



MEMBERS COUNCIL

MINUTES

Fall Meeting – October 28, 2024

These minutes have been approved by Members Council
on February 11, 2025.

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PRINCIPAL APPROVED MOTIONS

MO#	PG#	PRINCIPAL MOTIONS
2	6	That the name of the ASHRAE Granite State Chapter be renamed to the New Hampshire Chapter effective immediately
3	6	That consent motions a. through p. as shown below be approved:
		a. That the charter of the University of Wisconsin Milwaukee Student Branch, located in Milwaukee, WI, and sponsored by the Wisconsin Chapter be approved. (Region VI)
		b. That the charter of the Simon Fraser University Student Branch, located in Burnaby, British Columbia, CAN, and sponsored by the British Columbia Chapter be approved. (Region XI)
		c. That the charter of the INACAP Sede Santiago Sur Student Branch, located in Santiago, CHL, and sponsored by the Chile Chapter be approved. (Region XII)
		d. That the charter of the Politeknik Ungku Omar Student Branch, located in Ipoh, Perak, MYS, and sponsored by the Malaysia Chapter be approved. (Region XIII)
		e. That the charter of the SEGi University Student Branch, located in Petaling Jaya, MYS, and sponsored by the Malaysia Chapter be approved. (Region XIII)
		f. That the charter of the Batangas State University Student Branch, located in Batangas City, PHL, and sponsored by the Philippines Chapter be approved. (Region XIII)
		g. That the charter of the DLSUD Student Branch, located in Dasmariñas, Cavite, PHL, and sponsored by the Philippines Chapter be approved. (Region XIII)
		h. That the charter of the KNUST Student Branch, located in Kaohsiung, TWN, and sponsored by the Taiwan Chapter be approved. (Region XIII)
		i. That the charter of the ACET Student Branch, located in Nagpur, Maharashtra, IND, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)
		j. That the charter of the PCE Nagpur Student Branch, located in Nagpur, Maharashtra, IND, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)
		k. That the charter of the MMDU Student Branch, located in Mullana, Haryana, IND, and sponsored by the Chandigarh Chapter be approved. (Region XV)
		l. That the charter of the KCG Tech Student Branch, located in Chennai, Tamil Nadu, IND, and sponsored by the Chennai Chapter be approved. (Region XV)
		m. That the charter of the CST Bhutan Student Branch, located in Phuntsholing, Bhutan, IND, and sponsored by the India Chapter be approved. (Region XV)
		n. That the charter of the N.K. Orchid College of Engineering & Technology, Solapur Student Branch, located in Solapur, Maharashtra, IND, and sponsored by the Pune Chapter be approved. (Region XV)
		o. That the charter of the Aayojan School of Architecture Student Branch, located in Jaipur, Rajasthan, IND, and sponsored by the Rajasthan Chapter be approved. (Region XV)
		p. That the charter of the King Khalid University Student Branch, located in Abha, SAU, and sponsored by the Saudi Arabia Chapter be approved. (Region-At-Large)
4	7	That the countries of Afghanistan, Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Turkmenistan, and Uzbekistan be changed from Region XIV and Region XV to Region-At-Large effect.
5	7	That the following update to the Members Council Manual of Procedures section 9.2.2 and 9.2.3 to read: “9.2.2. Appoint Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), <u>and the Region Operations Manual, including all appendices. One manual should be reviewed each year and recommended changes sent to Members Council at the Annual Conference. This allows each of these manuals to be reviewed every three years. annually following the fall and spring CRCs</u> 9.2.3. Review and update and the Regions Operations Manual, including all appendices.

