



MINUTES

MEMBERS COUNCIL VIRTUAL CONFERENCE NOVEMBER 9-11, 2020

These minutes were approved by Members Council February 2, 2021.

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|----|---|--|
| 1 | 3 | That the charter of the Sudan Chapter, whose headquarters will be in the city of Khartoum, Sudan, and whose geographic area of activity will be Sudan be approved. |
| 2A | 4 | <p>That Motion 2.a through 2.e and 2.g through 2.j as shown above be approved.</p> <ul style="list-style-type: none"> a. That the charter of the New Jersey Institute of Technology Student Branch (NJIT), located in Newark, New Jersey and sponsored by the New Jersey Chapter be approved. (Region I) b. That the charter of the SUNY Erie Community College Student Branch (SUNY), located in Williamsville, New York and sponsored by the Niagara Frontier Chapter be approved. (Region I) c. That the charter of the Universidad del Norte Student Branch, located in Monterrey, Mexico and sponsored by the Monterrey Chapter be approved. (Region VIII) d. That the charter of the Universidade Federal do Piauí Student Branch, located in Teresina, Piauí, Brazil and sponsored by the Brasil Chapter be approved. (Region XII) e. That the charter of the Universidad Nacional del Callao (UNAC) Student Branch, located in Bellavista, Callao, Peru and sponsored by the Florida West Coast Chapter be approved. (Region XII) g. That the charter of the Facultad de Ingeniería Mecánica de la Universidad Nacional de Ingeniería (FIM-UNI) Student Branch, located in Lima, Peru and sponsored by the Florida West Coast Chapter be approved. (Region XII) h. That the charter of the Sri Lanka Institute of Information Technology (SLIIT) Student Branch, located in Malabe, Sri Lanka and sponsored by the Sri Lankan Chapter be approved. (Region-At-Large) i. That the charter of the Lokmanya Tilak College of Engineering (LTCE) Student Branch, located in Navi Mumbai, India and sponsored by the ASHRAE Mumbai Chapter be approved. (Region-At-Large) j. That the charter of the Nitte Meenakshi Institute of Technology, located in Karnataka State, India and sponsored by the ASHRAE Bangalore Chapter be approved. (Region-At-Large) |
| 2B | 4 | That the charter of the Universidad Politecnica Salesiana (UPS) Student Branch, located in Quito, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII) |
| 3 | 4 | Membership Promotion Committee recommends to Members Council that Members Council declare COVID-19 a hardship case as per Manual of Chapter Operations Section 3.15 and Society membership dues be reduced by 50% for all memberships that are in their grace period or cancelled as a direct result of COVID-19 during the 2020-2021 fiscal year. |

Members interested in applying for hardship must be unemployed or have experienced a reduction in salary as a direct result of COVID-19 (documentation required).

Digital copies of the ASHRAE Journal and Handbook publications shall be provided to these members in lieu of the printed copies. All other member benefits shall remain unchanged.

- 11 30 That Region XII moves to authorize the creation of the Peru Chapter whose headquarters will be in the city of Lima, in Lima Province, and whose geographic area of activity will be the country of Peru.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 11/20
1	5	Schwedler	02/21	Complete	To send the COVID-19 motion, Motion 3, (approved by Members Council), from the Membership Promotion Committee to Society ExCom and Finance Committee for review before motion goes to the BOD for their November meeting.
2	7	Staff	02/21	Open	To refer Motion 4 (11/9/2020) to the Membership Promotion Committee.
3	7	Staff	02/21	Open	To report status of Motion 4 to the Southern California Chapter and publish on the website.
4	9	Schwedler, Lavitt, Boyd, Peach & Gagnon	02/21	Complete	To review the Nominating Committee Motion 5B from the Florida West Coast Chapter and revise the background and fiscal impact before referring the motion to the Nominating Committee.
5	11	Staff	02/21	Open	To refer Motion 5B (11/9/2020) with revised background and fiscal impact to the Nominating Committee.
6	12	Staff	02/21	Open	To report status of Motion 5B (11/9/2020) to the Florida West Coast Chapter and publish on website.
7	12	Staff	02/21	Open	To refer Motion 6.a (11/10/2020) from the Toronto Chapter to the RP Committee for consideration.
8	12	Staff	02/21	Open	To report status of Motion 6.a (11/10/2020) to the Toronto Chapter and publish on the website.
9	12	Staff	02/21	Open	To refer Motion 6.b (11/10/2020) from the Argentina Chapter to the Communications Committee for consideration.
10	12	Staff	02/21	Open	To report status of Motion 6.b (11/10/2020) to the Argentina Chapter and publish on the website.
11	13	Staff	02/21	Open	To refer Motion 6.c (11/10/2020) from the South Brazil Chapter to the Chapter Technology Transfer Committee for consideration.
12	13	Staff	02/21	Open	To report status of Motion 6.c (11/10/2020) to the South Brazil Chapter and publish on

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 11/20
					the website.
13	14	Staff	02/21	Open	To refer Motion 6.d (11/10/2020) from the Florida West Coast Chapter to the Membership Promotion Committee for consideration.
14	14	Staff	02/21	Open	To report status of Motion 6.d (11/10/2020) to the Florida West Coast Chapter and publish on the website.
15	15	Staff	02/21	Open	To refer Motion 6.e (11/10/2020) from the Hellenic Chapter to the Society Executive Committee for consideration.
16	15	Staff	02/21	Open	To report status of Motion 6.e (11/10/2020) to the Hellenic Chapter and publish on the website.
17	15	Staff	02/21	Open	To refer Amended Motion 6.f (11/10/2020) from the Hellenic Chapter to the Society Executive Committee for consideration.
18	15	Staff	02/21	Open	To report status of Motion 6.f (11/10/2020) to the Hellenic Chapter and publish on the website.
19	15	Staff	02/21	Open	To send CRC Motion 5 back to Montreal Chapter to determine 1) fiscal impact and 2) explore other inexpensive options that are available.
20	17	Staff	02/21	Open	To report results of Motion 7 (11/10/2020) to the Toronto Chapter and publish on the website.
21	18	Staff	02/21	Open	To report results of Motion 8 (11/10/2020) to the Montreal Chapter and publish on the website.
22	18	Staff	02/21	Open	To report results of Motion 9 (11/10/2020) to the Hellenic Chapter and publish on the website.
23	20	Manual Subcommittee	02/21	Open	To review Motion 10.b (11/10/2020) from the Florida West Coast Chapter for consideration.
24	20	Staff	02/21	Open	To report status of Motion 10.b (11/10/2020) to the Florida West Coast Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 11/20
25	20	Staff	02/21	Open	To refer Motion 10.c (11/10/2020) from the Montreal Chapter to the Communications Committee for comment.
26	20	Staff	02/21	Open	To report status of Motion 10.c (11/10/2020) to the Montreal Chapter and publish on the website.
27	21	Staff	02/21	Open	To refer Motion 10.d (11/10/2020) from the Evansville Chapter to Publishing and Education Council for consideration.
28	21	Staff	02/21	Open	To report status of Motion 10.d (11/10/2020) to the Evansville Chapter and publish on the website.
29	21	Staff	02/21	Open	To refer Motion 10.e (11/10/2020) from the CARICOM Chapter to the Student Activities Committee and Publishing Education Council for comment and to determine fiscal impact.
30	21	Staff	02/21	Open	To report status of Motion 10.e (11/10/2020) to the CARICOM Chapter and publish on the website.
31	22	Staff	02/21	Open	To refer Motion 10.f (11/10/2020) from the Central Florida Chapter to the Honors and Awards Committee for consideration to determine if the H&A staff should be responsible for bio access to the chapter H&A chapter chairs annually.
32	22	Staff	02/21	Open	To report the status of Motion 10.f (11/10/2020) to the Central Florida Chapter and publish on the website.
33	23	Staff	02/21	Open	To refer Motion 10.g (11/10/2020) from the Israeli Chapter to the Certification Committee for consideration.
34	23	Staff	02/21	Open	To report the status of Motion 10.g (11/10/2020) to the Israeli Chapter and publish on the website.
35	24	Staff	02/21	Open	To refer Motion 10.h (11/10/2020) from the UK London & Southeast Chapter to ExCom to communicate to CIBSE the concern of the member and the language of the ASHRAE/ CIBSE MOU be communicated to the member.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 11/20
36	24	Staff	02/21	Open	To report status of Motion 10.h (11/10/2020) to the UK London & Southeast Chapter and publish on the website.
37	24	Staff	02/21	Open	To refer Motion 10.a (11/10/2020) from the Montreal Chapter to the Foundation Trustees for consideration with copy to the RP Committee as an information item.
38	24	Staff	02/21	Open	To report status of Motion 10.a (11/10/2020) to the Montreal Chapter and publish on the website.
39	25	Manual Subcommittee	02/21	Open	To review CRC Motion 4 from the Halifax Chapter and use the same verbiage of electronic voting that is currently in the ROB and MCO since this is already available.
40	25	Staff	02/21	Open	To report the results of CRC Motion 4 to the Halifax Chapter and publish on the website.
41	25	Staff	02/21	Complete	To worked with IT to ensure the zip codes are set up correctly for the Brasil and South Brazil Chapters in the database as indicated in CRC Motion 16 from the Brasil Chapter.
42	25	Staff	02/21	Open	To report the results of CRC Motion 16 to the Brasil Chapter and publish on the website.
43	26	Staff	02/21	Complete	Staff to update instruction sheet sent to the chapter presidents annually to include Chapter Section officer positions so that the positions can be entered in the CIQ as indicated in CRC Motion 19 from the Florida West Coast Chapter.
44	26	Staff	02/21	Complete	To ensure Section officer positions are listed in the online CIQ as indicated in CRC Motion 19 from the Florida West Coast Chapter.
45	26	Staff	02/21	Open	To report the results of CRC Motion 19 to the Florida West Coast Chapter and include a note to chapter of which Section officer positions are available in the CIQ and MCO and to let them know that the section positions as shown above with strikethrough are not available for the CIQ.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 11/20
46	26	Manual Subcommittee	02/21	Open	To address the attached MOU form not currently in the MCO or published on the website as a standalone document.
47	27	Manual Subcommittee	02/21	Open	To review and establish a step-by-step guide for evaluating if a chapter is struggling or not.
48	28	Staff	02/21	Open	To report the status of CRC Motion 10 to the Sierra Delta Chapter and publish on the website.
49	30	Schwedler	02/21	Complete	To reach out to Technology Council concerning open referred motions from Members Council and to provide input by the winter conference.
50	30	Staff	02/21	Open	In regards to Action Item 28 (11/19): “Staff to develop a comprehensive list of training activities to publish on the website in one location,” to notify the Alaska Chapter that this list is available on the website and to provide the weblink to the chapter of where this information is located.
51	30	RMCRs	02/21	Open	To provide CRC schedule updates to Grant and Abrams.
52	30	Reporting Committee Chairs and Staff Liaisons	02/21	Open	To review lean assessment from his presentation and report back with recommendations in two weeks (November 24).
53	30	Staff	02/21	Complete	To send Schwedler a summarized list of action items including due dates be sent to him after this meeting.



**MEMBERS COUNCIL MINUTES
NOVEMBER 9-11, 2020
VIRTUAL CONFERENCE**

MEMBERS PRESENT: Michael "Mick" Schwedler, Chair
Farooq Mehboob, Vice-Chair

William F. Walter, Region I RMCR
Ronald Gagnon, Region II RMCR
Mark A. Tome, Region III RMCR
Bryan M. Holcomb, Region IV RMCR
James A. Arnold, Region V RMCR
Eric Sturm, Region VI RMCR
Scott Peach, Region VII RMCR
Joe Sanders, Region VIII RMCR
Kevin Amende, Region IX RMCR
Buzz Wright, Region X RMCR
Eileen Jensen, Region XI RMCR

Nate Boyd, Region XII RMCR
Wei-Dong "Bill" Wang, Region XIII RMCR
Ioan Silviu Dobosi, Region XIV RMCR
Richie Mittal, Region-At-Large RMCR
Devin Abellon, ExO
Dunstan Macauley, ExO
Russell Lavitt, ExO
Chris Phelan, ExO
Jeff Clarke, ExO
Ashish Rakheja, ExO

NON VOTING MEMBERS PRESENT:
Thursten Simonsen, CTTC Chair
Pam Duffy, Communications Chair
Corey Metzger, CEC Chair
Terry Townsend, GAC Chair
Don Colliver, H&A Chair
Erik Sanchez, MPC Chair
Tiffany Bates Abruzzo, RPC Chair
Megan Tosh, SAC Chair

NON VOTING MEMBER ABSENT:
Rachel Romero, YEA Chair

GUESTS:
Rick Hermans, Region VI DRC
Robin Bryant, Region XII DRC
Tim McGinn, Society VP
Jonathan Smith, MPC VC
Doug Cochran

STAFF PRESENT:
Joyce Abrams
Vickie Grant
Tammy Catchings
Alice Yates
Joslyn Ratcliff
Julia Mumford
Lizzy Seymour
Daniel Gurley
Katie Thomson
Jeanette McCray
Anastasia Meadows
Jeff Littleton



1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The 2020 fall meeting of Members Council was called to order by Chair, Mick Schwedler at 8:00am. Those in attendance are included in the list above. *(Because of the COVID-19 pandemic, the 2020 fall meeting was held online using Go-To-Meeting.)*

2. CODE OF ETHICS COMMITMENT

Mr. Schwedler led the meeting by reading the following statement into the Members Council record:

"In this and all other 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 we shall avoid all real or perceived conflicts of interests."

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

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

3. REVIEW OF AGENDA

The following items were added to the agenda under 10. Other Business:

- B. Finance Committee Request – Lean Assessment
- C. Action Item Review
- D. Charter of the Peru Chapter

4. INTRODUCTIONS OF COUNCIL MEMBERS & COMMITTEE CHAIRS

Mr. Schwedler asked the 2020-2021 Members Council members and committee chairs to introduce themselves using the photos they provided for a presentation.

5. MEETING PROCEDURES

Mr. Schwedler explained and asked the council to follow the meeting procedures as shown below:

- Cameras on if bandwidth allows (Communication Committee best practice)
- Reports – please summarize, don't read the report
 - Motions
 - Motion / Second (if needed)
 - Background (can paraphrase if the background is long)
 - Discussion: Begin with "I speak for/against the motion"
 - Amendments to motions: Please write the *specific wording* down prior to moving to amend and be ready to send to Vickie.
- If a motion requires more than one amendment, it may not be ready
 - Recommendations/Action Items
 - Other information (2-3, not everything)
- HUZZAH!
 - "Used to express joy or approbation."

Approbation: "An act of approving formally or officially"

6. MOTIONS FOR CHAPTER AND STUDENT BRANCH CHARTERS

It was moved Mr. Peach and seconded

- (1) That the charter of the Sudan Chapter, whose headquarters will be in the city of Khartoum, Sudan, and whose geographic area of activity will be Sudan be approved.

Background: A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition for a new chapter; 43 such members signed the petition for the proposed Sudan Chapter. The DRC of the Region-At-Large signed off on the petition to form the Sudan Chapter.

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

It was moved by Mr. Macauley and seconded

- (2) That consent motions a. through j. (10 student branches), as shown below be approved.
 - a. That the charter of the New Jersey Institute of Technology Student Branch (NJIT), located in Newark, New Jersey and sponsored by the New Jersey Chapter be approved. (Region I)
 - b. That the charter of the SUNY Erie Community College Student Branch (SUNY), located in Williamsville, New York and sponsored by the Niagara Frontier Chapter be approved. (Region I)
 - c. That the charter of the Universidad del Norte Student Branch, located in Monterrey, Mexico and sponsored by the Monterrey Chapter be approved. (Region VIII)
 - d. That the charter of the Universidade Federal do Piauí Student Branch, located in Teresina, Piauí, Brazil and sponsored by the Brasil Chapter be approved. (Region XII)
 - e. That the charter of the Universidad Nacional del Callao (UNAC) Student Branch, located in Bellavista, Callao, Peru and sponsored by the Florida West Coast Chapter be approved. (Region XII)
 - f. That the charter of the Universidad Politecnica Salesiana (UPS) Student Branch, located in Quito, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)
 - g. That the charter of the Facultad de Ingeniería Mecánica de la Universidad Nacional de Ingeniería (FIM-UNI) Student Branch, located in Lima, Peru and sponsored by the Florida West Coast Chapter be approved. (Region XII)
 - h. That the charter of the Sri Lanka Institute of Information Technology (SLIIT) Student Branch, located in Malabe, Sri Lanka and sponsored by the Sri Lankan Chapter be approved. (Region-At-Large)
 - i. That the charter of the Lokmanya Tilak College of Engineering (LTCE) Student Branch,



located in Navi Mumbai, India and sponsored by the ASHRAE Mumbai Chapter be approved. (Region-At-Large)

- j. That the charter of the Nitte Meenakshi Institute of Technology, located in Karnataka State, India and sponsored by the ASHRAE Bangalore Chapter be approved. (Region-At-Large)

Mr. Boyd asked that Motion 2.f. be removed from the consent agenda and voted on it separately.

(2A) That Motion 2.a through 2.e and 2.g through 2.j as shown above be approved.

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

(2.B) That the charter of the Universidad Politecnica Salesiana (UPS) Student Branch, located in Quito, Ecuador and sponsored by the Ecuador Chapter be approved. (Region XII)

Ms. Bryant (Region XII DRC), explained there was no reason for the student branch in Ecuador not to be approved.

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

7. MEMBERS COUNCIL STANDING COMMITTEE REPORTS

A. Membership Promotion Committee Report (Attachment A)

The following was reported by Erik Sanchez, Membership Promotion Committee Chair.

It was moved by Mr. Lavitt

- (3) Membership Promotion Committee recommends to Members Council that Members Council declare COVID-19 a hardship case as per Manual of Chapter Operations Section 3.15 and Society membership dues be reduced by 50% for all memberships that are in their grace period or cancelled as a direct result of COVID-19 during the 2020-2021 fiscal year.

Members interested in applying for hardship must be unemployed or have experienced a reduction in salary as a direct result of COVID-19 (documentation required).

Digital copies of the ASHRAE Journal and Handbook publications shall be provided to these members in lieu of the printed copies. All other member benefits shall remain unchanged.

Background: The goal of this motion is to retain members who cannot afford their membership dues due to economic hardship from COVID-19, as opposed to letting their membership cancel. A discounted cost is recommended for members experiencing hardship. It is well documented that it is easier to retain a member than to reinstate a former member.

-Membership cancellations in the fiscal year July 1, 2020 to June 30, 2021 would apply to expiration dates from January 1, 2020 to Dec 31, 2020.



-The reinstatement period and discounted rate would only be for 1 year.

-The MP Committee recommends that the supporting documents include the following:

1. A letter from their employer stating the member lost their job as a direct result of COVID-19; or
A letter from their employer stating the member experienced a reduction in salary as a direct result of COVID-19; or
2. Other documentation that can prove the member meets the eligibility requirement listed above will be reviewed by ASHRAE staff.

Fiscal Impact: The fiscal impact of reducing membership dues by 50% for those directly impacted by COVID-19 (assuming a 5% hardship rate across all membership grades, and a 25% hardship for members who are already delinquent) would be on the order of \$315k (based on August 2020 membership dashboard), affecting close to 4,100 members. This \$315k revenue loss assumes that even without discounted rates, all 4,100 members would still retain their membership and pay full dues. However, as the goal of this motion is to retain members at risk of allowing their membership to lapse due to financial hardship, it is important to recognize the fact that losing all 4,100 members would represent an approximate loss of \$630k in revenue. If, as a result of this motion, we are able to retain 50% of those otherwise lost members with reduced dues, we would be able to recover on the order of approximately \$158k of that lost revenue. See calculations in MP Appendix A.

There was discussion concerning the motion. Jonathan Smith, MP Vice Chair explained, that the MP Committee put in over 40 hours on the motion and how important it was to have this in place for the members during the pandemic. He also noted that ASHRAE membership is down 10% and the majority of those who did not renew are full dues paying members. He stated that the proposed motion is only for one year and stated that it is harder to get members back after they leave.

Mr. Schwedler stated that fiscal impact exceeding 100k would have to be approved by the Board of Directors.

It was noted that a process is already in place that addresses the motion and that a statement is printed on the dues notice that reaches out to the member if they need help during the pandemic.

MOTION 3 PASSED. (14-7-1, chair not voting)

- AI 1 Schwedler to send the COVID-19 motion, Motion 3, (approved by Members Council), from the Membership Promotion Committee to Society ExCom and Finance Committee for review before motion goes to the BOD for their November meeting.

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

C. RP Committee Report (Attachment C)

Tiffany Bates Abruzzo, RP Committee Chair, reported the RP Campaign has raised \$154,334, which was 37.9% down compared to this time last year. The RP campaign goal for 2020-21 is \$2.6 M. RP recently wrapped up online Centralized Training. There were three live sessions in September. For volunteers who could not attend, RP offered recordings and a quiz to assess their knowledge. RP had



65% of chapters participate by either attending all the sessions or completing the training on their own. This is better than last year's total of 59% and the first increase in participation in several years.

D. Honors and Awards Committee Report

Don Colliver, Honors and Awards Committee Chair, reported that award candidates were submitted to the Board of Directors. H&A requests regions to reach out to their chapters to solicit nominations for awards. Mr. Colliver added that the deadline for Society nominations is December 1. He also reported that staff is working on a plan for the plenary session and how awards will be handled and presented to the recipients.

