



MINUTES

MEMBERS COUNCIL VIRTUAL MEETING NOVEMBER 4-5, 2021

These minutes were approved by Members Council February 1, 2022.

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|----|----|--|
| 2 | 2 | <p>That consent motions a. through e. as shown below be approved.</p> <ul style="list-style-type: none">a. That the charter of the University of Phayao Student Branch, located in Mae Ka, Thailand and sponsored by the Thailand Chapter be approved. (Region XIII)b. That the charter of the AUST Student Branch (Ahsanullah University of Science and Technology), located in Dhaka, Bangladesh and sponsored by the Bangladesh Chapter be approved. (Region-At-Large)c. That the IEM Student Branch (Institute of Engineering & Management) located in Kolkata, India and sponsored by the East India Chapter be approved. (Region-At-Large)d. That the Inter University of Pretoria Student Branch, located in Pretoria, South Africa and sponsored by the South Africa Chapter be approved. (Region-At-Large)e. That the Aligarh Muslim University Student Branch, located in Aligarh, India and sponsored by the India Chapter be approved. (Region-At-Large) |
| 14 | 15 | <p>That Society should reinstate the membership status for Lebanese members who could not pay dues starting the society year 2020 and waive chapter <u>Society</u> dues till the end of the society year 2022- 2023.</p> |
| 16 | 18 | <p>That Members Council discuss and refer their recommendation to the BOD about issuing an updated policy on how COVID-related risks are disclosed and costs are being reimbursed by Society, beginning when the authorization of members to travel for ASHRAE business resumes.</p> |
| 26 | 27 | <p>That Members Council modifies the requirement for the formation of a new chapter as stated in Section 11.1 of the Manual for Chapter Operations (MCO) so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a Chapter by the ASHRAE Board of Directors, effective July 1, 2022.</p> |

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 11/21
1	4	Staff	02/22	Open	To refer motions 4A., 4B., and 4C. from the Toronto Chapter, Central Arizona Chapter and Hellenic Chapter to the Conferences and Expositions Committee for consideration.
2	4	Staff	02/22	Open	To report the status of referred motions 4A., 4B. and 4C. to the Toronto Chapter, Central Arizona Chapter and Hellenic Chapter and publish on the website.
3	6	Staff	02/22	Open	To refer motions 5A., 5B., and 5C from the Hampton Roads Chapter and Central Pennsylvania Chapter to ASHRAE ExCom for consideration.
4	4	Staff	02/22	Open	To report the status of referred motions 5A., 5B., and 5C to the Hampton Roads Chapter and Central Pennsylvania Chapter and publish on the website.
5	7	Staff	02/22	Open	To refer motions 6A. and 6B. from the Memphis Chapter and Kansas City Chapter to Publishing and Education Council for consideration.
6	7	Staff	02/22	Open	To report the status of referred motions 6A. and 6B. to the Memphis Chapter and Kansas City Chapter and publish on the website.
7	9	Staff	02/22	Open	To refer motions 7A. and 7B. from the Tucson Chapter to the Foundation Trustees.
8	9	Staff	02/22	Open	To report the status of referred motions 7A. and 7B. to the Tucson Chapter and publish on the website.
9	10	Staff	02/22	Open	To refer motions 8A. and 8B. from the Danube Chapter to staff and legal counsel.
10	10	Staff	02/22	Open	To report the status of referred motions 8A. and 8B. to the Danube Chapter and publish on the website.
11	11	Staff	02/22	Open	To refer motions 9A. and 9B. from the Hellenic Chapter to ASHRAE Director of Government Affairs, Alice Yates.
12	11	Staff	02/22	Open	To report the status of referred motions 9A. and 9B. to the Hellenic Chapter and publish

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					on the website.
13	12	Staff	02/22	Open	To refer motions 10A. and 10B. from the Hellenic Chapter be referred to the Membership Promotion Committee.
14	12	Staff	02/22	Open	To report the status of referred motions 10A. and 10B. to the Hellenic Chapter and publish on the website.
15	13	Staff	02/22	Open	To refer Motion 11A. from the ASHRAE Falcon Chapter to the Society Executive Committee.
16	13	Staff	02/22	Open	To report the status of referred motion 11A. to the ASHRAE Falcon Chapter and publish on the website.
17	13	Manual Subcommittee	02/22	Open	To review the process for legal support section in the MCO and determine if language should be added to the manual concerning legal guidance, including avoiding email chatter.
18	13	Staff	02/22	Open	To report the results of Motion 12 to the Roanoke Chapter and publish on the website.
19	15	Abrams, Karnik, Khankari, Peach, Abbott-Adkins & Mumford	06/22	Open	To follow up and talk through what the real issues are and how this should be addressed and to come up with a plan for the RP exceptions to keep members from being frustrated for not meeting the RP deadline date for year-end donations. This ad hoc will meet in February following the winter conference and will have a recommendation for Members Council at their next meeting.
20	15	Staff	02/22	Open	To report the results of Motion 13 to the New Orleans Chapter and publish on the website.
21	16	Staff	11/21	Complete	To send Motion 14 concerning the Society dues waiver for the Lebanese Chapter to the Board of Directors during their upcoming meeting on November 10 th .
22	16	Staff	02/22	Open	To report the results of Motion 14 from the ASHRAE Falcon Chapter and publish on the website.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 11/21
23	18	Staff	11/21	Complete	To include in their report to the Board that Members Council continues to receive motions from the regions to develop corporate membership and the need for it.
24	18	Staff	02/22	Open	To report the results of Motion 15 from the Louisville Chapter and publish on the website.
25	20	Staff	11/21	Complete	To send Motion 16 to the Board of Directors during their upcoming meeting on November 10 th .
26	20	Staff	02/22	Open	To report the results of Motion 16 to the Florida West Coast Chapter and publish on the website.
27	21	Staff	02/22	Open	To report the results of Motion 17 to the ASHRAE Falcon Chapter and publish on the website.
28	21	Planning Subcommittee	06/22	Open	MBO 2: Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval.
29	21	Planning Subcommittee	06/22	Open	MBO 4: Develop a training presentation on LEAN processes based on the work of the Society Transformation Ad Hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters.
30	23	Staff	02/22	Open	To refer Motion 19 from the Louisville Chapter to the Government Affairs Committee for consideration.
31	23	Staff	02/22	Open	To report the status of referred Motion 19 to the Louisville Chapter and publish on the website.
32	24	Staff	02/22	Open	To refer Motion 20 from the Louisville Chapter to Marketing, Technology Council