MO#	PG#	PRINCIPAL MOTIONS (continued)
6A	8	That a new "Qualifications" section be added to Section 6 "Region Members Council Representative (RMCR) Responsibilities" of the Members Council Manual of Procedures. The proposed new section reads: 6.3 QUALIFICATIONS 6.3.1 <u>Must be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.</u> 6.3.2 <u>Should have previously served as Chapter President and/or Regional Vice Chair.</u> 6.3.3 <u>Must be able and willing to travel and devote considerable time to Society.</u> 6.3.4 <u>Must be able to fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.</u> 6.3.5 <u>Should be willing and able to also serve as the Assistant Regional Chair (ARC) as well as the RMCR.</u> 6.3.6 <u>Must coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.</u>
8A	10	The Florida West Coast Chapter recommends to Society to revise the Chapter Service Award/Distinguished Service Award/Exceptional Service Award point tally forms to include 1/4 <u>a</u> point <u>value</u> given for each year as a section President beginning July 1, 2025."
9A	10	The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section: <u>Host Chapter Section Representative 1/2 point/year</u> <u>Section President 1 point/year</u>
10	11	That Appendix D, Section 1, Paragraph E of the Region Operations Manual be amended to read: "The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader(s) shadow (LeaDRS) to attend the Winter and <u>or</u> Annual meetings (one two trips <u>per meeting year</u>)."

ACTION ITEMS

Fall Meeting F24 - Action Items

AI#	PG#	Action Item	Duty	Due Date	Status
1	7	Make an official note for the appointments process that GAC would prefer that the council representative be made of someone who has three years on the council (i.e. a new RMCR of Members Council starting their 3-year term)	McQuade, Seymour	2/2025	Open
2	9	Administrative updates to MOP, MCO, ROM, and CRC manuals	Staff	2/2025	

MINUTES

MEMBERS COUNCIL FALL MEETING

October 28, 2024

MEMBERS PRESENT: Bill McQuade, Chair
Sarah Maston, Vice Chair

VOTING MEMBERS PRESENT:

Ibrahim M Semhat, RMCR REG II	Daniel C Russell, RMCR REG IX	Daniel J Redmond, CTTC Chair
Matthew Archey, RMCR REG III	Buzz Wright, Alt REG X	Sheila Hayter, GAC Chair
Heather Platt-Gulledge, RMCR REG IV	Ching Loon Ong, RMCR REG XIII	Thomas H Phoenix, H&A Chair
Julia Timberman, RMCR REG V	Eduardo Maldonado, RMCR REG XIV	Jason R Urso, MP Chair
Maggie Moninski, RMCR REG VI/CEC	Nitin Naik, Alt, REG XV	Lester J Pereira, RP Chair
Carrie R Kely, RMCR REG VII	Adeeba S Mebhooob, RMCR RAL	Shaun Nienhueser, SA Chair
Keith H Reihl, RMCR REG VIII	Daniel Bourque, COMMS Chair	Bruno C Martinez, YEA Chair

NON-VOTING MEMBERS PRESENT:

James A Arnold	Bryan M Holcomb	Scott B Peach
Mahroo Eftekhari	Cheng Wee Leong	

GUESTS PRESENT:

Bassel Anbari	Meghan McNulty
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STAFF PRESENT:

Tammy Catchings	Jeanette McCray	Stephanie Reiniche
Tony Giometti	Julia Mumford	Lizzy Seymour
Vanita Gupta	Mark Owen	Katie Thomson
Daniel Gurley	Kirstin Pilot	Leigh Walker
Jeff Littleton	Emily Porcari	Pacia Wright
Rhiannon Masterson	Joslyn Ratcliff	Alice Yates

1. CALL TO ORDER

The Annual Meeting of Members Council was called to order by Bill McQuade, Chair, on Monday, October 28, 2024 at 9:00 am via Webex.

2. ASHRAE VALUE STATEMENT

In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

Code of Ethics - <https://www.ashrae.org/about/governance/code-of-ethics>

Core Values - <https://www.ashrae.org/about/ashrae-s-core-values>

Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

3. ROLL CALL

Those in attendance are included in the list above.