E. Conferences and Expositions Committee Report

Corey Metzger, Conferences and Expositions Committee Chair, reported that the committee is excited about the winter virtual conference and so far there were 394 registrations. CEC met and determined that the virtual meeting registration will be \$249. Mr. Metzger reported that the 2020 IAQ conference in Greece was postponed, it was due to be held in September. The ASHRAE International Conference in Beirut, Lebanon was also postponed, it was scheduled for October and the dates were moved to March 8-10 at the American University of Beirut.

F. Communications Committee Report

Pam Duffy, Communications Committee Chair reported that virtual meeting guidelines were published on the ASHRAE website to assist chapters and regions hosting virtual meetings. The guidelines also covers virtual communications and working with chapters and other groups managing social media. Ms. Duffy commented that the committee does a lot of work with ASHRAE committees and encourages meeting groups to contact the Communications Committee for assistance.

G. Government Affairs Committee Report (Attachment D)

Terry Townsend, Government Affairs Committee Chair, reported that the committee has met once this year and their next meeting will be at the Virtual Winter Meeting. Mr. Townsend reported that the six GAC subcommittees have held 8 meetings this Society Year. Since July 1, the GAC has held 4 trainings, including at the virtual annual meeting. The GAC's goals for Government Outreach Events have significantly increased, from a total of 48 held last year to a goal of 78 this year. The goals, along with progress toward goals are summarized in the table below. The second table provides progress over time. We expect there will be a greater percentage of virtual visits than shown below due to steady coronavirus cases.

H. Chapter Technology Transfer Committee Report

Thursten Simonsen, Chapter Technology Transfer Committee Chair, reported that the Distinguished Lecturers' travel was suspended for the rest of the Society year. He explained, although the DLs could not meet in person, many chapters were scheduling virtual DL visits. However, Chapters are asking when will travel start up again for the DLs. Mr. Simonsen reported that DL nominations are due December 1.



8. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

The following was reported by Richie Mittal, Planning Subcommittee Chair.

It was moved by Mr. Mittal

Region X (Southern California Chapter) – Motion 1:

- (4) Planning Subcommittee recommends to Members Council that ASHRAE Society reduce the Society Renewal Dues of dues-paying members that are affected by COVID-19 to 50% of membership dues. The reduced dues are only valid for renewal during period of July 1st, 2020 to June 30th, 2021. Determination of COVID-19 hardship requires supporting documentation.

Background: The purpose of this motion is to incentivize ASHRAE Members to continue being active in our organization. Two dedicated chairmen (MP and MP Co-Chair) of SoCal ASHRAE have not been able to find work in the Midst of COVID-19. This motion is dedicated to those members that have been involved and are passionate about our organization. Other areas of ASHRAE should use individual leadership discretion to make a good faith effort in supporting organizational involvement given the career growth, knowledge, and networking value ASHRAE offers.

Fiscal Impact: The fiscal impact of reducing membership dues by 50% for those directly impacted by COVID-19 (assuming a 5% hardship rate across all membership grades, and a 25% hardship for members who are already delinquent) would be on the order of \$315k (based on August 2020 membership dashboard), affecting close to 4,100 members. This \$315k revenue loss assumes that even without discounted rates, all 4,100 members would still retain their membership and pay full dues. However, as the goal of this motion is to retain members at risk of allowing their membership to lapse due to financial hardship, it is important to recognize the fact that losing all 4,100 members would represent an approximate loss of \$630k in revenue. If, as a result of this motion, we are able to retain 50% of those otherwise lost members with reduced dues, we would be able to recover on the order of approximately \$158k of that lost revenue.

Mr. Mittal noted that a very similar motion was addressed in Motion 3 from the Membership Promotion Committee that will be reviewed by the Finance Committee and Society ExCom.

It was moved by Mr. Mittal and seconded

- (4A) That Motion 4 (11/9/2020) be referred to the Membership Promotion Committee.

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

AI 2 Staff to refer Motion 4 (11/9/2020) to the Membership Promotion Committee.

AI 3 Staff to report status of Motion 4 to the Southern California Chapter and publish on the website.

It was moved by Mr. Mittal



Region XII (Florida West Coast Chapter) – 2020 CRC Motion 14:

- (5) Planning Subcommittee recommends to Members Council that ~~Members Council refer to the Board of Directors for the~~ Society Nominating Committee ~~to~~, appoint an ad hoc committee to explore revising the Nominating Process and Ballot, for presenting “multiple candidates” on the annual membership ballot form for the offices of Society President-Elect, Treasurer, Vice Presidents, and Directors at Large.

The process of the current President Elect automatically moving to the President position, as well as the current DRC process, remains unchanged.

Background: At the last Annual meeting, Sunday Board meeting, Nominating-Chair Bjarne Olesen stated that a “motion” from members council regarding this subject was defeated in a 50/50 tie vote, chairman not voting. Chairman Olesen did not vote but stated that he was in favor of the motion that came before them. I was later told about some suggestions for a better motion that may pass next time. The below motion is reworded to meet those suggestions:

The current practice of issuing an annual election ballot a few months before the Annual Conference to the membership with only one available candidate to vote for, in each position, has not proven to encourage the level of voter participation (6-8% return ballots) that should be evident for a Society of this magnitude and depth. It is outdated, insensitive, and in need of improvement. If this motion fails, another motion should follow that asks that all the efforts, costs, and time it takes our Society to issue a one-candidate ballot should be stopped.

There are normally multiple candidates nominated for each position, so having more than one candidate choice on the “ballot” empowers our members at large to become more involved in our leadership selections and elections. Many other societies practice “multiple candidates on the ballot” elections.

The allowable “write-in candidate” opportunity may be kept as is, although it is seldom used. Providing more complete and detailed information, in an organized format, is reasonable and available in the practice of today’s electronic communication methodologies. The membership at large should be more involved in choosing their leadership. Receiving a ballot that has no choices is not productive to pay attention to, nor does it give us a choice.

Some ideas for consideration could be.

- a. President-Elect and Treasurer; not less than two for each, but not more than three for each position.
- b. Vice Presidents; not less than six, but not more than eight.
- c. Directors-at-Large (DAL); not less than six, but not more than nine.

The ballot from the Society Nominating Committee could be issued to the membership one month after the Winter Meeting and include multiple names for each position for members to evaluate, discuss amongst their peers, deliberate, and vote on.

At minimum, an ASHRAE bio or personal resume, head-shot photo, and a maximum one-page statement from each candidate should be attached to the electronic member ballot and information package.



In the past, ASHRAE, out of our 57,000+ membership totals, gets approximately 6-8% returned ballots each year; if members get a choice for their leadership, Society could see a significant increase in election participation and returned ballots.

Fiscal Impact: \$5K: ExCom Nominees are invited to Spring ExCom and training; so that could cost an additional 4-7 person additional cost @\$1000 each, totaling \$4-7,000, if this practice continues..

It was moved by Mr. Macauley and seconded

(5A) That Motion 5 (11/9/2020) be postponed until the Members Council meeting tomorrow (Tuesday, 11/10/2020).

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

- **Recess and Reconvene**

Mr. Schwedler recessed the Members Council meeting at 11:00am and reconvened the meeting on Tuesday, November 10 at 8am.

Motion 5 was back on the floor.

Region XII (Florida West Coast Chapter) – 2020 CRC Motion 14:

(5B) Planning Subcommittee recommends to Members Council that ~~Members Council refer to the Board of Directors for the~~ Society Nominating Committee ~~to~~, appoint an ad hoc committee to explore revising the Nominating Process and Ballot, for presenting “multiple candidates” on the annual membership ballot form for the offices of Society President-Elect, Treasurer, Vice Presidents, and Directors at Large.

The process of the current President Elect automatically moving to the President position, as well as the current DRC process, remains unchanged.

It was suggested that Motion 5B be referred to the Nominating Committee.

AI 4 Mr. Schwedler took an action item to coordinate with Russell Lavitt, Nate Boyd, Scott Peach and Ron Gagnon to review the Nominating Committee motion from the Florida West Coast Chapter and revise the background and fiscal impact before referring the motion to the Nominating Committee. **(Note: Action Item 4 (11/20) was completed after the meeting and is shown below.)**

Background: At the last Annual meeting, Sunday Board meeting, Nominating-Chair Bjarne Olesen stated that a “motion” from Members Council regarding this subject was defeated in a 50/50 tie vote, chair not voting. Chairman Olesen did not vote but stated that he was in favor of the motion that came before them. This newly submitted motion is based on suggestions received to improve the chances of the motion passing.

The current practice of issuing an annual election ballot a few months before the Annual Conference to the membership with only one available candidate to vote for, in each position, has not proven to encourage the level of voter participation (6-8% return ballots) that should be



evident for a Society of this magnitude and depth. The value for the efforts, costs, and time the election takes for our Society is diminished by a one-candidate ballot. Since there have been numerous motions from multiple CRCs over the last few years requesting the Nominating Committee revisit the Society's approach of nominating and presenting candidates, clearly the membership is speaking up and requesting change.

Having more than one candidate choice on the "ballot" empowers our members at large to become more involved in our leadership selections and elections. Some professional societies practice "multiple candidates on the ballot" elections.

In considering this motion Nominating Committee may want to research peer professional society nomination and election processes and determine if some of those practices would benefit ASHRAE Members.

The allowable "write-in candidate" opportunity may be kept as is, although it is seldom used. Providing more complete and detailed information, in an organized format, is reasonable and available in the practice of today's electronic communication methodologies. The membership at large should be more involved in choosing their leadership.

Some ideas for consideration could be.

- a. President-Elect and Treasurer; not less than two for each, but not more than three for each position.
- b. Vice Presidents; not less than six, but not more than eight.
- c. Directors-at-Large (DAL); not less than six, but not more than nine.

Another possible consideration is the transition of leadership and assignments since ballot results are announced during the Annual Meeting, and just prior to the Board roster changing.

At minimum, an ASHRAE bio or personal resume, head-shot photo, and a maximum one-page statement from each candidate should be attached to the electronic member ballot and information package.

In the past, ASHRAE, out of our 57,000+ membership totals, gets approximately 6-8% returned ballots each year; if members get a choice for their leadership, Society could see a significant increase in election participation and returned ballots.

Fiscal Impact: \$20,160

Per the Rules of the Board,

- Nominees are invited to Orientation and may be reimbursed
- ExCom nominees may be invited to the Spring ExCom meeting and travel costs are reimbursable;

If this training continues to be held in person the following **additional** costs are estimated:

Orientation Costs (if held in person)

Position	Number of Additional Nominees	From North America	Cost	From Outside North America	Cost
President Elect	1	1	\$1,320		
Treasurer	1			1	\$2,120
Vice President	2	1	\$1,320	1	\$2,120
DAL	2	1	\$1,080	1	\$1,880
Orientation Total	\$9,840				

Estimates assume half the candidates from North America and half from outside North America.

- Lodging at \$200 / night (Excom three nights, DALs two nights)
- Meals at \$40 / day (Excom three nights, DALs two nights)
- North America Airfare \$600
- Outside of North America Airfare \$1400

Per the ROB, nominees are also invited to the Annual Meeting and may be reimbursed The costs assume that nominees who are not elected arrive on Saturday to attend the Sunday Board meeting and stay through Monday night after the election results are announced during the Presidential Lunch. Transportation, lodging (3 nights) and meal rates are the same as those used for orientation.

Annual Meeting Costs

Position	Number of Additional Nominees	From North America	Cost	From Outside North America	Cost
President Elect	1	1	\$1,320		
Treasurer	1			1	\$2,120
Vice President	2	1	\$1,320	1	\$2,120
DAL	2	1	\$1,320	1	\$2,120
Annual Mtg Total	\$10,320				

- (5C) That Motion 5B (11/9/2020) be referred to the Nominating Committee with revised background and fiscal impact as noted in Action Item 4 above.

MOTION 5C (TO REFER) PASSED. (18-4-0, chair not voting)

AI 5 Staff to refer Motion 5B with revised background and fiscal impact to the Nominating



Committee.

- AI 6 Staff to report status of Motion 5B (11/9/2020) to the Florida West Coast Chapter and publish on website.

- **Consent Agenda:**

It was moved by Mr. Mittal

- (6) Planning Subcommittee recommends to Members Council that the following CRC motions be referred to the specific group as indicated below for each motion.

Region II (Toronto Chapter) – 2020 CRC Motion 6:

- a. That Society, allocate RP funds from branch offices to the correct Chapter, and not to the chapter where that companies HQ resides.

Background: We have run into the situation in which Society has allocated RP funds to incorrect chapters. They have taken funds which a branch office has donated to a local Chapter and re-assign them to the chapter in which said companies' HQ resides. Each chapter works to raise RP from multiple supporters, and they need to be recognized for their hard work.

Fiscal Impact: Minimal.

- AI 7 Planning Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 6.a as shown above to the RP Committee for consideration.

- AI 8 Staff to report status of Motion 6.a (11/10/2020) to the Toronto Chapter and publish on the website.

Region XII (Argentina Chapter) – 2020 CRC Motion 15:

- b. That the Society License of the Virtual meeting software by Zoom used for Lectures should be upgraded in order to allow simultaneous translation of conferences into another Language, beginning July 1, 2021.

Background: Due to the pandemic, all meetings are online now. When we call a DL, we also hire a translator for non-English speaking members. With the current Software License that is now available, we need to have one platform for the original version and another different for the non-English version. The viewers of the non-English version cannot even see the lecturer while he/she speaks. The lecturer cannot see the viewers of the non-English version or answer their questions. With an upgraded license, that could be done within the same platform.

Fiscal Impact: Approximately \$2,000 each year.

- AI 9 Planning Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 6.b as shown above motion to the Communications Committee for consideration.



AI 10 Staff to report status of Motion 6.b (11/10/2020) to the Argentina Chapter and publish on the website.

Region XII (South Brazil Chapter) – 2020 CRC Motion 17:

- c. That CTTC ~~and ASHRAE Marketing Department~~ implement a “Chapters “DL” Event Tracker” application tool on ASHRAE 365 mobile application, beginning July 1, 2021.

Background: Currently, Any event with a DL participant the Chapter’s CTTC Chair needs to submit the “*Distinguished Lecturer Participation Form*”, and when approved the CTTC receives an e-mail with the confirmation of the event and some information files from the DL. After the event is complete, it is necessary to distribute the “*Distinguished Lecturer/ Speaker Evaluation Form*” to the audience, collect it back , review it, compile it to the “*Event Summary Critique Form*” and submit it to the CTTC RVC that is responsible.

We need to make a future application tool to automate this process. It would work as follows:

Any event with a DL, the CTTC chair needs to submit the “*Distinguished Lecturer Participation Form*” to the RVC At the moment of the society confirmation of the event, it could be assigned an event ID together. The event ID could be inserted on the ASHRAE 365 app for anyone on the audience, and it would bring the event summary and a screen to fill in the evaluation of the event (today this information is filled in on the “*Distinguished Lecturer/ Speaker Evaluation Form*”).

The event tracker tool of ASHRAE 365 would compile the scores and comments for CTTC and society review and submission. This proposal of the event tracker tool on ASHRAE mobile application would eliminate two forms: the “*Distinguished Lecturer/ Speaker Evaluation Form*” and “*Event Summary Critique Form.*”

The Chapters DL Event Tracker tool brings these key benefits:

- Modernize way to manage events feedback - CTTC paperwork reduction and speed up information processing.
- Make easier for user to send event feedback (virtual or face to face);
- Make easier to the CTTC keeps track of the DL/Events evaluations.
- Increase number of ASHRAE 365 mobile application usage.
- Possibility to evolve this tool in the future to many other functionalities such as to create a centralized chapter or society events agenda, a centralized way to manage questions and interaction with audience during events, a new way to request DL participation and receive confirmations.

Fiscal Impact: Estimated at \$5K.

AI 11 Planning Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 6.c as shown above to the Chapter Technology Transfer Committee for consideration.

AI 12 Staff to report status of Motion 6.c (11/10/2020) to the South Brazil Chapter and publish on the



website.

Region XII (Florida West Coast Chapter) – 2020 CRC Motion 20:

- d. That Members Council direct the appropriate department to add an option to the membership application to be able to indicate if the applicant requests to be classified as a member of a section of the chapter or region, beginning July 1, 2021.

Background: The ASHRAE.org chapter reports section has options to pull reports on a variety of characteristics of the chapter members. The chapters will benefit from the ability to distinguish which chapter members belong to their assigned sections.

One example of a benefit is when a South American Country is sponsored by a stateside chapter, those members will be able to apply to be ASHRAE members for that stateside chapter and a specific section of that chapter that is assigned with the name of their local country/region. (E.G.: Florida West Coast Chapter – Costa Rica Section) This will deter the applicant from listing a physically neighboring chapter that does not sponsor the territory that the applicant is located in.

Future benefit can be for the chapter to be able to pull a report that identifies which members in their chapter are affiliated with each of that chapter's sections. This will help chapters manage their members in each section more appropriately.

Fiscal Impact: None - Cost to revise coding to the ASHRAE application to be by ASHRAE staff.

- AI 13 Planning Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 6.d as shown above to the Membership Promotion Committee for consideration.
- AI 14 Staff to report status of Motion 6.d (11/10/2020) to the Florida West Coast Chapter and publish on the website.

Region XIV (Hellenic Chapter) – 2020 CRC Motion 22:

- e. That ASHRAE engages Region XIV leadership to facilitate the work of the Brussels office in order to create and/or enhance close ties with the European Commission and other Europe based organizations for collaboration in research and allied fields.

Background: ASHRAE with its volunteers, vast technical recourses, expertise and offerings in the Built Environment and the HVAC sector, needs to strengthen its bonds and working relationship with Europe based organizations and stakeholders.

A regular communication of the Region XIV leadership with the Brussels office can set the path for future collaboration in joint research projects, the advancement of ASHRAE training and certification and the promotion of ASHRAE Standards and other products. This effort will also strengthen ASHRAE's global position and increase its image and presence in the region. The regional leaders will coordinate with the contact person in the Brussels office on relevant opportunities and periodically have physical meetings to facilitate communications and collaborations with the European Commission and other

organizations. The work and effort of the volunteers will not interfere with their regional role and responsibilities.

Already the Hellenic Chapter has formed an MOU with the Hellenic Navy that has created a close working collaboration for the past six years. The chapter also participates in a four-year European Commission funded research program.

Fiscal Impact: None.

AI 15 Planning Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 6.e (11/10/2020) as shown above to the Society Executive Committee for consideration.

AI 16 Staff to report status of Motion 6.e to the Hellenic Chapter and publish on the website.

Region XIV (Hellenic Chapter) – 2020 CRC Motion 23:

- f. That ASHRAE covers ~~travel expenses~~ transportation of Region XIV leadership to the Brussels office for their task to facilitate the work of the Brussels office in order to create and/or enhance close ties with the European Commission and other Europe based organizations for collaboration in research and allied fields.

Background: A strong regular presence of Regional leadership in the Brussels office can use the financial assistance of ASHRAE so that it can best and more regularly perform its duties. Although the chapter and the region recognize that these are strenuous times for all, it is considered of paramount importance not to loosen up and waste time and effort already invested.

Fiscal Impact: Up to \$ 6,000 per year. The annual fiscal impact is estimated on the basis of \$1,500 per trip for four visits.

AI 17 Planning Subcommittee voted by unanimous voice vote, chair not voting, to refer the above amended Motion 6.f to the Society Executive Committee for consideration.

AI 18 Staff to report status of Motion 6.f (11/10/2020) to the Hellenic Chapter and publish on the website.

MOTION 6 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

Mr. Mittal reported the following as information items:

- **Information Items**

- AI 19 1. Planning Subcommittee voted unanimously to send the motion below back to the chapter to determine 1) fiscal impact and 2) explore other inexpensive options that are available.

Region II (Montreal Chapter) – 2020 CRC Motion 5:

That Society dedicates a Go-To-Meeting and Go-To-Webinar administrator access for each Region to facilitate the scheduling of our monthly meeting and virtual events. All chapters could have a dedicated log in account to help plan their events.



Background: With consideration regarding the COVID-19 pandemic, all chapters need to access an online platform to host virtual events. Those platforms are expensive to pay for a small chapter. We are grateful that the Society provides us access to their platform, but time scheduling requires sometimes a lot of back and forth since we are not able to view the available times slots. We are worried that Society will be buried in requests.

Fiscal Impact: Unknown. Increase amount of accounts but reduce the use of ASHRAE staff time for this.

2. Planning Subcommittee MBO Tracking (**Attachment E**)
3. ExCom Action Items

Date originally requested	Action Items	Assigned to	Date response provided
Ongoing from July 9-12, 2019	Ask MC for a standardized guidance document regarding whether chapters can have sponsorships	Planning Subcommittee	Joe, Richie, Nate
?	Review financial training for Regions and Chapters	Planning Subcommittee	Bill, Chris, Mark, Richie

Sponsorships:

1. If Chapters are allowed to have sponsors then a policy will be needed.
2. Your subcommittee can use what is already available and adapt as necessary.
3. Also, please let people working on this know that any recommendations will come back to Members Council and then the Board. So things may be changed or even disagreed with at some point due to varying perspectives.