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					and the Publishing and Education Council for implementation.
33	24	Staff	02/22	Open	To report the results of Motion 20 to the Louisville Chapter and publish on the website.
34	24	Staff	02/22	Open	To refer Motion 21 from the Central Arizona Chapter to the RP Committee for consideration.
35	24	Staff	02/22	Open	To report the status of referred Motion 21 to the Central Arizona Chapter and publish on the website.
36	25	Staff	02/22	Open	To refer Motion 22 from the Colombia Chapter to the Chapter Technology Transfer Committee for consideration.
37	25	Staff	02/22	Open	To report the status of referred Motion 22 to the Colombia Chapter and publish on the website.
38	26	Staff	02/22	Open	To refer Motion 23 from the UK Midlands Chapter to the Student Activities Committee for consideration.
39	26	Staff	02/22	Open	To report the status of referred Motion 23 to the UK Midlands Chapter and publish on the website.
40	26	Staff	02/22	Open	To refer Motion 24 from the Hellenic Chapter to Publishing and Education Council for consideration.
41	26	Staff	02/22	Open	To report the status of referred Motion 24 to the Hellenic Chapter and publish on the website.
42	27	Staff	02/22	Open	To refer Motion 25 from the ASHRAE Falcon Chapter to the Communications Committee for consideration.
43	27	Staff	02/22	Open	To report the status of referred Motion 25 to the ASHRAE Falcon Chapter and publish on the website.
44	28	Manual Subcommittee	06/22	Open	To revise the Manual for Chapter Operations (MCO) as indicated in Motion 26 and modify the requirements for the formation of a new chapter as stated in Section 11.1 of the MCO so that communities of ASHRAE

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					members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a chapter.
45	28	Staff	02/22	Open	To report the results of Motion 26 to the National Capital Chapter and publish on the website.
46	29	Staff	02/22	Open	To report the results of Motion 27 to the Evansville Chapter and publish on the website.
47	30	Staff	02/22	Open	To report the results of Motion 28 to the Louisville Chapter and publish on the website.
48	31	Staff	02/22	Open	To report the results of Motion 29 to the Louisville Chapter and publish on the website.
49	31	Staff	02/22	Open	To report the results of Motion 30 to the Louisville Chapter and publish on the website.
50	32	Staff	02/22	Open	To report the results of Motion 31 to the Nebraska Chapter and publish on the website.
51	32	Staff	02/22	Open	To report the results of Motion 32 to the Florida West Coast Chapter and publish on the website.
52	33	Staff	02/22	Open	To report the results of Motion 33 to the UK Midlands Chapter and publish on the website.
53	34	Staff	02/22	Open	To report the results of Motion 34 to the Hellenic Chapter and publish on the website.
54	34	Staff	02/22	Open	To report the results of Motion 35 to the Hellenic Chapter and publish on the website.
55	35	Staff	02/22	Open	To report the results of Motion 36 to the Hellenic Chapter and publish on the website.
56	36	Staff	02/22	Open	To report the results of Motion 37 to the Northern Pakistan Chapter and publish on the website.

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57	36	Region Operations Subcommittee	06/22	Open	MBO 3: Analyze the motions review and resolution process from inception to resolution and recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC.
58	36	Holcomb	02/22	Open	To send CRC Motion 9 back to the South Carolina Chapter for additional clarification. (That Redlines be made for the ASHRAE Handbooks, similar to what is already offered for the Standards, to summarize what information has been added/changed/removed from the previous version of the Handbook.)
59	36	Staff	06/22	Open	To include the DRC and RMCR on the email to the chapter president elect when staff sends their packet of information to them annually. (See withdrawn Montreal Chapter CRC Motion 1: That the “Chapters’ reports made available by the Society” states the involvement of chapter’s and region’s assigned members on Technical Committees and other Technical activities at Society level, including involvement TC by June 2022.)
60	37	Staff	02/22	Open	To report results of withdrawn CRC Motion 43 from the Jordan Chapter and publish on the website.
61	38	Staff	02/22	Open	To report the results of Motion 38 to the ASHRAE Nigeria Chapter and publish on the website.
62	38	IT Staff	02/22	Open	To review the current PAOE (line item #s YEA5, YEA6 & YEA7), to determine feasibility and if this can be done through the automated process, after which the motion will be referred to the assigned PAOE YEA ad hoc.
63	40	Staff	02/22	Open	To follow up with open referred motions to assigned groups as indicated in the attachment for Status of Referred Motions.
64	40	Members Council Staff Liaisons	02/22	Open	To reach out to their committees to ensure they are in alignment with the current MBOs and next year’s MBOs by adding two columns for committee goals and initiatives with a reminder they are the strategic plan

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					initiatives. This will also include the Members Council Chair, Ginger Scoggins initiatives for next year.
65	40	Abrams	02/22	Open	To add slide presentation on strategic plan for CRCs and DLs.
66	40	Abrams	02/22	Open	To determine how frequently strategic plan message should go out.
67	42	Abrams	02/22	Open	To provide explanation for the budget line items available to Members Council and as numbers come up, post on Basecamp.
68	42	Members Council Reporting Committees	02/22	Open	To review their financials and work on their budgets along with staff. Committees are asked to present their budgets at the winter meeting. A consolidated budget of Members Council would also be presented and discussed, before forwarding to Finance Committee for consideration.
69	42	Abrams & Members Council Reporting Committees	02/22	Open	To send details of budget to the committees. At the winter meeting each committee review their budget and bring recommendations of any changes from their committees to Members Council. If recommendation is approved by Members Council, the council will send recommendations to Finance and Finance will send to Board for final approval. (Send out current year's budget to committee; ask if they need to sunset or add to budget. Give each committee their budget sheet, include letter explaining what the budget is for.)