4. REVIEW OF AGENDA

No changes

5. APPROVAL OF DRAFT MINUTES

It was moved by Bill McQuade and seconded

(1) MOTION: That the draft minutes from the June 25, 2024 Annual Meeting of Members Council be approved.

MOTION 1 PASSED. (19-0-1, chair not voting)

6. MOTIONS FOR CHARTERS

It was moved by Jason Urso and seconded by Keith Reihl

(2) MOTION: That the name of the ASHRAE Granite State Chapter be renamed to the New Hampshire Chapter effective immediately.

Background: Historically we have been called the Granite State Chapter and have covered the entire state of New Hampshire; but in recent years prospective members, students, and members alike are not completely sure what areas this chapter covers. Changing the name to New Hampshire Chapter will put us in line with other chapters in the region that re using specific area-based names. It will also make it clear to new members what chapter of ASHRAE they are joining or are a part of. Having a name more reflective of our area will help with local branding and inclusion in our state.

Fiscal Impact: Staff time to change references to the chapter on the Society website and other non-legal documents, such as the Manual for Chapter Operations.

Staff Impact: Minimal

MOTION 2 PASSED. (20-0-0, chair not voting)

It was moved by Shaun Nienhueser and seconded by Heather Gulledge

(3) MOTION: That the following consent motions a. through p. shown below be approved.

- a. That the charter of the University of Wisconsin Milwaukee Student Branch, located in Milwaukee, Wisconsin, and sponsored by the Wisconsin Chapter be approved. (Region VI)
- b. That the charter of the Simon Fraser University Student Branch, located in Burnaby, British Columbia, Canada, and sponsored by the British Columbia Chapter be approved. (Region XI)
- c. That the charter of the INACAP Sede Santiago Sur Student Branch, located in Santiago, CHL, and sponsored by the Chile Chapter be approved. (Region XII)
- d. That the charter of the Politeknik Ungku Omar Student Branch, located in Ipoh, Perak, Malaysia, and sponsored by the Malaysia Chapter be approved. (Region XIII)
- e. That the charter of the SEGi University Student Branch, located in Petaling Jaya, Malaysia, and sponsored by the Malaysia Chapter be approved. (Region XIII)
- f. That the charter of the Batangas State University Student Branch, located in Batangas City, Philippines, and sponsored by the Philippines Chapter be approved. (Region XIII)
- g. That the charter of the DLSUD Student Branch, located in Dasmarinas, Cavite, Philippines, and sponsored by the Philippines Chapter be approved. (Region XIII)
- h. That the charter of the KNUST Student Branch, located in Kaohsiung, Taiwan, and sponsored by the Taiwan Chapter be approved. (Region XIII)
- i. That the charter of the ACET Student Branch, located in Nagpur, Maharashtra, India, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)
- j. That the charter of the PCE Nagpur Student Branch, located in Nagpur, Maharashtra, India, and sponsored by the ASHRAE Mumbai Chapter be approved. (Region XV)
- k. That the charter of the MMDU Student Branch, located in Mullana, Haryana, India, and sponsored by the Chandigarh Chapter be approved. (Region XV)
- l. That the charter of the KCG Tech Student Branch, located in Chennai, Tamil Nadu, India, and sponsored by the Chennai Chapter be approved. (Region XV)
- m. That the charter of the CST Bhutan Student Branch, located in Phuntsholing, Bhutan, India, and sponsored by the India Chapter be approved. (Region XV)
- n. That the charter of the N.K. Orchid College of Engineering & Technology, Solapur Student Branch, located in Solapur, Maharashtra, India, and sponsored by the Pune Chapter be approved. (Region XV)
- o. That the charter of the Aayojan School of Architecture Student Branch, located in Jaipur, Rajasthan, India, and sponsored by the Rajasthan Chapter be approved. (Region XV)
- p. That the charter of the King Khalid University Student Branch, located in Abha, Saudi Arabia, and sponsored by the Saudi Arabia Chapter be approved. (Region-At-Large)

MOTION 3 PASSED. (20-0-0, chair not voting)

7. NEW BUSINESS

- a. Change of Boundaries: Region XIV, XV, and RAL (Attachment A)

It was moved by Mahroo Eftekhari and seconded by Adeeba Mehboob

(4) MOTION: That the countries of Afghanistan, Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Russia, Tajikistan, Turkmenistan, and Uzbekistan be changed from Region XIV and Region XV to Region-At-Large effective immediately.

