the charter of Academy of Business and Engineering Science (ABES) Student Branch, located in Ghaziabad, India and sponsored by the India Chapter be approved. (Region-At-Large)
		f. That the charter of the International Institute of Management and Technical Studies (IIMT) College of Engineering Student Branch, located in Greater Noida, India and sponsored by the India Chapter be approved. (Region-At-Large)
		g. That the charter of the TPGIT Student Branch (Thanthai Periyar Government Institute of Technology), located in Vellore, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
		h. That the charter of the VIT-AP University Student Branch (Vellore Institute of Technology – Andhra Pradesh University) located Amaravati, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large)
		i. That the charter of the Federal University of Technology Akure Student Branch, located in Akure, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
		j. That the charter of the Nnamdi Azikiwe University Student Branch, located in Awka, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
7	8	That the ASHRAE Rules of the Board (ROB) be updated as follows, effective January 2023: 2.411 Honors and Awards Committee / 2.411.003.5 Award Programs This committee shall select and recommend to Members Council individuals for the following awards: 1. Distinguished Fifty-Year Member Award 2. Distinguished Service Award 3. Exceptional Service Award 4. Crosby Field Award

PRINCIPAL MOTIONS – TORONTO, ON, CANADA – JUNE 28, 2022

MO#	PG#	PRINCIPAL MOTIONS
7	8	5. Willis H. Carrier Award 6. Transactions Paper Awards 7. Honorary Member 8. Fellow 9. Pioneers of the Industry 10. ASHRAE Hall of Fame 11. F. Paul Anderson Award 12. ASHRAE Award for Distinguished Public Service 13. Louise and Bill Holladay Distinguished Fellow Award 14. Andrew T. Boggs Service Award
8	12	That Members Council review its updated Manual of Procedures available as Attachment A on the Communications Committee report to Members Council.
9	13	That Members Council approve the revisions to the Manual of Chapter Operations to clarify the duties of the Government Affairs Committee at the Chapter level: The duties of this committee typically include: D. Maintaining tools Knowing how to access and use tools on the Society GAC website to train and enable chapter members to effect positive interactions with government entities in their communities, especially in the use of Society documents and the advancement of the Society's public policy agenda.
10	14	(10) That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately: Section 11.1, ASHRAE Distinguished Lecturers Program Nomination form, biography/resume, and written outline/abstract of proposed presentations (s) must be received by the Society no later than December 1 of each year. The CTT Committee will review all nominations at the Winter Meeting. Accepted nomination terms will begin upon acceptance by the nominated speaker. The term of initial appointment is two years. The option to renew appointments in two-year increments is at the discretion of the Distinguished Lecturer Program Committee Working Group and acceptance of the Distinguished Lecturer.
11A	16	That Members Council ROB 2.301.001 Membership, be revised as shown below. 2.301.001 MEMBERSHIP C. Voting Members: Chair, Vice Chair, up to six (6) Directors and the option of an additional ExCom Official , and the Region Members Council Representative (RMCR) from each region. (20-07-01-05)
12	16	That Members Council ROB 2.301.002.2 Regions, Chapters, Sections and Branches, be revised as shown below. 2.301.002.2 REGIONS, CHAPTERS, SECTIONS AND BRANCHES A. This council makes recommendations to the Board of Directors concerning governs the policies, procedures and operations of the Society and its regions, chapters, sections and branches. (SBL 6.5)

PRINCIPAL MOTIONS – TORONTO, ON, CANADA – JUNE 28, 2022

MO#	PG#	PRINCIPAL MOTIONS
14	16	That Members Council ROB 2.301.005 Manuals and Procedures, be revised as shown below. 2.301.005 MANUALS AND PROCEDURES This council is responsible for reviewing, recommending changes and interpreting the following: A. RAL Sub-Region Chair Qualifications and Responsibilities <u>Manual of Chapter Operations</u> B. Fees, Dues and Privileges C. Criteria for Formation of a New ASHRAE Region D. Criteria for the Formation of a New Chapter E. Chapter Technical Publications F. Chapter and student branch constitutions and bylaws G. Manual for Conducting a Chapters Regional Conference H. <u>Region Operations Manual</u>
15	17	That Section 11.1 Qualifications for New Chapters or Sections from the Manual for Chapter Operations be revised as shown below Formation of a new chapter: May be authorized upon approval by Members Council of a written petition of a minimum of 40 Members and Associates in good standing of the Society, and the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for chapters, which have been approved by Members Council <u>following a minimum of two years of operation as an ASHRAE Section in good standing.</u>
16	18	That Appendix 4C as shown below be added as a new appendix to the Manual for Chapter Operations. <u>Appendix 4C: Chapter Sponsorship Guidelines and Suggestions</u> <u>The following guidelines may help a chapter properly solicit sponsorships.</u> A. <u>Chapters may solicit and receive money for the following:</u> <u>1. Research Promotion</u> <u>2. Dues</u> <u>3. Awards</u> <u>4. Endowed scholarships</u> <u>5. CRC events</u> <u>6. Others as approved by Society</u> B. <u>Consider forming a chapter sponsorship committee. Their duties may include:</u> <u>1. Develop sponsors' packages</u> <u>2. Soliciting and managing sponsors</u> <u>3. Establish methods and modes and payments</u> C. <u>Some chapters use product shows to encourage attendance and find a meeting sponsor. Refer to chapter 5.8.A for proper guidelines.</u> D. <u>Consider offering a "bundle" to prospective chapter sponsors that cover all chapter activities for the society year including meeting sponsorships, golf sponsorships, YEA events, chapter roster, etc.</u> E. <u>Avoid all perceptions of "Pay to Play," this includes but is not limited to:</u> <u>1. Product shows exhibitors may not address the chapter during the business meeting.</u> <u>2. Speakers should not be obtained via a sponsorship solicitation.</u> <u>3. Funding and sponsorships should not be considered while determining chapter leadership roles.</u>

MO#	PG#	PRINCIPAL MOTIONS
16	18	F. <u>Advertising in any chapter publication or website must comply with Society policy.</u> G. <u>Plan and solicit sponsorships early. Sponsorship levels, benefits and costs should be clear and consistent. Charges for each level of sponsorships should be the same to each potential sponsor.</u>
17	18	That Section 4.7 Fund-Raising Activities, Section 5.8.A. Product Shows, and Section 6.4.F Chapter Roster of Industry Representatives from the Manual for Chapter Operations be revised as shown below. 4.7 Fund-Raising Activities Chapters can solicit and receive monies for dues, research promotion, awards, endowed scholarships, CRC events and chapter operations <u>others as approved by Society.</u> <u>Appendix 4C offers fund-raising guidelines and suggestions.</u> 5.8 Product Shows (excerpt from MCO) • No time shall be provided on the program for product discussion. • A disclaimer will be posted adjacent to the display area and listed in any published announcements. • Product Show presenters shall not address the membership at the business meeting. • <u>Review Appendix 4C for other guidelines and suggestions.</u> 6.4 Chapter Roster of Industry Representatives D. Final copy must be supplied to both the DRC and Society Headquarters. E. Charge for listing under “Agents and Manufacturers” must be the same for each listing. F. <u>Review Appendix 4C for guidelines and suggestions.</u>
18	19	That Section A, Chapters Regional Conference Organization, Conference Arrangement Committee, Accommodations Chair be revised as shown below. Section A – Conference Arrangement Committee • Accommodations Chair To enhance cooperation and coordination with the hotel staff, one person should be responsible for all contact with the hotel management. ASHRAE staff can assist the region by reviewing hotel contracts. Send to email to <u>meetings@ashrae.org HelmsBriscoe for site selection, contract and the hotel’s Event Service Manager for conference coordination. To get started, fill out the ASHRAE CRC New Meeting Request Form which can be found at https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences on the CRC web page and submit to Susan Francois with HelmsBriscoe (see contact info below).</u> <u>Susan Francois</u> <u>Manager, Global Accounts</u> <u>HelmsBriscoe</u> <u>813.679.8316</u> <u>sfrancois@helmsbriscoe.com</u> <u>Review document, “THE PROCESS...working with HelmsBriscoe – ASHRAE,” also found at https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences, on the CRC web page to understand the services that HelmsBriscoe provides at the start of planning for your CRC.</u>

MO#	PG#	PRINCIPAL MOTIONS
18	19	a. That Section C – Accommodations and Fun, Headquarters Hotel, of the CRC Manual be revised as shown below. The headquarters hotel should be selected on the basis of adequate facilities, affordable guest rooms and appropriately-sized meeting rooms for technical and business sessions. The selection of the location, hotel and activities should be determined by both the DRC and the CRC Committee to make sure that the cost to the attendees is reasonable. All contracts with hotels should be reviewed by ASHRAE staff (meetings@ashrae.org) prior to signing the contract. See in Appendix CA “Hotel Negotiating” for additional information. <u>HelmsBriscoe will work with the Host Chapter General Chair (or other host chapter designee) to research and select a hotel. Once the hotel is selected, HelmsBriscoe will manage the contract negotiations on behalf of the host chapter. Once final negotiations are made, HelmsBriscoe will send the contract to the Host Chapter General Chair for signature. Once the contract is signed, the Host Chapter will work directly with the contract hotel to start planning the details of the conference. See “THE PROCESS...working with HelmsBriscoe – ASHRAE.” at https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences, for additional information.</u> Complimentary rooms supplied by the hotel <u>as part of the contract concessions</u> should be assigned to the CRC General Chair and DRC. b. That Appendix CA, Hotel Negotiating, of the CRC Manual be revised as shown below. Hotel Negotiating 1. EVERYTHING IS NEGOTIABLE. 2. AFTER AGREEMENT, GET IT IN WRITING. 3. OBTAIN DRC APPROVAL PRIOR TO SIGNING. 4. HAVE CONTRACT REVIEWED BY ASHRAE STAFF (MANAGER OF CONFERENCE —SERVICES meetings@ashrae.org) PRIOR TO SIGNING. Society Support ASHRAE Meetings Staff would be happy to review your AV proposal and offer feedback if applicable, similar to hotel contracts. Contact meetings@ashrae.org if you would like your proposal reviewed. Please allow 3 business days for review.

ACTIONS ITEMS – TORONTO, ON, CANADA

AI#	Page#	Duty	Due Date	Status	Action Item
1	4	Staff	Fall Meeting 2022	Open	Staff to get complete costs of implementing a payment plan for Society and Chapter dues
2	12	CEC		Open	CEC to make sure all chapters know about hosting opportunities for Annual Conference
3	13	Staff	Fall Meeting 2022	Complete	Staff to update Section 2.5 of the MCO
4	17	Planning		Open	Planning Subcommittee to revise the Members Council MOP to reference visiting each ASHRAE chapter, not only those in the Region-At-Large, once every five years by President and/or Society Officers.
5	17	Staff	Fall Meeting 2022	Complete	Staff to update Section 11.1 of the MCO
6	18	Staff	Fall Meeting 2022	Complete	Staff to add Appendix 4C to the MCO
7	19	Staff	Fall Meeting 2022	Complete	Staff to update Sections 4.7, 5.8A, and 6.4F of the MCO
8	20	Staff	Winter Meeting 2023	Open	Staff to update CRC Manual
9	20	Staff	Fall Meeting 2022	Complete	Staff to update MCO. References in MCO for DIA – Diversity in ASHRAE to be changed to DEI - Diversity, Equity, & Inclusion
10	22	Staff	Winter Meeting 2023	Complete	Struggling Chapter document to be sent out to DRCs.

MINUTES MEMBERS COUNCIL MEETING JUNE 28, 2022

MEMBERS PRESENT: *Farooq Mehboob, Chair
Ginger Scoggins, Vice-Chair

VOTING MEMBERS PRESENT:

Ken Fulk, DAL	Danny Castellan, RMCR REG II	*Kevin Amende, RMCR REG IX
Kishor Khankari, DAL	Sherry Abbott-Adkins, RMCR REG III	Buzz Wright, RMCR REG X
Ashish Rakheja, DAL	Bryan Holcomb, RMCR REG IV	Rob Craddock, RMCR REG XI
Ronald Gagnon, DRC REG II	James Arnold, RMCR REG V	Nate Boyd, RMCR REG XII
Devin Abellon, DRC REG X	Eric Sturm, RMCR REG VI	Bill Wang, RMCR REG XIII
Robin Bryant, DRC REG XII	Scott Peach, RMCR REG VII	Ioan Dobosi, RMCR REG XIV
Charles Bertuch, RMCR REG I	Joseph Sanders, RMCR REG VIII	Bassel Anbari, RMCR RAL

NON-VOTING MEMBERS PRESENT:

Mohammad Al Tassi, CTTC	Chad Smith, GAC	Jaideep Karnik, RP
Karine Leblanc, Communications	Nicolas Lemire, H&A	*Mai Anh Dao, SAC
Vikrant Aute, CEC	Jonathan Smith, MP	Shona O Dea, YEA

GUESTS PRESENT:

Matt Rowe, I/C RP Chair	Nitin Naik, MP RVC RAL	Cheng Wee Jeong, TEC
Christine Reinders Caron, CEC	Dennis Knight, I/C Society Treasurer	Julia Timberman, I/C RMCR REG V
Maggie Moninski, I/C RMCR REG6	Richie Mittal, DRC RAL	Louise McKenzie, MP RVC REG XI
Doug Cochrane	Isabelle Lavoie, H&A Vice Chair	Genevieve Lussier, I/C MP Chair
Eileen Jensen, DRC REG XI	Juliana Pellegrini, LeaDRS	Adrianne Mitani, LeaDRS
Kevin Marple, TAC	John Constantine, I/C DRC REG XII	Tulia Rios, I/C RMCR REG XII
Krishnan V.	Madison Schultz, I/C YEA Chair	Tyler Glesne, DRC REG IX
Darryl Boyce, GAC Vice Chair	Heather Platt Gullede, I/C RMCR REG4	Luiz Piccoli, S. Brazil Chapter President
Aakash Patel, RP Vice Chair	Douglas Fick, Standards	*Ashish Rakheja, Society Vice President
*Ching Loon Ong, I/C RMCR XIII	Daniel Robert, CTTC Vice Chair	*Wei Sun, Society DAL
*Bhathiya Dharmapala	*Dakshitha Karunaratne	*Danesh Subasinghe
*Udaa Perera	*Piyasiri Kalubowila	*Steven Emmerich
*Wimala Goonaratne		

STAFF PRESENT:

Joyce Abrams	Jeff Littleton	Matthew Young	Ally Jordan	*Daniel Gurley	*Joslyn Ratcliff
Tammy Catchings	Vanita Gupta	Anne Wilson	Rhiannon Masterson	*Anastasia Meadows	*Lizzy Seymour
Jeanette McCray	Alice Yates	Emily Porcari	*Vickie Grant	*Katie Thomson	

*Virtual Attendees

1. CALL TO ORDER

The 2022 Annual Meeting of Members Council was called to order by Farooq Mehboob, Chair, on Tuesday, June 28, 2022, at 8:15 a.m. in Birchwood Ballroom (M) of the Sheraton Centre Toronto Hotel.

2. 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 interests." (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>)

3. REVIEW OF AGENDA

There were no revisions to the agenda.

4. ROLL CALL

Those in attendance are included in the list above.

5. APPROVAL OF DRAFT MINUTES

It was moved by Robin Bryant and seconded

(1) That the draft minutes from the February 1, 2022 winter meeting be approved.

MOTION 1 PASSED. (unanimous voice vote, chair not voting)

6. MORATORIUM OF MEMBERSHIP RENEWALS, REACTIVATION OF SECTIONS AND STUDENT BRANCH CHARTERS

It was moved by Ronald Gagnon and seconded

(2) That Society approve a moratorium of 24 months on the membership renewals of the members of ASHRAE Sri Lankan Chapter with immediate effect

Background: Sri Lanka as a country is confronting a grim situation caused by a precarious balance of payment, severely depleted foreign exchange reserves and run-away inflation that has made survival of their citizens extremely difficult.

The Economy of the Island Nation is solely dependent on Tourism and Agriculture (Mainly Tea). Tourism has been majorly affected by the Pandemic (as most Countries are). Agriculture has been crippled due to various reasons which could partly be ascribed to failed state policies. All this has led to the high inflation and shortage of essential commodities like foodstuff, petrol, oil and even life support medicines and a very sharp erosion of the Sri Lankan Rupee (see attached data published by the Central Bank).

The country is currently going through the throes of a regime change. IMF has been approached for a bail out. There have been some crushing impacts. Businesses have collapsed. Projects have come to a stand-still (due to non-availability of plant, machinery and materials). People have taken to the streets and there is a civil unrest. All this has led to wide-spread job losses.

Many of our Members have been impacted, so much so that we are expecting a very high delinquency amongst the Chapter Membership & member dues for renewals in the near future, may avoid doing so. Many members have lost their jobs, so they are unable to find the means to renew. Those members who are better placed, are unable to remit the renewal fees due to a blanket-ban on foreign currency outward remittance by the Government.

The Sri Lankan Chapter has been in existence for the last 20 years and has contributed immensely to the Region-At-Large.

Fiscal Impact: This being a moratorium on the membership fees (basic services will be rendered to the member) for a limited period, the fiscal impact may be limited, if at all, to the loss of the bank interest component. It is expected that before 24 months the members will be able to make good the membership fees with retrospective effect. The Chapter as on April 30, 2022 has 70 dues paid members and 12 unpaid members.

MOTION 2 PASSED. (unanimous voice vote, chair not voting)

It was moved by Robin Bryant and seconded

(3) That consent motions a. and b. as shown below be approved.

- a. That the Space Coast Section, located in Cocoa Beach, Florida and sponsored by the Gold Coast Chapter be approved for reactivation.

Background: The above deactivated section was previously sponsored by Region XII. The Space Coast Section has not met since the start of the COVID-19 pandemic. Region XII DRC, Robin Bryant reached out and worked with the members to reengage them in ASHRAE activities. A new petition was signed with ten (10) members in good standing to reactivate the section.

Fiscal Impact: None. The section already has a banner from their prior charter.

- b. That the DR (Dominican Republic) Section located in Santo Domingo, Dominican Republic and sponsored by the Southwest Florida Chapter be approved for reactivation.

Background: The above deactivated section was previously sponsored by Region XII. The DR Section has not met since the start of the COVID-19 pandemic. Region XII DRC, Robin Bryant reached out and worked with the members to reengage them in ASHRAE activities. A new petition was signed with seventeen (17) members in good standing to reactivate the section.

Fiscal Impact: None. The section already its banner from their prior charter.

MOTION 3 PASSED. (unanimous voice vote, chair not voting)

It was moved by Robin Bryant and seconded

(4) That consent motions a. through j. as shown below be approved:

- a. That the charter of the MIAT College of Technology Student Branch, located in Houston, Texas and sponsored by the Houston Chapter be approved. (Region VIII)
- b. That the charter of the Barbados Student Branch (St. Michael School and University of the West Indies), located in Bridgetown, Barbados and sponsored by the ASHRAE Caricom Chapter be approved. (Region XII)
- c. That the charter to the University of Sheffield Student Branch, located in Sheffield, England and sponsored by the UK Midlands Chapter be approved. (Region XIV)
- d. That the charter of the Alamain Student Branch (Arab Academy for Science, Technology and Maritime Transport (AASTMT) Alamain Campus), located in Alamain, Egypt and sponsored by the Alexandria Chapter be approved. (Region-At-Large)
- e. That the charter of Academy of Business and Engineering Science (ABES) Student Branch, located in Ghaziabad, India and sponsored by the India Chapter be approved. (Region-At-Large)
- f. That the charter of the International Institute of Management and Technical Studies (IIIMT) College of Engineering Student Branch, located in Greater Noida, India and sponsored by the India Chapter be approved. (Region-At-Large)
- g. That the charter of the TPGIT Student Branch (Thanthai Periyar Government Institute of Technology), located in Vellore, India and sponsored by the Chennai Chapter be approved. (Region-At-Large)
- h. That the charter of the VIT-AP University Student Branch (Vellore Institute of Technology – Andhra Pradesh University) located Amaravati, India and sponsored by the ASHRAE Deccan Chapter be approved. (Region-At-Large)

- i. That the charter of the Federal University of Technology Akure Student Branch, located in Akure, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
- j. That the charter of the Nnamdi Azikiwe University Student Branch, located in Awka, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)

MOTION 4 PASSED. (unanimous voice vote, chair not voting)

7. STANDING COMMITTEE REPORTS

A. Membership Promotion Committee Report (Attachment A)

The following was reported by Jonathan Smith, Membership Promotion Committee (MP) Chair.

It was moved by Robin Bryant

- (5) That a payment plan be implemented for Society and Chapter dues.

Background: Society and Chapter dues are increasing to the point that the combination is a significant amount to be paid at one time. This predominately affects people early in their career and those that are in a lower income situation. We believe this program would increase membership of young engineers and would support ASHRAE's DEI initiative.

A payment plan can increase the "transaction" costs of membership, but those costs could be passed along with the increased cost/fee of using a payment plan. Almost like a "discount" for paying in full.

We discussed whether this should be a monthly payment plan or a 3or 4-month consecutive payment plan. Each version has merits, to be consistent with the "rest of the world", we suggest a monthly payment plan. However, we recognize there are other factors we may not be aware of that could affect the decision to have monthly payments or a 3 or 4 month plan so we leave this to the discretion of Society.

Additionally, ASHRAE will face challenges associated with when/how a delinquent member loses the benefits if one or more payments are not received. (Also, we recognize that some members might try to "game" the system and get the benefits without fully paying). This is a risk, but a majority of the committee believe the positives outweigh the risks. If all benefits are transitioned to systems that allow the benefits to be easily turned off. The risk is mitigated.

Fiscal Impact:

The costs: • Costs associated with programming the "shopping cart" for a payment plan
 • Potentially cost from a 3rd party for processing periodic payments

The benefits: • Increased revenue from additional membership

It was moved by Sherry Abbott-Adkins and seconded that Motion 5 be postponed until the Fall Members Council Meeting in Atlanta (2022)

MOTION 5 (TO POSTPONE) PASSED. (unanimous voice vote, chair not voting)

AI 1 Staff to get complete costs of implementing a payment plan.

It was moved by Robin Bryant

- (6) That members are provided the ability to select multiple chapters during registration and pay all associated dues.

Background: Allowing a Society member to join multiple chapters would have a positive impact to the chapters. Many businesses and employees of those businesses work in areas with

multiple chapters. This change allows a Society member to join multiple chapters to provide financial support, get added to the “list serv”, and become involved with those chapters other than just being an occasional visitor. Several parts of the US have small chapters in proximity. This change would help these chapters draw financial support and manpower from those members working in the chapter territory.

Adding this to the registration/renewal process is a convenience to the member.

Since several chapters use the Society registration process to manage chapter membership, they no longer have processes and procedures to track membership.

We recognize that there will need to be a “primary” chapter for the Area Assigned Member allocation to chapters and other chapters memberships will need to be “secondary”.

Fiscal Impact:

The costs: • Costs associated with programming the website.

The benefit: • Increased revenue to chapters and potentially increased revenue to RP as the chapter’s finances get solidified and budgetary surplus can be redirected to support RP.

MOTION 6 FAILED. (unanimous voice vote, chair not voting)

MP Information Items

1. Implemented bulk member discount of 5 new members from a company get 10% off membership.
2. Implemented new benefit to new Full Dues Paying Members to attend one conference for free within 2 years of joining.
3. Retention and Recruitment brainstorm session; will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
4. Hardship complimentary memberships is at 156 participants but has fallen drastically. None have been requested in the last few months.
5. Full Dues Paying members, not including delinquents, is up 2,661 since July.

Additional MP Information Items:

1. Retention:

As of May 31 st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2021	51,549	42,504	4,141	3,207	1,638
2022	51,713	43,034	3,474	4,036	1,169

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2022, there were a total of 2,545 (includes all new grades that were added) members participating.

Review of the new member survey, reminder of making sure new members feel included and engaged.

Boomerang award is doing well, working to get a report to easily track progress throughout the year.

2. Chapter Chair Training & Development:

- a) MP hosted an in person Centralized Training in Toronto with 42 registered. This was under the Annual Meeting contract, no standalone contract required for the first time. This was due to the uncertainty of travel/covid restrictions when discussed in January 2022. Also will host a virtual option for those that could not attend in person.
- b) The Virtual Centralized Training was scheduled at a time convenient for Regions 13, 14 and At Large to ensure as many trained as possible.

- c) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.
- 3. Recruitment:
 - a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
 - b) Put forth multiple ideas to increase membership joins.
 - c) Ideas to get employers to support dues payments.
 - d) Assist with implementation of new bulk member discount.
 - e) Assist with implementation of new comp meeting registration for new full dues paying members.
- 4. Member Communication:
 - a) Changing name to Communications/DEI
 - b) Working with the BOD Diversity and Inclusion group.
 - c) Develop talking points for DRCs and regional leaders to provide thoughts and ideas for them to share with their chapters and how those chairs can start.
 - d) Researching new program to provide 10-minute talks to regional/chapter leaders to ensure programs are inclusive for all.