**MEMBERS COUNCIL MINUTES
NOVEMBER 4-5, 2021
FALL MEETING (VIRTUAL)**

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

Devin Abellon, ExO
Robin Bryant, ExO
Ken Fulk, ExO
Ron Gagnon, ExO
Kishor Khankari, ExO
Ashish Rakheja, ExO
Charles Bertuch, Region I RMCR
Danny Castellán, Region II RMCR
Sherry Abbott-Adkins, Region III RMCR
Bryan Holcomb, Region IV RMCR

Jim Arnold, Region V RMCR
Eric Sturm, Region VI RMCR
Joe Sanders, Region VIII RMCR
Kevin Amende, Region IX RMCR
Buzz Wright, Region X RMCR
Rob Craddock, Region XI RMCR
Nate Boyd, Region XII RMCR
Bill Wang, Region XIII RMCR
Ioan Dobosi, Region XIV RMCR
Bassel Anbari, Region-At-Large RMCR

MEMBERS ABSENT:
Scott Peach, Region VII RMCR
Ashish Rakheja (11/5/21)

NON VOTING MEMBERS PRESENT:
Mohammad H Al Tassi, CTTC Chair
Karine Leblanc, Communications Chair
Vikrant Aute, CEC Chair
Chad Smith, GAC Chair
Nicolas Lemire, H&A Chair
Jonathan Smith, MPC Chair
Jaideep Karnik, RPC Chair
Jared Larson, SAC Chair
Shona O Dea, YEA Chair

NON VOTING MEMBERS ABSENT (11/5/21):
Vikrant Aute, CEC Chair
Shona O Dea, YEA Chair

GUESTS PRESENT (11/5/21):
Blake Ellis, Planning Committee
Dunstan Macauley, Membership Dev. Task Group
Richie Mittal, DRC, Region-At-Large

STAFF PRESENT:
Joyce Abrams
Vickie Grant
Tammy Catchings
Alice Yates
Daniel Gurley
Emily Porcari
Jeanette McCray
Jeff Littleton
Joslyn Ratcliff
Katie Thomson
Rhiannon Masterson
Jeremy Pollack
Tony Giometti
Vanita Gupta



1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The 2021 fall meeting of Members Council was called to order by Chair, Farooq Mehboob at 8:00am. Those in attendance are included in the list above. *(Because of the COVID-19 pandemic, the 2021 fall meeting was held online using Go-To-Meeting.)*

2. CODE OF ETHICS COMMITMENT

Mr. Mehboob read 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

There were no revisions to the agenda.

4. INTRODUCTIONS OF COUNCIL MEMBERS & COMMITTEE CHAIRS

Mr. Mehboob asked the 2021-2022 Members Council members and committee chairs to introduce themselves, describe their professional career and their favorite hobby.

5. APPROVAL OF DRAFT MINUTES

It was moved by Mr. Gagnon and seconded

- (1) That the draft minutes from the June 22, 2021 annual meeting of Members Council be approved.

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

6. MOTION FOR STUDENT BRANCH CHARTERS

It was moved and seconded

- (2) That consent motions a. through e. as shown below be approved.
 - a. That the charter of the University of Phayao Student Branch, located in Mae Ka, Thailand and sponsored by the Thailand Chapter be approved. (Region XIII)
 - b. That the charter of the AUST Student Branch (Ahsanullah University of Science and Technology), located in Dhaka, Bangladesh and sponsored by the Bangladesh Chapter be approved. (Region-At-Large)



- c. That the IEM Student Branch (Institute of Engineering & Management) located in Kolkata, India and sponsored by the East India Chapter be approved. (Region-At-Large)
- d. That the Inter University of Pretoria Student Branch, located in Pretoria, South Africa and sponsored by the South Africa Chapter be approved. (Region-At-Large)
- e. That the Aligarh Muslim University Student Branch, located in Aligarh, India and sponsored by the India Chapter be approved. (Region-At-Large)

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

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

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

- **2021 Fall CRC Motions**

It was moved by Mr. Arnold

- (3) That consent motions 4 through 11 as shown below be approved and referred to the specific groups listed.
- (4) That consent motions A., B., and C. from the Toronto Chapter, Central Arizona Chapter and Hellenic Chapter as shown below be referred to the Conferences and Expositions Committee.

Region II (Toronto Chapter) – CRC Motion 2:

- A. That ~~Members Council directs~~ the Conferences and Expositions Committee ~~to~~ make 1 of the 8 tracks for the Toronto Annual 2022 meeting on the current hot topic of “Building Decarbonization” by 10/09/2021.

Background: The Task Force on Building Decarbonization of ASHRAE request in July of 2021 that CEC consider one track on building decarbonization. The task force will have many products available by June of 2022 to present in Toronto. We feel this is the most important subject to preserve the future of our planet and will position ASHRAE as the building decarbonization experts.

Fiscal Impact: None as 8 tracks have already been announced.

CRC Vote: 7-0-0, chair not voting

Region X (Central Arizona Chapter) – CRC Motion 24:

- B. That ~~Members Council directs~~ the Conference and Expositions Committee ~~to~~ make 1 of the 8 tracks for the Toronto Annual 2022 meeting on the current hot



topic of “Building Decarbonization” by 10/9/2021.

Background: The Task Force on Building Decarbonization of ASHRAE requested in July of 2021 that CEC consider one track on building decarbonization. The task force will have many products available by June of 2022 to present in Toronto. We feel this is the most important subject to preserve the future of our planet and will position ASHRAE as the building decarbonization experts.

Fiscal Impact: None as 8 tracks have already been announced.

CRC Vote: 13-0-1, chair not voting

Region XIV (Hellenic Chapter) – CRC Motion 37:

C. That ASHRAE introduce a track for the Toronto Annual 2022 meeting on “Building Decarbonization.”

Background: Climate change is a global problem and is confronted on an international level. ASHRAE has set up the “TASKFORCE for BUILDING DECARBONIZATION” that focuses its activities on this very important topic. In order for ASHRAE members to be abreast of the latest developments and initiatives, there is a clear need to be informed/updated in depth at ASHRAE’s Meetings.

Fiscal Impact: TBD.

CRC Vote: 8-1-0, chair not voting

Staff comments (Abrams/Giometti): The Task Force on Building Decarbonization (TFBD) previously sent to CEC a request for a dedicated track on this topic. After due deliberation, the CEC responded that because of the way conference tracks are determined, offering a track at the 2022 Annual Conference will be premature. CEC appreciates the TF’s interest in wanting to emphasize and establish ASHRAE’s technical expertise related to building decarbonization and agrees that it is a very important topic. CEC looks forward to offering sessions – and possibly a track – on the topic in the future.