Background: These countries adjoin RAL and their demographics and linkages are to Asia. There are significant Turkic origin populations in these countries as well as trade and other linkages. Regions XIV & XV do not see them as a part of Europe or European in nature or part of Region XV. RAL is well-positioned to drive membership in these countries.

RAL, Region XIV and Region XV leadership agreed to RAL's request to move these countries to RAL. This change will better serve ASHRAE and its members in these countries.

Fiscal Impact:

Staff Impact:

MOTION 4 PASSED. (20-0-0, chair not voting)

- b. Revisions from Committees to sections of the MCO (Attachment B)
- c. Hardship Cases
- d. Appointment of Ad Hoc to investigate creating a DEI Grassroots Committee
 - Louise McKenzie, Chair; Scott Peach, Mahroo Eftekhari, Dan Redman, Ibrahim Semhat
- e. John F. James Award (executive session)
- f. GAC Council Representative
 - i. Keith Reihl to continue as Members Council representative to GAC

AI 1 Make an official note for the appointments process that GAC would prefer that the council representative be made of someone who has three years on the council (i.e. a new RMCR of Members Council starting their 3-year term)

8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

- a. [Planning Subcommittee Report](#) (Attachment C); The following was reported by Tulia Rios, Planning Subcommittee Chair.

It was moved by Tulia Rios and seconded

(5) MOTION: Planning Subcommittee recommends to Members Council that the following update to the Members Council Manual of Procedures section 9.2.2 and 9.2.3 be approved to read:

"9.2.2. Appoint Manual Subcommittee to review and update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), and the Region Operations Manual, including all appendices. One manual should be reviewed each year and recommended changes sent to Members Council at the Annual Conference. This allows each of these manuals to be reviewed every three years. annually following the fall and spring CRCs

~~9.2.3. Review and update and the Regions Operations Manual, including all appendices.~~

Background: The Members Council Region Operations subcommittee recommended to the Members Council Planning Subcommittee to revise this section of the Council's Manual of Procedures (MOP). The Region Operations Subcommittee appoints a Manuals Subcommittee to review all three manuals that the Council owns each year: CRC Manual, Manual of Chapter Operations and the Region Operations Manual. Each manual is over 100 pages. The Region Operations Subcommittee felt like reviewing these three manuals every year was too daunting for a task and suggested that one manual gets reviewed each year in depth so that all manuals are reviewed on a three-year cycle.

Administrative changes to all three manuals will be continued to be made by Staff three times a year (after every Members Council meeting) to include any policy changes the Council approves.

Fiscal Impact: None.

Staff Impact: Minimal to prepare the subcommittee's recommended revisions of the manuals in subcommittee reports to Members Council.

MOTION 5 PASSED. (20-0-0, chair not voting)

It was moved by Ibrahim Semhat and seconded by Dan Bourque

(6) MOTION: Planning Subcommittee recommends to Members Council to approve a new "Qualifications" section to Section 6 "Region Members Council Representative (RMCR) Responsibilities" of the Members Council Manual of Procedures. The proposed new section reads:

6.3 QUALIFICATIONS

- 6.3.1 Shall be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- 6.3.7 Should have previously served as Chapter President and/or Regional Vice Chair.
- 6.3.8 Should be able and willing to travel and devote considerable time to Society.
- 6.3.9 May fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.
- 6.3.10 May also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- 6.3.11 Shall coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

Background: It was recently brought to staff's attention that the qualifications for RMCR were not listed in any official manual or document. The only location that specified the qualifications of the RMCR role were informally listed in the Delegate and Alternate packets that were sent to Delegates and Alternates in preparation for the CRC. Region Activities and Nominating staff liaisons discussed this issue and suggested the Members Council Manual of Procedures as the most appropriate official place to list RMCR qualifications. The subcommittee agrees that the qualifications for RMCRs should be added to the Members Council MOP and recommends that the Council approves this addition.