Financial Training:

Chuck has an Action Item from Society's Executive Committee to investigate whether additional financial training is needed for Regions and Chapters. Many of your Regions provide training in the lead up to or in conjunction with your CRCs. In addition, financial risk management PPTs are available at [ASHRAE Chapter Resources](#). (These PPTs were updated within the past year or two.)

Does your Region or do your Chapters need additional financial training?

An important part of this query is whether your Regions or Chapters need additional resources from Society to aid in training or whether the Regions or Chapters should provide more training sessions or opportunities.

Of the several responses received:

- Some DRCs indicated that their Regions intend to place more emphasis on financial training for Chapters on their own and didn't see a need for Society to provide more

- materials
- One DRC suggested that Society provide a webinar with time for questions afterwards
- One DRC suggested that Society provide a video that the DRC could “assign” to Chapter officers to watch in advance of a live ZOOM/Go-To-Meeting/Go-To-Webinar that would be interactive
- A couple of DRCs indicated that Chapters outside the U.S. and Canada might have a different perspective on what type of financial training is needed

B. Region Operations Subcommittee Report

The following was reported by Eileen Jensen, Region Operations Subcommittee Chair.

• 2020 Fall CRC Motions

It was move by Ms. Jensen

Region II (Toronto Chapter) – 2020 CRC Motion 2:

- (7) Region Operations Subcommittee recommends to Members Council that Society continue the HVAC Essentials training in Canada with Canadian instructors while the border between the US & Canada is closed.

Background: As a result of the ongoing SARS-COV-2 global pandemic the Governments of Canada and the United States have agreed to close the border to non-essential travel. With the United States being the current epicenter for the pandemic the European Union and other jurisdictions have banned US citizens from entering, it seems that for the foreseeable future at least we are unable to return to the status quo in terms of ASHRAE providing training globally. With local instructors (i.e. Joel Primeau located in Ottawa), the classes should be able to continue in Canada (with social distance efforts) without any limitations on travel, and the requirements to self-isolate after international travel.

Fiscal Impact: NIL (no addition expenses but should make money for running courses).

Ms. Jensen reported that according to ASHRAE’s Professional Development Manager (Karen Murray), ASHRAE has not offered face-to-face HVAC training since March and do not expect that it will change at this time. However, the Professional Development group have been working on a schedule for online training which will be offered across the globe. Also, Joel Primeau will be one of the online instructors.

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

AI 20 Staff to report results of Motion 7 (11/10/2020) to the Toronto Chapter and publish on the website.

It was moved by Ms. Jensen

Region II (Montreal Chapter) – 2020 CRC Motion 8:

- (8) Region Operations Subcommittee recommends that ASHRAE allows members to choose either a standard, a book, a guide, a course or ASHRAE merchandise instead of the annual handbook at the time of renewal.



Background: There is a lot of benefits of being an ASHRAE member, it's not just about the handbook anymore. After a few years, members do have all the handbooks in double or triple. Instead of the handbook, they might like to choose either a book, a guide, a standard, a course or an ASHRAE merchandise.

The value of the handbook could also be credited for any other purchase.

Fiscal Impact: None.

Ms. Jensen reported that was already in progress, see information below from MP staff:

Effective beginning SY 2021-22, Full Members and Associate Members will be able to choose one of the following for the benefit of membership each year:

- That year's Handbook (pdf)
- One ASHRAE Standard of the member's choosing (pdf)
- One eLearning Course of the member's choosing

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

AI 21 Staff to report results of Motion 8 (11/10/2020) to the Montreal Chapter and publish on the website.

It was moved by Ms. Jensen

Region XIV (Hellenic Chapter) – 2020 CRC Motion 21:

- (9) Region Operations Subcommittee recommends that ASHRAE co-organizes and promotes training courses in person or through webinars, on a Regional level. Regional members will be engaged to adapt training material with a more local/regional focus on regulations and practices.

The Region will retain 15% of the profits generated by these courses.

Background: There will be an increase of training as regional officers and members will have a greater incentive to promote it widely. This will provide Society with an expanded promotion of its training courses and an additional revenue source for the respective Region.

Fiscal Impact: T.B.D. It will be positive for both ASHRAE and respective Region.

Ms. Jensen reported this should be determined by the region and its chapters and does not involve Society.

MOTION 9 FAILED. (21-0-1, chair not voting)

AI 22 Staff to report results of Motion 9 (11/10/2020) to the Hellenic Chapter and publish on the website.

- **Consent Agenda**

It was moved by Ms. Jensen

- (10) Region Operations Subcommittee recommends to Members Council that the following CRC motions be referred to the specific group as indicated below for each motion.

Region II (Montreal Chapter) – 2020 CRC Motion 3:

- a. That donation to ASHRAE Foundation scholarships from a Canadian chapter or a Canadian Member are recognized by Society in Canadian dollars in order to use the same currency as ASHRAE Research Canada objectives.

Background: Solicitation of members to donate for good a cause like Research and Scholarships is as difficult in Canada as it is in the USA. Objectives set up by RP committee in Canada are based on Canadian dollars. As an example, contribution made in Canadian dollar to Ashrae Research Canada is 1 CAD\$ donation = 1 CAD\$ recognize donation for the chapter.

- If a contribution is made to a foundation scholarship established for students; a 1 CAD\$ contribution (2020-08-11 conversion rate of \$1.33) = 0.77 USD \$ recognized donation for the chapter.
- This unfortunate situation shows that a Canadian member's effort to the collective foundation trust fund is viewed as 33% less valuable by ASHRAE than an American member.
- The goal of this motion is not to collect or manage CAD\$ in a dedicated trust fund for Canadian but simply to have contribution made by Canadians to the trust fund worth the same as a contribution made by a USA member to the trust fund.
- To simplify currency exchange rate for recognizing the effort, a flat currency rate could be decided at the beginning of the RP campaign. For example, July 1 2020 the rate is \$1USD= \$1.3583CAD. A flat currency rate for recognition only could be fix at 1.32 for the year.
- Donation to the foundation would still be made in USD\$ and scholarship delivered in USD\$

Fiscal Impact: None.

Region XII (Florida West Coast Chapter) 2020 CRC Motion 13:

- b. That Members Council revise the rules and form for "REGIONAL AWARD OF MERIT CRITERIA" that counts for 0.5 points for additional important ASHRAE chapter and regional support activities, such as, but not limited to;

- being a material sponsor or provider of : chapter/regional technical speaker at a chapter meeting, local seminar and congress, or student branch meeting;
- 5-year continuous attendance at the CRC
- Each year as a regional ad hoc or special assignment committee chair;
- chair of chapter/regional event that supports Society ideals, such as technical



- sessions, seminars, sporting or social events;
- sponsorship resulting from the creation of new student branches, sections or chapters;
- sponsorship of chapter or regional event(s);
- presentation to a chapter or regional CRC regarding the substance of a scholarship or grant recipient technical paper.
- Regional Technology or Paper award recipient; authorship of Regional website articles;
- Section BOG service per year effective no later than June 30, 2021.

Background: ASHRAE volunteers are the engine that drives the success of our student branches, sections, chapters, regions and the Society. One of the reward mechanisms is the RAM award. This award is point-based and currently does not reflect many support activities that should be recognized and counted for their as a part of this award formula. This will likely increase the amount of submissions and awards which is a good thing. Many members may choose not to serve as officers or committee leaders, but we need a way to thank them for their valuable regional efforts and contributions to the chapters and regions.

Fiscal Impact: None.

AI 23 Region Operations Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 10.b as shown above to the Manual Subcommittee.

AI 24 Staff to report status of Motion 10.b (11/10/2020) to the Florida West Coast Chapter and publish on the website.

Region II (Montreal Chapter) – 2020 CRC Motion 7:

- c. That Region 2 volunteers identify what MP and GAC documentation is required in French and begin translation which Society will review and post to the Society web site.

Background: During CRC 2020 MP Workshop it was brought to the RVC's attention by the MP chairs from Quebec and Montreal chapters that there is no MP content in Weebly or for Connect-A-Colleague translated to French. BEQ documentation has been translated in the past.

Fiscal Impact: No cost and only minimal time for ASHRAE IT Staff to create a French page for Connect-A-Colleague with supplied content from translating volunteers.

AI 25 Region Operations Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 10.c as shown above to the Communications Committee for comment.

AI 26 Staff to report status of Motion 10.c (11/10/2020) to the Montreal Chapter and publish on the website.

Region V (Evansville Chapter) – 2020 CRC Motion 9:

- d. That Society expand the eLearning Corporate training program to be used by ASHRAE

chapters beginning January 2021.

Background: ASHRAE continues to develop excellent eLearning modules. Some members have expressed the courses are expensive and that attending in a group setting is more conducive to learning. Currently eLearning On Demand is available at discounted rates to private companies and firms.

Benefits of providing the Chapters access to discounted group rates:

1. Picking subjects and scheduling sessions will cause more recognition of the available eLearning modules, and possibly drive more individual eLearning revenue.
2. Non-members may be more interested in joining ASHRAE to receive the benefit of attending courses with a group of peers, both for the comradery and the financial discount.
3. Chapters could also supplement the costs as a further membership incentive, or invite corporate sponsorship of sessions to help reduce the cost to members because the sponsors believe in the objects of the material being offered.

Fiscal Impact: This may cause an increase in total revenue for eLearning due to the Chapters organizing sessions, and promoting ASHRAE's eLearning more.

AI 27 Region Operations Subcommittee voted 9-0-1, chair not voting, to refer Motion 10.d as shown above to Publishing and Education Council.

AI 28 Staff to report status of Motion 10.d (11/10/2020) to the Evansville Chapter and publish on the website.

Region XII (CARICOM Chapter) – 2020 CRC Motion 11:

- e. That Society grant temporary access to the ASHRAE Design Standards in searchable PDF format to all competitors in the Student Design Competition, over the duration of the competition.

Background: Due to the physical distance within our chapter, it has become difficult for our Student Members to participate in any of ASHRAE's design competitions due to the limited accessibility to code and standards within their geographic location. In its current format, the Faculty Advisor would have to be available whenever students have/need to access the standards for use. Our suggestion is to give temporary access to ONLY Participating Student Members who have registered for this competition for the duration of this competition, to ensure No Student participating is left behind and all participants are given access to the necessary resources.

Fiscal Impact: None, Society already has all necessary resources to accomplish this.

AI 29 Region Operations Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 10.e as shown above to the Student Activities Committee and Publishing Education Council for comment and to determine fiscal impact.

AI 30 Staff to report status of Motion 10.e (11/10/2020) to the CARICOM Chapter and publish on the



website.

Region XII (Central Florida Chapter) – 2020 CRC Motion 18:

- f. That Members Council direct the appropriate department to include the Chapter Honors & Awards Chair, as listed on the CIQ, in the list of Chapter Officers and Chairs that have access to their Chapter Member Bios, by April 1, 2021.

Background: This is a revised motion of a previous motion that was submitted on 8/9/2019 by Region 12 for consideration by Society. We received the following answer:

At the Annual Meeting Members Council conference call in June 2020, Secretary's Note: The Delegates and Alternates have access for the purposes of representing their chapter at CRC. Since Regional Awards are voted at CRC this is the responsibility of the delegates and alternates to coordinate. Thus, the CRC representatives should meet with their chapter leadership (including H&A chair) to review all CRC prep (including awards and recognitions) while the Delegate and Alternate has access.

The intent of this motion, as revised, is to provide the proper level of detail to address those concerns and provide the necessary data for the intent. First, this motion is in line with the Society Strategic Plan to streamline and optimize the volunteer time. The H&A chair eventually gets the Bio to complete the awards, but has to go through chapter officers to get them. Also, all of us are bound by the ethics of having this information. But what makes an MP Chair or Secretary of a Chapter have a different level of data that the H&A Chair when they are all volunteers listed on the chapter CIQ? I would say there is none.

With regards the comments received on the original motion, the Manual for Chapter Operations (2019-06-25 Update pulled from the site on 08-22-2020) clearly indicates that the responsibility of the Honors & Awards (H&A) committee and its chair that they are “submitting the names of chapter members to ASHRAE and other organizations for honors and awards” (MOP 2.10.B). Also, 2.10.C states “Making recommendations for chapter, regional and Society-level awards...” This means that the H&A Chair is responsible for the other 40 plus awards that are part of the H&A purview and not just the CSA and RAM that are done at CRC.

Fiscal Impact: None.

- AI 31 Region Operations Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 10.f as shown above to the Honors and Awards Committee for consideration to determine if the H&A staff should be responsible for bio access to the chapter H&A chapter chairs annually.
- AI 32 Staff to report the status of Motion 10.f (11/10/2020) to the Central Florida Chapter and publish on the website.

Region XIV (Israeli Chapter) – 2020 CRC Motion 24:

- g. That the society recognizes and approves the Israeli Chapter's biannual HVAC training for young engineers and project managers and schedules a CHD exam at the end of the course to benefit participants in having an international accreditation finishing their training.

Background: The Israeli Chapter, in cooperation with the Israeli Electricity, Electronic and Energy Society (SEEEI), holds two annual comprehensive and extensive HVAC training courses of 64 hours each (16 sessions of four academic equivalent hours) with 20-25 participants (young engineers). The sessions are administered and led by Israel's most distinguished engineers and have been running successfully for the past four years.

The course was designed and approved by Engineer Avraham Menashe, VP ASHRAE Israel and Chair of HVAC and Energy at SEEEI.

The Israeli Chapter request to schedule the courses in collaboration with ASHRAE so that they coincide with the society's CHD certificate exam. This will benefit the Israeli Chapter participants in having an international accreditation upon finishing their training and enable participants to undertake CHD exams to be held during the bi-annual Israeli event. Course description and syllabi will be sent separately.

Fiscal Impact: "Positive, TBD (to be determined)."

- AI 33 Region Operations Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 10.g as shown above to the Certification Committee for consideration.
- AI 34 Staff to report the status of Motion 10.g (11/10/2020) to the Israeli Chapter and publish on the website.

Region XIV (UK London & Southeast Chapter – 2020 CRC Motion 25:

- h. That the name ASHRAE from the CIBSE ASHRAE Group be reviewed to stimulate development of an equitable relationship model.

Background: The CIBSE ASHRAE group is a CIBSE Group that is under the control of CIBSE. It was formed long before the formation of the UK ASHRAE Chapters. Its existence and name are confusing and misleading to potential and current ASHRAE members. We propose the review of the use of the ASHRAE name from the Group for the reason that it is misleading to our membership and not helpful (in its current form) to the UK Chapters. Removal of the ASHRAE element of the name is not intended to reflect any change in the relationship between the two organisations but rather to reflect the actual control and management of the group and to adjust to the change of context resulting from the creation of the UK ASHRAE Chapters. The motion, if successful, is intended to open a debate about a broader relationship model that may benefit both organisations long term. A revised bi-lateral agreement to allow integrated expansions for both organisations would create a more collaboratively structured and managed group with a clearer operating model that works equally well for ASHRAE and CIBSE.



Fiscal Impact: There are no financial implications.

- AI 35 Region Operations Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 10.h as shown above to ExCom to communicate to CIBSE the concern of the member and the language of the ASHRAE/CIBSE MOU be communicated to the member.
- AI 36 Staff to report status of Motion 10.h (11/10/2020) to the UK London & Southeast Chapter and publish on the website.

Mr. Gagnon asked that Motion 10.a be removed from the consent agenda and voted on separately.

(10A) That Motion 10.b through 10.h as shown above be approved.

MOTION 10A (TO REFER) PASSED. Vote on 7 consent agenda: PVV to refer.

Mr. Gagnon noted that Motion 10.a is a motivational issue and that it does not get the same Canadian dollar recognition by Society as it does for ASHRAE Research Canada. Motion 10.a was voted on separately.

Region II (Montreal Chapter) – 2020 CRC Motion 3:

- (10B) That donation to ASHRAE Foundation scholarships from a Canadian chapter or a Canadian Member are recognized by Society in Canadian dollars in order to use the same currency as ASHRAE Research Canada objectives be referred to the Foundation Trustees for consideration with copy to the RP Committee as an information item.

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

- AI 37 Region Operations Subcommittee voted by unanimous voice vote, chair not voting, to refer Motion 10.a as shown above to the Foundation Trustees for consideration with copy to the RP Committee as an information item.
- AI 38 Staff to report status of Motion 10.a (11/10/2020) to the Montreal Chapter and publish on the website.

Ms. Jensen reported the following as information items:

- **Information Items**

1. Region II (Halifax Chapter) – 2020 CRC Motion 4:
That standard local bylaws be updated to allow for e-Votes at board of governor meetings. Currently votes are allowed by people present at the meeting in person only.

Background: Article VII – Board of Governors, point 7.4 says:

- 7.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person, and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws. The form of proxies shall be governed by Article VI,

paragraph 6.7 hereof.

- 6.7 Proxies. A member may vote on any matter by a written proxy executed and dated by the member. No proxy shall be valid after ninety (90) days from the date of its execution, unless otherwise provided in the proxy.
- The current wording of the bylaws does not reflect the current reality of many meetings being held virtually. For many chapters, there have been no “in person” meetings for some time, instead using one of many virtual meeting platforms.
- COVID notwithstanding, if urgent business were to occur between regular meetings, it can be very difficult to assemble a majority of BOG IN PERSON. Hence, an e-vote procedure is requested as an alternative way of voting.
- This can be as simple as an email exchange between BOG members with clear rules about what is voted on and how the vote is processed, i.e. first positive response is considered the mover, second positive response the seconder, any non-responses are abstentions, etc.

Fiscal Impact: None. Modification of wording in bylaws as well as guidelines on procedures to be used as a form letter, as well as MCO.

AI 39 Region Operations Subcommittee voted unanimously on the motion above to assign an action item to the Manual Subcommittee to use the same verbiage of electronic voting that is currently in the ROB and MCO since this is already available.

AI 40 Staff to report the results of CRC Motion 4 to the Halifax Chapter and publish on the website.

2. Region XII (Brasil Chapter) – 2020 CRC Motion 16:

That Members Council review the current member chapter assignment process for new Brazilian members such that the new members will be assigned to the Chapter “Brasil or South Brazil” by zip code (zip code in Brazil are between 80000-000 to 99999-999 for South Brazil Chapter and between 00001-000 to 79999-99 for Brasil Chapter) starting July 1, 2021.

Background: Currently, the new members who are joining the ASHRAE from Brazil are automatically assigned to South Brazil Chapter. It would be helpful to the chapters and MP chairs if the member was automatically assigned for the correct Brazilian Chapter. We suggest taking into consideration the zip code informed in the application. If the zip code were between 80000-000 to 99999-999 the person might be assigned to South Brazil Chapter; if the zip code were between 00001-000 to 79999-999 the person might be assigned to Brasil Chapter.

Fiscal Impact: None.

AI 41 Staff took an action item and worked with IT to ensure the zip codes are set up correctly for the Brasil and South Brazil Chapters in the database. The motion below is complete.

AI 42 Staff to report the results of CRC Motion 16 to the Brasil Chapter and publish on the website.

3. Region XII (Florida West Coast Chapter) – 2020 CRC Motion 19:

That Members Council ~~direct the appropriate department to~~ add to the available “officer positions” in the ~~Members~~ (CIQ) ~~Section Officers to the MCO. application, to be able to include~~



~~section officers included in the MCO effective identifying officers of Chapter or Regionally sponsored Sections' Officer and/or Board of Governor members, beginning July 1 2021.~~

Background: The ASHRAE.org chapter Members (CIQ) routine to add officers lists a variety of specific chapter positions. Possible added positions should include the following at a minimum:

Section ~~Chapter~~ President
Section President Elect
~~Section Vice President~~
~~Section Board of Governors~~
Section Treasurer
Section Secretary
~~Section CTTC Chair~~
~~Section Student Activity Chair~~

Benefits of having these additional titles available to be assigned will help the chapter and region identify who is volunteering to serve a section's board of governors and will update the member's online BIO automatically with their chapter experiences.

Fiscal Impact: None – Cost to revise coding to the ASHRAE Society website to be by ASHRAE staff.

Vote: 13-0-1, chair not voting

(Staff took and completed two of the three action items listed below for the amended motion above because this was already available. The motion is complete.)

- AI 43 Staff to update instruction sheet sent to the chapter presidents annually to include Chapter Section officer positions so that the positions can be entered in the CIQ. **(Complete)**
- AI 44 Staff to ensure Section officer positions are listed in the online CIQ. **(Complete)**
- AI 45 Staff to report the results of CRC Motion 19 to the Florida West Coast Chapter and include a note to chapter of which Section officer positions are available in the CIQ and MCO and to let them know that the section positions as shown above with strikethrough are not available for the CIQ. **(Open)**
4. Chapter MOUs **(Attachment F)**
- **ExCom Action Item:** To help Chapters, especially ones outside the US and Canada, ExCom respectfully requests that the attached template for an MOU between a Chapter and a National Organization be added to the MCO.

In addition, the Subcommittee might want to consider whether the template should be made available as a stand-alone file that is available as a Chapter Resource.

- AI 46 Manual Subcommittee to address the attached MOU form not currently in the MCO or published

on the website as a standalone document.

4. Struggling Chapters – ExCom Action Item

Date originally requested	Action Items	Assigned to	Date response provided
Ongoing from July 9-12, 2019	Ask MC to create a tool kit of terminology for struggling chapters	Regional Operations Subcommittee	

AI 47 Manual Subcommittee to review and establish a step-by-step guide for evaluating if a chapter is struggling or not.