The Planning Subcommittee suggested the above motions should be referred to the Conferences and Expositions Committee because this is in their purview and it will ensure that the chapters are being heard. (Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 1 Staff to refer motions 4A., 4B., and 4C. from the Toronto Chapter, Central Arizona Chapter and Hellenic Chapter to the Conferences and Expositions Committee for consideration.
- AI 2 Staff to report the status of referred motions 4A., 4B. and 4C. to the Toronto Chapter, Central Arizona Chapter and Hellenic Chapter and publish on the website.
- (5) That consent motions A., B., and C. from the Hampton Roads Chapter and Central



Pennsylvania Chapter as shown below be referred to the ASHRAE Board of Directors.

Region III (Hampton Roads Chapter) – CRC Motion 5:

- A. That the ASHRAE BOD Society Transformation Ad Hoc streamline considerations only involve Council empowerment and process improvement within the current Society structure. The current structure, including the Board of Directors composition, represents the diverse nature of society membership and working bodies within the Society.

Background: The Society Transformation Ad Hoc PowerPoint, developed by Sarah Maston and presented to the Region III CRC on 8/13/2021 was the first time the Region III Chapter Delegates, Alternates, and some regional officers were made aware of the Ad Hoc's activities. Further, the overwhelming majority of the Delegates, Alternates, and region officers expressed concern that the BOD was moving too quickly on BOD restructuring and believe that streamlining should be directed towards empowering the Councils and improving operational processes.

Fiscal Impact: None.

CRC Vote: 11-0-0, chair not voting

Region III (Central Pennsylvania Chapter) – CRC Motion 6:

- B. That the ASHRAE BOD Society Transformation Ad Hoc take no action on restructuring – beyond discussion and collection of comments until all CRCs including Spring CRCs have been presented the most recent "Ideas for Streamlining our Society" PowerPoint at the business meeting, developed by Sarah Maston and have had opportunity to submit comments.

Background: The Spring CRCs have either seen an unfinished presentation or no presentation. They need to have the most recent PowerPoint presented to them and allowed to discuss before the BOD Ad Hoc takes any further steps.

Fiscal Impact: None.

CRC Vote: 11-0-0, chair not voting

Region III (Hampton Roads Chapter) – CRC Motion 7:

- C. That the ASHRAE BOD not combine existing regions into super regions without a majority vote of the membership within the region being considered for inclusion into the proposed super region.

Background: The Society Transformation Ad Hoc PowerPoint, developed by Sarah Maston and presented to the Region III CRC on 8/13/2021 contains the plan to combine existing regions into "super regions." The overwhelming majority of the Delegates, Alternates, and region officers expressed concern that this would cause more issues than it would solve and have negative impacts on the Regional Operations and Chapter Operations. This plan would limit the voices of the membership by decreasing representation on the Society BOD.



Fiscal Impact: None.

CRC Vote: 11-0-0, chair not voting

The Planning Subcommittee noted that no changes should be made without all regions knowing what's going on. It was learned during this meeting that ExCom had an action item to present the streamlining PPT to the spring CRCs which had already been scheduled. (Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 3 Staff to refer motions 5A., 5B., and 5C from the Hampton Roads Chapter and Central Pennsylvania Chapter to ASHRAE ExCom for consideration.
- AI 4 Staff to report the status of referred motions 5A., 5B., and 5C to the Hampton Roads Chapter and Central Pennsylvania Chapter and publish on the website.
- (6) That consent motions A. and B. as shown below from the Memphis Chapter and Kansas City Chapter be referred to Publishing and Education Council.

Region VII (Memphis Chapter) – CRC Motion 12:

- A. That Regional Historians be added to the Society Historical Committee as full voting members with all rights, and privileges, and responsibilities pertaining thereto.

Background: Currently, the Regional Historians are allowed and encouraged to attend the Historical Committee meetings as guests. They, in effect, have a voice but no vote. There is a vast divide between the work and objectives of the Historical Committee and the expectations of the Regional and Chapter Historians, to the point that replies to Regional and Chapter inquiries of the Historical Committee are delayed or go completely unanswered. Further, this disconnect between the Historical Committee and the grassroots (e.g. Regions and Chapters) is made publicly obvious by the resources on the Society Historical Committee's webpage being so old and out of date. In at least one case, the PowerPoint presentation is so outdated as to have the previous ASHRAE logo from nearly a decade ago still on it. Grassroots representation by, and voting authority of, Regional Historians would keep the Historical Committee much more in tune and in contact with the Grassroots and would likely result in a better historical archive and more participation in the Gold Ribbon and Lou Flagg awards programs. This would in turn incentivize Chapters to appoint active Chapter Historians.

Fiscal Impact: \$15,000.00 per year (15 Historians x 2 Conferences/yr x \$500 Avg. Airfare)

CRC Vote: 14-0-0, chair not voting

Staff comments (Owen): Without consulting any guiding documents on the topic, I think the primary role of the Historical Committee between anniversaries such as the 125th we just celebrated should be to document and preserve the history of ASHRAE at the Society level and at the Regional/Chapter level in cooperation with the Historians at those levels. At least part of the justification for having the committee under Pub Ed has been that some of the committee's work resulted in publications, but I don't think that is enough reason for it to reside in Pub Ed all



the time in between events. In that light, I think the Historical Committee should fall under Members Council, who can determine the best committee membership to accomplish that work.

With the committee in its present home and role, I don't think it makes sense to spend the funds on the added members. However, maybe the Regional Historians together should BE the Historical Committee, perhaps with a Society-level volunteer position of Historian Laureate or the like to sit in as well. My opinion is that the role and makeup of the committee should be looked at as a blank sheet of paper and then transitioned to a form that fits today's needs.

Region IX (Kansas City Chapter) – CRC Motion 20:

- B. That non-current ASHRAE Handbook editions be made available to dues-paying ASHRAE members (Full or Associate Member grade) in an electronic format, in lieu of the hardbound handbook.

Background: Many ASHRAE Members have kept older versions of ASHRAE Handbooks for reference in hard copy, however new Members do not have access to older versions of the Handbook and many people have been converting to utilize more digital content.