Fiscal Impact: None.

Staff Impact: Staff time to update the Manual of Procedures and post on ashrae.org.

MOTION 6 WAS AMENDED

It was moved by Matt Archey and seconded by Eduardo Maldonado

(6A) MOTION: Planning Subcommittee recommends to Members Council to approve a new "Qualifications" section to Section 6 "Region Members Council Representative (RMCR) Responsibilities" of the Members Council Manual of Procedures. The proposed new section reads:

6.3 QUALIFICATIONS

- 6.3.1 Shall **Must** be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- 6.3.12 Should have previously served as Chapter President and/or Regional Vice Chair.
- 6.3.13 **Should Must** be able and willing to travel and devote considerable time to Society.
- 6.3.14 **May Must be able to** fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.
- 6.3.15 **May Should be willing and able to** also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- 6.3.16 **Shall Must** coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

MOTION 6A (TO AMEND) PASSED. (22-0-0, chair not voting)

(6A) MOTION: Planning Subcommittee recommends to Members Council to approve a new "Qualifications" section to Section 6 "Region Members Council Representative (RMCR)

Responsibilities” of the Members Council Manual of Procedures. The proposed new section reads:

6.3 QUALIFICATIONS

- 6.3.1 Must be a member in good standing and shall have been a Member (grade) of Society for three years or more prior to date of election.
- 6.3.17 Should have previously served as Chapter President and/or Regional Vice Chair.
- 6.3.18 Must be able and willing to travel and devote considerable time to Society.
- 6.3.19 Must be able to fill in for the DRC at a Board of Directors' meeting in the event the DRC is unable to attend.
- 6.3.20 Should be willing and able to also serve as the Assistant Regional Chair (ARC) as well as the RMCR.
- 6.3.21 Must coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

AMENDED MOTION 6A PASSED. (22-0-0, chair not voting)

AI 2 Staff to make administrative updates to MOP, MCO, ROM, and CRC manuals

Planning Subcommittee Information Items:

1. The Planning Subcommittee assigned members to liaison with the reporting committees to solicit feedback for the 2025-2028 draft strategic plan to support Society's Planning Committee (PLC) and to support reporting committees in their MBOs to review their programs, budget and expenses and make recommendations to the Planning Subcommittee by the Winter Conference. The members were assigned the following reporting committees:
 - a. Eduardo Maldonado – MP
 - b. Colin Laisure-Pool - GAC
 - c. Adeeba S W Mehboob - YEA
 - d. Ibrahim M Semhat - RP
 - e. Jeffery D Hurd - Communications
 - f. Buzz Wright - SAC
 - g. Wei Sun - CTTC & H&A
 - h. Cheng Wee Leong – CEC
2. Julia Keen, former Chair of PEC, joined the October 22 Planning Subcommittee meeting and provided an overview of how PEC restructured their Council for more efficient and effective workflow. The Planning Subcommittee plans to use her overview as guidance to address MBO #3 to do a similar exercise for Members Council by the 2025 Annual Conference. Eduardo Maldonado, Adeeba Mehboob, Buzz Wright, and Wei Sun will work on this exercise.
3. Trent Hunt, chair of Society Planning Committee (PLC), joined the October 22 Planning Subcommittee meeting to ask that a new item be added to the roles and responsibilities of RMCRs as spelled out in the Members Council MOP. He asked that the MC Planning Subcommittee add section 6.1.13 to the RMCR's Responsibilities as follows: "Champion the Society Strategic Plan at the regional and chapter level by helping RVC's and chapters align their operational plans and MBOs more closely with those of society." The subcommittee had many questions and comments and is planning to meet again soon to address.