B. Young Engineers in ASHRAE Committee Report (Attachment B)

The following was reported by Shona O'Dea, Young Engineers in ASHRAE Committee (YEA) Chair.

YEA Information Items

- 1. Professional Development Subcommittee:
 - a) SmartStart Marketing Materials
 - i. A presentation, flyer and Video script has been completed by the subcommittee for SA
 - b) Social Media
 - i. YEA now has a Social Media Calendar that will help with social media posting on YEA
 - ii. Started the year with 167 followers on YEA Instagram and we are up to almost 500 followers
 - iii. Assign a person from each subcommittee to send content to post
 - iv. Each RVC will make a video to posts
 - c) Technical Committee
 - i. YEA is continuing to create ways of reaching out to TCs and encouraging the use of social media to bring more YEA involvement to TCs
 - ii. Currently only about 6% of YEA members participate in TCs
 - d) Awards Update
 - i. YEA Developing Leader Award
 - 1. Nominations will open July 2022
 - ii. YEA Individual Award of Excellence
 - 1. Was presented to Eleazar Rivera (Outreach) and Kaje Ethirvrrtsdingham (Personal)
 - iii. Due to decreasing award nominations and scholarship applications, YEA is currently working on an automated template that will notify eligible YEA members about awards and scholarships they can apply for.
 - 1. Pilot Project:
 - a. Leadership U
 - b. Developing Leader Award
 - 2. Next Steps:
 - a. Create a work group to coordinate with Society IT
 - b. Revise the minimum requirements for the awards
 - c. Deploy the pilot program

2. Personal Development Subcommittee:
 - a) YEA Webinars
 - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
 - ii. Plan to host new webinars about twice a year
 - iii. Target start dates in early September
 - b) YEA Leadership Weekends (1.0 & 2.0)
 - i. YLW 1.0 Spring 2022 was held March 25-27, 2022 in Atlanta, GA, this event was successful with 20 attendees and was facilitated by Ralph Kison
 - ii. YLW 2.0 Spring 2022 was held April 22-24, 2022 in Lake Tahoe, NV, the event was successful with 13 attendees and facilitated by Ralph Kison
 - c) Future YEA Leadership Weekends i. Fall 2022 YLW 1.0 will be held in Vancouver, Canada, November 4-6, 2022. Registration will open on July 5th, 2022.
 - d) Succession Plan for Ralph and YLWs
 - i. Start to look for replacement facilitators for Ralph Kison
 - ii. Society wants to explore options to expand YLW to include not just YEA members
 - e) Conference Crash Course i. Was added to the Annual Conference for the first time
 - f) Mentoring Program
 - i. Looking for ways to improve the current mentor-mentee program
 - ii. Revamp the current program by starting a committee that will include volunteers for MP, SA, DRCs and other committees
 - iii. Create a motion to get multiple committees involved to create a society wide mentor-mentee program
 - iv. Create an ad hoc
 - v. Slack Group/Program may be an option to bring to the Winter Conference in Atlanta 2023
 - vi. Will start to work on a motion to bring to the Winter Conference in Atlanta 2023
3. Outreach Development Subcommittee:
 - a) YEA Leadership International
 - i. YLI Malaysia 2022 is booked Oct 27-30,
 - ii. Registration will be \$400
 - iii. Tricia Evans will be facilitating
 - iv. Host Committee will be set up in the next week
 - b) CIBSE Update
 - i. Munis Hameed is rolling off
 - ii. Jake Lenahan will be taking his place as the new CIBSE Liaison
 - iii. Explore financial responsibilities for the YEN Chair to able to attend YLI
 - c) Partnership with Allied Organizations
 - i. Carrie Anne has met with AIA and YAF
 - ii. Carrie Anne plans to attend the AIA Meeting in July
 - iii. AIA/YAF will have a Summit in August that ASHRAE YEA Members may attend
 - iv. Will look into inviting AIA/YAF members to YLW/YLI events
 - d) YEA Awards Self-Nomination Amendment
 - i. Focus in on the YEA Individual Award of Excellence for each of the subcommittee awards
 - ii. Look at amending the wording of the award description

C. Research Promotion Committee Report (Attachment C)

The following was reported by Jaideep Karnik, Research Promotion Committee (RP) Chair.

RP Committee Goals

Background: These goals (overall \$2.45 M) are slightly lowered compared to pre-pandemic goals. After holding steady for the last two campaign years, the committee has decided to adjust these goals based on recent results and make them more attainable for the regions while still trying to achieve better results than the previous year.

Fiscal Impact: None. The RP Campaign has not reached the previous goal of \$2.6 million in the past two campaign years. Previous results:

2020-21: \$2.3 M
2019-20: \$2.1 M
2018-19: \$2.8 M

RP Information Items

1. Goal: \$2,600,000
2. Centralized Training Schedule:
Dates: July 15-16: Atlanta – Regions III, IV, VII, XII
July 22-23: Denver – Regions VIII, IX, X, XI
August 5-6: Chicago – Regions I, II, V, VI

D. Honors and Awards Committee Report (Attachment D)

The following was reported by Nicolas Lemire, Honors and Awards Committee (H&A) Chair.

It was moved by Devin Abellon

(7) That the ASHRAE Rules of the Board (ROB) be updated as follows, effective January 2023:

2.411 Honors and Awards Committee

2.411.003.5 Award Programs

- A. ~~This committee shall receive recommendations, select, and recommend to the BOD individuals to be considered for the following honors and awards:~~
 - ~~1. Honorary Member~~
 - ~~2. Fellow~~
 - ~~3. Pioneers of the Industry~~
 - ~~4. ASHRAE Hall of Fame~~
 - ~~5. F. Paul Anderson Award~~
 - ~~6. ASHRAE Award for Distinguished Public Service~~
 - ~~7. Louise and Bill Holladay Distinguished Fellow Award~~
 - ~~8. Andrew T. Boggs Service Award~~
- B. This committee shall select and recommend to Members Council individuals for the following awards:
 1. Distinguished Fifty-Year Member Award
 2. Distinguished Service Award
 3. Exceptional Service Award
 4. Crosby Field Award
 5. Willis H. Carrier Award
 6. Transactions Paper Awards
 7. Honorary Member
 8. Fellow
 9. Pioneers of the Industry
 10. ASHRAE Hall of Fame
 11. F. Paul Anderson Award
 12. ASHRAE Award for Distinguished Public Service
 13. Louise and Bill Holladay Distinguished Fellow Award
 14. Andrew T. Boggs Service Award

Background: In response to the BOD referred motion that Honors and Awards review which awards should be approved by the BOD due to the prestige of the award and propose changes to the ROB for presentation to the BOD for approval. This motion came from the Board

Operational Streamlining Subcommittee and the intent is to allow the BOD to have more time for more strategic items.

Fiscal Impact: None

MOTION 7 PASSED. (unanimous voice vote, chair not voting)

- **Award Nominations - Executive Session**

Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council.

H&A Information Items

1. MBO #6 focused on creating a plan to diversify our award applicants. Based on the research completed, we see there is a clear need to encourage applicants from all origins and genders. We have a plan in place for the upcoming Society Year and hope to have some marketing materials available in time for the fall CRCs. This will be covered as MBO #5 for the 22-23 Society Year.
2. We reviewed nominees for the Distinguished Service Award (DSA) and Exceptional Service Award (ESA), which will be presented to Members Council at the 2023 ASHRAE Winter Conference.
3. The recommendations for the Louise & Bill Holladay Distinguished Fellow Award and the Andrew T. Boggs Service Award will be made to the Board in accordance with the Rules of the Board.

E. Student Activities Committee Report (Attachment E)

The following was reported by Mai Anh Dao, Student Activities Committee (SA) Vice Chair.

SAC Information Items

1. Executive Committee
 - May 31, 2021 is 4,845
 - May 31, 2020 is 7,182
 - May 31, 2019 is 8,067
 - May 31, 2018 is 7,593
 - May 31, 2017 is 8,093
2. Centralized Training
 - Live Zoom session scheduled for Friday June 15th from 9am – 11am EDT.
 - On-demand videos have been created by each subcommittee and uploaded to the website.
 - All SA Chairs and SBAs registered for Centralized Training (100 so far) will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.
3. ABET Subcommittee
4. K-12/STEM Subcommittee
 - The total number of student members as of May 31, 2022 is 5,314.
 - Review of all subcommittees were made.
 - The Chair reviewed the status of this year's MBOs.
 - ASHRAE has one assignment in this year's accreditation cycle at New York Maritime College and Vinay Ananthachar has agreed to be the PEV for his first visit
 - Mansour Zenouzi provided an update on the Engineering Accreditation Commission and Robert Bittle provided an update on the Engineering Technology Accreditation Commission.

- ASHRAE is still not a cooperating society with ASME but ASME will assign our newest program evaluator (Dr. Nick Roberts from Utah State University) to an accreditation visit this fall. We are hopeful that ASME will continue this courtesy until we can be recognized as a cooperating society.
 - The committee reviewed a list of faculty in architectural engineering and engineering technology programs who are ASHRAE members and who might serve as a program evaluators if invited to apply.
 - Two chapters from Region X achieved the K-12/STEM leadership award
 - The subcommittee is developing a second children's book (K-6) with Danielle Passaglia with support from the Publications and Education Committee.
 - Various translations of the first book are being developed to focus on our DEI initiatives.
 - A 3D modeling competition for high school students has been finalized and will be piloted in SY22-23 with prize money to come from the existing SA budget. The details will be added to the website with a December 31st deadline with submissions reviewed at the 2023 Winter Conference.
5. Post High Subcommittee
- Planning for an in-person Student Program at the 2023 Winter Conference in Atlanta.
 - 43% of student branch status reports have been submitted. Staff and RVCs will reach out to branches that have not submitted to identify plans for the next academic year.
 - Four nominations were reviewed for the SBA of the Year Award and the subcommittee voted unanimously for a winner.
 - Brett Stinson (student member from Portland State University) won the ASHRAE Student Paper Competition and competed at the CLIMA REHVA HVAC World Congress in Rotterdam where he placed second overall.
 - Virtual Career fair wrapped up in February 2022 after the winter conference. Since travel is opening up again the committee does not intend to do this next year when in person career fairs resume.
 - Student Membership
 - The total number of student members as of May 31, 2021 is 5,314 (9.68% increase from May 2021)
 - Branches – 10 pending branches bringing the total to 18 new branches for SY21-22
6. Grants Subcommittee
- Subcommittee reviewed online application form and judging criteria for 2022-23 round.
 - Updates have been made to the application form to simplify the judging process.
 - Student travel grants (five up to \$1,000 each) sponsored by Life Members Club were awarded for travel to the Student Program in Las Vegas.
 - \$2,000 of the equipment grant budget will be set aside for SY22-23 to use to continue for travel two grants (\$1,000 each) to attend the Student Programs in Atlanta at the 2023 Winter Conference.
7. Design Competition Subcommittee
- 64 Design Competition projects were submitted this year
 - Design Calculations – 17
 - System Selection – 10
 - ISBD – 13
 - Applied Engineering Challenge – 24

- 35 Design Competition submissions were judged at Society Level with four considered as Rising Stars. The Winners of each category were selected on June 17th and will be notified in early August.
- Information for the 2023 Design Competition and Applied Engineering Challenge have been published on the website.
- The goal is to release the 2024 Design Competition information in January 2023 with discussions ongoing regarding location and building type.
- The Building EQ Competition was piloted this year with nine submissions received. This collaboration with Building EQ committee allowed student groups to select a building to perform an energy audit, access the ASHRAE building EQ portal, and provide recommendations for improvements. Several teams included a recommendation letter from the owner commenting on the value of the evaluation. This competition will be continued next year.

F. Conferences and Expositions Committee Report (Attachment F)

The following was reported by Vikrant Aute, Conferences and Expositions (CEC) Committee Chair.

CEC Information Items

1. CEC approved the registration rates for the 2023 Winter and Annual Conferences as follows:

	Member	1st time Member	Non-Member	1st time Non-Member
Early Bird	\$ 655.00	\$ 630.00	\$ 910.00	\$ 885.00
Advance	\$ 680.00	\$ 655.00	\$ 930.00	\$ 910.00
Onsite	\$ 885.00	\$ 860.00	\$ 1,140.00	\$ 1,115.00
One Day	\$ 340.00		\$ 410.00	
Life Member/Speaker/BOD/PM/LeaDRs/CEC	\$ 170.00			
SBA/Student Member	\$ 25.00			
Spouses	\$ 60.00			
One Session – Onsite	\$ 75.00			
Virtual	\$ 410.00		\$ 460.00	
Virtual Reduced (Life Members/LeaDRs/PM)	\$ 100.00			
Virtual Company Package (3-5)	\$ 1,735.00			
Virtual Company Package (6-10)	\$ 3,265.00			
Virtual Company Package (11-20)	\$ 6,125.00			

The 2023 registration rates are 1% lower than the 2022 rates.

2. The 2022 Annual Conference has a total of 81 sessions and events scheduled, comprised as follows: 50 seminars, 16 Paper Sessions, 3 Poster Sessions, 2 Virtual Paper Sessions, 4 Panel discussions, 3 Forums, 2 Debates and 1 Workshop. There were a total of 249 presentations, 85 papers and 10 live-streamed sessions. Registration for in-person attendance is slightly over 1,000, which is 66% lower than the 2019 Annual Conference in Kansas City, Missouri. Virtual registrations are at 244 and committee-only registrations are at 500.
3. To better meet the needs of the membership and authors, CEC is compressing the publication timeline papers.

4. Topical Conferences Held Since January 2022

- a) May 4 – 6, 2022, IAQ 2020: Indoor Environmental Quality Performance Approaches, Transitioning from IAQ to IEQ, Athens, Greece. This conference was co-organized with AIVC. Conference attendance was 185, 75% were in-person, 25% virtual with representation from 24 countries. 45% of the attendance was made up of ASHRAE members. The conference featured a strong technical program with four concurrent-sessions consisting of 6 keynotes, including 3 live- virtual-keynote speaker Q&A sessions, 23 in-person technical sessions and a viewing room for 8 virtual technical sessions. A total of 14 livestreamed sessions and 8 virtual-only sessions were presented over the virtual environment. The conference had a profit of \$6,170 and had 12 sponsors.
- b) June 22 – 24, 2022, Ventilation 2022: 13th International Industrial Ventilation Conference for Contaminant Control, Toronto, Ontario, Canada. Conference attendance was 182, 72% were in-person, 28% virtual with representation from 17 countries. 37% of the attendance was made up of ASHRAE members. The conference featured a strong technical program with three concurrent-sessions consisting of 5 keynotes, 23 technical sessions and 6 workshops. A total of 14 livestreamed sessions and 5 virtual-only sessions were presented. The conference had 8 sponsors. Conference financials are still being reconciled. This was the first time a topical conference was co-located with an Annual Conference.

Topical Conferences in Process

- a) Sept. 14-16, 2022 – Building Performance Analysis Conference and SimBuild 2022, co-organized with IBPSA-USA, Chicago, Illinois
- b) Oct. 6 -7, 2022 – International Building Decarbonization, co-organized with the Hellenic Chapter, Athens, Greece
- c) Oct. 20-21, 2022 – Efficient Building Design, co-organized with the American University of Beirut and the Lebanon Chapter, Beirut, Lebanon
- d) Dec. 5-8, 2022 -- Buildings XV, co-organized with Oak Ridge National Laboratory, Clearwater Beach, Florida
- e) March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska

Topical Conferences Proposed

- a) May 2023 – Third Developing Economies Conference, Mumbai, India
- b) October 2023 – Decarbonization Conference for the Built Environment

5. Future Annual and Winter Conference Sites

- a) Winter, February 4-8, 2023 – Atlanta
- b) Annual, June 24-28, 2023 – Tampa Bay
- c) Winter, January 20-24, 2024 – Chicago
- d) Annual, June 22-26, 2024 – Indianapolis
- e) Winter, February 8-12, 2025 – Orlando
- f) Annual, June 21-25, 2025 – Phoenix

AI 2 CEC to make sure all chapters know about hosting opportunities

G. Communications Committee Report (Attachment G)

The following was reported by Ashish Rakheja, ExO, Communications.

It was moved by Ashish Rakheja

- (8) That Members Council review its updated Manual of Procedures available as Attachment A on the Communications Committee report to Members Council.

Background: Following the Winter Conference Society Rules Committee (SRC) requested committees standardize the format of their MOPs. Communications Committee reformatted its MOP to align with the recommended format received from SRC. ([Attachment A](#))

Fiscal Impact: \$0

MOTION 8 PASSED. (unanimous voice vote, chair not voting)

Communications Information Items

1. Communications Committee updated its Virtual / Hybrid meeting guidance to include additional information on hybrid meetings, specifically a checklist for hybrid meetings and an update to refer to in-person meetings using the term “in-person”. The updated document will replace the existing document on ashrae.org following the conference.
2. Communications Committee held its first hybrid Office Hours at the Toronto Conference. The Office Hour is dedicated time when the Communications Committee discusses either specific communications topics and/or has open discussion on communications questions and needs across Society. A schedule for Office Hours for 2022-2023 is forthcoming.
3. A Canva template for chapters to create logos for podcasts has been posted to the Marketing Central section of ashrae.org.
4. Additional Canva templates to allow Regions to create CRC logos will be made available following the conference.

H. Government Affairs Committee Report (Attachment H)

The following was reported by Chad Smith, Government Affairs Committee (GAC) Chair.

It was moved by Ken Fulk

- (9) That Members Council approve the revisions to the Manual of Chapter Operations to clarify the duties of the Government Affairs Committee at the Chapter level:

2.5 Government Affairs Committee

The Government Affairs Committee (GAC) is appointed by the Chapter President-Elect. The committee's Chair is expected to attend the Government Affairs Workshop at the CRC.

The duties of this committee typically include:

- D. ~~Maintaining tools~~ Knowing how to access and use tools on the Society GAC website to train and enable chapter members to effect positive interactions with government entities in their communities, especially in the use of Society documents and the advancement of the Society's public policy agenda.

BACKGROUND: The GAC Rules Subcommittee, in its meeting on June 6, 2022, discussed a proposed update to the Manual of Chapter Operations (MCO), Section 2.5, Part D. Section 2.5 of the MCO includes a list of the multiple duties of the Chapter Government Affairs Committee. Part D of this list regards the Chapter GAC's responsibility for tools and training that enable Chapter members to interact with government officials. However, the existing text of Part D implies that the Chapter GAC is responsible for maintaining these tools and training materials, but the materials are created and maintained by Society GAC. The proposed revision would clarify that the Chapter GAC's responsibility is to know how to access the tools that are available on the Society GAC website, rather than to maintain those tools themselves. A motion to advance these proposed changes to the MCO for consideration by the full GAC was approved unanimously by the GAC Rules Subcommittee in its meeting on June 6, 2022. The GAC approved these changes unanimously at its June 24, 2022 meeting (Annual Meeting).

FISCAL IMPACT: NONE.

MOTION 9 PASSED. (unanimous voice vote, chair not voting)

AI 3 Staff to update Section 2.5 of the MCO

GAC Information Items

1. Public Policy Priorities for Society Year 2022-23: The GAC approved by voice vote with no objections the Public Policy Priorities (PPPs) for Society Year 2022-23, as shown in Attachment A. (Per the Rules of the Board, Section 2.402.003.3, the “Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council.”) The PPPs were developed during the May 11 meeting of the GAC Executive Committee’s Planning Session.
2. Government Outreach Events: The GAC set a goal of 83 Government Outreach Events to be held during Society Year 2021 – 2022. The GAC has held 102 events as of June 21, 2022. The total to date includes 34 city/local events, 43 state events, 9 U.S. federal events, and 16 global events. GAC and other ASHRAE members are to be commended for this 36% increase to date in events from the previous Society Year, in which 75 events were held. It is also an increase of 23% over the GAC’s goal of 83 events for this Society Year. This is especially impressive in light of the challenges the pandemic brought to us. (See Attachment B)
3. Revisions to the GAC Manual of Procedures: During the 2022 Winter Conference, the GAC recommended that Members Council approve updates to the GAC Manual of Procedures (MOP) that would clarify the responsibility for reviewing and recommending changes to the PAOE criteria. The changes were intended to consolidate primary responsibility for PAOE criteria under the duties of the Vice Chair, with recommendations coming from the Policy and Programs Subcommittee, Member Mobilization, and Global Affairs Subcommittees. The full GAC voted unanimously on January 22, 2022 to recommend to Members Council to approve these changes. Members Council approved the changes on February 2, 2022.
4. Building Decarbonization Initiative: The GAC is delighted that its recommendation that ASHRAE produce a Position Document on Building Decarbonization is nearly completed. We expect the Position Document (PD) will be approved at the Sunday, June 26 Board Meeting, and the GAC will then update its Public Policy Issue Brief on Building Decarbonization to reflect and summarize the information in the PD. Building decarbonization is a key focus for elected officials and policy makers around the world and the GAC will continue to share ASHRAE resources on decarbonization as more materials become available.
5. Public Policy Issue Briefs – Process for Review and Approval: The GAC worked with the Technology Council to streamline the Public Policy Issue Brief (PPIB) process through revisions to the Rules of the Board. Those changes were approved by the Board of Directors at the 2022 Winter Meeting, and the GAC has implemented the changes in its PPIBs for SY22-23. This change has made the process more efficient and has clarified roles and responsibilities. The GAC will be working with Tech Council on a training so that members of the GAC and Tech Council are clear on the revised process.
6. Public Policy Issue Briefs: The GAC approved by unanimous vote nine Public Policy Issue Briefs (PPIBs) listed below (PPIBs are provided as Attachment C). Per the revised review and approval process, the PPIBs were sent to Tech Council and comments from the Document Review Subcommittee were addressed. The new PPIB, “Indoor Carbon Dioxide, Ventilation and Indoor Air Quality,” is on the ExCom Annual Meeting agenda for consideration and hopeful approval.
 - a) Indoor Carbon Dioxide, Ventilation and Indoor Air Quality
 - b) Building Energy Benchmarking, Assessments, and Performance Targets
 - c) Climate Change and the Built Environment
 - d) Consensus Standards: Expert Solutions to Meet Global Needs
 - e) Indoor Air Quality
 - f) Refrigerants and their Responsible Use
 - g) Resiliency in the Built Environment
 - h) STEM Education & Workforce
 - i) Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems

7. New MBOs for SY2022-23 were announced by the incoming GAC Chair (see Attachment D).

I. Chapter Technology Transfer Committee Report (Attachment I)

The following was reported by Mohammad Al Tassi, Chapter Technology Transfer Committee (CTTC) Chair.

It was moved by Ashish Rakheja

- (10) That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately:

- Section 11.1, ASHRAE Distinguished Lecturers Program
- Nomination form, biography/resume, and written outline/abstract of proposed presentations (s) must be received by the Society no later than December 1 of each year. The CTTC Committee will review all nominations at the Winter Meeting. Accepted nomination terms will begin upon acceptance by the nominated speaker. The term of initial appointment is two years. The option to renew appointments in two-year increments is at the discretion of the Distinguished Lecturer Program Committee Working Group and acceptance of the Distinguished Lecturer.

Background: Update to reflect the official name change of the group of CTTC members that oversee the DL Program.

Fiscal Impact: None

MOTION 10 PASSED. (unanimous voice vote, chair not voting)

CTTC Information Items

1. Distinguished Lecturer Program:
 - a) For the 2021-22 Society Year, our DL program had 192 allocated visits. The DLs used 73 allocated visits and 231 non-allocated visits, for a total of 304 total DL visits. We believe that the total number of visits is actually higher as not all virtual visits are reported. About 80% of DL visits are virtual, and travel for in-person DL visits has been optional since September 2021.
 - b) CTTC has approved a roster of 71 DLs. Five new DLs will begin two-year terms in July 2022.
 - c) The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.
 - d) Nineteen of the current 69 lecturers in the DL program from the current SY are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Malaysia, Singapore, Sri Lanka, Netherlands and the UK. DL presentations are available in 11 languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Punjab, Spanish, and Thai.
2. Our DL Diversity & Outreach Ad Hoc was formed in support of the DEO program and ASHRAE Strategic Plan. The main objectives of this ad hoc are diversity of DL offerings and demographics, as well as to increase the DL nomination outreach. This ad hoc has already made great progress since its initiation in June 2021:
 - a) A new DL systematic evaluation process has been formalized and approved by CTTC.
 - b) Ongoing review of all existing DL offerings to maximize the value of the program

3. We formed a DL Automation Ad Hoc charged with automating all DL forms for inclusion on the ASHRAE 365 app. This ad hoc is in the process of working with ASHRAE IT and Marketing to automate the DL Evaluation Form. We hope to finish testing pilot testing in the next couple of months and push out for wider testing by the fall.
4. Our Promotion Award Nominations and Technology Award Ad Hoc has streamlined the two separated Technology Award forms into one form that can be used for chapter, region, and Society submissions. We expect this to increase the number of Society-level submissions. In addition, this ad hoc will now work on how to increase nominations for the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award.