This could be offered as either a member benefit or an additional revenue stream.

Fiscal Impact: \$2,000-3,000.

CRC Vote: 11-0-0, chair not voting

(Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 5 Staff to refer motions 6A. and 6B. from the Memphis Chapter and Kansas City Chapter to Publishing and Education Council for consideration.
- AI 6 Staff to report the status of referred motions 6A. and 6B. to the Memphis Chapter and Kansas City Chapter and publish on the website.
- (7) That consent motions A. and B. as shown below from the Tucson Chapter be referred to the Foundation Trustees.

Region X (Tucson Chapter) – CRC Motion 21:

- A. That prior to June 1, 2022, Society's Finance officer or other appropriate individual/group work with ASHRAE RP or the ASHRAE Foundation develop and implement a new method for chapter presidents and RP chairs to be able to readily search for existing chapter endowments of all types and important data and figures pertaining to them such as current endowed amounts, amount contributed over the current year, the last time the proceeds were awarded along with the award amount, and for newly funded endowments when the first or annual award date will be.

Background: ASHRAE RP has placed an emphasis on establishing and fully funding chapter endowments for the purposes of Research Promotion, YEA, Education and ALI through the ASHRAE foundation. After these endowments are created however, most of these endowments



are not fully funded in a single donation, but thru smaller individual and company donations from year to year. This is particularly challenging to keep track of year over year and in particular for chapters with higher turnover of chairs/volunteers and knowing what endowments the chapters actually have, ones that need specific requests to withdrawal proceeds (ALI and YEA for example), etc. All of this requires additional volunteer time every year to try to find answers.

At the current time there is no defined method for chapters to do the following:

1. To ascertain what the current funded endowment amounts are at any time.
2. To confirm that additional donated added funds are going to the correct endowment of choice when more than one exists.
3. To make sure dividends/returns from RP funds are being actually being credited to the correct chapter.
4. For ALI, YEA and similar funds, when they will start creating a return for the chapter for the stated purpose.
5. Once endowments are funded to the appropriate level, no notice is made to the chapter to identify that the benchmark has been reached and when the proceeds from the endowment can be requested or that for RP donations,
6. If ALI, YEA and the like, if no request is made during the calendar year, no notice is made to the chapter as to lack of award or what will come of the funds be that rolled back into the fund to grow the endowment, be able to award multiples the next year, etc.

Currently some basic reports are exported and sent only to Region RVCs but the information in these reports is very basic, does not include non-RP endowments and not always made available for chapter chairs to view.

Emailing RP and Foundation staff for assistance in these matters, while helpful at times, wastes time for all parties involved at each and every correspondence and still does not provide all the information being requested here. Creating this new method or database will allow chapter chairs to confirm their own information is correct at any given point in time, would help ensure endowments ultimately receive full funding, confirm endowments are actually being used for the desired purpose, help chapters in confirming their RP goals will be met, etc.

Fiscal Impact: Anticipated cost for research and programming to implement this change is unknown at this point due to how ASHRAE finance handles this information and how difficult the update is. Ashraerp.com already has reports it has developed and allows for chapter chairs and presidents to login, download and view for current annual and 10-year donations but nothing for chapter endowments. It seems as through this should be able to be created with relative ease and minimal cost and would save many volunteer hours every year.

CRC Vote: 14-0-0, chair not voting

Region X (Tucson Chapter) – CRC Motion 22:

- B. That prior to June 1, 2022, Society's Finance officer or other appropriate individual/group work with ASHRAE RP or the ASHRAE Foundation develop and implement a new method for chapter presidents and RP chairs to be able to readily search for existing chapter scholarships and important data and figures pertaining to them such as current endowed amounts, amount contributed over



the current year, the last time the scholarship proceeds were awarded along with the award amount, and for newly funded scholarships when the first or annual award period will be.

Background: ASHRAE RP has placed an emphasis on establishing and fully funding chapter Scholarships through the ASHRAE foundation. After these scholarships are created however, most of these scholarships are not fully funded in a single donation but thru smaller individual and company donations from year to year. This is particularly challenging to keep track of year over year and in particular for chapters with higher turnover of chairs/volunteers and knowing what scholarships the chapters actually have, what the requirements are for awarding the scholarships, etc. All of this requires additional volunteer time every year to try to find answers.

At the current time there is no defined method for chapters to do the following:

1. To ascertain what the current funded scholarship amounts are at any time.
2. To confirm that additional donated added funds are going to the correct scholarship of choice when more than one exists.
3. Once scholarships are funded to the appropriate level, no notice is made to the chapter to identify that the benchmark has been reached and when the scholarship can first be awarded.
4. If no scholarship award is made during the calendar year, no notice is made to the chapter as to lack of award or what will come of the funds be that rolled back into the fund to grow the endowment, be able to award multiples the next year, etc.

Currently some basic RP endowment reports are exported and sent only to Region RVCs but the information in these reports is very basic, does not include scholarships and is also not made available for chapter chairs to view.

Emailing RP and Foundation staff for assistance in these matters, while helpful at times, wastes time for all parties involved at each and every correspondence and still does not provide all the information being requested here. Creating this new method or database will allow chapter chairs to confirm their own information is correct at any given point in time, would help ensure endowments ultimately receive full funding, confirm endowments are actually being used for the desired purpose, help chapters in confirming their RP goals will be met, etc.

Fiscal Impact: Anticipated cost for research and programming to implement this change is unknown at this point due to how ASHRAE finance handles this information and how difficult the update is. Ashraerp.com already has reports it has developed and allows for chapter chairs and presidents to login, download and view for current annual and 10-year donations but nothing for chapter scholarships. It seems as through this should be able to be created with relative ease and minimal cost and would save many volunteer hours every year.

Vote: 14-0-0, chair not voting

The Planning Subcommittee suggested the Foundation Trustees provide a clear explanation of how chapters receive the reports. (Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

AI 7 Staff to refer motions 7A. and 7B. from the Tucson Chapter to the Foundation Trustees.



AI 8 Staff to report the status of referred motions 7A. and 7B. to the Tucson Chapter and publish on the website.

(8) That consent motions A. and B. as shown below from the Danube Chapter be referred to staff and legal counsel.