b. Region Operations Subcommittee Report (Attachment D)

The following was reported by Julia Timberman, Region Operations Subcommittee Chair

It was moved by Julia Timberman and seconded by Keith Reihl

- (7) MOTION:** Region Operations Subcommittee recommends to Members Council to revise the Regional Award of Merit tally form be revised to remove "Chapter Delegate" and "Chapter Alternate" positions from Section C "Regional/Society Activity" and be added under Section A "Chapter Points" and clarify that Section A has a max of 2 points per year.

Background: Last SY, there were several members who applied for the Regional Award of Service

who only had points for Section C “Regional/Society Activity” for serving multiple years as a CRC Delegate and CRC Alternate. Staff identified Chapter Delegate and Chapter Alternate as a chapter position listed in the CIQ, not a regional position, and wouldn’t count toward regional service listed in Section C, if that was the only regional service identified in that section. Staff received complains and therefor asked the Region Operations Subcommittee for guidance. The Region Operations Subcommittee recommend that Chapter Delegate and Chapter Alternate positions be recognized to Section A “Chapter Points” and clarify that there is a max of 2 points per year in Section A.

Fiscal Impact: None.

Staff Impact: Minimal to revise and update the Regional Award of Merit Tally Form to ashrae.org and the Appendix 2E in the MCO.

MOTION 7A (TO POSTPONE) PASSED (21-0-0, chair not voting)

It was moved by Julia Timberman and seconded by Eduardo Maldonado

(8) MOTION: Region Operations Subcommittee recommends to Members Council that Region XII (Florida West Coast) Motion 24-12-5 be amended to read:

Fall 2024 CRC Motion, Region XII Florida West Coast Chapter – Motion 24-12-5 (August 9, 2024): The Florida West Coast Chapter recommends to Society to revise the Chapter Service Award/Distinguished Service Award/Exceptional Service Award point tally forms to include ~~¼~~ a point value given for each year as a section President beginning July 1, 2025.

Background: This will allow for the Region Operations Subcommittee to recommend the point value for the Chapter Service Award and for Honors & Awards Committee to recommend the point value for the DSA and ESA Award.

Fiscal Impact: None.

Staff Impact: None.

MOTION 8A (TO AMEND) PASSED. (21-0-0, chair not voting)

It was moved by Julia Timberman and seconded by Maggie Moninski

(9) MOTION: The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section:

CHAPTER OFFICERS ¹ :	POINTS/YEAR	TOTAL
President	3/yr	
President Elect or Vice President	2/yr	
Other Officers	1/yr	
Board of Governors Member	½/yr	
Section Representative	1/yr	
<u>Section President</u>	<u>1/2/yr</u>	

Background: The Region Operations Subcommittee felt like “Section Representative” should be further clarified by restating “Section Representative” as “Host Chapter Section Representative” and adding a new line item for Section President valued at ½ point per year to go along with the intent of referred Motion 24-12-5.

Fiscal Impact: None.

Staff Impact: Minimal to update and post the Chapter Service Award Point Tally Form on ashrae.org and in Appendix 2F of the MCO.