5. Region Operations MBO Tracking (**Attachment G**)

6. Assignment of Region Operations Subcommittees

- Manual Subcommittee: Reviews Members Council manuals for recommended changes (MCO, CRC and Region Operations manuals).

Manual Subcommittee:

Eileen Jensen, Chair
Bryan Holcomb
Kevin Amende
Ioan Dobosi
Devin Abellon

- Direction Subcommittee: Reviews Officers' CRC evaluation reports with recommendation of best practices.

Direction Subcommittee:

Ashish Rakheja, Chair
Ron Gagnon
Bill Wang
Jim Arnold
Scott Peach
Dunstan Macauley

7. Members Council Open Action Items

- Action Item 37 (06/19): Manual Subcommittee to come back with recommendation for 2019 CRC Motion 5, Alaska Chapter: "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head." (**Open**)
- Action Item 38 (06/19): Manual Subcommittee to review chapter and regional award point structure. (**Open**)



- Action Item 32 (11/19): Manual Subcommittee to review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO. **(Open)**

C. PAOE Subcommittee

Ronald Gagnon, PAOE Subcommittee Chair, reported the following information items.

- **Information Items:**

1. The PAOE Subcommittee voted unanimously to refer the CRC motion below to the PAOE Student Activities ad hoc for consideration.

Region X (Sierra Delta Chapter) – 2020 CRC Motion 10:

That effective July 1, 2021, the PAOE points earned under Student Activities for the establishment of a new Student Branch be modified to provide:

- 500 points for establishing a Student Branch where the newly established Branch is the first one associated with the Chapter
- 350 points for establishing a Student Branch where the newly established Branch is the second or third associated with the Chapter
- 200 points for establishing a Student Branch where the newly established Branch is the fourth or more associated with the Chapter

Background: The amount of time, commitment, and effort for the Chapter and their Student Activities Chair to organize plus gain college acceptance as well as seek ASHRAE approval is substantial to establish a new Student Branch. Especially for Chapters that do not have experience establishing new Student Branches. The increased reward of PAOE points is appropriate and shows the value of establishing Student Branches, especially for Chapters that do not currently have Student Branches associated with them.

Fiscal Impact: None.

- AI 48 Staff to report the status of CRC Motion 10 to the Sierra Delta Chapter and publish on the website.

2. President Elect Schwedler 2021-22 PAOE Goals

PAOE Chair (Ron Gagnon), to participate on the PEAC conference call November 16. Listed below preliminary ideas for President-Elect Schwedler's PAOE. Goal prior to any input from PEAC.

- I. Streamline the lengthy list of Presidential Initiatives
- II. Encourage individual growth
 - a. PDHs
 - b. Soft skills / ethics
 - c. Certifications and "credentials" (the latter will require some explanation)

- d. Personal mentoring between individual members – particular of different generations.
 - e. Consistent use of social media – perhaps with bonus for “vintage” Members (those over a certain age)
 - f. Etc.
- III. Encourage intra-Chapter and intra-Region collaboration
- a. “Sister/Brother” Chapter joint webinars/DL presentations/events
 - b. Leadership (e.g. BOG) meetings sharing best practices between Chapters in different Regions
 - c. Etc.
- IV. Refinement of Student Branch incentives to encourage growth of Branches

Mr. Schwedler stated that he attended several CRCs and PAOE is alive and well within the chapters..

3. PAOE Ad Hoc Assignments for 2021-22 PAOE

Chapter Operations: Jaideep Karnik, Ron Gagnon
Chapter Technology Transfer: Chad Smith, Daniel Robert
Communications: Karine LeBlanc
Government Affairs: Chad Smith
Historical: (should work with Historical Committee Chair) Eric Sturm
Membership Promotion: Jonathan Smith
Research Promotion: Jaideep Karnik
Student Activities: Buzz Wright, Megan Tosh
Young Engineers in ASHRAE: Jonathan Smith, Shona O Dea

4. 2019-20 PAOE Analysis Report (**Attachment H**)

5. 2021-22 PAOE Timelines

- PAOE ad hoc committees to use PAOE analysis report and current PAOE and send recommendations to Members Council reporting committee chairs and staff liaisons for their agenda before the winter conference
- Members Council reporting committees to include their PAOE recommendations as an attachment to their report during the winter conference
- After the virtual winter conference, staff to draft a final version of the PAOE report and schedule a conference call with PAOE Subcommittee no later than the third week in February
- PAOE Subcommittee to have final draft ready for President-Elect Schwedler to review no later than the second week in March
- Final, final PAOE draft to be ready for spring CRC distribution no later than third week in



March

9. Old Business

A. Status of Referrals from Members Council to Other Councils (**Attachment I**)

AI 49 Mr. Schwedler assigned himself an action item to reach out to Technology Council concerning open referred motions from Members Council and to provide input by the winter conference.

B. Review of Carryover Action Items – (**Attachment J**)

AI 50 In regards to Action Item 28 (11/19): “Staff to develop a comprehensive list of training activities to publish on the website in one location,” to notify the Alaska Chapter that this list was available on the website and to provide the weblink to the chapter of where this information is located.

C. CRC Schedule (**Attachment K**, send updates to vgrant@ashrae.org)

AI 51 Mr. Schwedler assigned an action item to the RMCRs to provide CRC schedule updates to Vickie Grant and Joyce Abrams.

10. Other Business

A. Members Council MBO Tracking/Planning Committee Coordination (**Attachment L**)

B. Finance Committee Request – Lean Assessment

AI 52 Mr. Schwedler assigned an action item to the reporting Committee Chairs and Staff Liaisons to review lean assessment from his presentation and report back with recommendations in two weeks (November 24).

C. Action Item Review

AI 53 Mr. Schwedler asked that the list of action items including due dates be sent to him after this meeting.

D. Charter of the Peru Chapter

It was moved by Mr. Boyd and seconded

(11) That Region XII moves to authorize the creation of the Peru Chapter whose headquarters will be in the city of Lima, in Lima Province, and whose geographic area of activity will be the country of Peru.

Background: A minimum of 40 ASHRAE Members and Associate Members in good standing in the geographic area within the boundaries of the proposed chapter must sign a petition to form a new chapter; 90 such members signed the petition for the proposed Peru Chapter. The Peru Section has been working for many years to build their membership and volunteer base. They have met all the



requirements to be a Chapter and have a strong plan to make it successful. Robin Bryant, DRC Region XII, recommends to Members Council that the Peru Chapter charter be approved.

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

11. Continued Business

A. Honors and Awards Committee (continued)

- **Executive Session** (Members Council 2020-21 voting members only)

At this time, all non-voting members and staff were excused from the virtual meeting. Members Council went into executive session which concluded the Honors and Awards Committee report to Members Council.

11. ADJOURNMENT

Mr. Schwedler thanked everyone for their participation. He added that as a Council, he wants to make sure the RMCRs are supported through their respective region.

The 2020 fall Members Council meeting was adjourned at 10:18am.

Attachments:

- A: Membership Promotion Committee Report
- B: Young Engineers in ASHRAE Committee Report
- C: RP Committee Report
- D: Government Affairs Committee Report
- E: Planning Subcommittee MBO Tracking
- F: Chapter MOU Template
- G: Region Operations Subcommittee MBO Tracking
- H: 2019-20 PAOE Analysis Report
- I: Status of Referrals from Members Council
- J: Review of Carryover Action Items
- K: Review of CRC Schedule
- L: Members Council MBO Tracking/Planning Committee Coordination

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of October 15, 2020, Virtual

Members

Erik Sanchez, Chair
Jonathan Smith, 1st Vice Chair
Genevieve Lussier, 2nd Vice Chair
Jason Urso
John Molnar
Robert Druga
Brian Justice
Julia Call
Daniel Chudecke
Casper Briggs
Cecilia Garay
Daniel Russell
Meg Gates
Louise McKenzie
Estaban Baccini
Henry Seck Kan Yeo
Triantafyllos Triantafyllopoulos
Nitin Naik
Russell Lavitt

Staff

Daniel Gurley
Anne Wilson

Motion to Members Council

Move that Member's Council declare COVID-19 a hardship case as per Manual of Chapter Operations Section 3.15 and Society membership dues be reduced by 50% for all memberships that are in their grace period or cancelled as a direct result of COVID-19 during the 2020-2021 fiscal year.

Members interested in applying for hardship must be unemployed or have experienced a reduction in salary as a direct result of COVID-19 (documentation required).

Digital copies of the ASHRAE Journal and Handbook publications shall be provided to these members in lieu of the printed copies. All other member benefits shall remain unchanged.

BACKGROUND:

The goal of this motion is to retain members who cannot afford their membership dues due to economic hardship from COVID-19, as opposed to letting their membership cancel. A discounted cost is recommended for members experiencing hardship. It is well documented that it is easier to retain a member than to reinstate a former member.

-Membership cancellations in the fiscal year July 1, 2020 to June 30, 2021 would apply to expiration dates from January 1, 2020 to Dec 31, 2020.

-The reinstatement period and discounted rate would only be for 1 year.

-The MP Committee recommends that the supporting documents include the following:

1. A letter from their employer stating the member lost their job as a direct result of COVID-19; or
2. A letter from their employer stating the member experienced a reduction in salary as a direct result of COVID-19; or
3. Other documentation that can prove the member meets the eligibility requirement listed above will be reviewed by ASHRAE staff.

FISCAL IMPACT:

The fiscal impact of reducing membership dues by 50% for those directly impacted by COVID-19 (assuming a 5% hardship rate across all membership grades, and a 25% hardship for members who are already delinquent) would be on the order of \$315k (based on August 2020 membership dashboard), affecting close to 4,100 members. This \$315k revenue loss assumes that even without discounted rates, all 4,100 members would still retain their membership and pay full dues. However, as the goal of this motion is to retain members at risk of allowing their membership to lapse due to financial hardship, it is important to recognize the fact that losing all 4,100 members would represent an approximate loss of \$630k in revenue. If, as a result of this motion, we are able to retain 50% of those otherwise lost members with reduced dues, we would be able to recover on the order of approximately \$158k of that lost revenue. See calculations in MP Appendix A.

VOTE: 14, 1, 0, CNV, 2 absent; Motion Passes

ATTACHMENT B

MP Appendix A

FISCAL IMPACT WORKSHEET

Member Grade	Current Month	Dues	50% dues	% hardship	# hardship	Fiscal Impact
Member (\$230)	18129	\$230	\$115	5	906	\$104,241.75
Associate (\$230)	15206	\$230	\$115	5	760	\$87,434.50
Mem/Assoc. Dev. Economy (\$115)	1410	\$115	\$58	5	71	\$4,053.75
Affiliate (avg. \$87)	1218	\$87	\$44	5	61	\$2,649.15
Affiliate Dev. Economy (avg. \$45)	105	\$45	\$23	5	5	\$118.13
Student (\$25)	3655	\$25	\$13	5	183	\$2,284.38
Student Dev. Economy (\$15)	1018	\$15	\$8	5	51	\$381.75
Retired (\$35)	239	\$35	\$18	5	12	\$209.13
Retired Dev. Economy (\$20)	4	\$20	\$10	5	0	\$2.00
Life (\$0)	6586	\$0	\$0	5	329	\$0.00
Delinquent Members* (avg \$185)	5152	\$169	\$85	25	1288	\$108,836.00
Delinquent Students* (avg \$23)	1616	\$23	\$12	25	404	\$4,646.00
Total Members	54,438				4071	\$314,856.53
Notes: Membership figures from August 2020 dashboard						

YEA Committee Summary

Despite the ongoing pandemic, YEA has been busy at work making face to face events virtual and coming up with new and improve ways to get and keep the young engineers of ASHRAE involved. YEA has three subcommittees that have been hard at work for the past several months coming up with ways to keep young engineers involved and here is a breakdown per subcommittee:

Personal Development Subcommittee

- *YEA Leadership Weekends (YLW & YLW 2.0)* which had to cancel two events this past Spring due to the pandemic as well as cancel the YEA Leadership Weekend that normally takes place in the Fall. In lieu of these face to face events being cancelled this subcommittee with the help of facilitator Ralph Kison, have come up with a series of webinars on various topics pertinent to the current climate of the world.
- The first webinar “Leading and Working in a Virtual World” was held in June and filled up within an hour. This webinar was open to 75 attendees.
 - Registration is currently open now for the encore of this webinar and it will take place Tuesday, December 1st, 2020 at 3:30 pm EST.
 - Registration is \$10 and there is space for 75 attendees.
- The second webinar “Infinite Minded Leadership” was held in September and filled up quickly. We also offered an encore of this webinar in October that went well. Both sessions had 75 attendees.
- More webinars are being planned for the future.
- This subcommittee is also working on plans for the Spring YEA Leadership Weekend which has a good chance of being virtual due to the overwhelming response to the virtual events but is still being determined.

Outreach Development Subcommittee

- *YEA Leadership International (YLI)*, which this year was supposed to be in Malaysia but was cancelled due to the pandemic.
- In lieu of YLI being cancelled, this committee collaborated with facilitator Tricia Evans and members of the Personal Development Subcommittee to develop the YEA Leadership Digital (YLD) event.
 - YLD was a successful 3-day virtual event that took place October 16-18th, 2020.
 - Registration for this event was open to 100 registrants and ended up with 68 registrants.
 - The registration fee for this event was \$99/per registrant.

Professional Development Subcommittee

- Currently this subcommittee is working to compile a series of videos to in form members (especially YEA members) on how to get more involved.
 - Video 1 will focus on Chapter Positions
 - Video 2 will focus on Membership levels
 - Video 3 will focus on Technical Committees
- They are also looking into creating a YEA hashtag to use for future YEA events and posts.

- *HVAC Design Essential Training Scholarship*- Currently the trainings are postponed but last SY there was 8 recipients of this scholarship.
- Developed a TC Guide to assist with getting more YEA Members involved with TCs which is currently on the YEA Resources webpage.

RP COMMITTEE
Report to Members Council
November 9-11, 2020

Information Items (as of 11/2/20):

1. Current RP Campaign results

The RP Campaign has raised \$154,334, which is 37.9% down compared to this time last year. Our campaign goal for 2020-21 is \$2.6 M.

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
I	\$18,776	\$19,445	-3.4%	\$212,000	8.9%
II	\$3,403	\$19,646	-82.7%	\$196,000	1.7%
III	\$10,818	\$20,550	-47.4%	\$206,000	5.3%
IV	\$9,880	\$22,260	-55.6%	\$191,000	5.2%
V	\$10,440	\$23,680	-55.9%	\$139,000	7.5%
VI	\$7,680	\$8,633	-11.0%	\$180,000	4.3%
VII	\$8,325	\$9,305	-10.5%	\$144,000	5.8%
VIII	\$18,725	\$38,543	-51.4%	\$452,000	4.1%
IX	\$12,673	\$14,637	-13.4%	\$270,600	4.7%
X	\$24,430	\$13,769	77.4%	\$199,500	12.2%
XI	\$8,903	\$22,954	-61.2%	\$173,000	5.1%
XII	\$5,408	\$15,413	-64.9%	\$145,250	3.7%
XIII	\$10,480	\$11,096	-5.5%	\$50,090	20.9%
RAL	\$3,944	\$7,562	-47.8%	\$28,000	14.1%
TOTALS:	\$154,334	\$248,343	-37.9%	\$2,600,000	5.9%
				(Campaign Goal)	

2. We recently wrapped up **online Centralized Training**. There were three live sessions in September. For those volunteers who could not attend, we offered recordings and a quiz to

RP COMMITTEE
Report to Members Council
November 9-11, 2020

assess their knowledge. We had 65% of chapters participate by either attending all the sessions or completing the training on their own. This is better than last year's total of 59% and the first increase in participation in several years.

3. The committee and staff are currently working on **virtual donor recognition** for the upcoming Winter Meeting in place of the recognition that traditionally occurs during the President's Lunch.
4. The next notable RP PAOE deadline for chapters is **Full Circle** on Nov 15. The committee is getting reminders out to chapter and regional volunteers.

GOVERNMENT AFFAIRS COMMITTEE
REPORT TO MEMBERS COUNCIL
November 9, 2020
Submitted by Terry Townsend, GAC Chair

Information Items

- The Government Affairs Committee (GAC) has met once this year; its next meeting will be at the Virtual Winter Meeting. The GAC's six standing subcommittees have held 8 meetings thus far during this Society Year. Since July 1, the GAC has held 4 trainings, including at the virtual annual meeting.¹
- The GAC's goals for Government Outreach Events have significantly increased, from a total of 48 held last year to a goal of 78 this year. The goals, along with progress toward goals are summarized in the table below. The second table provides progress over time. We expect there will be a greater percentage of virtual visits than shown below due to steady coronavirus cases.

PROGRESS CHART

(Updated: Nov. 3, 2020)

	Target	Held	Scheduled	Planned	Delta
City/Local	22	4	0	0	-18
State	25	0	1	4	-20
U.S. Congressional	16	3	0	4	-9
Global	15	6	1	0	-8
In-Person	33	5	0	1	-27
Virtual	45	8	2	7	-28
Total	78	13	2	8	-55

Government Outreach Days / Events					
Society Year	City/Local	State	Federal / U.S. Congressional	Global	Total
SY 14-15		2			2
SY 15-16		2			2
SY 16-17		9			9
SY 17-17		14	2		16
SY 18-19		24	5		29
SY 19-20	12	13	10	13	48
SY 20-21 (Goals)	22	25	16	15	78

¹ 04/20/2020 - GAC Training for New Members; 07/22/2020 - RVC Training #1: Regional Responsibilities; 09/09/2020 - RVC Training #2: Chapter Responsibilities; 11/09/2020 - RVC Training #3: Society Responsibilities

- Thus far, government outreach has all been conducted in a virtual format. The bulk of the outreach has been on coronavirus-related concerns (i.e., viral transmission in buildings). Material from the Epidemic Task Force (ETF) has been well-received by government officials. The GAC worked with the ETF to develop useful one-pagers summarizing the guidance, which have been distributed to hundreds of government officials and organizations. The GAC has also developed Power Point presentations on the work of the ETF which can be used by chapters in their outreach.
- Government regulations, guidance, and legislation have included references to ASHRAE's ETF guidance, and the GAC continues its outreach to amplify the message of the ETF. Attachment A provides a list of state guidance, regulations, and legislation where ASHRAE standards and/or ETF Guidance is specifically named; there are 15 instances of ASHRAE being specifically named.
- Bi-weekly "[Government Affairs Updates](#)" are provided to anyone who [opts into these emails](#); the distribution list currently stands at 2,273 unique emails. The GAU provides summary news items and highlights government outreach efforts of ASHRAE members. Outreach by ASHRAE members has been tremendous and well-received!
- A total of 10 letters have been sent to government audiences (see list in Attachment B).
- The Association Management Company in Brussels issued its first monthly government tracking update this October for Region XIV. These monthly updates will help with government outreach efforts in the region.

ATTACHMENT A

SUMMARY OF STATE RE-OPENING GUIDELINES, REGULATIONS, AND LEGISLATION

That Specifically Name ASHRAE Standards and/or ETF Guidance

(Last updated 10-29-2020)

Summary: All states have officially begun reopening. To date, we have found only two states with mandatory requirements: Virginia has issued (temporary) emergency regulations with specific requirements for workplace standards that are relevant to ASHRAE, and that include ASHRAE standards (see below for details). The other state-level mandatory requirement we found that references ASHRAE COVID-19 guidance was in California, with AB 841, which has been signed into law (see below for details). States have issued Executive Orders regarding the reopening of businesses, and state agencies have issued *guidance* that provides parameters for reopening.

The information below was compiled primarily from information posted on state government websites, as well as from FiscalNote, a tracking service that covers state legislation, regulations, and Executive Orders from state governors. Additional sources include the National Governors Association COVID-19 tracker [here](#), as well as the National Conference of State Legislatures tracker [here](#).

Requirements Currently Pending in Legislature:

New Jersey: Senate Bill 3033 and Assembly Bill 4819- establishes the “School and Small Business Energy Efficiency Stimulus Program” in the state Board of Public Utilities, which will award grants to boards of education and small businesses to ensure they have functional HVAC systems. Includes references to **ASHRAE Standard 62.1, as well as the Schools, Reopening Buildings, and Building Readiness guidance**. *Introduced and assigned to Senate Committee on Economic Growth, and Assembly Telecommunications and Utilities Committee, on 10/19.* Full text [here](#).

California: CA AB 841- Requires the Public Utilities Commission to require each electrical corporation and gas corporation to establish the School and State Building Energy Efficiency Stimulus Program. Includes **ASHRAE’s Guidance for Reopening and Operating Schools and Buildings and the Building Readiness** document (starting on page 15). This is the first time ASHRAE guidance is specifically named in state legislation (as opposed to a recommendation or included in a guide issued by a state). Text [here](#). ***Bill was passed and signed into law by Gov. Newsom on 9/30.***

State-specific guidance and requirements related to ventilation and/or HVAC systems²:

Minnesota: “COVID-19 Preparedness Plan (May 20, 2020)”

“Under Gov. Tim Walz’s executive orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.” *This requirement can be found on [Page 6 of Emergency Executive Order 20-56](#), signed by Gov. Walz on May 13, 2020.*

The Executive Order provides an optional template for a COVID-19 Preparedness Plan, which can be found [here](#). In the template on page 4, “Workplace building and ventilation protocols” explains the plan needs to include, “Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. [Describe how you are addressing the building and ventilation protocols included in the State of Minnesota Industry Guidance for your business.]”