8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

a. Planning Subcommittee Report (**Attachment J**)

The following was reported by James Arnold, Planning Subcommittee Chair.

It was moved by James Arnold

(11) That Members Council ROB 2.301.001 Membership, be revised as shown below.

2.301.001 MEMBERSHIP

- C. Voting Members: Chair, Vice Chair, up to six (6) Directors or one (1) ExCom Official, and the Region Members Council Representative (RMCR) from each region. (20-07-01-05)

It was moved by Robin Bryant and seconded that Motion 11 be amended as follows:

2.301.001 MEMBERSHIP

- C. Voting Members: Chair, Vice Chair, up to six (6) Directors and the option of an additional ExCom Official, and the Region Members Council Representative (RMCR) from each region. (20-07-01-05)

MOTION (TO AMEND) PASSED. (unanimous voice vote, chair not voting)

(11A) 2.301.001 MEMBERSHIP

- C. Voting Members: Chair, Vice Chair, up to six (6) Directors and the option of an additional ExCom Official, and the Region Members Council Representative (RMCR) from each region. (20-07-01-05)

AMENDED MOTION 11A PASSED. (unanimous voice vote, chair not voting)

It was moved by James Arnold

(12) That Members Council ROB 2.301.002.2 Regions, Chapters, Sections and Branches, be revised as shown below.

2.301.002.2 REGIONS, CHAPTERS, SECTIONS AND BRANCHES

- A. This council ~~makes recommendations to the Board of Directors concerning~~ governs the policies, procedures and operations of the Society and its regions, chapters, sections and branches. (SBL 6.5)

MOTION 12 PASSED. (unanimous voice vote, chair not voting)

It was moved by James Arnold

(13) That Members Council ROB 2.301.002.4 Regional Executive Committee, be revised as shown below.

2.301.002.4 REGIONAL EXECUTIVE COMMITTEE

- A. The Regional Executive Committee consists of the Regional Chair, the Regional Vice Chairs, the Sub-Region Chairs, the Regional Historian, the Regional Treasurer, the Region

Members Council Representative, the Regional Nominating Committee Member and Alternate, the CRC General Chair, ~~and the~~ Assistant Regional Chairs and the Assistant Regional Vice Chairs.

- B. The Society will provide transportation cost for ~~up to 12~~ approved members for one Regional Planning Meeting per Society year for the committee members as described in A). One other member of the committee may receive transportation costs, if named by the DRC, who shall advise the Society of the 12th member (his or her name) and the reason for being included. At the Regional Chair's option, the committee may be expanded to include other members such as he may direct; however, transportation cost will not be provided for these optional members.

MOTION 13 WITHDRAWN.

It was moved by James Arnold

- (14) That Members Council ROB 2.301.005 Manuals and Procedures, be revised as shown below.

2.301.005 MANUALS AND PROCEDURES

This council is responsible for reviewing, recommending changes and interpreting the following:

- A. ~~RAL Sub-Region Chair Qualifications and Responsibilities~~ Manual of Chapter Operations
- B. Fees, Dues and Privileges
- C. Criteria for Formation of a New ASHRAE Region
- D. Criteria for the Formation of a New Chapter
- E. Chapter Technical Publications
- F. Chapter and student branch constitutions and bylaws
- G. Manual for Conducting a Chapters Regional Conference
- H. Region Operations Manual

MOTION 14 PASSED. (unanimous voice vote, chair not voting)

PLANNING SUBCOMMITTEE INFORMATION ITEMS:

1. The Planning Subcommittee selected a candidate for the John F. James International Award
2. Presidential Visits

The motion below was referred to the Society Executive Committee for consideration.

Region-At-Large (ASHRAE Falcon Chapter) – Motion 11 (11/4/2021):

- A. That MOP B1.8 rules require a visit to each RAL chapter once every five years by one of the society officers. This should be followed and recorded.

ExCom's response during their meeting in Las Vegas: ExCom felt that visits to all ASHRAE Chapters should be prioritized, consistently managed, and tracked. To that end, ExCom plans to expand the referred motion to apply to all Chapters in ASHRAE.

The President and President-Elect will work together to review historical records of Chapter visits to prioritize visits each year and will continue to track visits as part of ExCom's annual planning process.

Excerpt from Members Council MOP:

SECTION B RESPONSIBILITIES OF THE COUNCIL CHAIR AND VICE CHAIR

B1.8 Ensure that Region-At-Large Chapters are scheduled a chapter visit a minimum of once every five-year period by a Society Officer or member as designated by the Society President to promote contact between the Society and Chapter members. (00 02 06 11/02 01013 28)

AI 4: Planning Subcommittee to revise the Members Council MOP to reference visiting each ASHRAE chapter, not only those in the Region-At-Large, once every five years.

b. Region Operations Subcommittee Report (**Attachment K**)

The following was reported by Eric Sturm, Region Operations Subcommittee Chair.

It was moved by Eric Sturm

- (15) That Section 11.1 Qualifications for New Chapters or Sections from the Manual for Chapter Operations be revised as shown below

Formation of a new chapter: May be authorized upon approval by Members Council of a written petition of a minimum of 40 Members and Associates in good standing of the Society, and the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for chapters, which have been approved by Members Council following a minimum of two years of operation as an ASHRAE Section in good standing.

Background: Action Item 44 (11/21): Manual Subcommittee to revise the Manual for Chapter Operations (MCO) as indicated in Motion 26 (11/4/2021), and modify the requirements for the formation of a new chapter as stated in Section 11.1 of the MCO so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a chapter. (**Complete**)

Fiscal Impact: None.

MOTION 15 PASSED. (unanimous voice vote, chair not voting)

AI 5: Staff to update Section 11.1 of the MCO

It was moved by Eric Sturm

- (16) That Appendix 4C as shown below be added as a new appendix to the Manual for Chapter Operations.

Appendix 4C: Chapter Sponsorship Guidelines and Suggestions

The following guidelines may help a chapter properly solicit sponsorships.

- A. Chapters may solicit and receive money for the following:
1. Research Promotion
 2. Dues
 3. Awards
 4. Endowed scholarships
 5. CRC events
 6. Others as approved by Society
- B. Consider forming a chapter sponsorship committee. Their duties may include:
1. Develop sponsors' packages
 2. Soliciting and managing sponsors
 3. Establish methods and modes and payments
- C. Some chapters use product shows to encourage attendance and find a meeting sponsor. Refer to chapter 5.8.A for proper guidelines.
- D. Consider offering a "bundle" to prospective chapter sponsors that cover all chapter activities for the society year including meeting sponsorships, golf sponsorships, YEA events, chapter roster, etc.

- E. Avoid all perceptions of “Pay to Play,” this includes but is not limited to:
 - 1. Product shows exhibitors may not address the chapter during the business meeting.
 - 2. Speakers should not be obtained via a sponsorship solicitation.
 - 3. Funding and sponsorships should not be considered while determining chapter leadership roles.
- F. Advertising in any chapter publication or website must comply with Society policy.
- G. Plan and solicit sponsorships early. Sponsorship levels, benefits and costs should be clear and consistent. Charges for each level of sponsorships should be the same to each potential sponsor.

Background: Action Item 8 (2/21): To revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made from their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made.

(Complete)

Appendix 4C has been created to consolidate the various statements within the MCO into one area and add best practices. Action Item for Staff to send this as an information to ExCom

Fiscal Impact: None.

MOTION 16 PASSED. (unanimous voice vote, chair not voting)

AI 6: Staff to add Appendix 4C to the MCO

It was moved by Eric Sturm

- (17) That Section 4.7 Fund-Raising Activities, Section 5.8.A. Product Shows, and Section 6.4.F Chapter Roster of Industry Representatives from the Manual for Chapter Operations be revised as shown below.

4.7 Fund-Raising Activities

Chapters can solicit and receive monies for dues, research promotion, awards, endowed scholarships, CRC events and chapter operations others as approved by Society.

Appendix 4C offers fund-raising guidelines and suggestions.

5.8 Product Shows (excerpt from MCO)

- No time shall be provided on the program for product discussion.
- A disclaimer will be posted adjacent to the display area and listed in any published announcements.
- Product Show presenters shall not address the membership at the business meeting.
- Review Appendix 4C for other guidelines and suggestions.

6.4 Chapter Roster of Industry Representatives

D. Final copy must be supplied to both the DRC and Society Headquarters.

E. Charge for listing under “Agents and Manufacturers” must be the same for each listing.

F. Review Appendix 4C for guidelines and suggestions.

Background: This is part of Action Item 8 (2/21) as shown above in Motion 2 and is added to the sections as best practices.

Fiscal Impact: None.

MOTION 17 PASSED. (unanimous voice vote, chair not voting)

AI 7: Staff to update Sections 4.7, 5.8A, and 6.4F of the MCO

It was moved by Eric Sturm

- (18) That consent motions a. through c. be approved

- a. That Section A, Chapters Regional Conference Organization, Conference Arrangement Committee, Accommodations Chair be revised as shown below.

Section A – Conference Arrangement Committee

- Accommodations Chair

To enhance cooperation and coordination with the hotel staff, one person should be responsible for all contact with ~~the hotel management. ASHRAE staff can assist the region by reviewing hotel contracts. Send to email to meetings@ashrae.org HelmsBriscoe for site selection, contract and the hotel's Event Service Manager for conference coordination. To get started, fill out the **ASHRAE CRC New Meeting Request Form** which can be found at <https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences> on the CRC web page and submit to Susan Francois with HelmsBriscoe (see contact info below).~~

Susan Francois

Manager, Global Accounts

HelmsBriscoe

813.679.8316

sfrancois@helmsbriscoe.com

Review document, "THE PROCESS...working with HelmsBriscoe – ASHRAE," also found at <https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences>, on the CRC web page to understand the services that HelmsBriscoe provides at the start of planning for your CRC.

- b. That Section C – Accommodations and Fun, Headquarters Hotel, of the CRC Manual be revised as shown below.

The headquarters hotel should be selected on the basis of adequate facilities, affordable guest rooms and appropriately-sized meeting rooms for technical and business sessions. The selection of the location, hotel and activities should be determined by both the DRC and the CRC Committee to make sure that the cost to the attendees is reasonable.

~~All contracts with hotels should be reviewed by ASHRAE staff (meetings@ashrae.org) prior to signing the contract. See in **Appendix CA** "Hotel Negotiating" for additional information. HelmsBriscoe will work with the Host Chapter General Chair (or other host chapter designee) to research and select a hotel. Once the hotel is selected, HelmsBriscoe will manage the contract negotiations on behalf of the host chapter. Once final negotiations are made, HelmsBriscoe will send the contract to the Host Chapter General Chair for signature. Once the contract is signed, the Host Chapter will work directly with the contract hotel to start planning the details of the conference. See "THE PROCESS...working with HelmsBriscoe – ASHRAE," at <https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences>, for additional information.~~

Complimentary rooms supplied by the hotel as part of the contract concessions should be assigned to the CRC General Chair and DRC.

- c. That Appendix CA, Hotel Negotiating, of the CRC Manual be revised as shown below.

~~Hotel Negotiating~~

~~1. EVERYTHING IS NEGOTIABLE.~~

~~2. AFTER AGREEMENT, GET IT IN WRITING.~~

~~3. OBTAIN DRC APPROVAL PRIOR TO SIGNING.~~

~~4. HAVE CONTRACT REVIEWED BY ASHRAE STAFF (MANAGER OF CONFERENCE SERVICES meetings@ashrae.org) PRIOR TO SIGNING.~~

Society Support

~~ASHRAE Meetings Staff would be happy to review your AV proposal and offer feedback if applicable, similar to hotel contracts. Contact meetings@ashrae.org if you would like your proposal reviewed. Please allow 3 business days for review.~~

Background: The Meetings Team will no longer review hotel contracts for the CRCs. ASHRAE has found a completely reliable and free service for the chapters to use. Use of this service will take a lot of the burden off the chapters and will ensure they get the best hotel service and contract deal possible. The company as shown in **Attachment B** does all the leg work. The attached document and form provides all the details and will be posted on the website on the CRC and MCO web pages following the Toronto meeting. ASHRAE Staff will present this information to the DRCs and RMCRs during their forum on Friday, June 24.

Fiscal Impact: None to the Society, Regions or chapters. This service is completely free.

MOTION 18 PASSED. (unanimous voice vote, chair not voting)

AI 8: Staff to update CRC Manual

REGION OPERATIONS INFORMATION ITEMS:

A. Acronym Changes to be made to MCO

AI 9: Staff to update MCO. References in MCO for DIA – Diversity in ASHRAE to be changed to DEI - Diversity, Equity, & Inclusion

B. Due to unexpected delays, the Manual Subcommittee could not get to Action Item 17 in enough time for the Toronto meeting. We respectfully pass this item to the subcommittee for next year.

Action Item 17: To review the process for legal support section in the MCO and determine if language should be added to the manual concerning legal guidance, including avoiding email chatter.

C. Discussion on Struggling Chapters

Excerpted email notes from Farooq Mehboob: There are several chapters in the RAL and I'm sure there are others where the membership is either significantly below the required number and in some cases even below the requirement for sections. Please reach out to the chair of Region Operations Subcommittee and request that they come up with a recommendation on the situation for discussion at our next meeting, the recommendation should consider whether we should move chapters below a certain threshold of membership into sections or consider disbanding those chapters which do not have even sufficient members for being sections. I expect some thought is given to the costs to ASHRAE.

The issue of struggling chapters which I asked you to refer to Region Operations Subcommittee relates to all our regions not specifically RAL. I hope that's clear to the subcommittee and we expect a discussion on their recommendations in Toronto. All the data will need to be accessible to the subcommittee.

Attachment A includes Section 11.9, Guidelines for Identification of Struggling Chapters and Appendix 11G, Chapter Health Assessment Checklist from the Manual for Chapter Operations, the Region Paid/Unpaid report as of June 15, 2022 (also known as area assigned member numbers).

RESPONSE

The Subcommittee appreciates Farooq's asking us to discuss this important topic. The discussion was energetic and wide-ranging. The Committee recommends focusing efforts on identifying and helping weak or failing Chapters before membership drops below minimum numbers.

RECOMMENDATIONS

1. That the Regions and Members Council evaluate the strength of each new proposed Chapter to avoid the creation of Chapters that are unlikely to succeed. A recent change is to require a proposed Chapter to have been a successful Section before petitioning to become a Chapter. Regional leadership – including DRCs, RMCRs, and MP RVCs – should monitor the impact of this requirement on Chapter success trends within their Regions. The impact of “splitting” a successful Chapter should be considered.
2. That DRCs, RMCRs, and RVCs implement tools available in MCO Section 11.9, Guidelines for Identification of Struggling Chapters and Appendix 11G, Chapter Health Assessment Checklist. Depending on the Chapter and/or Region, these tools can be used
 - as a method to check a Chapter's health and compared with others in the Region
 - once a year or as an ongoing measurement to detect trends
 - for planning which Chapters to visit that Society Year
 - for evaluating improvements in Chapter operations, year over year
3. That DRCs, RMCRs, and RVCs provide and receive training on how to identify and help a struggling Chapter. Each situation will be unique and so require unique solutions. Some examples of ways to help a struggling Chapter include
 - Creating a Regional opportunity fund by earmarking \$1 (or other amount) from each member's Chapter dues for that purpose; these funds may be used to offset the costs of regional leadership travel to struggling chapters
 - Setting up a “partner” relationship between a strong Chapter and a weaker one, either within a Region or across Regions; where appropriate, leaders can attend each other's BOG meetings. Sister Chapter Program, which is currently in place, can be utilized for this action
 - Making personalized outreach efforts – not only once, but ongoing
 - Ensuring Chapters know what resources are available to help strengthen their operations and member engagement
 - Encouraging Chapters to ask for help before they are in crisis
4. That if, after multiple attempts, a Chapter cannot be rescued the Region follow existing procedures in the Manual for Chapter Operations for dissolving a Chapter. When appropriate, create a Section to keep a core group of members engaged. Because Sections have fewer, less burdensome requirements, creating a Section will allow the local members – with Regional support – to rebuild their strength so they can return as a Chapter later without losing the “ASHRAE connection.”

AI 10: Staff to send out Struggling Chapter document to DRCs

9. MEMBERS COUNCIL MBO UPDATES (Attachment L)**a. MBO 1 – Membership Development Task Group (Scoggins and Macauley)**

Analyze Membership trends statistics with respect to industry classification, membership grades, regions, demographics etc. Review value proposition of ASHRAE membership and products and services. Based on the analysis recommend actions and a plan to reinvigorate membership growth. **(Open)**

b. MBO 2 – Planning Subcommittee (Arnold)

Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval. **(Open)**

c. MBO 3 – Region Operations Subcommittee (Sturm)

Analyze the motions review and resolution process from inception to resolution and recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC. **(Complete)**

The document titled "CRC Motion Review Process," was approved by Members Council during the Las Vegas meeting in February and shared with the Board of Directors as an information item. Beginning with the 2022 spring CRC motions, the process was implemented.

d. MBO 4 – Planning Subcommittee (Crowther/Arnold/Craddock)

Develop a training presentation on LEAN processes based on the work of the Society Transformation ad hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters. **(Complete)**

e. MBO 5 – Region Operations Subcommittee (Knight/Sturm)

Develop financial training presentation modules along with Finance Committee (FC) Planning Subcommittee to include (i) Budgeting and Budget process; (ii) Financial Management and FC and Board oversight guidelines, limits of authority and monitoring; (iii) How to read ASHRAE financial statements; and (iv) Staff roles and responsibilities. **(Complete)**

Note from Dennis Knight: A training plan was developed and completed for MBO 5. I was going to have as one of my Finance Committee MBOs for next year, to review the training modules that were just presented to the Board and Members Council and modify them as needed to meet the training plan that we have completed. MBO 5 could be marked as ongoing if it stays as written.

10. OLD BUSINESS

- A. Status of Referrals from Members Council to Other Councils **(Attachment M)**
- B. Review of Carryover Action Items **(Attachment N)**
- C. CRC Schedule **(Attachment O)**

11. OTHER BUSINESS

- a. MP Training for RAL at RAL CRC

Background: Chapter MP chairs at RAL cannot attend the MP centralized training as it is challenging and sometimes impossible to get a visa to Canada or USA. Unfortunately, MP chairs

are not getting the proper training required for promoting ASHRAE membership in our region. RAL CRC is the best choice to get this training done. The country and location of the RAL CRCs are carefully selected so that all of the chapter MP chairs can travel and attend the training. RAL would require one trainer to be sent to the RAL CRC to assist the RVC-MP in training.

Fiscal Impact: Positive savings of allocated travel cost as traveling within the RAL countries would be cheaper than traveling to the USA.

MOTION Passed. (unanimous voice vote, chair not voting)

- b. Presentation: Certificates of Appreciation
- c. Passing of Gavel to Ginger Scoggins

12. NEW BUSINESS

- A. 2022-23 Members Council Subcommittee Appointments (**Attachment P**)
- B. Members Council 2022-23 Draft MBOs (**Attachment Q**)
- C. Members Council 2022 Fall Meeting – ASHRAE Headquarters
 - September 30-October 1, 2022

13. ADJOURNMENT

Ginger Scoggins adjourned the Members Council Meeting at 12:00 pm.

Attachments:

- A** Membership Promotion Committee Report
- B** Young Engineers in ASHRAE Committee Report
- C** RP Committee Report
- D** Honors and Awards Committee Report
- E** Student Activities Committee Report
- F** Conferences and Expositions Committee Report
- G** Communications Committee Report
- H** Government Affairs Committee Report
- I** Chapter Technology Transfer Committee Report
- J** Planning Subcommittee
- K** Region Operations Subcommittee
- L** Status of Members Council 2021-2022 MBOs
- M** Status of Referrals from Members Council
- N** Review of Action Items
- O** CRC Schedules
- P** 2022-2023 Members Council Subcommittee Appointments
- Q** 2022-2023 Members Council Draft MBOs

MCO Updates

Section	Update
2.22	Diversity, Equity, and Inclusion
AI 9	References in MCO for DIA – Diversity in ASHRAE changed to DEI - Diversity, Equity, & Inclusion
2.5 D	Government Affairs Committee
AI 3	D. Maintaining tools <u>Knowing how to access and use tools on the Society GAC website</u> to train and enable chapter members to effect positive interactions with government entities in their communities, especially in the use of Society documents and the advancement of the Society's public policy agenda.
4	Finances
AI 6	Add New Appendix 4C
4.6.1	Chapter Event Insurance
	Update insurance contact information
4.7	Fund-Raising Activities
AI 7	Chapters can solicit and receive monies for dues, research promotion, awards, endowed scholarships, CRC events and chapter operations <u>others as approved by Society</u> .
5.8 A	Chapter Programs
AI 7	- No time shall be provided on the program for product discussion. - A disclaimer will be posted adjacent to the display area and listed in any published announcements. - Product Show presenters shall not address the membership at the business meeting. <u>Review Appendix 4C for other guidelines and suggestions.</u>
6.4 F	Chapter Roster of Industry Representatives
AI 7	D. Final copy must be supplied to both the DRC and Society Headquarters. E. Charge for listing under "Agents and Manufacturers" must be the same for each listing. <u>F. Review Appendix 4C for guidelines and suggestions.</u>
11.1	Qualifications for New Chapters or Sections
AI 5	Formation of a new chapter: May be authorized upon approval by Members Council of a written petition of a minimum of 40 Members and Associates in good standing of the Society, and the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for chapters, which have been approved by Members Council <u>following a minimum of two years of operation as an ASHRAE Section in good standing.</u>

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of Saturday, June 25, 2022, Toronto

Members

Jonathan Smith, Chair
 Genevieve Lussier, 1st Vice Chair
 Daniel Chudecke, 2nd Vice Chair
 Jason Urso
 Frank Mesicek
 Robert Druga
 Timothy Cannon
 Julia Timberman
 Fiona McCarthy
 Stephen Grant
 Cecilia Garay **Absent**
 Estaban Baccini
 Nicolas Rosner
 Louise McKenzie

Members

Sam Hui
 Alkis Triantafyllopoulos
 Nitin Naik
 Daniel Russell

Incoming Members
 Chonghui Liu R1
 Jake Taylor R5
 Ron McCarthy R8
 Mark N Penchoff R9
 Greg Jernstrom R11 **Absent**

Staff

Daniel Gurley, Staff Liaison
 Anne Wilson, Staff Liaison

Guest

Ritchie Mittel
 Krishnan V
 Bryan Holcomb
 Mark Miller
 Anuj Gupta
 Jason Alphonso
 Jim Arnold
 Develekola Nicoletta
 Doulos Lampros
 Dimitris Charalambopoulos
 George Pantelidis

Motion Number: 1

Moved By: Membership Promotion Committee

For a payment plan to be implemented for Society and Chapter dues.

Background: Society and Chapter dues are increasing to the point that the combination is a significant amount to be paid at one time. This predominately affects people early in their career and those that are in a lower income situation. We believe this program would increase membership of young engineers and would support ASHRAE's DEI initiative.

A payment plan can increase the "transaction" costs of membership, but those costs could be passed along with the increased cost/fee of using a payment plan. Almost like a "discount" for paying in full.

We discussed whether this should be a monthly payment plan or a 3 or 4-month consecutive payment plan. Each version has merits, to be consistent with the "rest of the world", we suggest a monthly payment plan. However, we recognize there are other factors we may not be aware of that could affect the decision to have monthly payments or a 3 or 4 month plan so we leave this to the discretion of Society.

Additionally, ASHRAE will face challenges associated with when/how a delinquent member loses the benefits if one or more payments are not received. (Also, we recognize that some members might try to "game" the system and get the benefits without fully paying). This is a risk, but a majority of the committee believe the positives outweigh the risks. If all benefits are transitioned to systems that allow the benefits to be easily turned off. The risk is mitigated.

Fiscal Impact: The costs

- Costs associated with programming the "shopping cart" for a payment plan
- Potentially cost from a 3rd party for processing periodic payments

The benefits

- Increased revenue from additional membership

Vote: 11-1-3, 2 absent, CNV, Motion Passes

Motion Number: 2

Moved By: Membership Promotion Committee

Provide members the ability to select multiple chapters during registration and pay all associated dues.

Background: Allowing a Society member to join multiple chapters would have a positive impact to the chapters. Many businesses and employees of those businesses work in areas with multiple chapters. This change allows a Society member to join multiple chapters to provide financial support, get added to the “list serv”, and become involved with those chapters other than just being an occasional visitor. Several parts of the US have small chapters in-proximity. This change would help these chapters draw financial support and manpower from those members working in the chapter territory.

Adding this to the registration/renewal process is a convenience to the member.

Since several chapters use the Society registration process to manage chapter membership, they no longer have processes and procedures to track membership.