MOTION 9 WAS AMENDED

It was moved by Buzz Wright and seconded by Eduardo Maldonado

(9A) MOTION: The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section:

CHAPTER OFFICERS ¹ :	POINTS/YEAR	TOTAL
President	3/yr	
President Elect or Vice President	2/yr	
Other Officers	1/yr	
Board of Governors Member	½/yr	
<u>Host Chapter</u> Section Representative	<u>1 ½ yr</u>	
<u>Section President</u>	<u>1yr</u>	

MOTION 9A (TO AMEND) PASSED. (21-0-0, chair not voting)

(9A) MOTION: The Region Operations Subcommittee also recommends to Members Council the Chapter Service Award point tally form be revised as follows for the Chapter Officers section:

CHAPTER OFFICERS ¹ :	POINTS/YEAR	TOTAL
President	3/yr	
President Elect or Vice President	2/yr	
Other Officers	1/yr	
Board of Governors Member	½/yr	
<u>Host Chapter</u> Section Representative	<u>½ yr</u>	
<u>Section President</u>	<u>1yr</u>	

AMENDED MOTION 9A PASSED. (21-0-0, chair not voting)

(10) MOTION: Region Operations Subcommittee recommends to Members Council that Region IV (Southern Piedmont) Motion 24-4-3 be approved.

Motion 24-4-3, Region IV Southern Piedmont Chapter – (August 10, 2024):

To amend Appendix D, Section 1, Paragraph E of the Region Operations Manual to read "The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader(s) shadow (LeaDRS) to attend the Winter and or Annual meetings (~~one two~~ trips per meeting year).

MOTION 10 PASSED. (21-0-0, chair not voting)

(11) MOTION: Region Operations Subcommittee recommends to Members Council that Region III (Baltimore Chapter) Motion 23-3-3 be approved.

Fall 2023 CRC Motion, Region III Baltimore Chapter – Motion 23-3-3 (August 11, 2023):

Society create digital badges giving Regions the option to convert Chapter awards traditionally given at CRCs to a digital format.

Background: Staff piloted a digital award program will Region III this past fall. Region III had great feedback which Staff has incorporated into the current plan. Staff has also presented an overview of the plan at the September and October DRC/RCMR Forum and asked for feedback during those forums and through email. All feedback received thus far has been positive. Staff can show a brief presentation to review with the Council before final vote.

MOTION 11 WAS AMENDED

It was moved by Buzz Wright and seconded by Adeeba Mehboob

Fall 2023 CRC Motion, Region III Baltimore Chapter – Motion 23-3-3 (August 11, 2023):

Society create digital badges ~~giving Regions the option~~ to convert Chapter awards traditionally given at CRCs to a digital format.

MOTION 11A (TO AMEND) PASSED. (21-0-0, chair not voting)

Fall 2023 CRC Motion, Region III Baltimore Chapter – Motion 23-3-3 (August 11, 2023):
Society create digital badges to convert Chapter awards traditionally given at CRCs to a digital format.

MOTION 11A DEFEATED. (10-11-1, chair voting)

Region Operations Subcommittee Information

1. The Subcommittee will ask for RMCRs to perform a chapter health assessment for all of the chapters in their region using the updated Appendix 11G and excel calculation tool. The Chapter Health Assessments should be completed by the RMCRs by 11/25.
2. Members of the Region Operations Subcommittee will be reaching out to MP, SA, and RP to solicit feedback about Centralized Training specifically related to content, delivery method and best practices. The subcommittee will also be reaching out to CTTC and Communications for similar feedback IF those bodies decided to have Centralized Training in the future.
3. The Manuals Subcommittee will be focusing on reviewing the CRC Manual this Society year and will make recommendations to the Council for policy and administrative changes. One suggested addition would be to add a new section to establish and standard script and process for a Regional Officer Installation like MCO Appendix 11D for Chapter Officer Installation.

c. PAOE Subcommittee Report (Attachment E)

The following was reported by Ching Loon Ong, PAOE Subcommittee Chair.

PAOE Subcommittee Information Items

1. PAOE Ad Hoc Assignments

The following PAOE ad hoc appointments were made. The grassroots committees will present their PAOE recommendations for 2025-26 during the winter conference in Orlando.