The full text of the “State of Minnesota Industry Guidance” can be found [here](#) for the general guidance, and [here](#) for the industry-specific guidance. **ASHRAE is specifically referenced** in the Minnesota guidance (see highlighted portion below).

The “General Guidance (May 20, 2020)” includes on Page 2:

“Ventilation System Start-up: Businesses must evaluate the operational capacity, and increase, improve, and maintain ventilation provided throughout the building.

1. Increase the outdoor air-percentage to increase dilution of contaminants, and eliminate recirculating, whenever possible, while maintaining indoor air-conditions.
2. For heating-ventilation-air-conditioning systems that recirculate air, businesses need to improve central air filtration to at least the MERV-13 or the highest compatible with the filter rack (at least MERV-14 preferred), and seal the edges of filters to further limit by-pass around the filters.
3. Replace and upgrade air filters prior to re-occupancy.
4. Run systems on full economizer as outside air conditions allow.
5. Consult an HVAC professional to ensure proper ventilation is maintained.

Day-To-Day Operations:

Once systems are in a safe operational status, businesses should ensure the following practices and protocols are maintained:

1. Continuously maximize fresh-air into the workplace, and eliminate air recirculation.
2. Maintain relative humidity levels of RH 40-60%
3. Keep systems running longer hours (24/7 if possible) to enhance the ability to filter contaminants out of the air.
4. Add a flush cycle to the controls of the HVAC system, and run HVAC systems for 2-hours before and after occupancy.
5. Check and rebalance the HVAC system to provide negative air-pressure whenever possible.

² This is not a comprehensive list; this list comes primarily from web searches, as the legislative and regulatory tracking software that ASHRAE’s Government Affairs Department has does not track *guidance* or *policies*.

6. Supplement ventilation-system with the use of portable HEPA filter units whenever possible.
7. Minimize air-flow from blowing across people.
8. Consult an HVAC professional or the American Society of Heating, Refrigerating and Air-Conditioning Engineers to ensure proper ventilation is provided, and ventilation-systems are properly maintained. See [ASHRAE's COVID-19 Preparedness Resources](http://www.ashrae.org/technical-resources/resources) (www.ashrae.org/technical-resources/resources)."

Wisconsin: The "Wisconsin General Guidance for All Business (May 7, 2020)" includes under Sanitation on Page 4 that "Workplaces should consult with HVAC professionals when considering ventilation changes to reduce the risk of COVID-19". Full text [here](#). The "[Hair and Nail Salon Guidelines](#)" [here](#) advise businesses to "clean HVAC intakes and returns daily". The "Professional Services Guidelines" [here](#) advise offices to increase ventilation rates and the percentage of outdoor air that circulates into the system.

ASHRAE is specifically mentioned in the "Gyms and Fitness Facilities Guidelines" [here](#), under HVAC. **ASHRAE** is also specifically mentioned in the "Manufacturing Guidelines" [here](#), under Engineering Controls. The "Retail Services Guidelines" [here](#) include the same guidance as Professional Services, along with the specific mention of **ASHRAE** included in Gyms and Fitness Facilities. The "Warehouse and Wholesale Trades Guidelines" [here](#) include the same guidance as Professional Services and Retail Services, along with the specific mention of **ASHRAE** included in Gyms and Fitness Facilities and Manufacturing Guidelines.

The Department of Public Health mentions **ASHRAE** on p. 5 of its "Guidance for School Systems (June 22,2020)": Once fans are running continuously, provide increased particle capture by increasing air filtering capacity through repair/upgrades to current system, where needed. This includes filter frames, filter configuration, and filter rating (ASHRAE recommends striving for filters with a MERV-13 rating where possible). The Guidance for School Systems document can be found [here](#) (guidance is organized by date).

South Carolina: The state of South Carolina has established an AcceleratED Task Force to give guidance and recommendations regarding COVID-19 to school officials and school employees for the 2020-2021 school year. The draft guidance, issued in late June, includes the entire 110-page Building Readiness document developed by **ASHRAE's Epidemic Task Force** in May. Various sections of the state's guidance are focused on Summer Planning and Preparation, Pre-Opening, and Reopening and Continuity of Operations, and each of these aspects is addressed in ASHRAE's Building Readiness recommendations. The full AcceleratED Task Force draft guidance can be found [here](#).

South Carolina mentions **ASHRAE's Guideline 12** for Legionella in its general water guidance and links to ASHRAE's website through the U.S. EPA's "Maintaining Water Quality in Buildings with Low or No Use" guidance document, provided on the South Carolina Department of Health and Environmental Control website. Issued July 2020, found [here](#).

Kentucky: The Kentucky Department of Education issued “COVID-19 Considerations for Reopening Schools: Facilities and Logistics (June 29, 2020)” that includes ASHRAE’s COVID-19 recommendations under Building Systems on page 3. It also provides a link to ASHRAE’s white paper on Infectious Aerosols. Additionally, it mentions that “Window fans and other fans are not addressed in ASHRAE guidance” and goes on to give the following guidance: “In a room with no windows, as a practical matter, fans should only be used when other options are not available, be located to avoid directing the air flow across occupants and not facilitate the possible transmission of airborne pathogens between occupants.”
Link to document [here](#).

Multnomah County, Oregon: The Multnomah County website includes ASHRAE guidance on a page titled “HVAC Systems and the Spread of COVID-19”. It includes a link to ASHRAE’s COVID-19 Resources page, along with a link to the “Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems (Standard 180 - 2018)”, which is mentioned as a reference in ASHRAE’s Building Readiness document. The County page can be found [here](#).

New Jersey: The New Jersey Department of Education referenced ASHRAE in its document “The Road Back: Restart and Recovery Plan for Education” dated June 2020. It included a link to ASHRAE’s COVID-19 Building Reopening Guidance. The document can be found [here](#).

New York: The New York State document “Reopening New York: Mall Guidelines for Employers and Employees (updated July 8, 2020)” requires that shopping malls must have filters with a MERV-13 rating, or the highest compatible rating with the system, but no less than MERV-11. The mandatory guidelines also required the system filtration requirements are certified and documented by a certified HVAC technician, professional, or company, ASHRAE-certified professional, certified retro-commissioning professional, or New York-licensed professional building engineer. Malls in New York State are allowed to reopen as of July 10, 2020, as long as they are located in regions that have reached Phase 4 and that they adhere to the Mall Guidelines, which can be found [here](#).

Vermont: The School Indoor Air Quality Grant Program (page dated 7/9/2020) has been created by the Vermont Legislature and funded through the Coronavirus Relief Fund, to help improve indoor air quality and health in schools as they reopen in the fall. It will provide funding to assist Vermont schools with indoor air quality projects such as repairing, maintaining, and upgrading heating, ventilation, and air conditioning (HVAC) systems in response to COVID-19 specific guidelines from the U.S. Centers for Disease Control and Prevention (CDC) and the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE). HVAC projects meeting ASHRAE / CDC COVID-19-specific guidelines for indoor air quality (IAQ) improvement are anticipated to be eligible for funding. More on the program can be found [here](#).

Virginia: The Department of Labor and Industry has adopted temporary emergency standards, effective as of July 15, for employees returning to work amid the COVID-19 pandemic. The Health and Safety Board voted to create the temporary workplace safety rules. The rules

reference ANSI/ASHRAE Standards 62.1 and 62.2, as well as ANSI/ASHRAE/ASHE Standard 170. The full text of the temporary emergency regulation can be found [here](#).

Gwinnett County Board of Education, Georgia: Gwinnett County Public Schools has posted a back-to-school [flyer](#) that includes ventilation and filtration as key measures and mentions airborne transmission. The page regarding water and ventilation systems [mentions ASHRAE](#) and can be found [here](#).

Ohio: The Ohio Facilities Construction Commission's Summary of HVAC and Plumbing Industry Guidelines (dated August 2020) mentions [ASHRAE Standards 62.1 and 62.2](#), as well as the guidance for reopening of schools and universities, the building readiness guidance, and the schools and HVAC checklists. The summary can be found [here](#).

San Antonio, Texas: The City of San Antonio schools have been testing school HVAC systems for viability to operate using MERV-13, and have purchased these filters to be used where the system allows. Also, the filter replacement schedule has been updated to increase filter replacements throughout schools and supporting facilities. They have also extended the operation schedule for the air conditioning system to start earlier in the morning prior to school start and later in the evening after dismissal to allow for additional air exchanges. Article [here](#) (which also provides a link to [ASHRAE's COVID-19 Schools guidance](#)) and San Antonio Independent School District guidance [here](#) (mentions ASHRAE at the top of its Operations section).

Shelby County Schools, Tennessee: The Memphis district has completed 3,350 repairs on heating, ventilation, and air conditioning (HVAC) systems in their nearly 150 buildings. They've also modified the systems to bring more fresh air into buildings more often, in accordance with [recommendations](#) ([links to ASHRAE's Schools guidance](#)) from national organizations for reopening schools. Shelby County Schools is tentatively [reopening buildings](#) in January. Article [here](#).

ATTACHMENT B

ASHRAE LETTERS SENT TO GOVERNMENT OFFICIALS

SY 2020-2021

(Current through November 3, 2020)

09-30-2020 - [Letter from ASHRAE President Gulledge to Montgomery County, Maryland regarding the potential adoption of the 2018 IgCC](#)

08-31-2020 – [Joint response from ASHRAE, IES, ICC, and USGBC providing information to the Texas Comptroller of Public Accounts regarding 2018 IgCC Adoption](#)

08-26-2020 – [Letter from ASHRAE Missouri Chapters to State Senator Jill Schupp regarding Senate Bill 12, “Smart and Safe Schools Act”](#)

08-24-2020 - [Letter from ASHRAE President Gulledge to the California State Fire Marshal regarding HFC Regulations and ASHRAE Standards 15 & 34](#)

08-20-2020 – [ASHRAE Member Meghan McNulty’s testimony to the Gwinnett County Board of Education, Suwanee, GA regarding reducing indoor COVID-19 transmission by way of HVAC operation](#)

08-07-2020 – [Corey Metzger’s, P.E. Schools Team Lead of the ASHRAE Epidemic Task Force, testimony to the New Jersey Assembly Health Committee on School Re-openings](#)

08-04-2020 - [Letter from ASHRAE President Gulledge to California Air Resources Board supporting the Phasedown of HFCs and encouraging the adoption of ASHRAE Standards 15 & 34 -2019](#)

07-27-2020 - [Letter from ASHRAE President Gulledge to California State Assembly Member Phil Ting regarding AB 841, the School and State Building Energy Efficiency Stimulus Program](#)

07-21-2020 - [Letter to Education Secretary Betsy DeVos Regarding ASHRAE ETF’s updated Guidance for Schools during the COVID-19 pandemic](#)

07-16-2020 - [Letter to U.S. Congressional Leadership regarding a COVID-19 Relief Package for the energy sector](#)

Members Council – Subcommittee MBOs

10 June 2020, **Discussed on 19th August 20.**

MC Planning Subcommittee MBOs

Planning Subcommittee

MBO	Charge	Intent	Measurement	Strategic Plan Support		Target Completion Date	Members	Status
				Initiative(s)	Goals			
1	Explore frequent use of digital live trainings for Grassroots	Quick Feedback and help from Grassroots	Maximum 3 -5 best practices	3- Streamline 4- engagement	1b 2a,b,c, 3a,c	30 November 2020	Bill Walter, Eric Sturm, Joe Sanders	
2	Prepare SOP for Digital CRC	To help Region to plan their Virtual CRC	Maximum 3 -5 best practices	3- Streamline 4- engagement	1b 2a,b,c, 3a,c	31 st December 2020	Jeff Clarke, Chris Phelan, Russell Lavitt	
3	Use digital platform for feedback from the Members for their best three expectations from ASHRAE for better engagements	Long-term focus, effectiveness and growth. Provide better Member services at lower costs.	Maximum Members	3- Streamline 4- engagement	1b 2a,b,c, 3a,c	31 st May 2021	Buzz Wright, Florentino Roson Rodriguez, Mark Tome	
A	Ask MC for a standardized guidance document regarding whether chapters can have sponsorships						Jeff Clarke , Buzz Wright, Florentino Roson Rodriguez	
B	Review financial training for Regions and Chapters (already existing)						Chris Phelan, Joyce, Bill Walter, Mark Tome	



Memorandum of Understanding [ASHRAE Chapter] and [Org]

Established in [YEAR] [ASHRAE Chapter] serves the building industry in [geographic area].

Founded in [YEAR], [ORGANIZATION] [state mission].

[ASHRAE Chapter] and [ORG] agree to support this Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward the following activities and goals:

CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, both [ASHRAE Chapter] and [ORGANIZATION] commit to meet as needed (either in person or via conference call) to:

- Ensure ongoing advancement of collaborative projects
- Keep each other informed of major initiatives
- Discuss new opportunities for collaboration

The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are:

For [ASHRAE Chapter]:

[NAME]

[TITLE]

For [ORG]:

[NAME]

[TITLE]

CHAPTER COLLABORATION

[ASHRAE Chapter] and [ORG] agree to explore opportunities to co-host or co-sponsor local meetings or local technical conferences. The parties also agree to investigate opportunities for other joint activities, such as events that have a positive impact on the local community.

Where mutually beneficial, [ASHRAE Chapter] and [ORG] shall help publicize the other organization's meetings and promote attendance.

ADVOCACY

Where mutually beneficial and to the extent allowed by laws and corporate policies, [ASHRAE Chapter] and [ORG] agree to work together on common public affairs goals and ideologies. Collaborative opportunities to be considered might include:

- Joint promotion of codes and standards at the local or state/provincial levels
- Promoting mutually beneficial positions during the development and passage of local or state/provincial legislation
- Education of local or state/provincial legislators on issues important to the members of each organization

TERMINATION

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days' written notice of intent to terminate.

TERM

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

LEGAL STANDING

This MOU reflects a non-binding commitment exclusively between [ASHRAE Chapter] and [ORG]. [ASHRAE Chapter] does not represent ASHRAE Society (ASHRAE, Inc.) and does not have the authority to legally bind the Society in any way.

In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between [ASHRAE Chapter] and [ORG]. This Memorandum of Understanding may be modified or amended by written agreement between both organizations.

FOR [ASHRAE CHAPTER]

Printed Name/Title

Signature

Date

FOR [ORG]

Printed Name/Title

Signature

Date

MBO #	Description	Intent	Metric	Initiative #	Goal #	Completion Date	Financial Assist Req'd?
			(how do we determine success?)	(can be more than 1)	(can be more than 1)		
1	Develop guidance and/or update language in the Manual of Chapter Operations to assist chapters in conducting business virtually for critical operations such as conducting chapter elections, BOG meetings, audits, chapter meetings, etc.	Plan for present realities and future opportunities. This may include drafting language for updating chapter constitutions.	Redline version of the MCO ready for full Council review and approval	3 and 4	2a, 2c, and 3b	21-May-21	
2	Gather Lessons Learned from virtual CRCs – what worked, what didn't, what can be improved, and what can be used to make recommendations for the future of CRCs.	Stimulate greater participation amongst the members, chapters, and regions	-Develop & send out survey, -Update CRC manual, and -Report with recommendations	3 and 4	2a, 2c, and 3b	- Survey developed Oct. 31, 2020 - Survey due Nov. 20, 2020 - Draft report Jan. 15, 2021 -Final report May 21, 2021 -CRC manual May 21, 2021	
3							
4							
5							
6							

2019-20 Chapter Operations Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Efficient use of volunteers' time					
CO1 For each chapter member attending the Chapter Leadership Academy	300	100	37	24.18	20.44%
CO2 For establishing a relationship with a collaborative chapter in another country		100	51	30.43	28.18%
CO3 For conducting chapter planning meeting prior to August 1 (all officers and committee chairs) (Note: Requires Chapters to provide a report of the plan to their DRC by August 1 to receive credit for this effort in addition to reporting into the PAOE accounting system.)	50	50	85	15.25	46.96%
CO4 For people skills, leadership training for chapter officers and future leaders at a chapter event (see This is ASHRAE presentation) (minimum 1 hour of training)	100	50	48	14.41	26.52%
CO5 For ASHRAE marketing training for chapter officers and future leaders (see This is ASHRAE presentation) (minimum 1 hour of training)	100	50	35	12.82	19.34%
CO6 For establishing a Refrigeration Committee with at least 2 members to promote Refrigeration programs and activities	50	50	86	15.40	47.51%
CO7 For a chapter presentation by the Chapter President on the revised ASHRAE Core Values, highlighting the addition of Diversity (see This is ASHRAE presentation)	50	50	46	09.36	25.41%
CO8 For the CRC Action Committee meeting and bringing completed Executive Session Worksheet to the Region's Caucus	25	25	59	05.78	32.60%
Building Performance - Building EQ					
CO9 For each chapter member that submits a building assessment for a Building EQ rating (either in Operation or As Designed)	200	100	6	03.96	03.31%
CO10 For each chapter member promoting or presenting on Building EQ to an outside organization, building owner, facility manager, building operator or tenant	100	100	52	20.67	28.73%
Planning					
CO11 For GA, MP and YEA Chairs sitting on the Chapter CTT Committee to ensure chapter programs are developed relevant to the chapter membership	75	75	116	27.71	64.09%
Meetings					
CO12 If annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast meetings where minimum 45 minutes business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.)	100	100	70	25.93	38.67%
CO13 For presenting the Technical Activities Committee presentation at chapter meeting	100	100	46	20.12	25.41%
CO14 For a chapter presentation by the Chapter President on the new strategic plan by November 30 (power point to be provided by the Society Planning Committee)	100	100	38	16.24	20.99%
CO15 For organizing an employer recognition event to promote the benefits of ASHRAE membership for company members and solicit feedback on how ASHRAE and the local chapter can better serve the company (maximum 2 events)	75	75	49	14.63	27.07%
CO16 For establishing or maintaining an operating chapter section (each section)		50	33	08.91	18.23%
CO17 For chapter publicity that includes issuing at least six (6) press releases or arranging one (1) or more TV appearances promoting the work of ASHRAE	150	50	41	17.66	22.65%

2019-20 Chapter Operations Category

CO18 For establishing a chapter user group on modeling that has an active on-line forum or meets periodically (at least 4 times) to provide education and mutual support	50	50	21	04.93	11.60%
CO19 If a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited)	100	25	64	14.51	35.36%
CO20 For each separate social event	50	25	132	15.73	72.93%
CO21 For holding an Effective Building Operations (topic) Chapter Meeting	50	50	82	14.78	45.30%
CO22 For chapter officers or committee chairs promoting ASHRAE membership to local companies (e.g. reception, one/one meeting, company presentation) in order to increase their support in ASHRAE	150	25	106	28.22	58.56%
CO23 For each chapter member who registers for a Winter or Annual Society meeting, including MP and SA Chapter chairs that attend		10	186	102.85	102.76%
CO24 For each Professional Development Hour (PDH) earned by a chapter member on a building science topic other than HVAC&R (e.g., fenestration, insulation, lighting, indoor air quality)	100	5	90	23.02	49.72%
Communications					
CO25 For chapter promotion of ASHRAE products in chapter newsletter and communications (using ASHRAE staff produced materials)	100	50	83	23.99	45.86%
CO26 For use of social media communication base (Twitter, Facebook, Basecamp, ASHRAExCHANGE, Line, Whatsapp, etc.) (10 points per month)	120	10	134	26.47	74.03%
Honors and Awards					
CO27 For each nomination for the honor of Fellow grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, with the appropriate documentation in accordance with the procedures stated on the ASHRAE website		50	41	11.35	22.65%
CO28 For establishing and maintaining a chapter Honors and Awards Committee	25	25	89	07.78	49.17%
CO29 For each Chapter Service Award or Regional Award of Merit awarded to a chapter member during this Society year	120	20	38	08.88	20.99%
Sustainability					
CO30 For a chapter creating a grassroots program specific to the needs of the local community. To qualify, the chapter program must include similar breadth and scope as President Boyce's concept of supporting Effective Building Operations. A possible example is working with a local utility and institutional organization, to provide training for improvements to building operations while improving the indoor environment and wellness in the buildings in the community.	500	500	26	51.12	14.36%
CO31 For establishing a Chapter Sustainability Committee that meets periodically that organizes at least two HVAC&R related sustainability activities per year	50	50	40	08.30	22.10%
CO32 For chapter sponsored community sustainability project or event in conjunction with a non-profit organization (Note: Examples of community sustainability projects are available online to assist.)	500	500	27	54.67	14.92%
CO33 For chapter sponsored community sustainability project publicity (outside of normal Chapter advertisements) that includes print, audio or electronic media at local, state, provincial, national or industry level promoting the work of ASHRAE and/or local chapter	500	100	18	12.27	09.94%
DRC Assigns/Enters the following points:					
CO34 For a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1 or 2 weeks after the CRC, whichever is later)	75	75	84	22.41	46.41%

2019-20 Chapter Operations Category

CO35 For establishing and updating annually a chapter long term strategic plan (minimum of 3 years) with goals for chapter growth, leadership, and financial stability. Plan to be submitted to DRC for approval not later than January 1. (points awarded by DRC by May 15) (500 points for establishing or 300 points for updating annually)	500		29	50.44	16.02%
CO36 For each chapter officer who attends the CRC besides the Delegate and Alternate		50	86	33.08	47.51%
CO37 For President-Elect attendance at President-Elect Training	50	50	116	18.33	64.09%
CO38 For the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by the April 30 chapter meeting (Points assigned by DRC by May 15)	25	25	46	04.35	25.41%
CO39 For achieving goals established in planning session (points assigned by DRC by June 30)	50	10	71	11.87	39.23%