We recognize that there will need to be a “primary” chapter for the Area Assigned Member allocation to chapters and other chapters memberships will need to be “secondary”.

Fiscal Impact: The costs

- Costs associated with programming the website.

The benefit

- Increased revenue to chapters and potentially increased revenue to RP as the chapter’s finances get solidified and budgetary surplus can be redirected to support RP.

Vote: 9-3-3, 2 absent, CNV

Referred Motions:

Illinois Chapter - CRC Motion 1

Motion: That ASHRAE Society automatically initiate the upgrade from Associate grade to Member grade based upon the Associate updating their ASHRAE Biography information.

Background: Many region and society positions require ASHRAE members to achieve Member grade as opposed to Associate grade membership. To advance from Associate member to Member requires the member to send a separate email to ASHRAE staff to initiate consideration. Often candidates for positions are not aware that they have to initiate the upgrade to Member grade despite meeting the requirements and having an up to date ASHRAE Biography. By automating the process this alleviates confusion during nominating about otherwise viable candidates and ensures that all members are recognized for their qualifying experience. The upgrade to Life Membership is already automatically calculated and initiated by ASHRAE in this way. ASHRAE staff has noted that the 12-year election date is simple to calculate, however those needing to look at education, job history and license, have to be manually reviewed with current systems.

Fiscal Impact: Neutral – cost increase to update website, cost reduction via time saved by ASHRAE staff going forward.

Staff Liaison Notes: Due to the open-ended responses of many of the fields in the bio, and various ways members put dates into the system, the database can not read and understand these responses in order to vet if they meet the required 12 points needed to advance. These must be manually reviewed. Also, this removes another opportunity for Chapter MP Chairs to develop a dialogue with their membership and get to know their membership.

Vote from MP Committee: 3-9-0, 3 absent, CNV Motion Failed

Response: System is not truly automatic. There is a manual process involved.

Monterrey Chapter - CRC Motion 8

Motion: That the term “Delinquent Members” be revised for our members who have outstanding dues payments to “Past Dues Members.”

Background: After two years of the pandemic, now more than ever it is important for us to be supportive of our fellow volunteers who have outstanding dues payments. We propose that the term “Delinquent” be replaced with “Past Dues Members” or “Interim Members” due to the connotation of criminality associated with the term “delinquent.” This may motivate our volunteers to reestablish their membership rights and privileges.

Fiscal Impact: Man-hours to update society documents that mention “Delinquent Members.” Financial Positive Impact: members more willing to reestablish their membership status.

Staff Liaison Notes: We can use whatever term is decided on, but it doesn’t change the fact that they have not paid their membership and are past due. Chapter MP Chairs are welcome to change the marketing they use to whatever term they like (unpaid, past due, etc.), but to 80% of the membership, delinquent means you haven’t paid your dues prior to your expiration date. To make this change across Society would require much work and possibly amendments to the Bylaws and changes to the Rules of the Board since this term is used across all Society documents, policies, and regulations.

Membership Promotion Committee Vote: 0-12-0, 3 absent, CNV

Response: Marketing items can be changed internally by staff to remove this particular phase and replace with past due or member not in good standing.

Information Items to report to Members Council:

- Implemented bulk member discount of 5 new members from a company get 10% off membership.
- Implemented new benefit to new Full Dues Paying Members to attend one conference for free within 2 years of joining.
- Retention and Recruitment brainstorm session; will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Hardship complimentary memberships is at 156 participants but has fallen drastically. None have been requested in the last few months.
- Full Dues Paying members, not including delinquents, is up 2,661 since July.

Additional Information Items:

1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2021	51,549	42,504	4,141	3,207	1,638
2022	51,713	43,034	3,474	4,036	1,169

The developing economies membership program is in its 15th year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2022, there were a total of 2,545 (includes all new grades that were added) members participating.

Review of the new member survey, reminder of making sure new members feel included and engaged.

Boomerang award is doing well, working to get a report to easily track progress throughout the year.

2. Chapter Chair Training & Development:

- MP hosted an in person Centralized Training in Toronto with 42 registered. This was under the Annual Meeting contract, no standalone contract required for the first time. This was due to the uncertainty of travel/covid restrictions when discussed in January 2022. Also will host a virtual option for those that could not attend in person.

ATTACHMENT A

- b) The Virtual Centralized Training was scheduled at a time convenient for Regions 13, 14 and At Large to ensure as many trained as possible.
 - c) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.
3. Recruitment:
- a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
 - b) Put forth multiple ideas to increase membership joins.
 - c) Ideas to get employers to support dues payments.
 - d) Assist with implementation of new bulk member discount.
 - e) Assist with implementation of new comp meeting registration for new full dues paying members.
4. Member Communication:
- a) Changing name to Communications/DEI
 - b) Working with the BOD Diversity and Inclusion group.
 - c) Develop talking points for DRCs and regional leaders to provide thoughts and ideas for them to share with their chapters and how those chairs can start.
 - d) Researching new program to provide 10-minute talks to regional/chapter leaders to ensure programs are inclusive for all.

ATTACHMENT B

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE

Report to Members Council
From Meeting of June 25, 2022

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Shona O Dea, Chair	Kimberly Pierson, Region IV RVC	Jake Lenahan, Incoming CIBSE Liasion	Jeanette McCray, Staff Liasion
Madison Schultz, Sr. Vice Chair	Paul Fernandez, Incoming Region V RVC	Keiron Nanan, Incoming Region XII	Emily Porcari, Manager St. & local Gov't
Branislav Cvijetinovic (Baki), Jr. Vice Chair	Farooq Mehboob, Coordinating Officer	Chak Mou Lam, Incoming Region XIII	Matthew Young, Manager Fed. Gov't
Elizabeth Jedrlinic, Region I RVC	Zachary Alderman, P.E., Region V RVC	Menatalla Ahmed Alaaeldin Mohamed, Inc. Member-at-Large	
Alekha Kaianathbhatta, Region II RVC		Justin Prosser	
Carrie Anne Monplaisir, Region III RVC		Luiz Piccoli, Jr., Leadership U	
Mallory Schaus, Region VI RVC		Marie VanderVliet, Incoming Region IX RVC	
Robert C Hangen, Region VII RVC		Adrianne Mitani, LeaDRS Reg. II	
Marisa Rae Kamstra, Region VIII RVC		Hanna "John" Daher, YCC-Lehigh Valley	
Jessica J Errett, Region IX RVC		Stephen Wren-RP Co-Chair	
Elise Kiland, Region X RVC		Conor Deane, YCC-Ireland	
Cailin MacPherson, Region XI RVC		Alex Frant, Ireland Chapter Member	
Bruno Cerqueira Martinez, Region XII RVC		Niss Feiner	
Joshua Vasudevan, Region XIV RVC		Bryan Holcomb-Region IV RMCR	
Kokzen Law, Region XIII RVC		Devin Abellon, DRC Region X	
Eman Mamdouh Abu Taleb, Region XIII RVC		Juliana Pellegrini, LeaDRS Reg. XII	
Drew Samuels, Member-at-Large		Prof. Mohoo Eltekhari, RVC CTTC	
Christopher Kriebs, Members-at-Large		Nitin Naik, RVC MP	
Munis Hameed, CIBSE Liasion		Anuj Gupta	
Ronald Gagnon, BOD Ex-O		Amr Suliman, SA UK-Midlands	
		Rupesh Iyengar, CEC Member	
		Conor Murray, Chapter Pres. Ireland	
		Sorath Lyern	

Summary of Activities

- YEA membership increased from 9712 to 10,089. Goal was to increase YEA membership 10% to 10,683.
- YEA has held two successful events:
 - Spring 2022 YLW 1.0 was held March 25-27, 2022 in Atlanta, GA with 20 attendees.
 - YLW 2.0 Spring 2022 was held April 22-24, 2022 in Lake Tahoe, NV with 13 attendees.
- YEA has continued to increase digital presence by continuing to create content for the YEA Instagram and YEA Twitter account in addition to continuing to develop short videos to post on ASHRAE social media about various ASHRAE and YEA topics and events.
- YEA has developed a new relationship with AIA/YAF
- YEA is continuing to reach out to TCs and work on marketing materials to help encourage more YEA involvement.
- Upcoming YEA Events
 - YEA Leadership International (YLI) will be held in Kuala Lumpur, Malaysia on October 27-30, 2022. Registration will open Thursday, June 30th, 2022.
 - Fall 2022 YEA Leadership Weekend (YLW) be held in Vancouver, Canada on November 4-6, 2022. Registration will open Tuesday, July 5th, 2022.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment B are the 2021-2022 YEA MBOs

Attachment C are the 2022-2023 YEA MBOs

Attachment A

Information Items

1. Professional Development Subcommittee:
 - a. SmartStart Marketing Materials
 - i. A presentation, flyer and Video script has been completed by the subcommittee for SA
 - b. Social Media
 - i. YEA now has a Social Media Calendar that will help with social media posting on YEA
 - ii. Started the year with 167 followers on YEA Instagram and we are up to almost 500 followers
 - iii. Assign a person from each subcommittee to send content to post
 - iv. Each RVC will make a video to posts
 - c. Technical Committee
 - i. YEA is continuing to create ways of reaching out to TCs and encouraging the use of social media to bring more YEA involvement to TCs
 - ii. Currently only about 6% of YEA members participate in TCs
 - d. Awards Update
 - i. YEA Developing Leader Award
 1. Nominations will open July 2022
 - ii. YEA Individual Award of Excellence
 1. Was presented to Eleazar Rivera (Outreach) and Kajen Ethirvrrtsdingham (Personal)
 - iii. Due to decreasing award nominations and scholarship applications, YEA is currently working on an automated template that will notify eligible YEA members about awards and scholarships they can apply for.
 1. Pilot Project:
 - a. Leadership U
 - b. Developing Leader Award
 2. Next Steps:
 - a. Create a work group to coordinate with Society IT
 - b. Revise the minimum requirements for the awards
 - c. Deploy the pilot program
2. Personal Development Subcommittee:
 - a. YEA Webinars
 - i. All YEA webinars are posted on the YEA Resource page on the ASHRAE website.
 - ii. Plan to host new webinars about twice a year
 - iii. Target start dates in early September
 - b. YEA Leadership Weekends (1.0 & 2.0)
 - i. YLW 1.0 Spring 2022 was held March 25-27, 2022 in Atlanta, GA, this event was successful with 20 attendees and was facilitated by Ralph Kison
 - ii. YLW 2.0 Spring 2022 was held April 22-24, 2022 in Lake Tahoe, NV, the event was successful with 13 attendees and facilitated by Ralph Kison
 - c. Future YEA Leadership Weekends
 - i. Fall 2022 YLW 1.0 will be held in Vancouver, Canada, November 4-6, 2022. Registration will open on July 5th, 2022.
 - d. Succession Plan for Ralph and YLWs
 - i. Start to look for replacement facilitators for Ralph Kison
 - ii. Society wants to explore options to expand YLW to include not just YEA members
 - e. Conference Crash Course
 - i. Was added to the Annual Conference for the first time
 - f. Mentoring Program
 - i. Looking for ways to improve the current mentor-mentee program
 - ii. Revamp the current program by starting a committee that will include volunteers for MP, SA, DRCs and other committees
 - iii. Create a motion to get multiple committees involved to create a society wide mentor-mentee program
 - iv. Create an ad hoc
 - v. Slack Group/Program may be an option to bring to the Winter Conference in Atlanta 2023
 - vi. Will start to work on a motion to bring to the Winter Conference in Atlanta 2023

ATTACHMENT B

3. Outreach Development Subcommittee:

- a. YEA Leadership International
 - i. YLI Malaysia 2022 is booked Oct 27-30,
 - ii. Registration will be \$400
 - iii. Tricia Evans will be facilitating
 - iv. Host Committee will be set up in the next week
- b. CIBSE Update
 - i. Munis Hameed is rolling off
 - ii. Jake Lenahan will be taking his place as the new CIBSE Liaison
 - iii. Explore financial responsibilities for the YEN Chair to be able to attend YLI
- c. Partnership with Allied Organizations
 - i. Carrie Anne has met with AIA and YAF
 - ii. Carrie Anne plans to attend the AIA Meeting in July
 - iii. AIA/YAF will have a Summit in August that ASHRAE YEA Members may attend
 - iv. Will look into inviting AIA/YAF members to YLW/YLI events
- d. YEA Awards Self-Nomination Amendment
 - i. Focus in on the YEA Individual Award of Excellence for each of the subcommittee awards
 - ii. Look at amending the wording of the award description

ATTACHMENT B

Attachment B

YEA MBOs 2021-2022

Item #	MBO	Assigned To	Date Due	Comments	Status
1	Increase YEA membership by 10% (9712 to 10,683)	YEA Committee	6/30/2022	Continue to grow the YEA demographic and encourage involvement	As of 6/22/2022: 10,089
2	Increase number of YEA members participating on TCs by 15% (584 to 651)	Professional Development Subcommittee	6/30/2022	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quarterly basis.	As of 6/22/2022: 578
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2021 to 9/30/2022	To encourage all YEA members to donate, the committee wants to lead by example	COMPLETE
4	Implement plan to promote educational resources for international YEA members	Outreach Development Subcommittee	6/30/2022	Provide educational resources for international YEA members who might not be able to attend existing YEA programs in the form of a 1-page document. Explore modern ways of sharing deliverables and share back options with YEA committee.	ONGOING/WILL REVAMP FOR 22-23
5	Chapter/Member Outreach	YEA Committee	6/30/2022	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quarterly cadence minimum. RVC's to confirm the cadence and format of communication with YCC's at the start of their term.	ONGOING
6	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.	Received Sign-In sheets from Regions: I, III, IV, IX, X, XII, and XIII
7	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2022	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship.	COMPLETE

ATTACHMENT B

8	Develop a plan for a mentorship program	Personal Development Subcommittee	6/30/2022	Create a database of available mentors and mentees, and a plan to connect both.	ONGOING
9	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2022	Collaborate with three (3) allied industries. Invite each to at least 1 YEA/ASHRAE event withing the 2021-2022 Society Year. Define how ASHRAE can participate at local and society events if applicable or appropriate based on the MOU, in order for fully integrate into their groups. Continue to Identify new liaisons for the YEA Committee	MAINTAIN ONGOING RELATIONSHIP WITH CIBSE. CONTINUING TO DEVELOP RELATIONSHIP WITH AIA-YAF
10	Publish Social Media Plan	Professional Development Subcommittee	1/14/2022	Document Release via Basecamp	COMPLETE
11	Implement Social Media Plan	Professional Development Subcommittee	6/30/2022	Increase Instagram followers by 500% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee content generation.	ONGOING
12	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2022	Make sure there is cross attendance between events once per year.	ONGOING
13	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and Excom	6/30/2022	Grow YEA involvement in the technical program through YEA members as presenters	ONGOING
14	ASHRAE Conference Crash Course at the Winter Meeting	Personal Development Subcommittee	1/30/2022		ONGOING/WILL REVAMP FOR 22-23
15	Form DEI Coordination Ad Hoc Committee	YEA Committee	6/30/2022	Define expectation for YEA in the DEI committee where the committee leader is the official member of the DEI taskforce. Communicate back to the YEA committee about DEI taskforce efforts.	COMPLETE

ATTACHMENT B**Attachment C****YEA MBOs 2022-2023**

Item #	MBO	Assigned To	Date Due	Comments	Notes
1	Increase YEA membership by 10%	YEA Committee	6/30/2023	Continue to grow the YEA demographic and encourage involvement	
2	Increase number of YEA members participating on TCs by 15%	Professional Development Subcommittee	6/30/2023	We have been working with TAC to increase awareness and participation to YEA members. Look at each Region's YEA participation on a quarterly basis.	
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2022 to 9/30/2023	To encourage all YEA members to donate \$100, the committee wants to lead by example.	
4	Chapter/Member Outreach	YEA Committee	6/30/2023	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events, at a quarterly cadence minimum. RVC's to confirm the cadence and format of communication with YCC's at the start of their term.	
5	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.	
6	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2023	Maintain an organized event that promotes networking and mentorship with the College of Fellows. Define success criteria with COF to strengthen this relationship.	Ralph wants to keep this virtual and would like to train the RVCs for in person facilitators. Need to explore how else to use the \$6000 funding if there is money saved due to elimination of travel. Possibly adding regular panel at Annual Meeting (piloting program this Conference)

ATTACHMENT B

7	Redevelop a plan for a Mentorship Program	Personal Development and Professional Development Subcommittee	5/15/2023	Begin developing architecture for Mentoring Program with associated committees (Board ExO, MP, SA, CIBSE, DRCs, Staff, etc.) - Winter Conference 2022. Create a Motion for the Annual Conference 2023.	
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2023	Collaborate with three (3) allied industries. Invite each to at least 1 YEA/ASHRAE event withing the 2021-2022 Society Year. Define how ASHRAE can participate at local and society events if applicable or appropriate based on the MOU, in order for fully integrate into their groups. Continue to Identify new liaisons for the YEA Committee	(1) Formalize partnership with one additional allied industry partner per year. To be discussed with Jeannette and Excom: (2) Maintain formalized allied industry partnerships through attendance of partners' events. Example CIBSE meetup at the ASHRAE Winter and Annual Conference and attending the YEN conference. (3) Promote ASHRAE YEA events through at least three (3) allied industry partners.
9	Migrate social media to Outreach	YEA Committee	6/30/2023	All subcommittees to have Social Media liaison to Outreach who are training in process of submitting content. Social Media Liaisons are responsible for providing one social media post per month. Maintain Content Calendar.	

ATTACHMENT B

10	Increase Social Media Followers	Outreach Subcommittee	6/30/2023	Increase Instagram followers by 200% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee content generation.	
11	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2023	Make sure there is cross attendance between events once per year. Explore YLW 2.0 rotating internationally.	
12	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and Excom	6/30/2023	Grow YEA involvement in the technical program through YEA members as presenters	
13	ASHRAE Conference Crash Course at Winter and Annual Meeting	Personal Development Subcommittee	1/30/2023		
14	Add Liaisons for DEI and BEQ	Professional Development	11/30/2023	Add two (2) new liaison positions	
15	Set up automated emails to qualified award candidates	Professional Development and ExCom	6/30/2023	Set up metrics. Pilot at least one award. Work with IT to set up automated emails.	
16	Succession planning for YLW/YLI Facilitators	Personal Development	6/30/2023	Begin succession planning for YLW and YLI Facilitators in collaboration with other ASHRAE Committees. Coordinate with Outreach to understand their needs.	
17	Create timeline/expectations between Committee and Staff to streamline YLW/YLI scheduling	ExCom and Personal/Outreach	6/30/2023	YEA Committee: Gather list of issues/lessons learned from Outreach and Personal. Excom: Coordinate with Staff.	
18	Evaluate (and update) Award Criteria for all awards	Professional Development	6/30/2023	Help balance time/benefit ratio	

RP COMMITTEE
 Report to Members Council
 From Meeting of June 25, 2022

<u>Members Present</u>	<u>Members Present Virtually</u>	<u>Members Absent</u>	<u>Guests</u>
Matt Rowe, 1 st Vice Chair	Andy Manos, Region I		Jimmy Leonida
Aakash Patel, 2 nd Vice Chair	Haley Goslinga, Region VI		Steve Marek
Les Pereira, 3 rd Vice Chair	Christine Keltner, Region VII		Cheng Wee Leong
Heather Schopplein, 4 th Vice Chair	Suei Keong Chea, Region XIII	<u>Outgoing RVCs Absent</u>	Stephen Wren
Ibrahim Semhat, Region II	Daniel Coakley, Region XIV	Valarie Simmons, Region IV	Juliana Pellegrini
Laura Petrillo-Groh, Region III	Adeeba Mehboob, RAL	Paul Fernandez, Region V	Bryan Holcomb
Chris Dolan, Region VIII	Guy Perrault, ARC		
Dahl Carmichael, Region IX		<u>Incoming RVCs Absent</u>	<u>Incoming Chair</u>
Kevin Baldwin, Region X		Devin Snowberger, Region V	Matt Rowe
John Farley, Region XI			
Kishor Khankari, Board Ex-O		<u>Incoming RVCs Present</u>	<u>Incoming VC</u>
Tulias Rios, Region XII		Brian Justice, Region IV	Haley Goslinga
		<u>Incoming RVCs Present Virtually</u>	<u>Staff</u>
		John Rieke, Region VI	Julia Mumford
		Jennings Davis, Region VII	Megan Gotzmer
		Javier Korenko, Region XII	Kirstin Pilot

Motions

1. Referred to RP Committee:

Region VI (Minnesota Chapter) Motion 5

That chapter research promotion goals be relative to the area assigned members at the beginning of the fiscal year.

The RP Committee made a motion to defeat Referred Motion 5.

The RP Committee understands that Area Assigned Members (AAM) is a valuable data point in creating a chapter's research promotion goal and should always be considered when chapter goals are established. However, there are too many situations where using solely the AAM data point would be too cumbersome for a chapter. RP recommends that each chapter RP Chair communicates with their RVC and DRC around goal setting and use AAM as a data point in addition to other factors. Goal setting is a collaborative process within the Region and should not be limited to such narrow criteria. Constant communication, discussion, feedback, and analysis of past years data should all be taken to account when setting a chapter's goal each year.

2. RP Committee passed the following motion:

RP Committee Motion 1

To reduce the Honor Roll minimum to \$100 for members who qualify for the Developing Economies membership program effective July 1, 2023. This level will not qualify for the donor coin but will include listing in the ASHRAE Journal Honor Roll.

Background: The intent is to make it easier for more ASHRAE members to be recognized as RP Honor Roll donors. A few items to note:

RAL currently has 19 chapters are eligible for Developing Economies membership

The percentage reduction is proportional to the reduction in membership dues

- The 2022-2023 Developing Economies membership will be \$155
- The 2022-2023 Standard membership will be \$230
- This equates to a 33% reduction

Fiscal Impact: Negligible (may increase in RP funds raised)

16-0-0 CNV

MOTION PASSED

3. RP Committee Goals for 2022-23 (Attachment A)

Background: These goals (overall \$2.45 M) are slightly lowered compared to pre-pandemic goals. After holding steady for the last two campaign years, the committee has decided to adjust these goals based on recent results and make them more attainable for the regions while still trying to achieve better results than the previous year.

Fiscal Impact: None. The RP Campaign has not reached the previous goal of \$2.6 million in the past two campaign years. Previous results:

2020-21: \$2.3 M

2019-20: \$2.1 M

2018-19: \$2.8 M

Information Items (as of June 26, 2022)

1. Goal: \$2,600,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
RVC: Andy Manos - Regional Full Circle					
I	\$191,931	\$161,199	19.1%	\$212,000	90.5%
RVC: Ibrahim Semhat					
II	\$164,047	\$103,520	58.5%	\$196,000	83.7%
RVC: Laura Petrillo-Groh					
III	\$171,911	\$128,706	33.6%	\$206,000	83.5%
RVC: Valarie Simmons					
IV	\$143,588	\$114,737	25.1%	\$191,000	75.2%
RVC: Paul Fernandez					
V	\$122,663	\$130,229	-5.8%	\$139,000	88.2%
RVC: Haley Goslinga					
VI	\$125,281	\$138,645	-9.6%	\$180,000	69.6%
RVC: Christine Keltner - Regional Full Circle					
VII	\$123,336	\$106,083	16.3%	\$144,400	85.4%
RVC: Chris Dolan					
VIII	\$341,241	\$364,240	-6.3%	\$452,000	75.5%
RVC: Dahl Carmichael - Regional Full Circle					
IX	\$226,474	\$205,732	10.1%	\$270,600	83.7%
RVC: Kevin Baldwin					
X	\$187,343	\$186,636	0.4%	\$199,520	93.9%
RVC: John Farley					
XI	\$119,888	\$124,699	-3.9%	\$173,000	69.3%
RVC: Tulia Rios					
XII	\$122,040	\$118,466	3.0%	\$146,250	83.4%
RVC: Suei Keong Chea Regional Full Circle					
XIII	\$31,537	\$30,064	4.9%	\$50,090	63.0%
RVC: Daniel Coakley					
XIV	\$3,248	\$4,337	-25.1%	\$5,501	59.0%
RVC: Adeeba Mehboob					
RAL	\$23,997	\$27,502	-12.7%	\$28,000	85.7%
TOTALS:	\$2,098,525	\$1,944,794	7.9%	\$2,600,000	80.7%
				(Campaign Goal)	

2. Centralized Training Schedule:

Dates:

July 15-16: Atlanta – Regions III, IV, VII, XII

July 22-23: Denver – Regions VIII, IX, X, XI

August 5-6: Chicago – Regions I, II, V, VI

MBO Update

Please see attached updated 2021-22 MBO (Attachment B) and 2022-23 MBO (Attachment C)

Attachments

Attachment A 2022-23 Regional Goals

Attachment B 2021-22 MBO

Attachment C 2022-23 MBO

Respectfully submitted,

JD Karnik
2021-22 RP Chair

Matt Rowe
2021-22 RP Vice Chair I

ATTACHMENT A**RP COMMITTEE**

Report to Members Council
From Meeting of June 25, 2022

Regional Goals for RP 2022-23

Region	Goal
I	207,000
II	177,000
III	200,000
IV	186,000
V	140,000
VI	165,000
VII	138,000
VIII	407,000
IX	260,000
X	195,000
XI	160,000
XII	134,000
XIII	48,000
XIV	5,000
RAL	28,000
Total	2,450,000

ATTACHMENT B

RESEARCH PROMOTION 2021-22 MBO

GOAL: \$2,600,000 FOR 2021-22 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2021-22 campaign:

1. **Chapter virtual centralized/enhanced training attendance and quiz completion**

Goal: 75%

Last three years: 2021-22: **44%** 2020-21: 65% 2019-20: 59%

2. **Chapters attaining Full Circle**

Goal: 60%

Last three years: 2021-22: **53%** 2020-21: 59% 2019-20: 55%

3. **Chapters holding fundraising event (f2f or virtual) before March 31**

Goal: 50%

Last two years: 2021-22: **13%** 2020-21: 7%

4. **Chapters reaching 100% of Goal by June 15th:**

Goal: 40%

Last three years: 2021-22: **37%** 2020-21: 34% 2019-20: 18%

5. Increase support for ASHRAE Foundation over current year through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently*: \$400,910**

*Last three years**:* 2020-21: \$452,488 2019-20: \$444,405 2018-19: \$664,630

6. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.
7. Establish Newsletter partnership with RAC for collaboration and communication.
8. Develop a Chapter Partnership plan – Neighborhood Chapters.
9. Develop an Ex-Com/RVC/Chapter Chair Communication and Recording tool.
10. Communicate updates for PAOE for 2021-22.