Region XIV (Danube Chapter) – CRC Motion 30:

A. That ASHRAE register a certain form of legal entity in the European Union (i.e. “ASHRAE Region XIV” etc.), with legal representative.

Background: Legal entity in Europe would facilitate the functioning of the ASHRAE Region XIV, mainly fundraising (sponsorships) and daily activity for regional activities like CRC organization, chapter visits, professional orientation, attracting new members, organizing student competitions etc. One legal representative could be appointed by ASHRAE (i.e. person within the Brussels office) and the other could be the acting DRC.

Fiscal Impact: Mainly positive due to increased number of members.

CRC Vote: 9-0-0, chair not voting

Region XIV (Danube Chapter) – CRC Motion 31:

B. That ASHRAE open a separate bank account in the European Union.

Background: A separate bank account is needed in Europe because in this way the Region XIV could collect more funds. The European societies and companies could make donations to the Region XIV and ASHRAE in a facile way according to the European practice. A strong Region needs big revenues. Also, in this moment a lot of transfer to the society, generate supplementary fees and a lot of money is spent for this kind of bank transfer fees. Managing a bank account from another continent is not so easy and probably a second person from US must help us every time for doing transfers/expenses. Having only one account in the US we need a longer time solving usual problems. Is not the case if we are having a separate one here in Europe. This bank account will be used only for revenues and different transfer/ expenses to the society or for different economical entities or persons. This account will not be used for members fees.

Fiscal Impact: Mainly positive due to expected increase in ASHRAE members. For Region XIV fiscal impact depends of the country and bank where this account will be opened.

CRC Vote: 8-0-1, chair not voting

(Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

AI 9 Staff to refer motions 8A. and 8B. from the Danube Chapter to staff and legal counsel.

AI 10 Staff to report the status of referred motions 8A. and 8B. to the Danube Chapter and publish on the website.



- (9) That consent motions A. and B. as shown below from the Hellenic Chapter be referred to ASHRAE Director of Government Affairs, Alice Yates.

Region XIV (Hellenic Chapter)- CRC Motion 33:

- A. That ASHRAE provide the “European Policy Update” newsletter in a suitable format to facilitate electronic promotion.

Background: For the newsletter to reach out even more audience it is a good practice to upload it on the Region XIV chapters and region’s websites, on a voluntary basis. The pictures provided should be in jpg format of resolution no less than 300ppi. The material will be processed by the Region XIV webmaster into a pdf format and distributed to all interested.

Fiscal Impact: TBD.

CRC Vote: 9-0-0, chair not voting

Region XIV (Hellenic Chapter) – CRC Motion 34:

- B. That ASHRAE engage the Region XIV leadership in the “European Policy Update” newsletter.

Background: Regional leadership should collaborate with the chapters and the Brussels office in order to enhance the newsletter contents with relevant information related to chapters’ countries.

Fiscal Impact: TBD.

CRC Vote: 9-0-0, chair not voting

The Planning Subcommittee determined this was already posted online with the e-newsletter that goes out to the EU. The chapter asks that Society provide better quality. (Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 11 Staff to refer motions 9A. and 9B. from the Hellenic Chapter to ASHRAE Director of Government Affairs, Alice Yates.

- AI 12 Staff to report the status of referred motions 9A. and 9B. to the Hellenic Chapter and publish on the website.

- (10) That consent motions A. and B. as shown below from the Hellenic Chapter be referred to the Membership Promotion Committee.

Region XIV (Hellenic Chapter) – CRC Motion 39:

- A. That ASHRAE provide discount to organizations or companies for group memberships of recruiting members – new members.

Background: For example, the suggested discount may be: 10% for up to 9 persons, 20% for more than 10 persons, for the first year of their membership. This action will help strengthen the



membership especially in these challenging times. ASHRAE has already in place similar concepts such as group discounts for its training courses.

Fiscal Impact: Positive.

CRC Vote: 9-0-0, chair not voting

Region XIV (Hellenic Chapter) – CRC Motion 40:

- B. ASHRAE provide discount to organizations or companies for group memberships for retaining members.

Background: For example, the suggested discount may be: 5% for up to 9 persons, 10% for more than 10 persons, for the year of their membership. This action will help strengthen the membership especially in these challenging times. ASHRAE has already in place similar concepts such as group discounts for its training courses.

Fiscal Impact: Positive.

CRC Vote: 9-0-0, chair not voting

Staff comments (Gurley): A bulk discount of ten (10) or more new Full Member or Associate grade members are honored. This is no longer advertised but can still be done.

(Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 13 Staff to refer motions 10A. and 10B. from the Hellenic Chapter be referred to the Membership Promotion Committee.
- AI 14 Staff to report the status of referred motions 10A. and 10B. to the Hellenic Chapter and publish on the website.
- (11) That consent motion A. as shown below from the ASHRAE Falcon Chapter be referred to the Society Executive Committee.

Region-At-Large (ASHRAE Falcon Chapter) – CRC Motion 47:

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

Background: New chapters in RAL, which is the fastest-growing region, are not chartered by ASHRAE presidents or senior officers. Examples, Faisalabad, Sudan, Oman, Alexandria. This sends a very negative message to RAL members about inclusivity. Ensure that RAL chapters are scheduled a visit minimum once every five years by a society officer or member as designated by the Society President to promote contact between the Society and chapter members.

Fiscal Impact: 6 chapters to be visited each year and can be joined together in one trip with a cost of around 5,000\$ to maintain the rule.



CRC Vote: 18-3-6, chair voting

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

(Planning Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

AI 15 Staff to refer Motion 11A. from the ASHRAE Falcon Chapter to the Society Executive Committee.

AI 16 Staff to report the status of referred motion 11A. to the ASHRAE Falcon Chapter and publish on the website.

MOTIONS 4 – 11 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

It was moved by Mr. Arnold

Region III (Roanoke Chapter) – CRC Motion 8:

(12) That ASHRAE Staff will inform and facilitate legal guidance and/or counsel for chapters in instances of three or more chapters reporting to Society similar threats of legal action. The Society shall furnish internal, uniform guidance and/or procedures to ensure expedited assistance to Chapters in future instances.

Background: Individual chapters do not have the resources to provide a reasonable defense to such actions.