2019-20 Chapter Technology Transfer Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Efficient use of volunteers' time:					
CT1 For a Chapter Technology Transfer Committee (actively handling Technical, Energy, Programs, and Refrigeration) with a minimum of a chair and a co-chair	50	50	144	20.74	79.56%
CT2 If CTT committee includes a refrigeration subcommittee chair	50	50	101	16.95	55.80%
Building Performance:					
CT3 For each Technology Award entry into Regional or Society competition (each Technology Award entry counted only once) (100 additional points if the Building EQ score is included as part of the Technology Award submission)		100	25	20.26	13.81%
CT5 For each chapter program or chapter sponsored educational seminar with a clearly defined sustainability theme (e.g. energy efficiency, indoor air quality, high-performance buildings) with 50 points additional for referencing Building EQ	300	50	122	50.34	67.40%
Planning and Administrative:					
CT6 For completing and publishing meeting schedule and speakers by October 1 or 2 weeks after the CRC, whichever is later	50	50	115	18.53	63.54%
CT7 For maintaining submitting summary of speaker reviews regularly to CTC RVC for use in regional speaker databas	250	50	78	42.24	43.09%
CT8 For advertising of ASHRAE Certifications (e.g. Chapter Newsletter, Chapter Website, AIA Newsletter, etc.	100	25	93	20.79	51.38%
CT9 For submitting DL event summary critique form within 15 days of DL visit		25	106	14.31	58.56%
Awards and Submission:					
CT10 For each ASHRAE publication (e.g. Handbook chapter, Standard, design guide, ASHRAE Journal article) authored, co-authored, or translated by Chapter members and submitted to the cognizant group for publication. (Points doubled if authored by ASHRAE Fellow, if the article is on a refrigeration oriented theme, a residential oriented theme, developing economies, effective building operations or if it is performed by a YEA member.) (Note: Requests to translate any ASHRAE publication must be submitted in advance to ASHRAE's Publisher/Director of Publications and Education)		50	27	15.70	14.92%
Meetings, Presentations or Events:					
CT11 For a chapter program if the technical topic is a panel discussion about effective building operations, including representatives from the local building owner/operators, researchers undertaking studies on smart buildings, controls service providers, or other specialists relevant to the topic. The intent is to have the panel discuss the problems and opportunities related to effective building operations and the impact of technology in the chapter assigned area.	150	150	54	32.24	29.83%
CT12 For a chapter program if the technical topic is a panel discussion about building resilience, such as research undertaking studies on building resilience, controls service providers addressing how control strategies and resiliency are linked, cyber security challenges in the built environment, technical representatives from the local weather authority sharing insights about future weather patterns, utility representatives to discuss how buildings impact grid performance, or other specialists relevant to the topic. The intent is to have the panel discuss where the integration of resilience into new and existing buildings and how it might affect infrastructure in the Chapter assigned area.	150	150	27	17.08	14.92%
CT13 For a chapter program if the technical topic is a panel discussion about wellness in buildings. The panel should comprise of indoor air quality specialists, interior designers, psychologists specializing in the effects of the indoor environment, and other specialists relevant to the topic. The intent is to have the panel discuss how buildings may improve the quality of life of its occupants.	150	150	34	20.70	18.78%
CT14 For each 3-hour PDH seminar or webcast presentation (live or delayed) sponsored/hosted by the chapte	300	100	43	29.17	23.76%

2019-20 Chapter Technology Transfer Category

CT15 For each joint meeting with AIA, USGBC, IES, or other HVAC&R-related organization, and/or other engineering society (or other equivalent organization) (25 additional points if the joint meeting is held with other refrigeration industry-related societies, e.g., RSES or IIR)		100	100	67.28	55.25%
CT16 For each 3-hour seminar sponsored/hosted by the chapter on a building science topic other than HVAC&F	600	100	32	36.18	17.68%
CT17 For each ASHRAE certification earned by a chapter member during the Society President's term (An additional 50 points is earned for each ASHRAE certification renewed by an ASHRAE member during the Society President's term.)		100	46	46.18	25.41%
CT18 For conducting a live remote chapter meeting organized together with a chapter from another country		100	21	13.00	11.60%
CT19 For each 1 hour Technical Session on Refrigeration Design held in conjunction with a chapter meeting	100	100	49	20.40	27.07%
CT20 For each chapter program on natural or low GWP refrigerants, safe refrigerant use and/or refrigeration fluids (e.g. Standard 15 and/or 34, future refrigerants, and refrigeration practices for line sizing, oil return and piping for cold chain or HVAC systems)		50	46	11.58	25.41%
CT21 For each program by a DL under a non-allocated visit	200	50	71	24.23	39.23%
CT22 For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related program	50	50	115	18.67	63.54%
CT23 For refrigeration tour to an industrial food or beverage processing plant, low temperature refrigeration manufacturing facility or plant, cold storage warehouse or modern supermarket		50	38	10.67	20.99%
CT24 For each chapter member that also serves on an ASHRAE TC to give a presentation at their local chapter meeting that explains the function of technical committees (handbook chapters, standards, research, etc.) using a presentation template developed by TAC and posted at www.ashrae.org/tcs under heading "General TC Information"	100	50	25	07.59	13.81%
CT25 For each chapter program on Indoor Air Quality/Environmental Health (Points doubled if related to a Residential project)	100	50	81	21.07	44.75%
CT26 For each chapter program having a GAC presentation	50	50	42	08.78	23.20%
CT27 For each program on business, management, developing economies or legal education (minimum 45 minute presentation; maximum 2 per subject area)		25	43	06.33	23.76%
CT28 For each technical tour with a 30 minute presentation		25	82	13.52	45.30%
CT29 For each chapter monthly meeting held where continuing education credits (e.g. PDHs, CEUs) are provided for attendee		25	106	35.77	58.56%
Chapter Member and YEA:					
CT30 For each article (minimum 250 words) on a technical, business, legal or management topic (other than those announcing a program) published in a chapter newsletter or posted on a chapter website (maximum of two articles per month) (an additional 25 points if submitted by YEA member; not to exceed 100 additional bonus points)	400	25	29	19.36	16.02%
CT31 For each chapter presentation (minimum 15 minutes) given by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of one particular TC's, TG's or SPC's efforts (Research activities, Standards activities, Handbook activities, etc.) (Points doubled if the presenter is part of the Refrigeration Committee, Residential Committee or a YEA member)	200	50	33	13.83	18.23%
CT32 For each Technology Award entry into Chapter competition (Points doubled if submitted by a YEA member)		100	19	25.00	10.50%
RVC Assigns/Enters the following points:					
CT33 For the incoming Chapter CTT committee chair or co-chair attending the CTT CRC workshop	200	200	94	65.49	51.93%
CT34 For submitting Donald A. Siller Refrigeration Award application		100	1	00.51	00.55%
CT35 For submitting Dan Mills Chapter Programs Award application		100	1	00.51	00.55%
CT36 For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)	100	50	87	27.93	48.07%
CT37 For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)	100	10	78	25.48	43.09%

2019-20 Communications Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Efficient use of volunteers' time					
CC1 For each month that new and/or current information is added to the chapter's online platforms (i.e. website and social media), such as pictures and review of recent chapter events (duplicate posts on multiple mediums count as one post, and automated postings are not counted)	200	25	139	42.38	76.80%
CC2 For updating and adding current chapter information to chapter website by October 1	25	25	130	09.98	71.82%
CC3 For updating and adding current chapter program schedule to chapter website by October 1	25	25	109	09.01	60.22%
General					
CC4 For each percentage of chapter's total membership that follows or provides other similar indication of involvement with one of chapter's social media pages; only the social media site with the largest following is counted (2 points per 1 percent)	200	2	97	30.28	53.59%
CC5 For each page or link promoting of local student branches via separate pages or link to student branch pages on the main chapter website	50	5	52	05.06	28.73%
CC6 For each link to ASHRAE.org webpages and other related sites like Join ASHRAE and Donate to ASHRAE (points doubled if post mentions Building EQ)	25	5	99	05.34	54.70%
CC7 For migrating chapter files to Basecamp (for first year chapter has a Basecamp project assigned)	100	100	46	18.15	25.41%
CC8 For chapter leadership continuing to utilize Basecamp for chapter business (for chapters previously assigned a Basecamp project)	50	50	66	12.38	36.46%
CC9 For reconciling the chapter email distribution list with official chapter roster provided by ASHRAE	50	50	102	17.08	56.35%
CC10 For cleaning the chapter's email list of contacts that may be old or out of service, and removing members that have transferred out	50	50	125	19.29	69.06%
CC11 For compliance with local regulations on email distribution (ex: CAN-SPAM, GDPR, etc. contact your RCC for more information)	100	100	85	30.14	46.96%
CC12 For creating or updating a procedural document for chapter communications, such as step-by-step instructions on how to update the chapter website	25	25	56	05.45	30.94%
CC13 For chapter promotion of ASHRAE products (APPS, ALI, webinars, Books, Meetings, etc.) chapter website or newsletter (using ASHRAE staff produced materials) (10 points per newsletter/communication)	100	10	91	13.99	50.28%
CC14 For developing APPs for ASHRAE (10 points per App, 20 points maximum per month)	200	10	5	00.54	02.76%
RCC Assigns/Enters the following points					
CC15 For Chapter Communications Chair or Webmaster who attends the CRC ECC workshop	100	100	51	20.48	28.18%
CC16 For Chapter Communications Chair or Webmaster serving in the position 2 years or more	50	50	72	13.33	39.78%
CC17 For planning/goal setting session with RCC by October 1 or 2 weeks after the CRC, whichever is later	100	100	66	25.10	36.46%
CC18 For achieving goals established in goal-setting session with RCC	100	100	47	18.35	25.97%
CC19 For including the approved Chapter logo from Society on the Chapter Website in accordance with ASHRAE's logo guidelines available at https://www.ashrae/logoguide . The most current version of the logo will bear the Registered Symbol.	25	25	129	09.83	71.27%
CC20 For listing Disclaimer on homepage as specifically listed in the current ASHRAE Web Policy document with www.ashrae.org address linked to the Society homepage. The disclaimer is as follows: This web site is maintained by the (name of Chapter, Section or Student Branch) of ASHRAE. It does not present official positions of the Society nor reflect Society policy. ASHRAE chapters may not act for the Society and the information presented here has not had Society review. To learn more about ASHRAE activities on an international level, contact the ASHRAE home page at http://www.ashrae.org ."	50	50	107	17.54	59.12%
CC21 For listing current webmaster, contact email address and latest revision on homepage	25	25	91	07.35	50.28%

2019-20 Government Affairs Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Efficient use of volunteers' time:					
GA1 For establishing and maintaining a chapter Government Affairs Committee with at least 2 members to promote ASHRAE with state, provincial, and local government	50	50	114	17.81	62.98%
GA2 For government affairs training for chapter officers and future leaders (minimum 1 hour of training)	100	50	44	14.38	24.31%
Administrative and Training:					
GA3 For establishing and annually updating a list of government officials (at any level of government relevant to buildings, engineering or construction, including building officials, school system facility staff, state energy code officials, etc.) along with their contact information. (List must be sent to RVC by December 15 or date assigned by RVC)	150	150	61	34.79	33.70%
Awards and Submission:					
GA4 For each Chapter Government Affairs Award entry into Society competition (each Award entry counted only once)		100	1	00.51	00.55%
GA5 For each Chapter Government Affairs entry into Regional competition (each Award entry counted only once)		50	3	00.75	01.66%
GA6 For each article on a government affairs activities-related (e.g., state provincial, or local legislative or regulatory issue) published in a chapter newsletter or posted on a chapter website with copy sent to RVC (maximum of two articles per month)		50	55	37.68	30.39%
Meetings, Presentations or Events:					
GA7 For each announced and promoted or held joint chapter meeting with local, state, or provincial government entity to discuss a built environment or HVAC&R industry-related topic	1000	100	68	76.85	37.57%
GA8 For each documented personal contact (meeting) by a chapter member with government officials (at any level of government relevant to buildings, engineering or construction, including building officials, school system facility staff, state energy code officials, etc.) with the goal of promoting ASHRAE related subjects or Chapter goals and objectives, with notification sent to the ASHRAE Government Affairs Office (Points doubled if the chapter promotes current or recently updated ASHRAE Standards, ASHRAE certifications or Building EQ) (50 points for staff level meeting and 100 points for elected/appointed official meeting)	800	50	87	90.27	48.07%
GA9 For each National Engineers' Week or non-US equivalent activity that promotes Engineering		100	47	39.85	25.97%
GA10 For promotion of ASHRAE certification programs through personal presentations or newsletters with government officials and engineers	600	100	49	54.33	27.07%
GA11 For maintaining a current listing of local and state Energy code(s) for entities within chapter area; include contacts for people managing the Energy Code(s)	50	50	63	12.07	34.81%
GA12 For each Chapter program on the topic of government activities (minimum 45 minute presentation; maximum 2)	100	50	43	12.60	23.76%
RVC Assigns/Enters the following points:					
GA13 For a complete application submitted to the GAC for the Government Affairs Award	300	300	2	03.03	01.10%
GA14 For the incoming Chapter GAC committee chair attending the GAC CRC workshop (50 points for chapter representative other than the chair who is a senior officer or member of GAC)	200		73	44.10	40.33%
GA15 For chapter active GAC chair continuing a second year as chair or past chapter president with GAC experience (200 points for an additional year with a cap of 300 points in one year)	300	100	84	56.69	46.41%

2019-20 Government Affairs Category

GA16 For chapter submitting report(s) with local issues identified to RVC (with a cap of 400 points in one year)	400	100	29	26.32	16.02%
GA17 For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)	100	50	77	26.16	42.54%
GA18 For chapter interaction with local or state government to advocate policy related to buildings, engineering or construction. The total points shall be determined by the RVC based on effort	200	10	68	36.64	37.57%
GA19 For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)	100	10	43	13.68	23.76%
GA20 For each GAC meeting to promote using an Energy Code based on ASHRAE standards with Energy Code contacts; must report to RVC	100	10	29	08.87	16.02%

2019-20 Historical Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Points Related to Historical Activities:					
H1 For digitizing complete chapter historical archives posting on the chapter website and/or electronic storage and updating annually; (include a minimum of meeting minutes, monthly newsletters, listing of chapter executive inventory of historic items and memorabilia not scan-able and CRC reports)	150	150	70	36.66	38.67%
H2 For each history of a chapter, updates of the chapter history (for the last 3-5 years), and history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award). (Note: A Chapter history must be completed before other histories can be submitted for the Gold Ribbon Award.)	100	100	36	14.96	19.89%
H3 For chapter historical display at CRC (updated annually or new display)	50	50	82	14.39	45.30%
H4 For creating a chapter timeline with annual updates adding previous year events and posting on the chapter website and/or electronic storage	50	50	57	11.08	31.49%
H5 For program on history as all or part of a monthly chapter meeting	50	50	57	10.99	31.49%
H6 For identifying and documenting any heating, refrigeration or air-conditioning plant, systems or buildings of historic interest within the boundaries of the Chapter ASHRAE members (see criteria in note above)		50	15	04.70	08.29%
H7 For each interview with Fellow ASHRAE member		50	29	11.65	16.02%
H8 For inviting Life members to one of the monthly chapter meetings (50 points per individual; 300 points maximum)	300	50	94	54.32	51.93%
H9 For publishing articles on chapter, company or member history in chapter newsletter, Society publication or chapter website (8 newsletters)	200	25	69	20.20	38.12%
YEA/Diversity:					
H10 For a local Chapter Historical activity performed by an actively engaged YEA member (YEA or Diversity, but not both)	50	25	40	06.43	22.10%
H11 For a local Chapter Historical activity performed by an actively engaged Diversity in ASHRAE member (YEA or Diversity, but not both)	50	25	20	03.73	11.05%
Regional Historian Enters/Assigns the following points:					
H12 For the incoming Chapter Historian: attendance at the CRC workshop; or completing a "Review of Historical Committee Training PowerPoint" between the start of the CRC and the start of the new ASHRAE Society year on July	100	100	92	31.94	50.83%
H13 For a chapter historian serving in the position 2 years or more	100	100	111	36.16	61.33%
H14 For chapter historian participating in new historical based activities unique to the Region or Society; chapter needs to have Regional Historian's prior approval for this activity to qualify	100	100	31	13.48	17.13%
H15 For each leadership recall interview, copy must be submitted to RVC before the next CRC		100	17	13.38	09.39%
H16 For planning/goal setting session with Regional Historian, including the preparation and submission of the respective Chapter's Historical MBOs (points assigned by Regional Historian by October 1 or 2 weeks after the CRC, whichever is later)	100	50	78	23.16	43.09%
H17 For achieving goals established in goal-setting session with Regional Historian (points assigned by Regional Historian by June 30)	100	10	68	21.45	37.57%

2019-20 Membership Promotion Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Efficient use of volunteers' time:					
MP1 If Society membership delinquencies in chapter are 2% or less of total Chapter Area Assigned Members (as of June 30*)	200	200	31	27.38	17.13%
MP2 If Membership Promotion Committee size is 5 or 3% of chapter members (whichever is less as of June 30*) with one committee member serving as the Retention Chair, and whose primary responsibility is member retention	50	50	75	13.69	41.44%
MP3 For Membership Promotion event at chapter meeting for specific organized MP event (e.g., member bring a member, etc.)	100	50	114	27.54	62.98%
MP4 For retention of each new member (dues paid second and third year)	300	25	181	79.77	100.00%
MP5 For each member who rejoins or is reinstated after being cancelled for more than one year		25	169	48.91	93.37%
MP6 For each upgrade from associate to member		10	104	15.35	57.46%
MP7 For recognition of new members and advancements at each chapter meeting	50	5	109	10.06	60.22%
MP8 For each non-member attendee invited (through e-mails, personal invitations, phone calls) to monthly dinners (5 points for the first visit; 10 points for the second visit and 15 points for the third visit)	150	5	106	22.08	58.56%
MP9 If MP chapter committee chair and chapter officers are comprised of individuals that report 3 or more different industry classifications	50	50	96	16.35	53.04%
MP10 For chapter who submit material such as an article, video or photo to ASHRAE's Keynotes Newsletter	100	50	26	08.15	14.36%
RVC Assigns/Enters the following points:					
MP11 If annual chapter goal (as assigned by RVC) is met (50 additional points for each percent increase in area assigned member growth beyond annual goal)		300	51	85.56	28.18%
MP12 For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP CRC workshop and participating at the CRC	100	100	83	29.82	45.86%
MP13 For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP centralized training	75	75	77	20.74	42.54%
MP14 For the incoming Chapter Membership Promotion committee chair or co-chair attending the MP centralized training and CRC	75	75	54	16.10	29.83%
MP15 For an MP Chair holding the position for 2 years or more	100	100	130	39.51	71.82%
MP16 For each Diversity in ASHRAE chapter activity	100	50	44	13.82	24.31%
MP17 For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)	100	50	128	34.82	70.72%
MP18 For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)	100	10	107	25.39	59.12%

2019-20 Student Activities Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Efficient use of volunteers' time:					
SA1 For conducting a K-12 STEM activity	300	50	79	38.55	43.65%
SA2 For conducting a joint K-12 STEM activity with representatives of other societies (i.e. Boy Scouts, Girl Scouts, NAWIC, AIA, ACE Mentorship, etc.) (50 points per joint activity)	300	50	53	26.18	29.28%
Investment in Student Activities:					
SA3 for chapter investment in student activities D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members Student Activities Chapter Chairs may use the end of the year (June 30) report to calculate points			74	70.69	40.88%
General Student Branch Involvement:					
SA4 For each member that hires an intern from the ASHRAE Internship webpage	500	100	20	25.11	11.05%
SA5 For establishing a new student branch or reactivating an inactive student branch		100	26	18.36	14.36%
SA6 If net student membership for the chapter exceeds that of previous year		50	48	11.23	26.52%
SA7 Per \$100 spent subsidizing the cost of transportation, hotel and registration for sponsorship of the student members who attend the ASHRAE Winter Meeting	500	50	43	79.59	23.76%
SA8 For each chapter scholarship awarded to a tech or undergraduate engineering student (minimum of \$100 scholarship award)		50	56	36.16	30.94%
SA9 For each active student branch where the faculty advisor is an active chapter member		50	142	56.32	78.45%
SA10 Per active student branch that submits the student branch report by May 31		50	57	26.27	31.49%
SA11 For each method of tracking student members permanent contact information (cell phone, Personal email, linked in, etc.) and reported to your RVC and MP Chapter Chair	300	50	56	35.39	30.94%
SA12 For each student member who posts their resume to the ASHRAE Internship webpage	250	25	12	06.31	06.63%
SA13 For each ASHRAE Student member, enrolled in engineering college, undergraduate or tech school, that is placed in an ASHRAE related summer intern job or part-time job during school semester by an ASHRAE member	200	25	35	15.63	19.34%
SA14 For chapter providing formal recognition of student branch advisors to university administration or dean of engineering		25	33	08.30	18.23%
SA15 For each National Engineers' Week activity or equivalent non-US activity		25	49	11.44	27.07%
SA16 For each chapter activity with student branch (e.g. Student Night meetings, technical programs, technical tours)	50	25	101	13.06	55.80%
SA17 For each post high school activity in which one or more chapter member participates		25	64	27.58	35.36%
SA18 For meeting with faculty of engineering college or tech school for the purpose of establishing a student branch	40	20	68	07.81	37.57%
SA19 For each Building EQ submittal where a student branch assists with the work as overseen by a chapter member(s)	300	100	6	05.42	03.31%
Globalization:					
SA20 For establishing a relationship with a collaborative student branch in another country		150	14	21.04	07.73%