RP8	100 points (200 points maximum)	100 points for meeting or exceeding 30% of Goal by December 1st . 100 points for meeting or exceeding 60% of Goal by March 31.
RP22	50 points (no maximum)	Per Special Event held by a Chapter where over 75% of profits are donated to the RP Campaign. (To qualify as a Special Event profits must meet or exceed \$500 for in-person events; \$100 for virtual events.)

*As of June 26, 2022

ATTACHMENT C

RESEARCH PROMOTION 2022-23 MBO

GOAL: \$2,450,000 FOR 2022-23 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2022-23 campaign:

1. **Chapter centralized/enhanced training attendance and quiz completion**
Goal: 65%
Last three years: 2021-22: **44%** 2020-21: 65% 2019-20: 59%
2. **Chapters attaining Full Circle** **Goal: 60%**
Last three years: 2021-22: **53%** 2020-21: 59% 2019-20: 55%
3. **Chapters holding fundraising event (f2f or virtual) before March 31** **Goal: 50%**
Last two years: 2021-22: **13%** 2020-21: 7%
4. **Chapters reaching 100% of Goal by June 15th:** **Goal: 40%**
Last three years: 2021-22: **37%** 2020-21: 34% 2019-20: 18%
5. Increase support for ASHRAE Foundation over current year by 5% through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.
*Last three years**:* 2020-21: \$452,488 2019-20: \$444,405 2018-19: \$664,630
6. Establish new committee organization with PAOE, Training, & Marketing/Recognition Subcommittees.
7. Establish liaisons for RAC committee to RP committee and vice versus.
8. Create summary/newsletter of annual ASHRAE Research summary for chapter RP chairs.
9. Communicate new updates for PAOE for 2022-23 that reflect the president's initiatives.

RP23	200 points (200 points maximum)	200 points for meeting or exceeding 60% of Goal by March 31 (formerly a part of RP8).
RP24	50 points (200 points maximum)	50 points per 10% growth in number of donors at the end of fiscal year above starting point.
RP25	50 points (50 points maximum)	50 points for communicating current list of research projects in your region via chapter website, newsletter, social media, or other form of communication

ATTACHMENT D

Honors and Awards Committee Report to Members Council From Meeting of June 26 and 27, 2022

Members Present	Members Absent	Guests	Staff
Nicolas Lemire	Daniel Dettmers		Anastasia Meadows
Isabelle Lavoie			Rhiannon Masterson
Adam Davis			
Jorge Eduardo Donoso			
Alyse Falconer			
Ng Yong Kong			
Ben Leppard			
Thomas Phoenix			
Daniel Rogers			
Mohammad Abbas Sajid			
Devin Abellon			
*Karine Leblanc			
*Maged Fouad Hashem			
*Mohammad Al Tassi			
*Richard Rooley			
*Wei Sun			

*2021-22 Incoming Members

Motions

1. That the ASHRAE Rules of the Board (ROB) be updated as follows, effective January 2023:

2.411 Honors and Awards Committee

2.411.003.5 Award Programs

~~A. This committee shall receive recommendations, select, and recommend to the BOD individuals to be considered for the following honors and awards:~~

- ~~1. Honorary Member~~
- ~~2. Fellow~~
- ~~3. Pioneers of the Industry~~
- ~~4. ASHRAE Hall of Fame~~
- ~~5. F. Paul Anderson Award~~
- ~~6. ASHRAE Award for Distinguished Public Service~~
- ~~7. Louise and Bill Holladay Distinguished Fellow Award~~
- ~~8. Andrew T. Boggs Service Award~~

B. This committee shall select and recommend to Members Council individuals for the following awards:

1. Distinguished Fifty-Year Member Award
2. Distinguished Service Award
3. Exceptional Service Award
4. Crosby Field Award
5. Willis H. Carrier Award
6. Transactions Paper Awards
7. Honorary Member
8. Fellow
9. Pioneers of the Industry
10. ASHRAE Hall of Fame
11. F. Paul Anderson Award
12. ASHRAE Award for Distinguished Public Service
13. Louise and Bill Holladay Distinguished Fellow Award
14. Andrew T. Boggs Service Award

ATTACHMENT D

Background: In response to the BOD referred motion that Honors and Awards review which awards should be approved by the BOD due to the prestige of the award and propose changes to the ROB for presentation to the BOD for approval. This motion came from the Board Operational Streamlining Subcommittee and the intent is to allow the BOD to have more time for more strategic items.

Fiscal Impact: None

Vote: 8-0-0 CNV

2. Award Nominations – **Executive Session**

Information Items

1. MBO #6 focused on creating a plan to diversify our award applicants. Based on the research completed, we see there is a clear need to encourage applicants from all origins and genders. We have a plan in place for the upcoming Society Year and hope to have some marketing materials available in time for the fall CRCs. This will be covered as MBO #5 for the 22-23 Society Year.
2. We reviewed nominees for the Distinguished Service Award (DSA) and Exceptional Service Award (ESA), which will be presented to Members Council at the 2023 ASHRAE Winter Conference.
3. The recommendations for the Louise & Bill Holladay Distinguished Fellow Award and the Andrew T. Boggs Service Award will be made to the Board in accordance with the Rules of the Board.

Attachment

Attachment A – 21-22 H&A MBOs

Attachment B – 22-23 H&A MBOs

Attachment C – Executive Session Motion

**Student Activities Report to Members Council
From Student Activities Committee Meeting
June 25, 2022
Toronto, ON, Canada**

Members Present

Jared Larson, Chair
Mai Anh Dao, Vice-Chair
Chonghui Liu, Reg I
Liz Primeau, Reg II
Andy Hobson, Reg III
Bob Snow, Reg V
Jane Opoien, Reg VI
Shaun Nienhueser, Reg IX
Kellie Huff, Reg X
Dennis O'Neal, ABET BOD
Ashley Keller, Reg I Incoming
Kevin Summers, Reg VI Incoming
Jackie Hay, Reg VIII Incoming
Omar Rojas, Reg X Incoming

Members Virtual

Adam Parker, Reg IV
Pam Duffy, Reg VIII
Tracy McKeon, Reg XI
Walter Lenzi, Reg XII
Fu-Jen Wang, Reg XIII
Ade Awujoola, RAL
Yash Shukla, RAL Incoming
Mansour Zenouzi, ABET EAC Rep

Guests

Robin Bryant
Juliana Trigo
Connor Murray
Mark Miller
Andrew Sneed
Mahroo Eftekhari
Amr Suliman
Jim Arnold
Ben Oliver
Julia Timberman
Jake Taylor
Eileen Jensen
Devin Abellon
Amanda Kirkeby

Staff

Katie Thomson

Information Items

1. Executive Committee

- The total number of student members as of May 31, 2022 is 5,314.
 - May 31, 2021 is 4,845.
 - May 31, 2020 is 7,182.
 - May 31, 2019 is 8,067
 - May 31, 2018 is 7,593
 - May 31, 2017 is 8,093
- Review of all subcommittees were made.
- The Chair reviewed the status of this year's MBOs.

2. Centralized Training

- Live Zoom session scheduled for Friday June 15th from 9am – 11am EDT.
- On-demand videos have been created by each subcommittee and uploaded to the website.
- All SA Chairs and SBAs registered for Centralized Training (100 so far) will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.

3. ABET Subcommittee

- ASHRAE has one assignment in this year's accreditation cycle at New York Maritime College and Vinay Ananthachar has agreed to be the PEV for his first visit
- Mansour Zenouzi provided an update on the Engineering Accreditation Commission and Robert Bittle provided an update on the Engineering Technology Accreditation Commission.
- ASHRAE is still not a cooperating society with ASME but ASME will assign our newest program evaluator (Dr. Nick Roberts from Utah State University) to an accreditation visit this fall. We are hopeful that ASME will continue this courtesy until we can be recognized as a cooperating society.
- The committee reviewed a list of faculty in architectural engineering and engineering technology programs who are ASHRAE members and who might serve as a program evaluators if invited to apply.

4. K-12/STEM Subcommittee

- Two chapters from Region X achieved the K-12/STEM leadership award
- The subcommittee is developing a second children's book (K-6) with Danielle Passaglia with support from the Publications and Education Committee.
- Various translations of the first book are being developed to focus on our DEI initiatives.
- A 3D modeling competition for high school students has been finalized and will be piloted in SY22-23 with prize money to come from the existing SA budget. The details will be added to the website with a December 31st deadline with submissions reviewed at the 2023 Winter Conference.

ATTACHMENT E

5. Post High Subcommittee

- Planning for an in-person Student Program at the 2023 Winter Conference in Atlanta.
- 43% of student branch status reports have been submitted. Staff and RVCs will reach out to branches that have not submitted to identify plans for the next academic year.
- Four nominations were reviewed for the SBA of the Year Award and the subcommittee voted unanimously for a winner.
- Brett Stinson (student member from Portland State University) won the ASHRAE Student Paper Competition and competed at the CLIMA REHVA HVAC World Congress in Rotterdam where he placed second overall.
- Virtual Career fair wrapped up in February 2022 after the winter conference. Since travel is opening up again the committee does not intend to do this next year when in person career fairs resume.
- Student Membership
 - The total number of student members as of May 31, 2021 is 5,314 (9.68% increase from May 2021)
 - Branches – 10 pending branches bringing the total to 18 new branches for SY21-22

Region	Student Branch	School	Chapter	Location
RAL	Academy of Business and Engineering Science (ABES) Student Branch	ABES Engineering College	India	Ghaziabad, India
RAL	Alamain Student Branch	Arab Academy for Science, Technology and Maritime Transport (AASTMT) - Alamain Campus	Alexandria	Alamain, Egypt
XII	Barbados Student Branch	St. Michael School & University of the West Indies	ASHRAE Caricom	Bridgetown, Barbados
RAL	Federal University of Technology Akure Student Branch	Federal University of Technology	ASHRAE Nigeria	Akure, Nigeria
RAL	International Institute of Management and Technical Studies (IIMT) College of Engineering Student Branch	IIMT College of Engineering	India	Greater Noida, India
VIII	MIAT College of Technology Student Branch	MIAT College of Technology	Houston	Houston, TX
RAL	Nnamdi Azikiwe University Student Branch	Nnamdi Azikiwe University	ASHRAE Nigeria	Awka, Nigeria
RAL	TPGIT Student Branch	Thanthai Periyar Government Institute of Technology	Chennai	Vellore, India
XIV	University of Sheffield Student Branch	University of Sheffield	UK Midlands	Sheffield, England
RAL	VIT-AP University Student Branch	Vellore Institute of Technology - Andhra Pradesh University	ASHRAE Deccan	Amaravati, India

ATTACHMENT E

6. Grants Subcommittee

- Subcommittee reviewed online application form and judging criteria for 2022-23 round.
- Updates have been made to the application form to simplify the judging process.
- Student travel grants (five up to \$1,000 each) sponsored by Life Members Club were awarded for travel to the Student Program in Las Vegas.
- \$2,000 of the equipment grant budget will be set aside for SY22-23 to use to continue for travel two grants (\$1,000 each) to attend the Student Programs in Atlanta at the 2023 Winter Conference.

7. Design Competition Subcommittee

- 64 Design Competition projects were submitted this year
 - Design Calculations – 17
 - System Selection – 10
 - ISBD – 13
 - Applied Engineering Challenge – 24
- 35 Design Competition submissions were judged at Society Level with four considered as Rising Stars. The Winners of each category were selected on June 17th and will be notified in early August.
- Information for the 2023 Design Competition and Applied Engineering Challenge have been published on the website.
- The goal is to release the 2024 Design Competition information in January 2023 with discussions ongoing regarding location and building type.
- The Building EQ Competition was piloted this year with nine submissions received. This collaboration with Building EQ committee allowed student groups to select a building to perform an energy audit, access the ASHRAE building EQ portal, and provide recommendations for improvements. Several teams included a recommendation letter from the owner commenting on the value of the evaluation. This competition will be continued next year.

ATTACHMENT E

MBO Update

2021-22 Student Activities Committee MBO's

Jared Larson, Chair

Number		Who	Description	Financial Assist Req'd?	MBO Comments	Completion % /Date
1	General	each of our other committee members. Our task is to ensure they				
	A	Each RVC	Have at least one - one on one call with each chapter chair by September 30, 2021	No		
	B	Each RVC	Attend at least 90% of the subcommittee meetings	No		No
	C	Each RVC	100% attendance at winter and annual meeting.	No		Incomplete (due to Covid)
	D	Each RVC	Have Fun!!	No		Yes avec Succès!
2	Post high SubCommittee	in HVAC related careers - create awareness, provide opportunities, and receive feedback.				
	A		Create / host 4 virtual congress sessions	No		complete April 2022
	B		Plan a virtual Career fair (providing its approved)	YES \$9500 usd	funding was approved in July 2021	complete Feb 2022
	C		Review and revise the student program with a focus on networking skills, resume building tips.	No		complete Feb 2022
	D		Develop tools for students searching and applying for jobs. Are students aware of what an HVAC career path looks like?	No		complete April 2022
3	K-12 Stem Subcommittee	Provide a culture of equity for students to engage K-12 students toward Engineering, with a focus on HVAC related field.				
	A		Promote the integration of the children's book. the subcommittee is to develop a few concepts of how this may be promoted, so that chapter members can understand the intent.	No		complete March 2022
	B		complete the high school competition details	No		Complete October 2021
	C		Develop a toolkit to help promote HVAC careers to K-12. (is it a flyer, video, mentorship program...)	No		No
	D	Each RVC	Increase the STEM Leadership award to one per region.	No		no
	E		Develop an HVAC specific Stem kit	No		No
	F		Build a list of future stem kits (preferable HVAC or building science themed), and add to existing	No		Yes
4	Grants Subcommittee	connections with industry with the aim to attract students into HVAC.				
	A		Update showcase flyers before september 1, and send one or two out every second week until deadline	No		No
	B		Reach out to 10 universities who currently are not ASHRAE members	No		NO
	C	Each RVC	Promote the travel grant - get at least one applicant per region	No		1 region missing.
	D		Send out a survey to all applicants, and potential applicants to determine if the program creates any disadvantages.	No		Yes
	E		should we rename this to Applications subcommittee, move BEQ and AEC into this subcommittee. Both have summer deadlines	No		Yes
5	Design Competition	Provide an environment of equity in the competition, and engage all members.				
	A		review the complexity of the competition. will this improve DE? will we lose participation?	No		Yes
	B		investigate whether BEQ competition be moved to grants? or left out of a subcommittee move it into the full committee.	No		Yes
	C		international competitions that also compete, should we amalgamate?	No		Yes

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of June 25, 2022

Members Present

Vikrant Aute, Chair
Christine Reinders-Caron, VC
Ahmed Abdelsalam
Nohad Boudani
Marites Calad
Kristen Cetin
Brian Fronk
Steve Idem
Rupesh Iyengar
Jim Liston
Suzanne LeViseur
Maggie Moninski
Scott Peach
Anoop Peediyakkan
Bert Phillips
Erik Sanchez
Som Shrestha
Raul Simonetti
Marianna Vallejo
Davide Ziviani
Devin Abellon, BOD ExO

Members Absent

Robert Cox
Billy Austin
Lina Maged Hashem
Alekhya Kaianathbhatta
Rafi Karim
Gary Debes

Guests

Doug Cochrane
Aaron Boranian
Kevin Summers
Chris Phelan
Craig Bradshaw
Dan Rogers
Ehab Mamdouh Abu Taleb
Ng Yong Kong

Staff

Ragan McHan
Haley Booker-Lauridson
Tony Giometti

Motions

None.

Information Items

- CEC approved the registration rates for the 2023 Winter and Annual Conferences as follows:

Member Early Bird	\$ 655.00
First Time Member Early Bird	\$ 630.00
Non Member Early Bird	\$ 910.00
First Time Non Member Early Bird	\$ 885.00
Life Member/Speaker/BOD/PM/LeadDRs/CEC	\$ 170.00
Member Advance	\$ 680.00
First Time Member Advance	\$ 655.00
Non Member Advance	\$ 930.00
First Time Non Member Advance	\$ 910.00
Member Onsite	\$ 885.00
First Time Member Onsite	\$ 860.00
Non Member Onsite	\$ 1,140.00
First Time Non Member Onsite	\$ 1,115.00
One Day Member	\$ 340.00
One Day Non Member	\$ 410.00

SBA/Student Member	\$ 25.00
Student Non Member	\$ 55.00
Spouses	\$ 60.00
One Session Onsite	\$ 75.00
Virtual Member	\$ 410.00
Virtual Non Member	\$ 460.00
Virtual Reduced (Life Member, LeaDRs, PM)	\$ 100.00
Virtual Company Package (3-5)	\$ 1,735.00
Virtual Company Package (6-10)	\$ 3,265.00
Virtual Company Package (11-20)	\$ 6,125.00

The 2023 registration rates are 1% lower than the 2022 rates.

2. The 2022 Annual Conference has a total of 81 sessions and events scheduled, comprised as follows: 50 seminars, 16 Paper Sessions, 3 Poster Sessions, 2 Virtual Paper Sessions, 4 Panel discussions, 3 Forums, 2 Debates and 1 Workshop. There were a total of 249 presentations, 85 papers and 10 live-streamed sessions. Registration for in-person attendance is slightly over 1,000, which is 66% lower than the 2019 Annual Conference in Kansas City, Missouri. Virtual registrations are at 244 and committee-only registrations are at 500.
3. To better meet the needs of the membership and authors, CEC is compressing the publication timeline papers.
4. Topical Conferences Held Since January 2022
 - a. May 4 – 6, 2022, IAQ 2020: Indoor Environmental Quality Performance Approaches, Transitioning from IAQ to IEQ, Athens, Greece. This conference was co-organized with AIVC. Conference attendance was 185, 75% were in-person, 25% virtual with representation from 24 countries. 45% of the attendance was made up of ASHRAE members. The conference featured a strong technical program with four concurrent-sessions consisting of 6 keynotes, including 3 live-virtual-keynote speaker Q&A sessions, 23 in-person technical sessions and a viewing room for 8 virtual technical sessions. A total of 14 livestreamed sessions and 8 virtual-only sessions were presented over the virtual environment. The conference had a profit of \$6,170 and had 12 sponsors.
 - b. June 22 – 24, 2022, Ventilation 2022: 13th International Industrial Ventilation Conference for Contaminant Control, Toronto, Ontario, Canada. Conference attendance was 182, 72% were in-person, 28% virtual with representation from 17 countries. 37% of the attendance was made up of ASHRAE members. The conference featured a strong technical program with three concurrent-sessions consisting of 5 keynotes, 23 technical sessions and 6 workshops. A total of 14 livestreamed sessions and 5 virtual-only sessions were presented. The conference had 8 sponsors. Conference financials are still being reconciled. This was the first time a topical conference was co-located with an Annual Conference.

Topical Conferences in Process

- a. Sept. 14-16, 2022 – Building Performance Analysis Conference and SimBuild 2022, co-organized with IBPSA-USA, Chicago, Illinois
- b. Oct. 6 -7, 2022 – International Building Decarbonization, co-organized with the Hellenic Chapter, Athens, Greece

- c. Oct. 20-21, 2022 – Efficient Building Design, co-organized with the American University of Beirut and the Lebanon Chapter, Beirut, Lebanon
- d. Dec. 5-8, 2022 -- Buildings XV, co-organized with Oak Ridge National Laboratory, Clearwater Beach, Florida
- e. March 6-8, 2023 – HVAC Cold Climate Conference, co-organized with SCANVAC, Anchorage, Alaska

Topical Conferences Proposed

- a. May 2023 – Third Developing Economies Conference, Mumbai, India
- b. October 2023 – Decarbonization Conference for the Built Environment

- 5. Future Annual and Winter Conference Sites
 - a. Winter, February 4-8, 2023 – Atlanta
 - b. Annual, June 24-28, 2023 – Tampa Bay
 - c. Winter, January 20-24, 2024 – Chicago
 - d. Annual, June 22-26, 2024 – Indianapolis
 - e. Winter, February 8-12, 2025 – Orlando
 - f. Annual, June 21-25, 2025 – Phoenix

MBO Update

Attachments

Attachment A (CEC MBOs for 2021-2022)

Attachment B (CEC MBOs for 2022-2023)

Respectfully submitted,

Vikrant Aute, Chair
Conferences and Expositions Committee

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2021 – 2022
 Chair: Vikrant Aute
 Vice Chair: Christine Reinders-Caron

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Implement Hybrid Format for 2021 BPAC and 2022 Winter and Annual Conferences	6/30/2022	Complete	None	ExCom, BPAC Steering Committee and Staff	None
2. Streamlining/automating review process for papers and presentations	6/30/2022	Open	None	Operations Subcommittee and Staff	None
3. Apply DEI Initiatives to conference programs	6/30/2022	Open	None	Operations Subcommittee	None
4. Increase session chair engagement via new chair guidelines	6/30/2022	Open	None	Operations Subcommittee and Staff	None
5. Increase Conference Paper submissions and visibility	6/30/2022	Open	None	ExCom, Conference and Track Chairs and Staff	None
6. Select 2024 Winter and Annual Conference chairs	6/30/2022	Open	None	Aute and Reinders-Caron	None
6. Increase CEC membership on the Topical Conference Subcommittee	6/30/2022	Open	None	Topical Conference Subcommittee Chair	None

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2022 – 2023
 Chair: Christine Reinders-Caron
 Vice Chair: Raul Simonetti

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete update work on Committee Guidance Documents, Reference Manual, and New Member Handbook	6/30/2023	Open	None	Operations Subcommittee and Staff	None
2. Improve conference experience for attendees, authors, and reviewers	6/30/2023	Open	None	ExCom, full CEC and Staff	None
3. Streamlining review process for papers and presentations through automation	6/30/2023	Open	None	Operations Subcommittee, ExCom and Staff	None
4. Apply DEI Initiatives to conference programs	6/30/2023	Open	None	ExCom, Conference and Track Chairs and Staff	None
5. Increase participation in speaker and program surveys and utilization of data to improve quality of technical program	6/30/2023	Open	None	ExCom, Conference and Track Chairs and Staff	None
6. Select 2025 Winter and Annual Conference chairs	6/30/2023	Open	None	Reinders-Caron and Simonetti	None

COMMUNICATIONS COMMITTEE

Report to Members Council
From Meeting of June 25, 2022

Attendance**Members Present**

Karine Leblanc
Jessica Mangler
Anuj Gupta
Daniel Bourque
Nikolaos Giannitsanos
Thursten Simonsen
Eleazar Rivera
Ashish Rakheja

Members Absent

Richard Kimball
Farooq Mehboob

Guests

Mark Miller
Tom Pollard
Mick Schwedler
Kinga Hydras
Vinod Venugopal
Niss Feiner
Chia Chi

Staff

Joslyn Ratcliff
Ally Jordan

Motions

1. Communications Committee requests Members Council review its updated Manual of Procedures available as Attachment A on the Communications Committee report to Members Council.