Category	PAOE ad hoc	PAOE ad hoc
Chapter Operations:	Maggie Moninski	Eduardo Maldonado
Chapter Technology Transfer:	Herick Holmes	Matt Archey
Communications:	Thurston Simonsen	Mahroo Eftekhari
Government Affairs:	Meghan McNulty	Keith Reihl
History:	Heather Platt Gullede	Maggie Moninski
Membership Promotion:	Louise McKenzie	Eduardo Maldonado
Research Promotion:	Haley Goslinga	Mahroo Eftekhari
Student Activities:	Robert Snow	Mahroo Eftekhari
Young Engineers in ASHRAE:	Elise Kiland	Meghan McNulty

2. Total Chapters that reached PAOE for 2023-24

Minimum: 71 Chapters

PAR: 57 Chapters

Missed: 72 Chapters

Region	Minimum	PAR	Missed	Region	Minimum	PAR	Missed
I	7	3	5	IX	2	5	6
II	2	7	0	X	6	2	6
III	5	1	5	XI	6	1	4
IV	3	2	2	XII	6	9	1
V	4	2	6	XIII	1	7	2
VI	5	0	6	XIV	3	0	6
VII	8	3	3	XV	2	6	4
VIII	5	4	6	RAL	6	5	10

9. MEMBERS COUNCIL MBO UPDATES

2024-25 Members Council MBO Tracking Spreadsheet

Quarterly MBO Check in meeting dates; 10:00 am – 11:00 am ET:

September 16, 2024	December 3, 2024	March 25, 2025	June 3, 2025
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10. OLD BUSINESS

9.1 Status of Referred Motions from Members Council

CRC Motions Database <https://crcmotion.ashrae.org/>

9.2 Review of Carryover Action Items

AI#	PG#	CARRYOVER ACTION ITEMS	DUTY	DUE	STATUS
2024 MEMBERS COUNCIL ANNUAL MEETING (6/25/2024)					
1	24	Make appointments for DEI ad hoc by the Fall Members Council Meeting.	Staff/Bill/Sarah	2/2025	Complete
2024 MEMBERS COUNCIL WINTER MEETING (1/23/2024)					
1	12	Refer Motion 18A to Development for comment	Staff	6/2024	Complete
2	12	Create DEI Ad Hoc	MC		Complete
3	13	Get membership roster and send to staff to apply for hardship case	RMCR/DRC		Complete
6	21	Create Ad Hoc to establish DEI Category for DEI. Dan Bourque, Jason Urso, Sheila Hayter, and Ching Loon Ong	PAOE Subcommittee		
2023 MEMBERS COUNCIL ANNUAL MEETING (6/27/2023)					
2	5	All committees to update their MOPs to note that chairs are voting members of Members Council	Committee Chairs/Liaisons	1/2024	Complete
6	27	Members Council to provide comments to Planning Committee prior to the end of 2023	Members Council	12/2023	Complete
2022 MEMBERS COUNCIL FALL MEETING (9/30 – 10/1/2022)					
1	4	MP to create small group to work with RP/ Fundraising on Prospective Emerging Economies Fund by 2023 Winter Meeting in Atlanta	MP Committee/ MP Staff Liaison	2/2023	Open
2022 MEMBERS COUNCIL ANNUAL MEETING (6/28/2022)					
2	12	CEC to make sure all chapters know about hosting opportunities for Annual Conference	CEC		Complete
8	20	Staff to update CRC Manual	Staff	1/2023	Complete
2022 MEMBERS COUNCIL WINTER MEETING (2/1/2022)					
8	17	To include Attachment J, CRC Motion Review Process in the Members Council Manual of Procedures. Status: This will be updated in the Region Operations Manual, Manual of Chapter Operations and CRC Manual by January 2024	Staff	06/2022	Complete

9.3 Review of CRC Schedules (Attachment F)

11. NEXT MEETING

Tuesday, February 11, 2025; 8:15 am – 12:00 pm | Hilton Orlando, Orlando, Florida

12. ADJOURNMENT

Meeting adjourned at 12:24 pm