2019-20 Student Activities Category

SA21 For chapter who has a student branch that teams with a collaborative student branch in another country to compete in the ASHRAE Student Design Competition (Note: These points are in addition to points earned in SA23 below.)	150		4	03.00	02.21%
SA22 For conducting a live remote student branch meeting or other similar program with a student branch in another country (Note: This does not include design competition meetings.)	100	100	10	05.31	05.52%
Meetings:					
SA23 For chapter who has a student member compete in the ASHRAE Student Design Competition (points doubled if Student Design Competition Entry uses Building EQ)		50	24	13.33	13.26%
SA24 For each student member attending the Winter Conference Student Program		25	74	30.77	40.88%
SA25 For each ASHRAE student member attending and registering for a chapter monthly meeting or a regional meeting or CRC (10 points each regional meeting; 5 points each chapter meeting)	300	5	87	26.37	48.07%
SA26 For each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting		10	60	19.98	33.15%
SA27 For each K-12/STEM student activity promoting engineering to and for girls		25	37	08.99	20.44%
SA28 For each K-12/STEM Chapter Leadership Award qualifying event or activity		25	17	08.43	09.39%
**K-12/STEM Leadership Award: This is a pass through award presented at the CRC by the RVC-SA. Criteria for the award is for all Chapter Officers plus the K-12/STEM Champion to attend and participate in at least one K-12/STEM event. If the chapter does not have a K-12/STEM Champion, then the SA chair must attend.	0		0	00.00	00.00%
Student Retention:					
SA29 For each student member that transfers from student member to Associate member after graduation		50	101	39.18	55.80%
SA30 For each student member that transfers from student member to Associate member via SmartStart		50	21	12.72	11.60%
SA31 For each current student member that renews their ASHRAE student membership.		50	127	107.68	70.17%
SA32 For any chapter member mentoring a team (e.g. ASHRAE Grant, Design Competition, Chapter involvement, student branch support)	25	25	61	05.87	33.70%
RVC Assigns/Enters the following points:					
SA33 For the incoming Chapter Student Activities committee chair attending the SA Centralized Training	100	100	36	15.52	19.89%
SA34 For the incoming Chapter Student Activities committee chair attending the SA CRC workshop	100	100	71	26.59	39.23%
SA35 For planning/goal setting session with RVC (points assigned by RVC by October 1 or 2 weeks after the CRC, whichever is later)	100	50	63	22.26	34.81%
SA36 For chapters that submit a Undergraduate Grants application (per application)		50	23	07.73	12.71%
SA37 For assigning a K-12/STEM Champion by October 1 or 2 weeks after the CRC, whichever is later (points assigned by RVC)		25	17	02.57	09.39%
SA38 For chapter that submits a Student Activities Achievement Award nomination (points assigned by RVC)	25	25	4	00.50	02.21%
SA39 For chapters that submits a Student Branch Advisor of the Year Award nomination (points assigned by RVC)	25	25	5	00.62	02.76%
SA40 For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)	100	10	75	22.40	41.44%

2019-20 Young Engineers in ASHRAE Category

Type	MAX	Rules	# Chapters > 0 (out of 197)	Avg Paoe Points	Percent
Membership:					
YEA1 For each new member who qualifies as YEA (who were not student transfers)	200	25	105	33.82	58.01%
YEA2 For any YEA member involved with a Membership Promotion program or event	200	25	77	25.97	42.54%
YEA3 For increasing YEA membership over the Society year by 5%	100	100	59	22.20	32.60%
Technical Committees:					
YEA4 For each YEA member who is a provisional corresponding member or corresponding member of an ASHRAE TC (points per YEA member, not per committee)		25	49	12.73	27.07%
YEA5 For each YEA member who is a voting member of an ASHRAE TC, SPC, SSPC (Participation on a TC can be verified from each TC roster or the ASHRAE Committee Participation by Region Report which can be provided by each DRC. Points per YEA member, not per committee)		200	21	35.56	11.60%
YEA Program Attendance:					
YEA6 For each YEA member who attends YEA Leadership Weekend, YEA Leadership International, YEA Leadership 2.0, Leadership U or LeaDRS program during the Society year	600	300	54	85.71	29.83%
Awards and Submission:					
YEA7 For each nomination for any Society-level YEA Award: Developing Leader, Award of Individual Excellence – Professional Development, Award of Individual Excellence – Personal Development, Award of Individual Excellence – Outreach, ASHRAE New Faces.	200	50	16	05.73	08.84%
Meetings, Presentations or Events:					
YEA8 For each YEA event at chapter meeting or separate organized YEA event	100	25	104	17.90	57.46%
YEA9 For each YEA activity outside of a chapter meeting that also includes a technical component, i.e., presentation, panel discussion, technical tour, etc.	100	25	65	11.89	35.91%
YEA10 For chapter promoting with flyer, newsletter, Chapter announcement at least 2 weeks in advance outside of chapter meeting each YEA activity such as meeting with college students, social event that promotes ASHRAE membership	100	25	89	16.29	49.17%
Chapter Operations and Activities:					
YEA11 For each chapter officer or board of governors member who is a YEA member (BOG position must appear on CIQ)	300	100	165	112.81	91.16%
YEA12 For each YEA member assigned to a Chair position	225	75	121	57.97	66.85%
YEA13 For each YEA member assigned to a committee position to provide YEA ideas and participation	150	50	161	54.44	88.95%
Student Activities:					
YEA14 For each YEA member involved with a Student Activity program or event	200	25	98	26.43	54.14%
YEA15 For each presentation about the Young Engineers in ASHRAE (YEA) program to student members	50	25	51	07.59	28.18%
RVC Assigns/Enters the following points:					
YEA16 For the incoming Chapter YEA committee chair or co-chair attending the YEA CRC workshop and participating at the CRC	100	100	54	20.20	29.83%
YEA17 For a YEA Chapter Chair issuing a set of MBOs to YEA Regional Vice Chair	50	50	55	10.96	30.39%

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2014	19h	That ASHRAE make a plan or strategy, by the year 2015 annual conference, for comparing, aligning and promoting ASHRAE standards, especially on the energy performance of buildings, with the corresponding standards from other international standardization bodies, for example, ISO and CEN. (Region XIV, Hellenic Chapter – 2014 Fall CRC)	Technology Council	11/05/2015 Status: This turns out to be a complex issue that will require a bit more work. ASHRAE representatives on ISO committees report that we need to have some discussions with ANSI about alignment and scoping issues at ISO. The reason ASHRAE consult with ANSI is because they officially hold the U.S. seat at ISO. So while the motion is a good one, the analysis and plan will take some time. 06/20/2017 Status: This motion is still under review. The ASHRAE Director of Technology will schedule a meeting at ANSI headquarters to request a change to the business model for standards sales. There is also a Presidential Ad Hoc on Globalization of Standards that will present recommendations for consideration to the ASHRAE Board in Long Beach. OPEN
Atlanta – 10/2016	7i	That the Handbook includes a chapter on ventilation for the textile and garment industries. (Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)	Technical Activities Committee	OPEN
Chicago – 01/2018	17	That a referral be made to TC 8.7 Variable Refrigerant Flow to review sensible and latent capacities at part load conditions for performance testing of variable refrigerant standard ducted or non-ducted indoor units as stipulated by AHRI, and incorporate them in ASHRAE documentation by January 1, 2019. (Region XII, Florida West Coast Chapter – 2017 Fall CRC)	Technology Council	01/23/2018 – Members Council approved this motion and referred it to Technology Council for consideration. OPEN
Atlanta – 11/2018	13	That a scoring system for TCs (Technical Committees) similar to the PAOE (Presidential Award of Excellence) scoring system for chapters be created. (Region XII – Brasil Chapter – 2018 Fall CRC)	Technology Council	02/21/2019 – Technology Council referred this motion to TAC for review and response. This is currently being addressed by TAC in their MOP that applies to all TCs. OPEN
Atlanta – 11/2018	15	That by July 1, 2019 that the Standing Standards Project Committees (SSPC's) and Standards Project Committees (SPC's) create permanent liaison positions on the ASHRAE SSPC or SPC for a person in the society or organization who's published documents are referenced by that Standard. (Region XII – Central Florida Chapter – 2018 Fall CRC)	Standards Committee & Technology Council	OPEN
Atlanta – 11/2018	28	That Society encourage the VRF industry to publish performance data that is aligned with ASHRAE research; in particular, airspeed rates that are aligned with thermal comfort standards and research, as well as room air distribution research. Also, ratings that are based on standard room temperatures. (Region II – Montreal Chapter – 2018 Fall CRC)	Technology Council	02/21/2019 – Technology Council referred this motion to TC 8.7 with copy to the TAC Chair. OPEN
Atlanta – 11/2018	32	That ASHRAE include as an addition to the next climatic data update which is scheduled to be published in the 2021 version of the ASHRAE Handbook, Fundamentals with updated data for the locations as included in the ASHRAE CLIMATIC DATA FOR REGION X is the American Society of Heating, Refrigerating and Air-Conditioning Engineers document titled "ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994. (Region X – Tucson Chapter – 2018 Fall CRC)	Technology Council	02/21/2019 – Technology Council referred this motion to TC 4.2 through RAC and TAC. It is likely that the best response would be to submit this as a research project. OPEN
Atlanta – 11/2019	7a	That Society revise the criteria for the Scholarship program to allow the contribution to be taken in Canadian funds and the scholarship be given in Canadian funds. (Region II – Toronto Chapter – 2019 Fall CRC)	Scholarship Trustees Foundation Trustees	3/11/2020 – The scholarship trustees reviewed the attached referral motion from Members Council at their meeting on February 4, 2020 in Orlando. The trustees recommend the motion be referred to the ASHRAE Foundation Trustees since the issue involves the contribution of funds, which is the responsibility and work of the ASHRAE Foundation and not within the scope of the Scholarship Trustees. OPEN
Atlanta – 11/2019	7e	That the Society Nominating Committee revise the Nominating Process and Ballot, to deliberate and present candidates for election by the membership in priority order from the final vote of the Nominating Committee, immediately following the Winter meeting as follows: a. President-Elect and Treasurer; not less than two for each, but not more than three for each position. b. Vice Presidents; not less than six, but not more than eight.	Nominating Committee	8/6/2020 - The Nominating Committee did not vote on the exact motion. A lengthy discussion was had. The Committee voted on an alternative motion and the motion failed with a vote of 12:12:0 CNV. In the event of a stalemate, the Nominating Committee may bring forward more than one name for inclusion on the ballot.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		c. Directors-at-Large (DAL); not less than six, but not more than nine. (Region XII – Florida West Coast Chapter – 2019 Fall CRC)		Mr. Olesen urged the Committee to continue this conversation and to further investigate the possibility of putting forward more than one name, even if there is not a stalemate. COMPLETE
Atlanta – 11/2019	21	That Society hold one HVAC Essentials course in Region II per year. Region II – Toronto Chapter – 2019 Fall CRC)	Professional Development Committee	OPEN
Atlanta – 11/2019	23	That Society "to build a Standard" for neutralization systems for the prevention of release of corrosive wastes entering a sewer system. Corrosive waste neutralization systems do not currently have a standard for compliance and is referenced in the O.B.C. (Ontario Building Code) and N.P.C. (National Plumbing Code) 7.4.4.4 and 2.4.4.4 respectively as a requirement. (Region II – Windsor Chapter – 2019 Fall CRC)	Technology Council	OPEN
Atlanta – 11/2019	33	That ASHRAE investigate a carbon offset policy for air travel. (Region XIV – Ireland Chapter – 2019 Fall CRC)	Technology Council	OPEN
Atlanta – 11/2019	34	That ASHRAE engage with a Certification Administration firm that offers a greater number of testing facilities outside US/Canada or use an online testing service with appropriate certification procedure controls that makes certifications more accessible to members outside the US/Canada. (Region XIV – Hellenic Chapter – 2019 Fall CRC)	Certification Committee	7/29/2020 – It is expected that ASHRAE will be live with remote online proctored examination by the end of August, which I believe will effectively respond to this referral. https://www.ashrae.org/professional-development/ashrae-certification/remoted-proctoring COMPLETE
Atlanta – 11/2019	42	That Section 5 of the candidate's ASHRAE individual biographical report (ASHRAE Bio), headshot photo, and a maximum one-page statement from each candidate, in addition to the currently provided information, be attached to the electronic member ballot and information package (Motion 13 11/14/2019 – Region XII Florida West Coast Chapter – 2019 Fall CRC) .	Nominating Committee	8/6/2020 – The Nominating Committee approved a motion that a maximum one-page statement for each candidate be added to the electronic ballot. There was consensus that there is a great deal of information on the official ASHRAE bio that could be cumbersome to review and discern. The Committee felt that a one page statement, in addition to the information that is already provided, would best serve the membership. A photo and short bio are currently included with the electronic ballot. COMPLETE

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2019 MEMBERS COUNCIL FALL MEETING (11/14-15/2019)					
41	21	Staff	01/20	Open	To work on a database that will track motions and their status that could be used at the Regional and Society levels and make available on the website as indicated in Motion 29.
43	22	Staff	01/20	Open	To work on a database that will improve the method of tracking motions, documenting historical records by category and topic as indicated in Motion 30.
2019 MEMBERS COUNCIL ANNUAL MEETING (06/25/2019)					
28	33	Staff	11/19	Complete	To develop a comprehensive list of training activities to publish on the website in one location as indicated in Motion 38.
32	37	Manual Subcommittee	11/19	Open	To review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO.
37	39	Manual Subcommittee	11/19	Open	To make recommendation on Region XI, Alaska Chapter, 2019 Spring CRC Motion 5, "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head."
38	39	Manual Subcommittee	11/19	Open	To review award point structure for Chapter Service Award and Regional Award of Merit and make recommendation.



CRC SCHEDULE 2020-2021

<u>FALL 2020</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR (REVISED)	STAFF VIRTUAL ATTENDANCE	CRC CHAIR
REGION I	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 RD WEEK	*AUGUST 13-15 VIRTUAL	GULLEDGE DEAN	LITTLETON	RACHAEL ROY
REGION II	QUEBEC QUEBEC, PQ, CANADA	OTTAWA VALLEY OTTAWA, ON	AUGUST 4 TH WEEK	*AUGUST 20-21 VIRTUAL WEEKENDS	GULLEDGE MCGINN	REINCHE	GUY PERREAULT
REGION III	NATIONAL CAPITAL WASHINGTON, DC	CEN PENNSYLVANIA HARRISBURG, VA	AUGUST 3 RD WEEK	*SEPT 17-18 VIRTUAL WKSHPs 8/17-31	MEHBOOB MCQUADE	YATES	LAURA MORDER STEPHANIE MAGES
REGION IV	GREENVILLE GREENVILLE, SC	CHARLESTON CHARLESTON, SC	AUGUST 2 ND WEEK	*AUGUST 14/JOINT VIRTUAL/WKSHPs W/VII&XII	SCHWEDLER MCGINN	YATES	WILLIAM "BILL" KNIGHT
REGION V	FORT WAYNE FORT WAYNE, IN		JULY 4 TH WEEK	*(JULY 23-25) VIRTUAL	GULLEDGE MCGINN	OWEN	MATTHEW KLOK
REGION VI (2020 SPRING CRC)	CENTRAL ILLINOIS PEORIA, IL	NE WISCONSIN GREEN BAY, WI	MAY 1 ST WEEK	OCTOBER 25-27 VIRTUAL	GULLEDGE SCHWEDLER	KIM MITCHELL	ASHLEIGH BROWN JAMIE MOEHLING
REGION VII	NWFL/MOBILE/MS/NOLA BILOXI, MS NASHVILLE	NWFL/ MOBILE/MS/ NOLA BILOXI, MS	AUGUST 1 ST WEEK	JULY 31-AUGUST 1	GULLEDGE MCQUADE	REINCHE	SHANNON HOLDERFIELD, NWFL
REGION IX	PIKES PEAK COLORADO SPRINGS, CO	PIKES PEAK COLORADO SPRINGS, CO	AUGUST 1 ST WEEK	AUGUST 6-8 VIRTUAL	GULLEDGE BRANDT	WRIGHT	MIKE VAN DEN HEUVEL
REGION X	TUCSON TUCSON, AZ	ORANGE EMPIRE ANAHEIM, CA	AUGUST 3 RD WEEK	*August 21-22/(BUS MTGS) (MOTION WKSHP 8/7) (WKSHPs 8/10-19) (CAUCUS 8/20) (WRAP UP 8/25)	SCHWEDLER BRANDT	GUPTA	BUZZ WRIGHT
REGION XII	CENTRAL FLORIDA ORLANDO, FL		AUGUST 2 ND WEEK	NOVEMBER 6-7	SCHWEDLER BRANDT	ABRAMS	JOHN CONSTANTINIDE
REGION XIII	INDONESIA JAKARTA, IDN	INDONESIA JAKARTA, IDN	AUGUST 4 TH WEEK	*AUGUST 1, 8,15, 22 & 23 VIRTUAL WKENDS	MEHBOOB DEAN	ABRAMS	KC NG
REGION XIV	SPAIN MADRID, SPAIN		SEPTEMBER 3 RD WEEK	*SEPTEMBER 25-27	SCHWEDLER MCGINN	WRIGHT	
RAL	S AFRICA/INDIA (7) AND PAKISTAN (4) CHAPTERS CAPETOWN ZAF		SEPTEMBER 3 RD WEEK	SEPTEMBER 26-29 DECEMBER	GULLEDGE MCQUADE	MITCHELL	ADEEBA MEHBOOB
<u>SPRING 2021</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	NE WISCONSIN GREEN BAY, WI	MINNESOTA MINNEAPOLIS, MN	MAY 1 ST WEEK	APRIL 29-MAY 1	SCHWEDLER DEAN	LITTLETON	STEVE MARTHALER
REGION VIII	MONTERREY MONTERREY, MEX	HOUSTON HOUSTON, TX	APRIL 4 TH WEEK	APRIL 22-24	SCHWEDLER BRANDT	GUPTA	ELEAZAR RIVERA
REGION XI	INLAND EMPIRE SPOKANE, WA	REGINA REGINA, SK	MAY 2 ND WEEK	MAY 5-8	SCHWEDLER MCQUADE	OWEN	DAVID REAMES TERRY HERRON (CO- CHAIR)

Additions and/or revisions are shaded. *Virtual CRC

Revised: October 19, 2020

Distribution: EXCOM, DRCS, LITTLETON, DEVAUGHN, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINCHE, MITCHELL, PORCARI, GIOMETTI, MUMFORD, GURLEY, MASTERSON, THOMSON, SEYMOUR, GRANT, KELLER, RATCLIFF



CRC SCHEDULE 2021-2022

<u>FALL 2021</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 RD WEEK	AUGUST 18-20			RACHEL ROY
REGION II	OTTAWA VALLEY OTTAWA, ON	LONDON LONDON, ON	AUGUST 4 TH WEEK				STEPHEN LYNCH EVANS MUTUA
REGION III	CEN PENNSYLVANIA HARRISBURG, VA	ANTHRACITE SCRANTON, PA	AUGUST 2 ND WEEK	AUGUST 12-14			
REGION IV	CHARLESTON CHARLESTON, SC		AUGUST 2 ND WEEK				
REGION V	FORT WAYNE FORT WAYNE, IN		JULY 4 TH WEEK	JULY 29-31			MATTHEW KLOK
REGION VII	NWFL/MOBILE/ MS/ NOLA BILOXI, MS	EAST TENNESSEE KNOXVILLE, TN	JULY 4 TH WEEK	JULY 21-25			CHUCK BIGGS
REGION IX	PIKES PEAK COLORADO SPRINGS, CO	UTAH SALT LAKE CITY, UT	AUGUST 1 ST WEEK				MICHELLE SWANSON JOHN STUMPF
REGION X	ORANGE EMPIRE ANAHEIM, CA	NORTHERN NEVADA RENO, NV	AUGUST 3 RD WEEK	AUGUST 22-24			JEFF CONRAD
REGION XII	CENTRAL FLORIDA ORLANDO, FL		AUGUST 2 ND WEEK	AUGUST 11-15			NATE BOYD
REGION XIII	INDONESIA JAKARTA, IDN	JAPAN TOKYO, JPN	AUGUST 4 TH WEEK	AUGUST 20-22			RYOZO OOKA
REGION XIV			SEPTEMBER 3 RD WEEK				
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2022</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	MINNESOTA MINNEAPOLIS, MN		MAY 1 ST WEEK				DAN CHUDECKE
REGION VIII	HOUSTON HOUSTON, TX		APRIL 4 TH WEEK				
REGION XI	REGINA REGINA, SK	OREGON PORTLAND, OR	MAY 2 ND WEEK	MAY 12-14			PIERRE RANGER

Additions and/or revisions are shaded.