BACKGROUND: Following the Winter Conference Society Rules Committee (SRC) requested committees standardize the format of their MOPs. Communications Committee reformatted its MOP to align with the recommended format received from SRC. ([Attachment A](#))

FISCAL IMPACT: \$0

Information Items

1. Communications Committee updated its Virtual / Hybrid meeting guidance to include additional information on hybrid meetings, specifically a checklist for hybrid meetings and an update to refer to in-person meetings using the term "in-person". The updated document will replace the existing document on ashrae.org following the conference.
2. Communications Committee held its first hybrid Office Hours at the Toronto Conference. The Office Hour is dedicated time when the Communications Committee discusses either specific communications topics and/or has open discussion on communications questions and needs across Society. A schedule for Office Hours for 2022-2023 is forthcoming.
3. A Canva template for chapters to create logos for podcasts has been posted to the Marketing Central section of ashrae.org.
4. Additional Canva templates to allow Regions to create CRC logos will be made available following the conference.

MBO Update

MBOs and status for 2021-22 are attached. ([Attachment B](#))
MBOs for 2022-23 are attached. ([Attachment C](#))

Attachments

[Attachment A](#)
[Attachment B](#)
[Attachment C](#)

(Revised ASHRAE Communications Committee Manual of Procedures)
 (2021-22 MBOs)
 (2022-23 MBOs)

Attachment A Revised ASHRAE Communications Committee Manual of Procedures

MANUAL OF PROCEDURES

Communications Committee

Approved by : ASHRAE Communications Committee
Date: 06/25/2022

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FORWARD

The Communications Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council. The Rules of the Board (ROB) for Communications Committee is the constitution of the committee. Proposed changes to the ROB and its appendices must be approved by the Board of Directors. Proposed changes to Rules of the Board (ROBs) may be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

This Manual of Procedures (MOP) is a supplement to the ROB that describes the methods and procedures by which Communications Committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP, and revision thereto, following approval by the committee, shall be submitted to Members Council or designated council subcommittee for approval. (ROB 2.400.005) Revisions to this Manual of Procedures must be approved by Members Council or designated council subcommittee.

The procedures to propose a change to an existing ROB or to the Communications Committee MOP are given in the Communications Committee Reference Manual.

TABLE OF ACRONYMS

BAR	Board-Approved Rules
BOD	Board of Directors
EC	Electronic communications
CC	Communications Committee
DAL	Director-at-Large
MBO	Management By Objectives
MOP	Manual of Procedures
ROB	Rule(s) of the Board of Directors
RRO	Robert's Rules of Order
SBL	Society's Bylaw(s)

1. GENERAL RESPONSIBILITIES

- 1.1. Assist the Councils with defining, budgeting and prioritizing requests for new communications services. The Councils manage communications development as any other resource.
- 1.2. Identify the communication needs of the membership, recommend and maintain policies, and ensure that the implementation of information technologies meets the objectives and needs of the Society. [ROB 2.405.001]
- 1.3. The Communications Committee is not responsible for developing the content that is distributed through the website or through other functions.
- 1.4. Work with staff to oversee organization, usability, and quality control of the website, and help staff define and prioritize needed improvements.
- 1.5. Recommend and maintain policy and procedures for managing ASHRAE's communication infrastructure. [ROB 2.405.003.G]
- 1.6. Develop and maintain a continually evolving vision for the future of ASHRAE communications.
- 1.7. Communications Committee shall maintain and keep current a Reference Manual describing the other procedures followed by Communications Committee that are not covered in the MOP. Changes to the Reference Manual may be approved by a majority of Communications Committee voting members.

2. MEMBERSHIP

- 2.1. The Communications Committee shall consist of the number of voting members as authorized in ROB 2.405.002.1.
- 2.2. Communications Committee membership also includes two non-voting ex-officio members: a member of the ASHRAE Board of Directors (BOD) and a Coordinating Officer. [ROB 2.405.002.1]
- 2.3. Communications Committee Members are appointed annually by the President-elect of the Society to serve for one year commencing at the close of the next Annual Meeting of the Society. The intention, however, is for Communications Committee members to serve three (3) years on Communications Committee. (ROB 2.405.002.3)
- 2.4. The Chair and one (1) Vice Chair of the Communications Committee are appointed by the President-Elect of the Society from the current membership of the Communications Committee to serve one-year terms commencing at the close of the next Annual Meeting of the Society.

3. CHAIR RESPONSIBILITIES

- 3.1. Preside over meetings of the Communications Committee following ASHRAE Simplified Rules of Order.
- 3.2. Establish standing and special ad hoc subcommittees as may be required. Assign a chair and members to the subcommittees from the committee membership.
- 3.3. Delineate responsibilities and duties of the subcommittees established.
- 3.4. Assign liaisons to other standing committees and councils as appropriate.
- 3.5. Prepare reports for the Members Council as required.
- 3.6. In conjunction with the Communications Committee Staff Liaison, prepare meeting agendas and minutes.

4. VICE CHAIR RESPONSIBILITIES

- 4.1. Preside over committee meetings in the absence of the Chair and assist the Chair with preparation of the agenda and supporting documentation.

5. RESPONSIBILITIES OF ALL COMMITTEE MEMBERS

- 5.1. Fully participate in all assigned subcommittees and complete assignments by the designated time.

6. STAFF LIAISON ASSIGNMENTS

- 6.1. Maintain all official reports, correspondence, and documentation of Communications Committee actions.
- 6.2. Assist the Chair with preparation of the agenda and supporting documentation for Communications Committee meetings, and provide this information to the committee prior to the meeting.
- 6.3. Coordinate with other ASHRAE staff as needed.
- 6.4. Implement actions approved by the Communications Committee to further the goals and objectives of the committee.

7. STANDING SUBCOMMITTEES

- 7.1. Standing Subcommittees of Communications Committee are determined by the Chair. Their membership and duties shall be defined in the Communications Committee Reference Manual.
- 7.2. Ad hoc subcommittees may be appointed by the Chair of the Committee.
- 7.3. The Chair shall appoint the members of each subcommittee. Subcommittee members should be members of the Committee, but the Chair may appoint additional subcommittee members who are not members of Communications Committee when there is a need for

members who have experience in areas that are of immediate importance to Communications Committee.

- 7.4. Subcommittee members are appointed for the Society year. If a member's term of service on the Committee continues into the next Society year, the member may be reappointed to the same subcommittee or be appointed to a different subcommittee by the incoming Chair.

8. MEETINGS

- 8.1. The Communications Committee is authorized to meet two (2) times per year: at the Annual and Winter Meetings of the Society. At the discretion of the Communications Committee Chair, the Communications Committee may elect to meet more often. Communications Committee meetings other than at Society Annual and Winter Meetings may be held via teleconference, at the discretion of the Communications Committee chair.
- 8.2. Notice of meetings shall be given to all Communications Committee members at least 10 days in advance. Notice will be given electronically by e-mail.
- 8.3. A quorum shall consist of a majority of the Communications Committee, present in person for face-to-face meetings or by teleconference.
- 8.4. The following Ex-Officio members of the Communications Committee may participate in the discussions but are not eligible to vote:
Communications Committee Staff Liaison
Board Ex-Officio
Coordinating Officer

Attachment B

(2021-22 MBOs)

ASHRAE Communications Committee

MBOs for Society Year 2021-2022

Chair: Karine Leblanc **Date:** June 17th 2021**Last Updated June 25, 2022**

MBO #	Objective	Action Items	Fiscal Impact	Responsibility	Status
1	Increase visibility, communication, and awareness of the committee work at society level & grassroots	Monthly office hours: - Sept, Oct, Nov, Jan, Feb, March, April, May (8) - Open format depending of the host - Make interactive and offer ASHRAE prize - Coordinate marketing with Staff - There are 8 office hours, I would like each of us to host one. - Topics could be: Basecamp, SM, Website, collaboration tools, email distribution, knowledge transfer, virtual	None	Monthly Office hours: - Sept: Karine (hybrid meetings tools) - Oct: Jessica (Wordpress Template) - Nov: Dan (Social Media scheduling) - Jan: Nikos (Resources for ASHRAE Members (includes social media and Basecamp!)) - Feb: Eleazar (AMA) - March: Anuj (Social Media) - April: Thursten (Using Basecamp for ASHRAE work) - June 2022 – in person in Toronto at the Annual Conference	Complete.

ATTACHMENT G

2	Increase visibility, communication, and awareness of the committee work at society level & grassroots	Create content for a one-pager with all our committee offerings including the new tools and templates Staff to help with the infographic marketing creation	None	Jessica (1) Nikos Giannitsanos (1)	Complete.
3	Increase visibility, communication, and awareness of the committee work at society level	Add liaisons from our committee to give updates to at Society meetings: 1. MP 2. CTTC 3. TAC 4. Publication	None	Need 4 committee members: 1. Anuj 2. Thursten 3. Dan Bourque 4. Karine	Complete.
4	Increase visibility, communication, and awareness of the committee work at the grassroots level	Direct outreach to regional communications chairs through basecamp Send them updates after each of our meetings, not the meeting minutes, but bullet points so they have a big picture Block time in the agenda to all them to ask questions, comments, help, or give feedback	None	Thursten (1) Eleazar (1)	Ongoing.
5	Increase visibility, communication, and awareness of the committee work at the grassroots level	Create a video tutorial how to use the new Wordpress Template	None	Dan Bourque – but need help (1) Nikos Giannitsanos (2)	Complete.
6	Improve training with the communications regional vice chairs	Quarterly Communication Continuing Education (CCEC) calls with a different topic to discuss specific for the chairs.	None	Karine (1) Oct- Jan-April	Complete.
7	Create communications tools for the chapters and regions	Create content only for “marketing” calendar template for chapter and Society email announcements, meetings, events, conference, nomination, newsletter, SM, etc. Create a calendar and	None	Jessica (2) Dan Bourque (2)	Complete.

		check list format, they will have the same content Staff to help with the marketing design			
8	Create communications tools for the chapters and regions	Create Canva Templates content only for the chapters and region to use • Instagram • Facebook post • PowerPoint • YouTube thumbnail • Email Banner Staff to help with the marketing design	None	Eleazar (2) Anuj (1)	Complete.
9	Make the CRC workshop training more interactive	Use the training that we have and add hands-on exercises and real-time implementation Icebreakers. (See information in Basecamp.)	None	Karine (2) Anuj (2)	Complete.
10	Address TAC request to add a disclaimer for the everyone that uses Basecamp	Look for a way to add a disclaimer for the existing Basecamp members and for the new members that will be added	None	Dan Bourque (3) Nikos Giannitsanos (3)	Complete.
11	Add information on Zoned Hybrid Meetings to Virtual Meetings Guidance	Based on information shared from the West Virginia chapter, some chapters are doing “zoned” chapter meetings. Adjust guidance to cover this type of meeting.	None	Karine Leblanc	Complete.
12	Prepare information on Disaster Recovery	Regions and chapters face security threats to online information. Document the threats and how to plan and respond in the event of a breach or disaster.	None	Nikos Giannitsanos	(Added March 2022) Carryover.

1- Communications Committee Goal

The Communications Committee identifies the communication, collaboration and training needs for membership groups, recommends, and maintains policies, and ensures that the implementation of information technologies meets the objectives and needs of the Society.

2- Align our MBOS's with Mick Schwedler Society theme

“Personal Growth. Global Impact. Feed the Roots.”

The focus is growth with ASHRAE - both professionally and personally - how it happens and benefits everyone from the individual all the way up to global impact.

3- Align our MBO's with the Mission and Vision of ASHRAE

Mission: To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

Vision: A healthy and sustainable built environment for all.

4- Align our MBO's with ASHRAE Strategic Plan

- **Organizational streamlining**
- **Improve chapter engagement, capacity, and support**

5- Who do we serve?

1- Grassroots

- 200+ Chapters
- 15 Regions

2- Society

- Members Council
- Tech Council
- Pub Ed Council

6- The 5 current **pillars** from our workshop at CRC:

- 1- Basecamp
- 2- Website
- 3- Email
- 4- Social Media
- 5- Newsletter

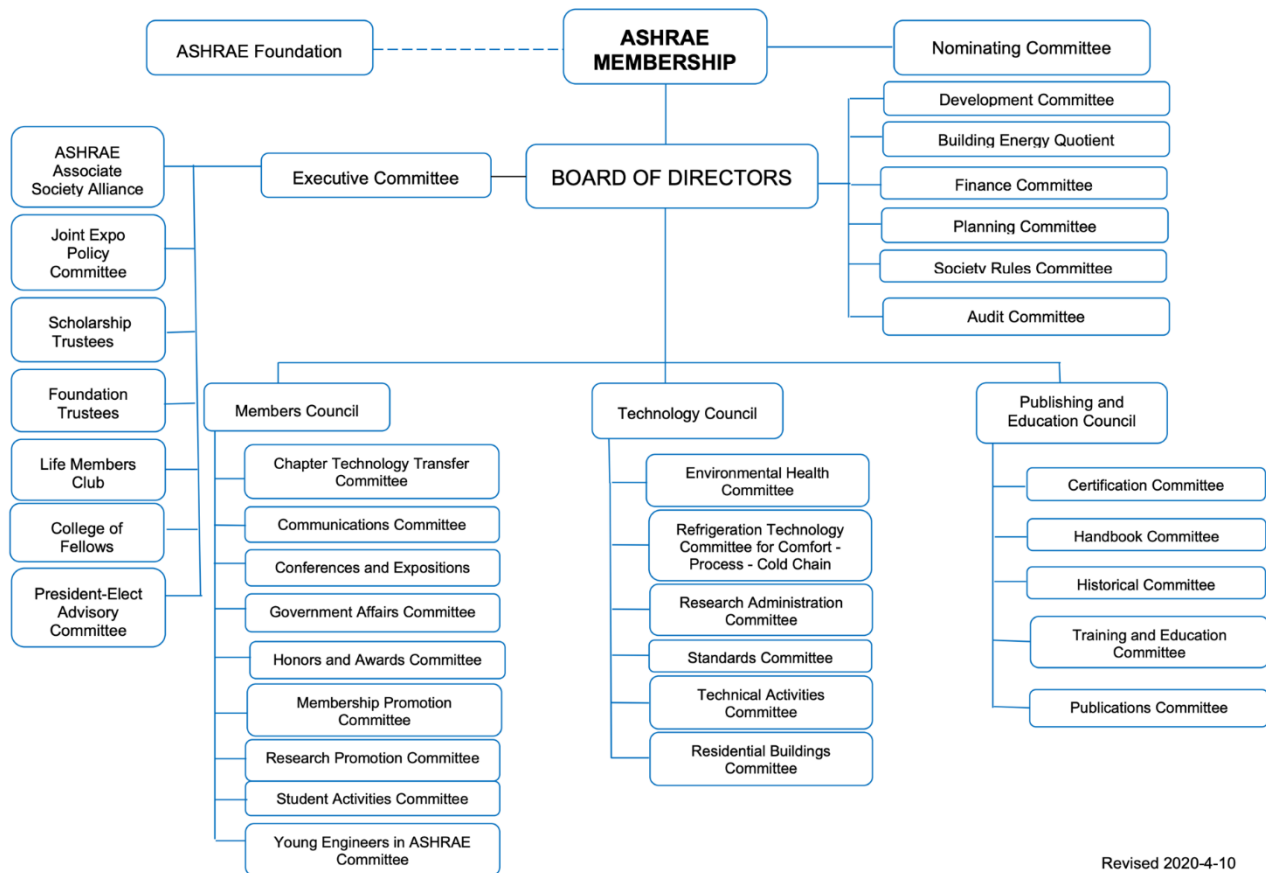
7- Communications Committee Team 2021-2022:

Member	Position	Term of Service	
Karine Leblanc*	Chair	1 Year	July 1, 2021 – June 30, 2022
Jessica Mangler*	Vice-Chair	1 Year	July 1, 2021 – June 30, 2022
Anuj Gupta	Member	3 Year	July 1, 2020 – June 30, 2023
Eleazar Rivera	Member	3 Year	July 1, 2020 – June 30, 2023
Richard Kimball	Member	3 Year	July 1, 2019 – June 30, 2022
Thursten Simonsen*	Member	3 year	July 1, 2021 - June 30, 2024
Nikolaos Spiridonos Giannitsanos	Member	3 Year	July 1, 2020 – June 30, 2023
Daniel Bourque*	Member	3 year	July 1, 2021 - June 30, 2024
Ashish Rakheja	BOD ExO	1 Year	July 1, 2020 – June 30, 2022
Farooq Mehboob*	CO	1 Year	July 1, 2021 – June 30, 2022

*New Member/ New Appointed Position



ASHRAE STRUCTURE



Revised 2020-4-10

Attachment C

(2022-23 MBOs)

ASHRAE Communications Committee

MBO #	Objective	Notes / Suggestions	Fiscal Impact	Responsibility	Status
1	In alignment with ASHRAE's Strategic Plan & Initiative #3 (Organizational Streamlining), identify how can communication resources be used to improve volunteer time efficiency.	- Discuss with ASHRAE Staff, what processes have worked well with managing time & minimizing back & forth communications. - Create tools that eliminate redundancy & minimize volunteers listening to repeat information. - Examine if/how volunteer times are being tracked. For example, the CC's Reference Manual states that each member's time commitment is 5-10 hours per month. Is this accurate? If not, why? Do other committee's Reference Manuals outline time commitment expectations? - Discuss methods for enforcing time management during meetings (meeting start and end times). - Be an example and track committee member's time. Determine format to track time. - Determine methods for how ASHRAE and can better manage volunteer expectations with communication tools.	None	Communications Committee. Leader/Owner is TBD	Awaiting committee discussions
2	In alignment with ASHRAE's Strategic Plan & Initiative #4 (Improve Chapter Engagement, Capacity, and Support), identify how communication resources be used to increase Chapter member recruitment and retention.	- Use CC's social media channels for promoting others. Determine if/how Society's social media channels (which have a greater reach) can join in on this effort. - Focus on finding processes that are already working well, rather than focusing on what's not working. Don't expect volunteers to "re-invent the wheel". - Support Chapter recruitment and retention by encouraging an environment of supporting others, rather than self-promotion. - Directly reach out to Chapters/members with successful processes & offer "kudos". Nominations & awards are nice but can be time-consuming processes that create competition & only highlight one entity.	None	Communications Committee. Leader/Owner is TBD	Awaiting committee discussions
3	Determine optimal methods for improving volunteer productivity, collaboration, and coordination in virtual, hybrid, and in-person formats.	- Determine what types of meeting formats are the most productive (i.e. regularly scheduled "do the work" meetings in lieu of one person working by themselves). - Determine best methods for collaborating & coordinating with ASHRAE members across global time zones. - Identify ways to encourage in-person attendance for different types of meetings. - Determine which type of meetings should be in-person only vs. virtual only so that overall meeting attendance & collaboration is optimized.	None	Communications Committee. Leader/Owner is TBD	Awaiting committee discussions

4	Evaluate the success of Communications Committee's Office Hours & determine how to increase outreach.	- Immediately following Annual Meeting (Toronto), create schedule & theme of Office Hours for upcoming Society Year. - Determine if any committee resources need a dedicated Office Hours session to be scheduled. - How can Office Hours be scheduled "by request" to better accommodate attendee's schedules & demands? Create booking system? - Work with ASHRAE Staff to review how recordings are being promoted and study view count data. Set goal for increasing view count.	None	Communications Committee. Leader/Owner is TBD	Awaiting committee discussions
5	Maintain committee resources (this should be an ongoing MBO for each Society Year).	- Review committee's purpose/responsibilities & confirm committee resources are within scope. - Ensure at least one committee member is a "subject matter expert" for each type of committee resource. - Track committee's progress & revise existing committee resources with newly developed tools. Edit existing committee resources to eliminate outdated information. Committee resources include guideline documents, training workshops, social media/website templates, etc.	None	Communications Committee. Leader/Owner is TBD	Awaiting committee discussions
6	Improve Committee's Succession Planning.	- What "big ideas" did we have but didn't implement? Create "future ideas/goals" list for future committee members. - Identify ASHRAE members who are passionate about communication skills that may be nominated to committee in future. Encourage existing committee members to seek nominations for future committee members. Set quota?	None	Communications Committee. Leader/Owner is TBD	Awaiting committee discussions

Draft MBOs for Society Year 2022-2023**Chair:** Jessica Mangler **Date:** 2022-06-19

GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
 From Meeting of June 24, 2022
 Toronto, Ontario, Canada

Members Present

Chad Smith, Chair
 Darryl Boyce, Vice Chair
 Ginger Scoggins
 Bryan Holcomb
 Cindy Callaway
 Billy Austin
 Sheila Hayter*
 Meghan McNulty*
 Artorius Reyes
 Michael Genin
 RJ Hartman*
 Tim Ashby
 Louis Van Belle*
 Beth Tomlinson*
 Jessica Gardner*
 Andrea Phillips*
 Colin Laisure-Pool
 Timothy Theriault
 George Pantelidis
 Gian Modgil
 Sonya Pouncy
 Ken Fulk
 Eduardo Conghos

Members Absent

Mike Wolf
 Nanette Lockwood
 Damon McClure
 Yew Albert Sin

Guests

Mick Schwedler
 David Underwood
 Robin Bryant
 Bill McQuade
 Walt Vernon*
 Jim Arnold
 Ron Gagnon
 Doug Fick
 Charles Hon
 Arturo Thurdekoos
 Amr Suliman
 Mahoo Efehari
 Peter Luttik Emerson
 Richie Mittal
 Trent Hunt

Staff

Alice Yates
 Emily Porcari
 Isla Kennedy
 Matt Young

INCOMING MEMBERS

Christopher Phelan
 Tim Wentz
 Weston Hockaday
 Peter Koneck-Wilwerding
 Ahmed Bolbol
 Dennis Knight
 Bassel Anbari
 Ryan Carlson

* *notes virtual attendance*

Motions

Motion 1 (Revision to the Manual for Chapter Operations re: Government Affairs Committee duties): GAC recommends that Members Council approve the revisions to the Manual of Chapter Operations to clarify the duties of the Government Affairs Committee at the Chapter level:

2.5 Government Affairs Committee

The Government Affairs Committee (GAC) is appointed by the Chapter President-Elect. The committee's Chair is expected to attend the Government Affairs Workshop at the CRC.

The duties of this committee typically include:

...

D. ~~Maintaining tools~~ Knowing how to access and use tools on the Society GAC website to train and enable chapter members to effect positive interactions with government entities in their communities, especially in the use of Society documents and the advancement of the Society's public policy agenda.

BACKGROUND: The GAC Rules Subcommittee, in its meeting on June 6, 2022, discussed a proposed update to the Manual of Chapter Operations (MCO), Section 2.5, Part D. Section 2.5 of the MCO includes a list of the multiple duties of the Chapter Government Affairs Committee. Part D of this list regards the Chapter GAC's responsibility for tools and training that enable Chapter members to interact with government officials. However, the existing text of Part D implies that the Chapter GAC is responsible for maintaining these tools and training materials, but the materials are created and maintained by Society GAC. The proposed revision would clarify that the Chapter GAC's responsibility is to know how to access the tools that are available on the Society GAC website, rather than to maintain those tools themselves. A motion to advance these proposed changes to the MCO for consideration by the full GAC was approved unanimously by the GAC Rules Subcommittee in its meeting on June 6, 2022. The GAC approved these changes unanimously at its June 24, 2022 meeting (Annual Meeting).

FISCAL IMPACT: NONE.