Fiscal Impact: \$5000 (estimated) for additional advice from ASHRAE legal staff.

CRC Vote: 11-0-0, chair not voting

Staff comments (Abrams): Whenever a Chapter receives a threat of legal action the Chapter deems credible, it should contact the DRC. The DRC and other relevant Regional and Chapter officers already can contact Staff for guidance, which sometimes includes suggesting legal support. Because each country, state/province, and locality may have different laws and regulations, a single point of guidance for all possible legal threats isn't possible. Each situation is treated on a case-by-case basis. Society's financial support depends on the specific circumstances of each instance.

MOTION 12 FAILED. (0-19-0-3, chair not voting)

AI 17 Region Operations Subcommittee (*Manual Subcommittee*) to review the process for legal support section in the MCO and determine if language should be added to the manual concerning legal guidance, including avoiding email chatter.

AI 18 Staff to report the results of Motion 12 to the Roanoke Chapter and publish on the website.



It was moved by Mr. Arnold

Region VII (New Orleans Chapter) – CRC Motion 11:

- (13) That RP funds collected by society shall recognize the chapter that submitted the funds in the society year they are received. The society shall no longer have a dead period for RP funds that does not recognize the corresponding chapter.

Background: The RP committee has had a standing practice to not recognize chapters for funds received shortly after the RP deadline, regardless of the delay, including internal administrative issues with ASHRAE. This practice actively provokes dissention with the volunteers that raise the funds.

A logic has been provided by the RP committee that the RP goal of the chapters for the following year will be manipulated, but the reality is ASHRAE deposits dollars not goals in the bank. The practice has impacted negatively the fund raising efforts for RP and moving forward we need policies that embrace our volunteers.

Fiscal Impact: No additional fiscal impact since Society must log all RP donations anyway.

CRC Vote: 13-1-0, chair not voting

Staff comments (Mumford): The RP Committee sees this motion regularly. We addressed a similar motion most recently in the fall of 2019.

The RP Campaign year is the same as ASHRAE's fiscal year, July 1- June 30. Our policy is to not credit chapter campaign totals with money intended for the last campaign year when it is received after the deadline. There are several reasons for this:

- This policy is in line with GAAP and the rest of ASHRAE's business practices.
- This policy discourages chapters from holding onto funds they collect from donors and sending them in at a later date. Donors expect their gifts to be used by ASHRAE as quickly as possible, and waiting until the last few days of the campaign to send in collected funds is both bad donor stewardship and bad business practice.
- Without a hard deadline, the committee can't set goals and award PAOE points fairly. Chapters receive PAOE points and CRC and Society awards based on what is raised during the campaign year. Some categories for awards are based on raising more money than the year before; in a worst-case scenario, a chapter could take advantage of this category by sending money in late to sweep an awards category the following campaign year. In this scenario, "disincentivizing" a chapter by not crediting late money would in fact disincentivize every chapter who did adhere to the deadline.
- Staff and the committee members work hard to communicate the June 30 deadline each year – the same deadline since the RP Campaign began decades ago. The deadline is communicated in person at Centralized Training and CRC workshops, through training materials available online, and frequent email contact with RP volunteers throughout the



campaign year. Staff has found documentation that a similar motion was addressed by the RP Committee as early as 2005. This policy has been enforced for many years and 99% of chapters adhere to the deadline each year.

The Planning Subcommittee was in favor of this motion and believes that the RP ExCom should update their policy without having to change the intent of GAAP. (Planning Subcommittee approved this motion. Passed, unanimous voice vote, chair not voting.)

There was discussion and comments that this motion comes up often and that the process needs to change or a solution should be found. There are only a few chapters that send in their donations late, and chapters should not be rewarded when donations come in after the deadline. It was noted that the deadline date is not new and there is no reason for chapters to send them in late. There were comments that year after year, this causes demotivation to the volunteers and there should be a way to keep the chapters engaged and motivated. It was added that a lot of work is put in by the volunteers that go after donations when companies do not respond in a timely manner. Also, there is nothing in writing about the process or the consequences when donations are late, chapters are only told there is a deadline that must be met.

MOTION 13 FAILED. (7-12-0-3, chair not voting)

AI 19 Joyce Abrams took an action item to follow up and talk through what the real issues are and how this should be addressed. She has solicited help from JD Karnik, Kishor Khankari, Scott Peach, Sherri Abbott-Adkins, and Julia Mumford, RP Staff Liaison to come up with a plan for the exceptions to keep members from being frustrated for not meeting the RP deadline date for year-end donations. This ad hoc will meet in February following the winter conference and will have a recommendation for Members Council at their next meeting.

AI 20 Staff to report the results of Motion 13 to the New Orleans Chapter and publish on the website.

It was moved by Mr. Arnold

Region-At-Large (ASHRAE Falcon Chapter) CRC Motion 46:

(14) That Society should reinstate the membership status for Lebanese members who could not pay dues starting the society year 2020 and waive ~~chapter~~ Society dues till the end of the society year 2022- 2023.

Background: Lebanon has been devastated by the pandemic and extreme economic collapse, resulting in a near disintegrating society. The Lebanese Chapter has been a star chapter of RAL since its inception and contributed so much to ASHRAE and RAL. ASHRAE needs to show its humanity and inclusiveness.

Fiscal Impact: We expect 25 members will require support total cost of 5500 US \$.

CRC Vote: 25-2-0, chair voting



The Planning Subcommittee was in favor of this motion. The Lebanese Chapter is a star chapter and has gone through devastating events including an explosion. (Planning Subcommittee approved this motion. Passed, unanimous voice vote, chair not voting.)

Those not in favor of this motion stated that ASHRAE has a hardship clause in place for members to reach out when they go through catastrophic circumstances. It was noted that blanket approval to waive Society dues for the Lebanese Chapter would set precedent and allow other chapters to do the same.

It was determined that a letter was sent by the Lebanese Chapter President for a waiver of dues for everyone in the chapter. The Lebanese Chapter indicated they never heard back from ASHRAE. It was reported that anyone who requested a hardship was not denied.

Others in favor of this motion looked at the support and all that the Lebanese Chapter has given to ASHRAE including providing leadership to establish the Region-At-Large. The banking system in Lebanon is at a halt and is evaporating, members are unable to withdraw anything substantial from their banks. An engineer who once was able to withdraw \$2000 per month is now only allowed to withdraw \$200.