Revised: November 3, 2020

Distribution: EXCOM, DRCS, LITTLETON, NEME, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEVIER, GIOMETTI, DEVAUGHN, MUMFORD, GURLEY, MASTERSON, THOMSON, SEYMOUR, GRANT, KELLER, RATCLIFF



CRC SCHEDULE 2022-2023

<u>FALL 2022</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	RHODE ISLAND PROVIDENCE, RI		AUGUST 3 RD WEEK				KRISTA LACOBUCCI
REGION II	LONDON LONDON, ON		AUGUST 4 TH WEEK				KATE MAYBERRY
REGION III	ANTHRACITE SCRANTON, PA		AUGUST 3 RD WEEK				
REGION IV	TRIANGLE RALEIGH/DURHAM, NC	ATLANTA ATLANTA, GA	AUGUST 2 ND WEEK				
REGION V			JULY 4 TH WEEK				
REGION VII	EAST TENNESSEE KNOXVILLE, TN	LOUISVILLE LOUISVILLE, KY	AUGUST 1 ST WEEK				KYLE BROWING
REGION IX	UTAH SALT LAKE CITY, UT	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 ST WEEK	AUGUST 4-6			
REGION X	NORTHERN NEVADA RENO, NV	CENTRAL ARIZONA TUCSON-PHOENIX, AZ	AUGUST 3 RD WEEK	AUGUST			
REGION XII	MIAMI MIAMI, FL	COLOMBIA BOGATA, COLOMBIA	AUGUST 2 ND WEEK				
REGION XIII	JAPAN TOKYO, JPN	TAIWAN TAIPEI, TWN	AUGUST 4 TH WEEK	AUGUST 19-21			
REGION XIV							
RAL			SEPTEMBER 3 RD WEEK				
<u>SPRING 2023</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI			MAY 1 ST WEEK				
REGION VIII			APRIL 4 TH WEEK				
REGION XI	OREGON PORTLAND, OR		MAY 2 ND WEEK				

Additions and/or revisions are shaded.

Revised: July 19, 2020

Distribution: EXCOM, DRCS, LITTLETON, NEME, OWEN, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEVIER, GIOMETTI, DEVAUGHN, MUMFORD, GURLEY, MASTERSON, THOMSON, SEYMOUR, GRANT, KELLER, RATCLIFF

MBO #	Description	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
example	Explore frequent use of digital live trainings for Grassroots, which will provide quick feedback and help from Grassroots.	Max 3-5 best practices	3 & 4	1b, 2a,b,c 3a,b	11/30/2020	No
1						
2						
3						
4						
5						
6						

MBO #	Description	Intent	Metric (how do we determine success?)	Responsible Members Council Bodies	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Virtual Practices							
• 1A	Develop (maximum) “best virtual practices” and share them with Regions, Chapters and Members via RVCs	Quick feedback and help for grassroots	Maximum 3-5 best practices	CTTC Communications GAC H&A MP RP SA YEA	3 - streamline 4 - engagement	1b 2a,b,c 3a,c	30-Nov-2020	No
• 1B	Prepare a plan for future virtual operations	Long-term focus, effectiveness and growth. Provide better Member services at lower costs.	All bodies have plans in place	Committees Subcommittees Council	3 - streamline 4 - engagement	1b 2a,b,c 3a,c	31-May-2021	No
2	Use Strategic Plan as the basis to develop MBOs, rather than fitting MBOs to the Strategic Plan after they are developed	Think and act strategically	Self-check	Committees Subcommittees Council	TBD	TBD	30-Sep-2020	No
3	Develop and track performance evaluation metrics	Ensure that MBOs and goals focus committee energy on measurable outputs and Member value	Different for each group	Committees Subcommittees Council	3 - streamline 4 - engagement	1b 2a,b,c 3a,c	31-May-2021	No

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Explore frequent use of digital live trainings for Grassroots	Quick Feedback and help from Grassroots	Maximum 3 -5 best practices	3 -streamline 4-engagement	1b 2a,b,c 3a,c	10/30/2020	No
2	Prepare SOP for Digital CRC	To help Region to plan their Virtual CRC	Maximum 3 -5 best practices	3 -streamline 4-engagement	1b 2a,b,c 3a,c	12/31/2020	No
3	Use digital platform for feedback from the Members for their best three expectations from ASHRAE for better engagements	Long-term focus, effectiveness and growth. Provide be	Maximum Members	3 -streamline 4-engagement	1b 2a,b,c 3a,c	5/31/2021	No
4							
5							
6							

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative #	Goal #	Completion	Financial Assist
				(can be more than 1)	(can be more than 1)	Date	Req'd?
1	Develop guidance and/or update language in the Manual of Chapter Operations to assist chapters in conducting business virtually for critical operations such as conducting chapter elections, BOG meetings, audits, chapter meetings, etc.	Plan for present realities and future opportunities. This may include drafting language for updating chapter constitutions.	Redline version of the MCO ready for full Council review and approval	3 and 4	2a, 2c, and 3b	21-May-21	
2	Gather Lessons Learned from virtual CRCs – what worked, what didn't, what can be improved, and what can be used to make recommendations for the future of CRCs.	Stimulate greater participation amongst the members, chapters, and regions. Solicit feedback directly from DRCs, immediate past CRC chairs, and Society Officers that reported on CRCs; have RMCRs solicit feedback from their chapter delegates and aggregate into a response for their Region. Focus on caucus and business sessions.	-Develop & send out survey, -Redline CRC & Reg. Ops manuals, -Report with recommendations	3 and 4	2a, 2c, and 3b	- Survey developed Nov. 15, 2020 -Survey due Dec. 15, 2020 -Draft report Jan. 15, 2021 Final report May 21, 2021 -CRC manual May 21, 2021 -Reg Ops manual May 21, 2021	
3							
4							
5							
6							

MBO #	Description	Intent	Metric	Initiative #	Goal #	Completion Date	Financial Assist Req'd?
			(how do we determine success?)	(can be more than 1)	(can be more than 1)		
1	Improve PAOE Impact: Elaborate and implement a strategy to facilitate comprehension and reporting of PAOE points.	make efficient use of volunteer time - Streamline procedures	Thinner PAOE spreadsheet	3: streamline 4: engagement	2c 3b	TBD	No
1A	Better and more accurate metrics for Society	Reliable data helps forecasting and anticipating issues	More consistent data	3: streamline 4: engagement	2c 3b	TBD	No
1B	Better buy in for members who have to report PAOE points	Easier process creates less procrastination	On time reporting	3: streamline 4: engagement	2c 3b	TBD	No
1C	Ease of validation by Regional team	Generate less call for interpretation	Timely reports	3: streamline 4: engagement	2c 3b	TBD	No

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Complete work on Committee Guidance Documents, Reference Manual, and New Member Handbook.	Update antiquated documents and provide more clear references/guidance for new committee members.	Completion of updated documents	3	3.b		
2	Revise Sustainability Project guideline documents.	Provide clarity for sustainability projects associated with Society Meetings/Conferences. There has been confusion about intent or allowed projects over the past few years.	Completion of updated documents	4	2.b, 2.c, 3.b		
3	Review requirements for Session Chairs and provide updated direction.	Streamline commercialism/policy review process for presentations by increasing engagement of Session Chairs. While some are very involved and proactive, a number seem to submit programs without additional coordination or follow up prior to conferences. Session chairs receive speaker rates for registration and should be shepherding the presenters for their sessions through the preparation and submission steps for their presentations.	Session chair training and reduction of required review iterations and committee member time commitment to complete review processes	3	3.b		
4	Select the conference chairs for the 2023 Winter and 2023 Annual Conferences.	Complete assignments to allow for early planning to begin for these conferences.	Complete selection of chairs				
5	How to handle hybrid conferences moving forward (technical program for both in-person and remote attendees).	Respond to current challenges facing the Society and CEC operations.	Completion of successful virtual and/or hybrid conferences	1	2.c, 3.a, 3.b		
6	Increase representation of academic members on CEC.	Address reduction in representation of academic members on the committee along with reduction in submissions for both conference papers and technical papers that has been occurring for multiple years.	Add academic members and work to reverse trend of reduction in submitted conference and technical papers	4	2.a, 2.b		

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion	Financial Assist
						Date	Req'd?
1	Provide recommendations on ASHRAE group communication tasks ownership by 2021.		Recommendations provided	3, 4	1b, 2abc, 3b	Jun-21	0
2	Streamline Committee's published resources by June 2021	Serve Members, help them find information more easily	Targeted resources updated and published	3, 4	1b, 2abc, 3b	Jun-21	0
3	Implement communication plan for key stakeholders by 2021			3, 4	1b, 2abc, 3b	Jun-21	0
4							
5							
6							

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	RVCs to coordinate with chapter program chairs to continue hosting a full chapter year of monthly meetings and programs, whether in-person or virtually as local and regional conditions dictate. RVCs and chapter program chairs to promote flexibility in responding to local ordinances and regulations related to the global pandemic while still engaging with chapter members in educational programs throughout the year.	ASHRAE Strategic Plan Goal 2 promotes maximizing member value and engagement, including through the leveraging of technology. The impacts of the global pandemic have brought immediate reductions to in-person education and technology transfer; however CTTC is in a prime position, through chapter programs, to continue promoting education and programs to chapter members.			2	Jun-21	
2	Each RVC to work with chapter programs chairs to identify a minimum of five (5) organizations (i.e. local or regional councils, sustainability organizations, city or state energy efficiency organizations, or similar organizations) – and set up in-person or virtual introductory meetings to promote ASHRAE's essential knowledge and resources for a sustainable, high-performance built environment.	This aligns with ASHRAE Strategic Plan Goal 1 – and promotes local and regional engagement with organizations and councils that may align with ASHRAE's base of knowledge and expertise and drive positive economic, environmental, and social impact through innovation in building design and operations.			1	Jun-21	
3	CTTC Webcast Ad Hoc Committee and RVCs continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative tech hour programs during the 2020-21 society year. Goal to develop and publish a minimum of three (3) tech hour programs despite the limitations posed by the global pandemic, and to fully engage the ASHRAE marketing initiative for the ASHRAE Tech Hour.	In 2019-20 CTTC rebranded the ASHRAE Webcast as the ASHRAE Tech Hour and posted two programs. Development has halted due to global pandemic restrictions. Tech Hour programs must continue development in a manner to accommodate the travel and social distancing concerns of Covid-19. This supports Strategic Plan Goal 3 – Optimize ASHRAE's Organizational Structure to Maximize Performance.			3	May-21	
4	RVCs to coordinate with chapter program chairs to schedule distinguished lecturer virtual presentations to each chapter during this society year. The global pandemic has curtailed travel; however with technology distinguished lecturers may continue to present to chapters. The goal is to have all allocated DL visits schedule by December 2020 as would occur during a typical chapter year, with chapters taking full advantage of technology to deliver virtual programs as needed and required.	The DL program has been a consistent method of transferring ASHRAE's depth of knowledge and resources to local and regional membership through technical program. RVC's shall work to continue full utilization of the DL program during the society year, even though most or nearly all of the programs must be delivered through virtual meeting technology. This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.			3, 4	Dec-20	
5	Work with all RVCs to increase the number of Technology Award submissions, including a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, and Region-at-Large for a minimum of 5 total from outside North America.	International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards. This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.		1, 2, 4	4	Jun-21	
6	Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year for each of the CTTC sub-committees	This was something that our previous chairs, Farhan Mehboob and Nathan Hart, initiated and continued over the past two years. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3 – Organizational Streamlining.			3	November 2020, March 2021	

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Develop a 2030 vision statement for the GAC, accompanied with goals and objectives.			4	1a		
2	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.			3, 4	2b		
3	Develop a Government Affairs Training webinar and/or event for members outside the committee to increase participation. Develop chapter-to-chapter training to learn from exemplary chapters who have been successful in their government outreach, including sharing why it is beneficial for the ASHRAE members involved.			4	2a, c; 3 a, b		
4	Develop a general training for code officials, which could be used by chapters globally.			4	1a, b; 2a, b, c, 3a, b		
5	Identify events attended by government officials at which ASHRAE members can attend for the purpose of outreach and advocacy.			1,2,4	1a, b; 2a, b, c, 3a, b		
6	Identify ASHRAE resources and develop advocacy materials that can help state, provincial, federal, and global governmental entities reach their 2030/2050 goals			1, 2, 4	1a, b; 2a, b, f, 3a, b		
7	Further develop communication tools using FiscalNote software to improve information between Society and Chapters.			4	3a, b		
8	Identify in which countries outside the U.S. ASHRAE Standards have been adopted or used as guidance; document 2-3 examples of how ASHRAE standards have been used globally and what types of advocacy were used which could help with such efforts in other locations.			4	1 a, b; 2b; 3a, b		
9	Identify any issue for which a Position Document should be developed or for which an existing ASHRAE PD should be revised per the ROB (1.300.002) in order to be responsive to government inquiries and needs for which ASHRAE currently doesn't have the relevant information. Before any issue or addition is recommended, work with pertinent ASHRAE GAC Council representative(s) and/or liaison(s) to confirm the information isn't already being developed, potentially as a different type of resource such as a guidance document.			1, 2, 4	1a, b; 2b, c; 3 a, b		

MBO #	Description	Intent	Metric	Initiative #	Goal #	Completion Date	Financial Assist Req'd?	
			(how do we determine success?)	(can be more than 1)	(can be more than 1)			Assigned to
1	Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)	Reach out to regional Nominating Members by July 15 for Fall CRCs and April 15 for Spring CRCs		4	2a, c; 3b	December 1, 2020 and May 1, 2021		Personal Awards Subcommittee
2	Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders	Help by advertising/promoting personal awards before their due dates		4	2a, c; 3b	March 1, 2021		Media Subcommittee
3	Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/Delegates	Provide an article in Insights		4	2a, c; 3b	February and July 2021		Staff & Planning Subcommittee
4	Provide clarity for consulting engineers on the meaning of "Attained distinction and made substantial contribution in HVAC&R and in the built environment . . ."	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members		4	2a, c; 3b	December 31, 2020 and June 1, 2021		Include list of award recipients by chapter for each region -- this is very helpful for DRC's & Chapters to acknowledge members
5	Send reminder to Committee Chairs of Pass Through Awards	Work with the College of Fellows to determine the criteria for consulting engineers to achieve Fellow grade.		4	2a, c; 3b	December 1, 2020 and May 1, 2021		Work with the College of Fellows to determine the criteria for consulting engineers to achieve Fellow grade
6								

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Increase retention of transitioning student to YEA members to 6.5%	MP R&R, SA, YEA		D3, S3 & S4		AC 2021	
2	Maintain annual retention rate above 90%	MP R&R, Staff		D3, S3.1		AC 2021	
3	Set specific net growth goals for each region and chapter	MP Leadership, RVCs, Staff		D3, S3 & S4		Aug 2020	
4	Monitor growth against goal quarterly for each region and chapter	MP Leadership, RVCs, Staff		D3, S3 & S4		Quarterly	
5	Increase international growth by 2% of previous year	MP Leadership, RVCs, Staff, BOD		D3, S3 & S4		AC 2021	
6	Maintain North American membership growth of at least 1% through greater visibility with industry leaders & companies.	MP Leadership, RVCs, Staff, BOD		D3, S3 & S4		AC 2021	
	Expand Training to equip MP chairs to meet net growth target						
	Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention	MP T&D, Staff		D3, S3 & S4		AC 2021	
	Plan Centralized Training in Phoenix in June 2021	MP Leadership, T&D, Staff		D3, S3 & S4		Aug 2020	
	Train 75 MP Chairs in Phoenix in June 2021	MP Leadership, T&D, Staff		D3, S3 & S4		Sept 2020	
	Plan Virtual International Centralized Training					Sept 2020	
	Maintain MP chairs at a level of 90% or above (172 out of 190)	MP R&R, RVC's		D3, S3 & S4		AC 2020	

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Chapter virtual centralized/enhanced training attendance and quiz completion		80%	1, 2, 4	1 a,b; 2b,c 3a, c		Already budgeted
2	Chapters attaining Full Circle		60%	1, 2, 4	1 a,b; 2b,c 3a, c		Already budgeted
3	Chapters holding fundraising event (f2f or virtual) before Dec. 1		50%	1, 2, 4	1 a,b; 2b,c 3a, c		Already budgeted
4	Chapters reaching 100% of Goal by June 15 th		40%	1, 2, 4	1 a,b; 2b,c 3a, c		Already budgeted
5	Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships.			1, 2, 4	1 a,b; 2b,c 3a, c		Already budgeted
6	Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.				3 3 a, b, c		Already budgeted
7	Communicate the December 1 PAOE deadline for achieving 30% of goal.				3 3 a, b, c		Already budgeted
8	Donor retention: Survey RP donors monthly to understand motivation for supporting RP Campaign. This data will be used to develop a case for support of ASHRAE Research and incorporate the messaging into solicitation and donor stewardship materials. (Subcommittee to be formed on June 12, 2020)			1, 2, 4	1 a,b; 2b,c 3a, c		Already budgeted

MBO #	Description	Intent	Metric (how do we determine success?)	Initiative # (can be more than 1)	Goal # (can be more than 1)	Completion Date	Financial Assist Req'd?
1	Student Activities Committee						
	a. RVCs create MBOs for the 2020-2021 year			4	1b; 2a; 3a, b	Aug-20	
	b. Streamline resources and programs to eliminate redundancy and optimize impact			3, 4	1b; 2a; 3a, b	Annual Meeting 2021	
	c. Share challenges and successes between Regions			4	1b; 2a; 3a, b	Annual Meeting 2021	
	d. Improve and revise Centralized Training videos			4	1b; 2a; 3a, b	Annual Meeting 2021	
	e. Communicate regularly with MP and YEA; explore appropriate liaison relationship with GAC, TAC, CTTC, and Communications			3, 4	1b; 2a; 3a, b	Annual Meeting 2021	
	f. Increase number of scholarship applications and ensure there are applicants from each Region			4	1b; 2a; 3a, b	Dec-20	
2	Design Competition						
	a. Review structure of competitions and propose options for improvement or redevelopment			3, 4	1b; 2a; 3a, b	Winter Meeting 2021	
	b. Evaluate how we can promote diversity and inclusion in our competition offering			3, 4	1b; 2a; 3a, b	Winter Meeting 2021	
	c. Consider how to leverage competitions to maximize value of ASHRAE to students			4	1b; 2a; 3a, b	Annual Meeting 2021	
3	Grants						
	a. Investigate a high school grant and develop a motion to add a K-12 school level equipment grant.			4	1b; 2a; 3a, b	Winter Meeting 2021	
	b. Receive one applicant from each ASHRAE Region			4	1b; 2a; 3a, b	Dec-20	
	c. Complete development of Travel Grant			4	1b; 2a; 3a, b	Annual Meeting 2021	
	d. Evaluate how grants can serve more diverse programs that support this industry			3, 4	1b; 2a; 3a, b	Annual Meeting 2021	
4	K-12/STEM						
	a. Evaluate how we can promote diversity and inclusion in our K-12/STEM efforts			3, 4	1b; 2a; 3a, b	Winter Meeting 2021	
	b. Streamline K-12/STEM Leadership Award, Youth Outreach Award, and Student Activities Achievement Award			3, 4	1b; 2a; 3a, b	Annual Meeting 2021	

MBO #	Description	Intent	Metric	Initiative #	Goal #	Completion Date	Financial Assist Req'd?	Assigned to
			(how do we determine success?)	(can be more than 1)	(can be more than 1)			
1	Increase YEA membership by 10% (11,442 to 12,586)	Continue to grow the YEA demographic and encourage involvement		4	1a	6/30/2021		YEA Committee
2	Increase number of YEA members participating on TCs by 15% (677 to 778)	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.		4	1a; 2a; 3b	6/30/2021		Professional Development Subcommittee
3	Full Circle for entire YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example		4	1a; 2a; 3b	7/1/2020 to 9/30/2020		YEA Committee
4	Develop a plan to promote educational resources for international YEA members	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.		4	1a; 2a; 3b	2/1/2021		Outreach Development Subcommittee
5	Chapter/Member Outreach	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.		4	1a; 2a; 3b	6/30/2021		YEA Committee
6	100% submission of CRC YEA workshop sign-in sheet	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.		4	1a; 2a; 3b	Within one month of CRC		YEA Committee
7	Maintain an annual joint College of Fellows mentoring event	Maintain an organized event that promotes networking and mentorship with the College of Fellows		4	1a; 2a; 3b	6/30/2021		Personal Development Subcommittee
8	Establish new YEA liaisons from allied industry associations	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year, such as ISHRAE, REHVA, and AIA, where MOUs are signed.		4	1a; 2a; 3b	6/30/2021		Outreach Development Subcommittee
9	Social media posts for every YEA Leadership event	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms		4	1a; 2a; 3b	6/30/2021		Personal Development Subcommittee and Outreach Subcommittee
10	Social media on applications for YEA programs	Posts on application deadlines at least 1-2 weeks in advance		4	1a; 2a; 3b	6/30/2021		Professional Development Subcommittee
11	Complete Alignment of YLW-YLI	Improve ability of participants to participate in a program and transfer to the other		4	1a; 2a; 3b	6/30/2021		Personal Development Subcommittee and Outreach Subcommittee
12	YEA Presentation at Winter and Annual Meeting	Grow YEA involvement in the technical program through YEA members as presenters		4	1a; 2a; 3b	6/30/2021		Professional Development Subcommittee