Information Items

1. Information Item 1. Public Policy Priorities for Society Year 2022-23: The GAC approved by voice vote with no objections the Public Policy Priorities (PPPs) for Society Year 2022-23, as shown in Attachment A. (Per the Rules of the Board, Section 2.402.003.3, the "Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council.") The PPPs were developed during the May 11 meeting of the GAC Executive Committee's Planning Session.
2. Information Item 2. Government Outreach Events: The GAC set a goal of 83 Government Outreach Events to be held during Society Year 2021 – 2022. The GAC has held 102 events as of June 21, 2022. The total to date includes 34 city/local events, 43 state events, 9 U.S. federal events, and 16 global events. GAC and other ASHRAE members are to be commended for this 36% increase to date in events from the previous Society Year, in which 75 events were held. It is also an increase of 23% over the GAC's goal of 83 events for this

Society Year. This is especially impressive in light of the challenges the pandemic brought to us. (See Attachment B)

3. Information Item 3. Revisions to the GAC Manual of Procedures: During the 2022 Winter Conference, the GAC recommended that Members Council approve updates to the GAC Manual of Procedures (MOP) that would clarify the responsibility for reviewing and recommending changes to the PAOE criteria. The changes were intended to consolidate primary responsibility for PAOE criteria under the duties of the Vice Chair, with recommendations coming from the Policy and Programs Subcommittee, Member Mobilization, and Global Affairs Subcommittees. The full GAC voted unanimously on January 22, 2022 to recommend to Members Council to approve these changes. Members Council approved the changes on February 2, 2022.
4. Information Item 4. Building Decarbonization Initiative: The GAC is delighted that its recommendation that ASHRAE produce a Position Document on Building Decarbonization is nearly completed. We expect the Position Document (PD) will be approved at the Sunday, June 26 Board Meeting, and the GAC will then updated its Public Policy Issue Brief on Building Decarbonization to reflect and summarize the information in the PD. Building decarbonization is a key focus for elected officials and policy makers around the world and the GAC will continue to share ASHRAE resources on decarbonization as more materials become available.
5. Information Item 5. Public Policy Issue Briefs – Process for Review and Approval: The GAC worked with the Technology Council to streamline the Public Policy Issue Brief (PPIB) process through revisions to the Rules of the Board. Those changes were approved by the Board of Directors at the 2022 Winter Meeting, and the GAC has implemented the changes in its PPIBs for SY22-23. This change has made the process more efficient and has clarified roles and responsibilities. The GAC will be working with Tech Council on a training so that members of the GAC and Tech Council are clear on the revised process.
6. Information Item 6. Public Policy Issue Briefs: The GAC approved by unanimous vote nine Public Policy Issue Briefs (PPIBs) listed below (PPIBs are provided as Attachment C). Per the revised review and approval process, the PPIBs were sent to Tech Council and comments from the Document Review Subcommittee were addressed. The new PPIB, "Indoor Carbon Dioxide, Ventilation and Indoor Air Quality," is on the ExCom Annual Meeting agenda for consideration and hopeful approval.
 - a. Indoor Carbon Dioxide, Ventilation and Indoor Air Quality
 - b. Building Energy Benchmarking, Assessments, and Performance Targets
 - c. Climate Change and the Built Environment
 - d. Consensus Standards: Expert Solutions to Meet Global Needs
 - e. Indoor Air Quality
 - f. Refrigerants and their Responsible Use
 - g. Resiliency in the Built Environment
 - h. STEM Education & Workforce
 - i. Environmental Tobacco Smoke and Electronic Nicotine Delivery Systems
7. Information Item 7. New MBOs for SY2022-23 were announced by the incoming GAC Chair (see Attachment D).

MBO Update for SY2021-22

MBO	Subcommittee Assigned	Metric	Status	Initiative #	Goal #
1. Develop a long-term strategic plan for the GAC that will maximize the impact of member engagement.	Executive Subcommittee	☒ Plan is developed by June 30, 2022.	COMPLETED A plan has been developed to improve the work of the GAC through maximizing the impact of member engagement.	3, 4	1b; 2a; 2b; 3b
2. Increase the participation of ASHRAE members in Government Outreach Events and other advocacy opportunities by hosting promotional GAC meetings, webinars, and other events to non-GAC ASHRAE members to increase awareness about the GAC.	Member Mobilization	Hold a “intro to GAC” session at the 2022 Winter Conference that targets ASHRAE members who are not on the GAC. ☒ Host 2 “Office Hour” events. Create a DL presentation on the benefits of Government outreach for ASHRAE members.	COMPLETED – ongoing maintenance for next year. Two “Office Hours” education sessions were held. 2 of the 3 metrics have been met; this MBO will continue into SY22-23.	4	2a; 2b; 2c
3. Increase effectiveness of volunteer members through formalizing the GAC member mentorship program and the multi-module training system.	Member Mobilization	Mentorship program and training program are included in Resource Manual.	COMPLETED – ongoing maintenance for next year. Mentorship program has expanded and developed into smaller groups rather than being one-on-one. Formalization of this program still needs to take place and will continue into the next year.	3, 4	2a; 2c; 3a; 3b
4. Build the foundation of a consistent global government engagement program by planning and identifying country- or region-specific events attended by government officials for the purpose of	Global Affairs	☒ Each global RVC identifies at least two events per region that are held annually. Each global chapter chair holds a minimum of one government outreach event.	ONGOING Several opportunities for global government outreach have been identified including events and identification of key government officials. Work needs to continue on this MBO in the next Society Year.	1, 2	1a; 1b; 2b

ATTACHMENT H

MBO	Subcommittee Assigned	Metric	Status	Initiative #	Goal #
outreach and advocacy.		Each global chapter chair identifies the schedule for revision of Energy Codes/Building Codes of the country/state and lists out the possibility of ASHRAE standards that can be referred in the relevant sections. Each global affairs chapter chair develops list of the officer/s associated with the revision of codes and devise the means to get involved with the committee responsible for revision of codes. The chair identifies the pool of expert speakers on ASHRAE standards and arrange meetings of these experts with the committee responsible for revision of codes so as to apprise them of the wealth of knowledge available in ASHRAE resources.			
5. Identify ASHRAE resources and develop advocacy materials that can help state, provincial, federal, and global governmental entities reach their 2030/2050 goals	Policy & Programs	☒ Create at least one piece of advocacy collateral material to support outreach efforts.	COMPLETED. A 2030/2050 goals spreadsheet for various jurisdictions has been posted to Basecamp and should be helpful for outreach efforts. A basic outreach presentation on ASHRAE decarbonization resources	1, 4	1a; 1b

ATTACHMENT H

MBO	Subcommittee Assigned	Metric	Status	Initiative #	Goal #
			was developed to help Chapter Chairs conduct events. The presentation will be improved after PD is approved.		
6. Work with International Standards Task Force to increase ASHRAE advocacy efforts, including through the tracking and adoption of ASHRAE standards around the world.	Global Affairs	☒ Long-term coordination structure defined. Each global affairs chapter chair identifies societies/associations working towards sustainability, climate change, green/efficient/smart buildings. Each global affairs chapter chair identifies sustainability/climate change/energy efficiency/decarbonization programs/schemes by all UN/International agencies working in the region. Each global affairs chapter chair holds at least one outreach event with every organization.	ONGOING. Engagement with the ISTF has been established by identifying a GAC liaison to the ISTF and by including an ISTF presentation at a GAC meeting; this engagement should continue with an emphasis on sharing information to avoid duplication of efforts and best use members' time.	3	1b
7. Assess how EHC and Residential Committee Emerging Issue Briefs can be used to inform ASHRAE advocacy	Policy & Programs	☒ Review process for how EHC Emerging Issue Briefs developed and defined.	COMPLETED. The subcommittee is recommending an annual review of EHC emerging issues briefs to determine the benefits of a complementary policy brief.	1, 2, 3	1a; 3b

ATTACHMENT H

MBO	Subcommittee Assigned	Metric	Status	Initiative #	Goal #
8. Establish a GAC Advisory Board made up of senior staff from various government bodies; this group would advise ASHRAE on what technical resources they need.	Policy & Programs	☒ A group is formed that provides input to ASHRAE on resources needs for governmental purposes.	COMPLETED. Kick-off meeting held, and invitations sent to establish a regular cadence of meetings. Additional members are being sought to broaden representation.		
9. Improve the effectiveness of the Government Affairs Website	Communications Coordinator, in cooperation with PPSC and MMSC	GAC evaluation indicates improvement.	ONGOING. Survey was conducted, and improvements have been recommended. Next step is to prioritize recommendations, working with the Marketing Staff, and then implement.	3, 4	2c

Attachments

Attachment A: Public Policy Priorities for Society Year 2022-23 (Proposed)

Attachment B: Government Outreach Events over Time

Attachment C: Public Policy Issue Briefs

Attachment D: MBOs for SY2022-23

Chapter Technology Transfer Committee (CTTC)

Report to Members Council
From Meetings of June 25 and 25, 2022

Members Present	Members Absent	Guests	Staff
Mohammad Al Tassi	Kenneth Shifflett	Charlie Hon	Rhiannon Masterson
Daniel Robert	Ahmad Nour	Thursten Simonsen	Anastasia Meadows
Andrew Reilman		Robin Bryant	Joyce Abrams
Frank Rivera		Juliana Trigo	
Daniel Redmond		Mick Schwedler	
Matthew Archey		Alfredo Oliveira	
Christopher Adams		Sarah Maston	
Arunabha Sau		Dustin Bemner	
Elizabeth Zakelj		Bryan Holcomb	
Grant Page		Dan Russell	
Abigail Brophy			
Tyler Bradshaw			
Janice Peterson			
Thiago Portes			
Renjie Jerry Huang			
Mahroo Eftekhari			
John Constantinide			
Heric Holmes			
Ashish Rakheja			
*Abhi Khurana			
*Sivakumar Gadam			
*Osama Atef Khayata			
*Wei Sun			

*Incoming 22-23 Member

Motions

1. That the Chapter Technology Transfer Committee (CTTC) Manual of Operating Procedures (MOP) be updated as follows, effective immediately:
 - Section 11.1, ASHRAE Distinguished Lecturers Program
 - Nomination form, biography/resume, and written outline/abstract of proposed presentations (s) must be received by the Society no later than December 1 of each year. The CTT Committee will review all nominations at the Winter Meeting. Accepted nomination terms will begin upon acceptance by the nominated speaker. The term of initial appointment is two years. The option to renew appointments in two-year increments is at the discretion of the Distinguished Lecturer ~~Program Committee~~ Working Group and acceptance of the Distinguished Lecturer.

Background: Update to reflect the official name change of the group of CTTC members that oversee the DL Program.

Fiscal Impact: None

Vote: 16-0-0 CNV

Information Items

1. Distinguished Lecturer Program:
 - a. For the 2021-22 Society Year, our DL program had 192 allocated visits. The DLs used 73 allocated visits and 231 non-allocated visits, for a total of 304 total DL visits. We believe that the total number of visits is actually higher as not all virtual visits are reported. About 80% of DL visits are virtual, and travel for in-person DL visits has been optional since September 2021.
 - b. CTTC has approved a roster of 71 DLs. Five new DLs will begin two-year terms in July 2022.
 - c. The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.
 - d. Nineteen of the current 69 lecturers in the DL program from the current SY are from countries outside of the US and Canada – Argentina, Colombia, Denmark, Egypt, India, Italy, Lebanon, Malaysia, Singapore, Sri Lanka, Netherlands and the UK. DL presentations are available in 11 languages other than English – Arabic, Chinese, Danish, French, German, Hindi, Italian, Marathi, Punjab, Spanish, and Thai.
2. Our DL Diversity & Outreach Ad Hoc was formed in support of the DEO program and ASHRAE Strategic Plan. The main objectives of this ad hoc are diversity of DL offerings and demographics, as well as to increase the DL nomination outreach. This ad hoc has already made great progress since its initiation in June 2021:
 - a. A new DL systematic evaluation process has been formalized and approved by CTTC.
 - b. Ongoing review of all existing DL offerings to maximize the value of the program
3. We formed a DL Automation Ad Hoc charged with automating all DL forms for inclusion on the ASHRAE 365 app. This ad hoc is in the process of working with ASHRAE IT and Marketing to automate the DL Evaluation Form. We hope to finish testing pilot testing in the next couple of months and push out for wider testing by the fall.
4. Our Promotion Award Nominations and Technology Award Ad Hoc has streamlined the two separated Technology Award forms into one form that can be used for chapter, region, and Society submissions. We expect this to increase the number of Society-level submissions. In addition, this ad hoc will now work on how to increase nominations for the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award.

Attachment

Attachment A – CTTC MBOs for 2021-22

Attachment B – CTTC MBOs for 2022-23

MANAGEMENT BY OBJECTIVES

CHAPTER TECHNOLOGY TRANSFER COMMITTEE, ASHRAE SOCIETY YEAR 2021-22, MOHAMMAD TASSI, CHAIR

MBO	STATUS	Due Date	Assigned To	ASHRAE Strategic Plan	MBO Comments
1. Work with all chapters to conduct at least two HVAC events relevant to COVID-19 Precautionary measures and recovery plans	Partial Completion	June 2022	All RVCs	Item 2: Indoor Environmental Quality	Given the ongoing COVID-19 Pandemic, this initiative becomes of high importance. Received feedback from 10 Regions. Complete: IV. Partially complete: I, II, III, VI, VII, VIII, X, XII, XIII. Feedback: these topics were pushed in SY 20-21 and not as much interest during SY 21-22.
2. Work with all chapters to appoint at least one CTTC Co-Chair (vice-chair) per chapter (Target: at least 80% of chapters)	Partial Completion	June 2022	All RVCs		Capacity building, sharing expertise and succession planning are essential factors for CTTC success at Chapter, Regional and Society levels. 37% documented on CIQ; however, it is believed that the actual percentage may be higher.
3. Resume the original plan for broadcasting three Tech-Hours per year	Incomplete	June 2022	Operations Sub-Committee	Item 4: Improve Chapter Engagement, Capacity and Support	There were challenges in getting speakers and we are in the process of updating our speaker recruitment process.
4. Set a plan for further collaboration with TCs and other ASHRAE Committees	Complete	June 2022	Operations Sub-Committee	Item 3: Organizational Streamlining	DL Working Group creating video for TAC.
5. Finalize the online DL Evaluation system, and enroll it at least for interested Chapters	Complete	June 2022	- Services Sub-Committee, - DL Automation Ad HOC & - Online DL Ad Hoc	Item 3: Organizational Streamlining	Streamlined DL Participation Form in effect July 1, 2022. Digital DL Evaluation Form is currently available on DL webpage (in beta testing).
6. Work towards reaching online DL platform that covers DL requests, approval and logging capabilities. (Target: finalize a reliable robust plan for implementation at a later stage)	Complete	June 2022		Item 3: Organizational Streamlining	
7. Review the current DL selection criteria, and existing DL database, then initiate proper measures for providing wider DL diversity of relevant topics (leadership, management, finance...), languages, gender (more female DLs), and even age groups (opportunities for YEA)	Complete	June 2022	- Member Services Sub-Committee & - DL Program Team	Item 3: Organizational Streamlining	New DL Nomination Evaluation system in effect for next DL review cycle to incorporate objective scoring, higher emphasis on diversity, international reach, and relevant topics, and evaluation of all DLs encouraging existing DLs to update records.
8. Conduct at least two additional full Sub-Committee virtual meetings per year (in addition to the Winter and Annual Meetings)	Complete	Fall 2021 Spring 2022	- Operations & Member Services Sub-Committees - Staff support	Item 3: Organizational Streamlining	This initiative proved to Enhances CTTC communications, and leads to higher level of preparedness for the full Committee meetings

Management by Objectives (MBOs)

Chapter Technology Transfer Committee | ASHRAE Society Year 22-23 | Daniel Robert, Chair

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan	MBO Comments
1. Complete four Tech Hour recordings and broadcast a minimum of three during the year.		June 2023	Operations Subcommittee, Tech Hour Working Group, RVCs	1, 2, 3	To continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative Tech Hour programs during the 22-23 SY.
2. Continue to work towards reaching a fully operational DL platform that covers DL requests, approval, evaluation, and logging capabilities with a long-term vision of having this platform available to all chapter presenters.		June 2023	Member Services Subcommittee, DL Automation Ad Hoc	3	The current DL operations includes inefficient manual DL forms for the request, approval, and evaluation process. The digital platform should greatly help minimize this by help managing all this online. Once the DL version is under operation, the plan would be to gather the info of all the speakers invited at Chapter events and share valuable info amongst all chapters.
3. Work with all RVCs to increase the number of Technology Awards submissions, both regionally and at the Society level.		June 2023	RVCs	4	Each chapter should have at least one submission to the regional level. Increase the overall number of Society submissions by 25% (compared to 21-22). At least one submission to Society from these areas: Region VIII (Mexico), Region XII (Caribbean, Central/South America), Region XIII, Region XIV, and RAL.
4. Enroll a minimum of four TC members as Distinguished Lecturers (DLs).		January 2023	Member Services Subcommittee	1, 2, 4	There has always been a gap between TC members and Chapter members. By getting TC members to participate in the DL program, we will reduce the gap between both entities and allow a greater diffusion of knowledge.
5. Conduct two mid-year virtual subcommittee meetings per year.		Fall 2022, Spring 2023	Operations and Member Services Subcommittees	3	We will continue to enhance CTTC communications to ensure we are all meeting our goals in a timely manner.
6. Work toward reducing our carbon footprint while continuing to provide member benefits and services.		June 2023	All Subcommittees	4	ASHRAE is promoting decarbonization to reduce GHG. CTTC needs to embrace this and find ways to reduce our carbon footprint, which shows everyone that we not only promote decarbonization, but we are doing our best to practice it.
7. Reestablish the DL mixer at the 2023 Winter Conference in Atlanta with the target of having 50% or more of DLs present.		February 2023	Member Services Subcommittee	3, 4	The DL mixer started about five years ago at Winter Conferences and was put on hold due to the pandemic. This event allows CTTC members and DLs to get together to socialize and discuss ideas for the DL program.
8. Increase submissions for the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award (at least one submission from each Region for Mills and three submissions for Siller).		November 2022	Member Services Subcommittee, RVCs	4	Interest for these awards is declining. CTTC will review the submittal form and required points. RVCs will play an active role in seeking out qualified candidates.

*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support

**PLANNING SUBCOMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETING OF JUNE 25, 2022**

Members Present	Members Absent	Guests	Staff
Jim Arnold, Chair	Kevin Amende	Charles Bertuch	Tammy Catchings
Scott Peach	Ioan Silviu Dobosi	Heather Platt-Gulledge	Joyce Abrams
Ronald Gagnon	Ashish Rakheja	Bryan Holcomb	
Basel Anbari	Kishor Khankari		
Sherry Abbott-Adkins	Bill Wang		
Rob Craddock			

1. MBOs (MBOs will be reported on in #9 of the Members Council agenda.)

The Planning Subcommittee as a group will work on the documents (ROB, MOP and Reference Manual) and will make a recommendation at the annual conference.

- **MBO 2: Action Item 28 (11/21):** Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval. **(Complete, see note and motions below.)**
 - A. Review ROB to determine:
 - Sections needing amendment
 - Sections needing deletion
 - B. After ROB review, update MOP accordingly
 - C. Rewrite MC Resource Manual to align with council documents and Finance Committee Resource Manual

Note: The Planning Subcommittee reviewed the Members Council governing documents, recommends changes to ROB 2.301 Members Council and will update the Members Council MOP accordingly if the following motions are approved.

The Subcommittee submits Motions 1 through 4 as a consent motion. The background for all three is the same: The proposed edits clarify the relevant section of the Rules of the Board and update them to reflect current practice. The fiscal impact of each motion is zero.

MOTION1:

Planning Subcommittee recommends to Members Council that Members Council ROB 2.301.001 Membership, be revised as shown below.

2.301.001 MEMBERSHIP

C. Voting Members: Chair, Vice Chair, up to six (6) Directors or one (1) ExCom Official, and the Region Members Council Representative (RMCR) from each region. (20-07-01-05)

MOTION 2:

Planning Subcommittee recommends to the Members Council that Members Council ROB 2.301.002.2, Regions, Chapters, Sections and Branches, be revised as shown below.

2.301.002.2 REGIONS, CHAPTERS, SECTIONS AND BRANCHES

- A. This council ~~makes recommendations to the Board of Directors concerning~~ governs the policies, procedures and operations of the Society and its regions, chapters, sections and branches. (SBL 6.5)

MOTION 3:

Planning Subcommittee recommends to the Members Council that Members Council ROB 2.301.002.4, Regional Executive Committee, be revised as shown below.

2.301.002.4 REGIONAL EXECUTIVE COMMITTEE

- A. The Regional Executive Committee consists of the Regional Chair, the Regional Vice Chairs, the Sub-Region Chairs, the Regional Historian, the Regional Treasurer, the Region Members Council Representative, the Regional Nominating Committee Member and Alternate, the CRC General Chair, ~~and the~~ Assistant Regional Chairs and the Assistant Regional Vice Chairs.
- B. The Society will provide transportation cost for ~~up to 12~~ approved members for one Regional Planning Meeting per Society year for the committee members as described in A). One other member of the committee may receive transportation costs, if named by the DRC, who shall advise the Society of the 12th member (his or her name) and the reason for being included. At the Regional Chair's option, the committee may be expanded to include other members such as he may direct; however, transportation cost will not be provided for these optional members.

MOTION 3:

Planning Subcommittee recommends to Members Council that Members Council ROB 2.301.005, Manuals and Procedures, be revised as shown below.

2.301.005 MANUALS AND PROCEDURES

This council is responsible for reviewing, recommending changes and interpreting the following:

- A. ~~RAL Sub-Region Chair Qualifications and Responsibilities~~ Manual of Chapter Operations
 - B. Fees, Dues and Privileges
 - C. Criteria for Formation of a New ASHRAE Region
 - D. Criteria for the Formation of a New Chapter
 - E. Chapter Technical Publications
 - F. Chapter and student branch constitutions and bylaws
 - G. Manual for Conducting a Chapters Regional Conference
 - H. Region Operations Manual
- **MBO 4 – Planning Subcommittee (Crowther/Arnold/Craddock)**
Develop a training presentation on LEAN processes based on the work of the Society Transformation ad hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters. **(Complete, see presentation in Attachment G)**

- 2. Members Council Budget Overview (Abrams, **Attachment 8.1a**)

INFORMATION ITEMS:

1. The Planning Subcommittee selected a candidate for the John F. James International Award
2. Presidential Visits

The motion below was referred to the Society Executive Committee for consideration.

Region-At-Large (ASHRAE Falcon Chapter) – Motion 11 (11/4/2021):

- A. That MOP B1.8 rules require a visit to each RAL chapter once every five years by one of the society officers. This should be followed and recorded.
ExCom's response during their meeting in Las Vegas: *ExCom felt that visits to all ASHRAE Chapters should be prioritized, consistently managed, and tracked. To that end, ExCom plans to expand the referred motion to apply to all Chapters in ASHRAE.*

The President and President-Elect will work together to review historical records of Chapter visits to prioritize visits each year and will continue to track visits as part of ExCom's annual planning process.

Excerpt from Members Council MOP:

SECTION B RESPONSIBILITIES OF THE COUNCIL CHAIR AND VICE CHAIR

- B1.8 Ensure that Region-At-Large Chapters are scheduled a chapter visit a minimum of once every five-year period by a Society Officer or member as designated by the Society President to promote contact between the Society and Chapter members. (00 02 06 11/02 01013 28)

Action Item: Planning Subcommittee to revise the Members Council MOP to reference visiting each ASHRAE chapter, not only those in the Region-At-Large, once every five years.

**REGION OPERATIONS SUBCOMMITTEE
REPORT TO MEMBERS COUNCIL
FROM MEETING OF JUNE 26, 2022**

Members Present

Eric Sturm, Chair
Joe Sanders
Devin Abellon
Robin Bryant
Ken Fulk
Charles Bertuch
Danny Castellan
Rob Craddock
Bryan Holcomb

Members Absent

Buzz Wright
Nate Boyd

Guests

Dennis Knight
Sherry Adkins-Abbott
Ioan Dobosi
Rob Craddock
Tulia Rios
Maggie Moninski
Juliana Trigo

Staff

Tammy Catchings
Joyce Abrams

1. MOTIONS:

MOTION 1:

Region Operations Subcommittee recommends to Members Council that Section 11.1, Qualifications for New Chapters or Sections from the Manual for Chapter Operations be revised as shown below

1. Formation of a new chapter: May be authorized upon approval by Members Council of a written petition of a minimum of 40 Members and Associates in good standing of the Society, and the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for chapters, which have been approved by Members Council following a minimum of two years of operation as an ASHRAE Section in good standing.

Background: Action Item 44 (11/21): Manual Subcommittee to revise the Manual for Chapter Operations (MCO) as indicated in Motion 26 (11/4/2021), and modify the requirements for the formation of a new chapter as stated in Section 11.1 of the MCO so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a chapter. **(Complete)**

Fiscal Impact: None.

(The Region Operations Subcommittee approved this motion by unanimous voice vote, chair not voting.)

MOTION 2:

Region Operations Subcommittee recommends to Members Council that Appendix 4C as shown below be added as a new appendix to the Manual for Chapter Operations.

Appendix 4C: Chapter Sponsorship Guidelines and Suggestions

The following guidelines may help a chapter properly solicit sponsorships.

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- A. Chapters may solicit and receive money for the following:
 - 1. Research Promotion
 - 2. Dues
 - 3. Awards
 - 4. Endowed scholarships
 - 5. CRC events
 - 6. Others as approved by Society
- B. Consider forming a chapter sponsorship committee. Their duties may include:
 - 1. Develop sponsors' packages
 - 2. Soliciting and managing sponsors
 - 3. Establish methods and modes and payments
- C. Some chapters use product shows to encourage attendance and find a meeting sponsor. Refer to chapter 5.8.A for proper guidelines.
- D. Consider offering a "bundle" to prospective chapter sponsors that cover all chapter activities for the society year including meeting sponsorships, golf sponsorships, YEA events, chapter roster, etc.
- E. Avoid all perceptions of "Pay to Play," this includes but is not limited to:
 - 1. Product shows exhibitors may not address the chapter during the business meeting.
 - 2. Speakers should not be obtained via a sponsorship solicitation.
 - 3. Funding and sponsorships should not be considered while determining chapter leadership roles.
- F. Advertising in any chapter publication or website must comply with Society policy.
- G. Plan and solicit sponsorships early. Sponsorship levels, benefits and costs should be clear and consistent. Charges for each level of sponsorships should be the same to each potential sponsor.

Background: Action Item 8 (2/21): To revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made from their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made.
(Complete)

Appendix 4C has been created to consolidate the various statements within the MCO into one area and add best practices. Action Item for Staff to send this as an information to ExCom

Fiscal Impact: None.

(The Region Operations Subcommittee approved this motion by unanimous voice vote, chair not voting.)

MOTION 3:

Region Operations Subcommittee recommends to Members Council that Section 4.7, Fund-Raising Activities, Section 5.8.A., Product Shows and 6.4.F., Chapter Roster of Industry Representatives from the Manual for Chapter Operations be revised as shown below.

4.7 Fund-Raising Activities

Chapters can solicit and receive monies for dues, research promotion, awards, endowed scholarships, CRC events and ~~chapter operations~~ others as approved by Society.

Appendix 4C offers fund-raising guidelines and suggestions.

6.8 Product Shows (excerpt from MCO)

- No time shall be provided on the program for product discussion.
- A disclaimer will be posted adjacent to the display area and listed in any published announcements.
- Product Show presenters shall not address the membership at the business meeting.
- Review Appendix 4C for other guidelines and suggestions.

6.4 Chapter Roster of Industry Representatives

- D. Final copy must be supplied to both the DRC and Society Headquarters.
- E. Charge for listing under "Agents and Manufacturers" must be the same for each listing.
- F. Review Appendix 4C for guidelines and suggestions.

Background: This is part of Action Item 8 (2/21) as shown above in Motion 2 and is added to the sections as best practices.

Fiscal Impact: None.

(The Region Operations Subcommittee approved this motion by unanimous voice vote, chair not voting.)

MOTION 4:

CRC Hotel Contract Negotiations

Region Operations Subcommittee recommends to Members Council that consent motions a. through c. be approved.

- a. That Section A, Chapters Regional Conference Organization, Conference Arrangement Committee, Accommodations Chair be revised as shown below.

Section A – Conference Arrangement Committee

- Accommodations Chair
To enhance cooperation and coordination with the hotel staff, one person should be responsible for all contact with ~~the hotel management. ASHRAE staff can assist the region by reviewing hotel contracts. Send to email to~~ meetings@ashrae.org HelmsBriscoe for site selection, contract and the hotel's Event Service Manager for conference coordination. To get started, fill out the ASHRAE CRC New Meeting Request Form which can be found at <https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences> on the CRC web page and submit to Susan Francois with HelmsBriscoe (see contact info below).

Susan Francois
Manager, Global Accounts
HelmsBriscoe
813.679.8316
sfrancois@helmsbriscoe.com

Review document, “THE PROCESS...working with HelmsBriscoe – ASHRAE,” also found at <https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences>, on the CRC web page to understand the services that HelmsBriscoe provides at the start of planning for your CRC.

- b. That Section C – Accommodations and Fun, Headquarters Hotel, of the CRC Manual be revised as shown below.

The headquarters hotel should be selected on the basis of adequate facilities, affordable guest rooms and appropriately-sized meeting rooms for technical and business sessions. The selection of the location, hotel and activities should be determined by both the DRC and the CRC Committee to make sure that the cost to the attendees is reasonable.

~~All contracts with hotels should be reviewed by ASHRAE staff (meetings@ashrae.org) prior to signing the contract. See in **Appendix CA** “Hotel Negotiating” for additional information. HelmsBriscoe will work with the Host Chapter General Chair (or other host chapter designee) to research and select a hotel. Once the hotel is selected, HelmsBriscoe will manage the contract negotiations on behalf of the host chapter. Once final negotiations are made, HelmsBriscoe will send the contract to the Host Chapter General Chair for signature. Once the contract is signed, the Host Chapter will work directly with the contract hotel to start planning the details of the conference. See “THE PROCESS...working with HelmsBriscoe – ASHRAE,” at <https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-conducting-chapters-regional-conferences>, for additional information.~~

Complimentary rooms supplied by the hotel as part of the contract concessions should be assigned to the CRC General Chair and DRC.

- c. That Appendix CA, Hotel Negotiating, of the CRC Manual be revised as shown below.

Hotel Negotiating

- ~~1. EVERYTHING IS NEGOTIABLE.~~
- ~~2. AFTER AGREEMENT, GET IT IN WRITING.~~
- ~~3. OBTAIN DRC APPROVAL PRIOR TO SIGNING.~~
- ~~4. HAVE CONTRACT REVIEWED BY ASHRAE STAFF (MANAGER OF CONFERENCE —SERVICES meetings@ashrae.org) PRIOR TO SIGNING.~~

Society Support

~~ASHRAE Meetings Staff would be happy to review your AV proposal and offer feedback if applicable, similar to hotel contracts. Contact meetings@ashrae.org if you would like your proposal reviewed. Please allow 3 business days for review.~~

Background: The Meetings Team will no longer review hotel contracts for the CRCs. ASHRAE has found a completely reliable and free service for the chapters to use. Use of this service will take a lot of the burden off the chapters and will ensure they get the best hotel service and contract deal possible. The company as shown in **Attachment B** does all the leg work. The attached document and form provides all the details and will be posted on the website on the

ATTACHMENT K

CRC and MCO web pages following the Toronto meeting. ASHRAE Staff will present this information to the DRCs and RMCRs during their forum on Friday, June 24.

Fiscal Impact: None to the Society, Regions or chapters. This service is completely free.

(The Region Operations Subcommittee approved this motion by unanimous voice vote, chair not voting.)

2. MBOs (MBOs will be reported under #9 on the Members Council agenda.)

- **MBO 3 – Region Operations Subcommittee (Sturm)**

Analyze the motions review and resolution process from inception to resolution and recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC. **(Complete)**

The document titled "CRC Motion Review Process," was approved by Members Council during the Las Vegas meeting in February and shared with the Board of Directors as an information item. Beginning with the 2022 spring CRC motions, the process was implemented. **(Attachment B)**

- **MBO 5 – Region Operations Subcommittee (Knight/Sturm)**

Develop financial training presentation modules along with Finance Committee (FC) Planning Subcommittee to include (i) Budgeting and Budget process; (ii) Financial Management and FC and Board oversight guidelines, limits of authority and monitoring; (iii) How to read ASHRAE financial statements; and (iv) Staff roles and responsibilities. **(Complete)**

Note from Dennis Knight: A training plan was developed and completed for MBO 5. I was going to have as one of my Finance Committee MBOs for next year, to review the training modules that were just presented to the Board and Members Council and modify them as needed to meet the training plan that we have completed. MBO 5 could be marked as ongoing if it stays as written.

3. INFORMATION ITEMS:

A. Acronym Changes to be made to MCO

Action Item: References in MCO for DIA – Diversity in ASHRAE to be changed to DEI - Diversity, Equity & Inclusion

B. Due to unexpected delays, the Manual Subcommittee could not get to Action Item 17 in enough time for the Toronto meeting. We respectfully pass this item to the subcommittee for next year.

Action Item 17: To review the process for legal support section in the MCO and determine if language should be added to the manual concerning legal guidance, including avoiding email chatter.

C. Discussion on Struggling Chapters

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Excerpted email notes from Farooq Mehboob: There are several chapters in the RAL and I'm sure there are others where the membership is either significantly below the required number and in some cases even below the requirement for sections. Please reach out to the chair of Region Operations Subcommittee and request that they come up with a recommendation on the situation for discussion at our next meeting, the recommendation should consider whether we should move chapters below a certain threshold of membership into sections or consider disbanding those chapters which do not have even sufficient members for being sections. I expect some thought is given to the costs to ASHRAE.

The issue of struggling chapters which I asked you to refer to Region Operations Subcommittee relates to all our regions not specifically RAL. I hope that's clear to the subcommittee and we expect a discussion on their recommendations in Toronto. All the data will need to be accessible to the subcommittee.

Attachment A includes Section 11.9, Guidelines for Identification of Struggling Chapters and Appendix 11G, Chapter Health Assessment Checklist from the Manual for Chapter Operations, the Region Paid/Unpaid report as of June 15, 2022 (also known as area assigned member numbers).

RESPONSE

The Subcommittee appreciates Farooq's asking us to discuss this important topic. The discussion was energetic and wide-ranging. The Committee recommends focusing efforts on identifying and helping weak or failing Chapters before membership drops below minimum numbers.

RECOMMENDATIONS

1. That the Regions and Members Council evaluate the strength of each new proposed Chapter to avoid the creation of Chapters that are unlikely to succeed. A recent change is to require a proposed Chapter to have been a successful Section before petitioning to become a Chapter. Regional leadership – including DRCs, RMCRs, and MP RVCs – should monitor the impact of this requirement on Chapter success trends within their Regions. The impact of “splitting” a successful Chapter should be considered.
2. That DRCs, RMCRs, and RVCs implement tools available in MCO Section 11.9, Guidelines for Identification of Struggling Chapters and Appendix 11G, Chapter Health Assessment Checklist. Depending on the Chapter and/or Region, these tools can be used
 - as a method to check a Chapter's health and compared with others in the Region
 - once a year or as an ongoing measurement to detect trends
 - for planning which Chapters to visit that Society Year
 - for evaluating improvements in Chapter operations, year over year
3. That DRCs, RMCRs, and RVCs provide and receive training on how to identify and help a struggling Chapter. Each situation will be unique and so require unique solutions. Some examples of ways to help a struggling Chapter include

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- Creating a Regional opportunity fund by earmarking \$1 (or other amount) from each member's Chapter dues for that purpose; these funds may be used to offset the costs of regional leadership travel to struggling chapters
 - Setting up a "partner" relationship between a strong Chapter and a weaker one, either within a Region or across Regions; where appropriate, leaders can attend each other's BOG meetings. Sister Chapter Program, which is currently in place, can be utilized for this action
 - Making personalized outreach efforts – not only once, but ongoing
 - Ensuring Chapters know what resources are available to help strengthen their operations and member engagement
 - Encouraging Chapters to ask for help before they are in crisis
4. That if, after multiple attempts, a Chapter cannot be rescued the Region follow existing procedures in the Manual for Chapter Operations for dissolving a Chapter. When appropriate, create a Section to keep a core group of members engaged. Because Sections have fewer, less burdensome requirements, creating a Section will allow the local members – with Regional support – to rebuild their strength so they can return as a Chapter later without losing the "ASHRAE connection."

2021-22 MBOs

MBO #	Action	Status
MBO #1	Membership Development Task Group Analyze Membership trends statistics with respect to industry classification, membership grades, regions, demographics etc. Review value proposition of ASHRAE membership and products and services. Based on the analysis recommend actions and a plan to reinvigorate membership growth.	Open
MBO #2	Planning Subcommittee Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval.	Open
MBO #3	Region Operations Subcommittee Analyze the motions review and resolution process from inception to resolution and recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC.	Complete
MBO #4	Planning Subcommittee Develop a training presentation on LEAN processes based on the work of the Society Transformation ad hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters.	Complete
MBO #5	Region Operations Subcommittee Develop financial training presentation modules along with Finance Committee (FC) Planning Subcommittee to include (i) Budgeting and Budget process; (ii) Financial Management and FC and Board oversight guidelines, limits of authority and monitoring; (iii) How to read ASHRAE financial statements; and (iv) Staff roles and responsibilities.	Complete

Status of CRC Motion Review Process

Spring CRCs – April/May: 6 month target: October/November (by Fall Members Council Meeting)

Fall CRCs – July/September: 6 month target: January/March (by Winter Conference)

2022 Spring CRC Motions				
Region	CRC Motion #	Chapter	Motion	Status
VI	1	Illinois Chapter	That ASHRAE Society automatically initiate the upgrade from Associate grade to Member grade based upon the Associate updating their ASHRAE Biography information.	Assign to Daniel Gurley
VI	2	Illinois Chapter	That without disclosing privileged conversation, the RVC nominees be notified of their selection (or not) after CRC caucus is completed.	Assign to Nominating Committee
VI	3	Illinois Chapter (same as CRC Motion 7)	That ASHRAE should establish an ongoing Membership demographic and compensation survey.	Assign to Membership Development Task Group to consider for value of membership
VI	4	Minnesota Chapter	That ASHRAE establish daily or real-time updating of chapter level RP fundraising totals in a form that individual chapters can easily link to for automatic fundraising total updates on websites using StarChapter by July 1, 2023.	Assign to Julia Mumford to take the lead and speak with IT, Joslyn Ratcliff, or whomever else is relevant
VI	5	Minnesota Chapter	That chapter research promotion goals be relative to the area assigned members at the beginning of the fiscal year.	Assign to Julia Mumford/RP Committee
VI	6	St. Louis Chapter	That ASHRAE abandon the current online form used to collect credit card information for RP donations and replace it with a secure third-party payment processing service by the start of FY 2023.	Assign to Craig Wright
VIII	7	Dallas Chapter (same as CRC Motion 3)	That ASHRAE should establish an ongoing Membership demographic and compensation survey.	See CRC Motion 3.
VIII	8	Monterrey Chapter	That the term “Delinquent Members” be revised for our members who have outstanding dues payments to “Past Dues Members.”	Assign to Daniel Gurley/MP Committee
XI	9	Regina Chapter	That Section 4.2, Election, of the ASHRAE Bylaws be revised as shown below: Section 4.2 Election. Except as set forth in Section 4.3 and Article V, all elected members of the Board shall be elected at the annual meetings of the Society for terms of three years, or until their successors have been elected and installed. Not less than one nor more than four three members of the Board shall be from any one region at the time of nomination. If the membership of the Board of Directors is changed, the Board of Directors may, at the time of such change, vary initial terms of office in order to have a uniform number of directors elected each year.	Assign to ExCom

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XI	10	Regina Chapter	That ASHRAE apply to the Canadian Standards Council of Canada for accreditation as a Standard Development Organization.	Assign to Stephanie Reiniche
XI	11	Regina Chapter	That ASHRAE use members of the society to translate its Standards into other languages for its members to use.	Assign to Mark Owen/Pub Ed Council to work with Stephanie Reiniche/Tech Council to discuss whether to consider this motion in the context of the existing investigation of ISI Task Force
XI	12	Manitoba Chapter	That ASHRAE impose a modest increase on annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a no- or low-cost benefit of Society membership).	Assign to Mark Owen
XI	13	Oregon Chapter	That ASHRAE Society provide point of sale, and banking resources that prevent chapter financial transactions being tied to individual social security numbers and affect chapter officers' individual income tax return.	Assign to Craig Wright
XI	14	Oregon Chapter	That ASHRAE Society provide climate design conditions that reflect recent climate change trends with the Climate Design Information for acceptable use in system sizing and design. These design conditions shall take into consideration predicted trends for the next 16 years to accommodate many system lifespans, and four (4) ASHRAE Handbook fundamentals publications. These conditions shall be updated with each ASHRAE Handbook Fundamentals publication henceforth.	Assign to Stephanie Reiniche

ACTION ITEMS**2022 MEMBERS COUNCIL ANNUAL MEETING (6/28/2022)**

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
1	4	Staff	09/2022	Open	Staff to get complete costs of implementing a payment plan for Society and Chapter dues
2	12	CEC		Open	CEC to make sure all chapters know about hosting opportunities
3	13	Staff	09/2022	Complete	Staff to update Section 2.5 of the MCO
4	17	Planning		Open	Planning Subcommittee to revise the Members Council MOP to reference visiting each ASHRAE chapter, not only those in the Region-At-Large, once every five years.
5	17	Staff	09/2022	Complete	Staff to update Section 11.1 of the MCO
6	18	Staff	09/2022	Complete	Staff to add Appendix 4C to the MCO
7	19	Staff	09/2022	Complete	Staff to update Sections 4.7, 5.8A, and 6.4F of the MCO
8	20	Staff	01/2023	Open	Staff to update CRC Manual
9	20	Staff	09/2022	Complete	Staff to update MCO. References in MCO for DIA – Diversity in ASHRAE to be changed to DEI - Diversity, Equity, & Inclusion
10	22		01/2023	Open	Struggling Chapter document to be sent out

2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022)

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
1	4	Staff	06/2022	Complete	To send Motion 3 to the Finance Committee before sending to the Board of Directors for approval.
3	4	Staff	06/2022	Complete	To report results of Motion 4 to the Hellenic Chapter and publish on the website.
4	4	Staff	06/2022	Complete	To report results of Motion 10B (11/4/2021) to the Hellenic Chapter and publish on the website.

2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022) continued

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
5	8	Staff	6/2022	Complete	To report results of Motion 21 (11/4/2021) to the Central Arizona Chapter and publish on the website.
8	17	Staff	06/2022	Open	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures. Status: This will be included in the new MOP template format that all councils and committees will be using from the SRC.
9	18	Staff	06/2022	Complete	To revise the CRC Manual, Appendix AK, Best Practices as indicated in Motion 10.

2021 MEMBERS COUNCIL FALL MEETING (11/4-5/2021)

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
17	13	Manual Subcommittee	02/2022	Open	To review the process for legal support section in the MCO and determine if language should be added to the manual concerning legal guidance, including avoiding email chatter.
19	15	Abrams, Karnik, Khankari, Peach, Abbott-Adkins & Mumford	06/2022	Open	To follow up and talk through what the real issues are and how this should be addressed and to come up with a plan for the RP exceptions to keep members from being frustrated for not meeting the RP deadline date for year-end donations. This ad hoc will meet in February following the winter conference and will have a recommendation for Members Council at their next meeting. Status: RP Staff will send a reminder of the end of the year policy to chapter volunteers with detailed instructions on how to get the funds in, and what to do if they can't. This is something RP will be emphasizing in training and in communications to volunteers throughout the year. RP Staff will add the chapter presidents and treasurers to the communications which will help this issue as well.
28	21	Planning Subcommittee	06/2022	Open	MBO 2: Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval.

2021 MEMBERS COUNCIL FALL MEETING (11/4-5/2021) continued

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
29	21	Planning Subcommittee	06/2022	Open	MBO 4: Develop a training presentation on LEAN processes based on the work of the Society Transformation Ad Hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters.
44	28	Manual Subcommittee	06/2022	Complete	To revise the Manual for Chapter Operations (MCO) as indicated in Motion 26 and modify the requirements for the formation of a new chapter as stated in Section 11.1 of the MCO so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a chapter.

2021 MEMBERS COUNCIL ANNUAL MEETING (06/22/2021)

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
4	21	Staff	06/2022	Complete	To determine the costs involved in Motion 12 (Illinois Chapter) and if all Chapter, Region and Society level positions can be automated to calculate points for the Regional Award of Merit and Chapter Service Award tally forms. Answer: Staff worked with IT to develop a form that will automate the RAOM and CSA awards where chapters will no longer need to complete tally forms. Certificates will be generated and sent to CRC.

2021 MEMBERS COUNCIL WINTER MEETING (02/02/2021)

AI#	PG#	DUTY	DUE	STATUS	CARRYOVER ACTION ITEMS
8	20	Region Operations Subcommittee	06/2022	Complete	To revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made from their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made. Comments: Staff to send to ExCom as an information item during Toronto meeting.

Fall 2023	Host Chapter/ Location	Dates	CRC General Chair
Region I	Connecticut		Jason Urso (#8085671)
		TARGET: August 3rd Week	
Region II	London (Canada) London, ON, CAN		Robert (Tom) Pollard (#5071430) Ibrahim Semhat (#8091179)
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV	Triangle Raleigh/Durham, NC		
		TARGET: August 2nd Week	
Region V	Akron/Canton Akron/Canton, OH		
		TARGET: July 4th Week	
Region VII	Louisville Louisville, KY		
		TARGET: July 5th Week	
Region IX	Rocky Mountain Denver, CO		Rachel Romero (#8178230)
		TARGET: August 1st Week	
Region X	Northern Nevada Reno, NV		Cameron McGifford (#8432684)
		TARGET: August 3rd Week	
Region XII	ASHRAE Caricom		Ian McGregor
		TARGET: August 2nd Week	
Region XIII	Taiwan		Ming-shan Jeng (#8229907)
		TARGET: August 4th Week	
Region XIV			
		TARGET:	
RAL			
		TARGET: September 3rd Week	

Spring 2024	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Cedar Valley		
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	
Region XI			
		TARGET: May 2nd Week	

Fall 2024	Host Chapter/ Location	Dates	CRC General Chair
Region I	Rhode Island		Joseph Hoey (#5098683)
		TARGET: August 3rd Week	
Region II			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV			
		TARGET: August 2nd Week	
Region V			
		TARGET: July 4th Week	
Region VII			
		TARGET: July 5th Week	
Region IX	Ozarks		
		TARGET: August 1st Week	
Region X			
		TARGET: August 3rd Week	
Region XII	Brazil		
		TARGET: August 2nd Week	
Region XIII	Macao		Seng Fat (Alfred) Wong (#8293408)
		TARGET: August 4th Week	
Region XIV			
		TARGET:	
RAL			
		TARGET: September 3rd Week	

Spring 2025	Host Chapter/ Location	Dates	CRC General Chair
Region VI	Iowa		
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	
Region XI			
		TARGET: May 2nd Week	

Fall 2025	Host Chapter/ Location	Dates	CRC General Chair
Region I	Northeast		
		TARGET: August 3rd Week	
Region II			
		TARGET: August 4th Week	
Region III			
		TARGET: August 3rd Week	
Region IV			
		TARGET: August 2nd Week	
Region V			
		TARGET: July 4th Week	
Region VII			
		TARGET: July 5th Week	
Region IX	El Paso		
		TARGET: August 1st Week	
Region X			
		TARGET: August 3rd Week	
Region XII	Ecuador		Guillermo Soriano (#8281595)
		TARGET: August 2nd Week	
Region XIII			
		TARGET: August 4th Week	
Region XIV			
		TARGET:	
RAL			
		TARGET: September 3rd Week	

Spring 2026	Host Chapter/ Location	Dates	General Chair
Region VI	Iowa		
		TARGET: May 1st Week	
Region VIII			
		TARGET: April 4th Week	
Region XI			
		TARGET: May 2nd Week	

2022-23 Members Council Subcommittees

Planning	Region Operations	PAOE
Buzz Wright – Chair; REG X/RMCR	Rob Craddock – Chair; REG XI/RMCR	Joe Sanders – Chair; REG VIII/RMCR
Scott Peach, REG VII/RMCR	Jonathan Smith, REG IX/RMCR	Scott Peach, REG VII/RMCR
Joe Sanders, REG VIII/RMCR	Ioan Silviu Dobosi, REG XIV/RMCR	Rob Craddock, REG XI/RMCR
Charles Bertuch, REG I/RMCR	Sherry Abbott-Adkins, REG III/RMCR	Tulia Rios, REG XII/RMCR
Danny Castellan, REG II/RMCR	Bassel Anbari, RAL/RMCR	Bassel Anbari, RAL/RMCR
Heather Platt Gulledge, REG IV/RMCR	Ching Loon Ong, REG XIII/RMCR	Maggie Moninski, REG VI/RMCR
Julia Timberman, REG V/RMCR	Tulia Rios, REG XII/RMCR	Anuj Gupta, COMM Rep
Devin Abellon, REG X/DRC	Maggie Moninski, REG VI/RMCR	Daniel Redmond, CTTC Rep
Ronald Gagnon, REG II/DRC	Ken Fulk, DAL	Rob Hoadley, GAC Rep
Wei Sun, Member	Kishor Khankari, DAL	Daniel Chudecke, MPC Rep
N Eileen Jensen, Member		Aakash Patel, RPC Rep
		Mai Anh Dao, SAC Rep
		Branislav (Baki) Cvijetinovic, YEA Rep

2022-23 MBOs

MBO #	Initiatives	Action	Category	MC Assignment	Completion Date
MBO #1	Encouraging greater participation	Develop method to increase transparency to the membership on the work of Technical Committees and how to connect grassroots to TCs	Transparency	Planning Subcommittee	2023 Winter Meeting
MBO #2	Harnessing the power of our relationships	Develop and Conduct a program of virtual joint chapter meetings focusing on the critical issues of the day between North American ASHRAE Chapters and Chapters outside of North America.	Transparency	Region Operations Subcommittee	2023 Annual Meeting
MBO #3	Harvesting information in the service of our members	Create a program to connect chapter members from around the world	Transparency	Region Operations Subcommittee	2023 Annual Meeting
MBO #4	Embracing Change by streamlining	Develop thoughts on how to streamline the work of Member's Council to make it faster, leaner and more agile	Diversity	Planning Subcommittee	2023 Winter Meeting
MBO #5	Embracing Change by streamlining	Develop ways to expand leadership and financial training offerings for Regions and Chapters.	Participation/ Diversity	Planning Subcommittee	2023 Annual Meeting
MBO #6	Develop Ways to Inform Members on ASHRAE'S Decarbonization Plan and Products	ASHRAE has great plans for products and services relating to decarbonization of the built environment. How can this effort that is occurring at Society level be communicated to the ASHRAE membership? How can we empower our members to be the best trained ambassadors for promoting decarbonization.	Transparency	Region Operations Subcommittee	2023 Winter Meeting