There was concern that this would cause a tidal wave of issues for ASHRAE and would be a huge loss in revenues. Members Council does not have the authority to waive Society dues across the board, if this motion is approved it would have to go to the Board.

Mr. Mehboob stated that the perception is that this is pandemic related. It is not the pandemic alone causing the catastrophe, it is the devastating economic collapse including the pandemic and the explosion. He noted that the Lebanon volunteers are a proud group of people, in their culture they would feel degraded if they asked for this type of help. The Lebanese Chapter did not attend the recent CRC, this motion came from the ASHRAE Falcon Chapter. There is no way for the Lebanese Chapter members to pay ASHRAE dues because of the devastating collapse of their economy.

It was determined that an estimate of the fiscal impact is $\$230 \times 62 \text{ members} = \$14,260$. $\times 2 \text{ years} = \$28,520$. $\times 3 \text{ years} = \$42,780$.

MOTION 14 PASSED. (11-8-1-3, chair voting)

It was determined that the waived Society dues applies only to individuals who had been members before and whose memberships lapsed in 2020-21 or 2021-22. The fiscal impact was changed to reflect an estimated cost of \$42,780 USD.

AI 21 Staff to send Motion 14 concerning the Society dues waiver for the Lebanese Chapter to the Board of Directors during their upcoming meeting on November 10th.

AI 22 Staff to report the results of Motion 14 from the ASHRAE Falcon Chapter and publish on the website.

It was moved by Mr. Arnold



Region VII (Louisville Chapter) – CRC Motion 14:

(15) That ASHRAE develop a corporate membership.

Background: Feedback from interviews conducted under the Transformation Committee thru the Connections Subcommittee indicated huge support for firms to have the opportunity to have a corporate membership rate. These could include manufacturers, consultants, facility managers, government agencies, and contractors etc. Fees could be structured by firm size or number of participants that would be active. Direct the campaign to these nonmember firms.

Fiscal Impact: Positive with new membership dues being paid. Utilize existing staff for development and implementation.

CRC Vote: 14-0-0, chair not voting

Staff comments (Abrams): When the Membership Models ad hoc looked at corporate memberships, the committee quickly realized the extreme difficulty of determining a rate structure that would be fair and would make business sense – there just wasn't a business case to be made for them.

- One of ASHRAE's strengths is its very strong connection with its "grassroots" members and one of the members' greatest points of pride is how member-driven the organization is; corporate membership would dilute these qualities that make ASHRAE unique
- Typically when people suggest "corporate memberships," they're really asking for volume discounts; membership dues are set by Finance Committee using a formula to ensure that Society complies with the requirement in its bylaws that the dues cover the cost of providing the benefits of membership – volume discounts would impact this equation and would result in full-dues-paying-members subsidizing the others
- Society's membership structure already is complicated and adding corporate memberships would only add to the complexity (and confusion)

Staff comments (Gurley): There are several reasons why corporate memberships are not ideal for ASHRAE and have been discussed over the years:

1. The perception that large companies will take over ASHRAE and force their ideals over those individual members.
2. The strong commercialism policy that ASHRAE members have supported over the years.
3. Ownership of corporate memberships are difficult to maintain. If the owner of the corporate membership leaves, it is very hard to find a replacement
4. The owner of the corporate membership has to maintain the employee list of members, when they leave, when they are added.
5. Since we track PDHs and CEUs with the individual's membership, if the corporation says to cancel it, does that mean the member no longer has access to that information? Technically the membership doesn't belong to the individual.

The Planning Subcommittee was not in favor of this motion. (The Planning Subcommittee voted to defeat the motion by unanimous voice vote, chair not voting)



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

AI 23 Staff to include in their report to the Board that Members Council continues to receive motions from the regions to develop corporate membership and the need for it.

AI 24 Staff to report the results of Motion 15 from the Louisville Chapter and publish on the website.

It was moved by Mr. Arnold

Region XII (Florida West Coast Chapter) – CRC Motion 27:

(16) That Members Council discuss and refer their recommendation to the BOD about issuing an updated policy on how COVID-related risks are disclosed and costs are being reimbursed by Society, beginning when the authorization of members to travel for ASHRAE business resumes.

Background: This issue is related to member-related chapter, region, society, and DL COVID risk and potential "costs."

If members are traveling for ASHRAE business under the current transportation or travel rules and budget, instructions need to be provided clarifying who is going to cover costs related to COVID-related expenses.

Many airlines, airport, and destinations are requiring COVID testing, re-testing, and potential interruption of travel and/or extra hotel stays when testing is positive. Additionally, different countries have different rules for travel and quarantine, most of which require a test arriving and departing as a minimum. Some countries are restricting travel due to airport labor shortages, which delays the return home, and the member can incur significant costs to their work income reduction, living, and other incidental expenses. These costs can be a huge burden to our members being covered by ASHRAE's current policy. ASHRAE policy does not allow the reimbursement of these extra risks and costs; this pandemic is likely to continue into 2022 and beyond.

This motion asks that our CRC Committee, Members Council, and the Board have a deeper discussion of this issue. It can impact whether a member accepts a chapter, region, society or DL position, or invite, travel to Atlanta, or attendance at a Society meeting, etc.

Sample breakdown of coverage amounts and limits:

- a. Submission must include proof of claims
- b. One event submission per year per member
- c. Only the member (in good standing) costs can be claimed. No family or guests are included.
- d. Receipts must be included
- e. Maximum of one week's hotel charges may be claimed; maximum per night hotel cost is \$150 per night; one hotel per night. Internet charges up to \$20 per day can be claimed.



- f. No costs for per diem, food & beverage, rental cars, transportation, storage, or entertainment are allowed.
- g. Up to 2 covid tests per person can be claimed, with a cost of up to \$100 each test.
- h. Travel related extra fees or cancellation costs up to \$200 per person can be claimed.
- i. Medical treatment costs and services are not allowed.
- j. Loss of personal income, company lost revenues, equity, or commissions, lost sales, project related fines or penalties are not allowed.
- k. Any company or chapter reimbursed costs must be credited to each claim.
- l. ASHRAE Staff will review requests and documentation for reimbursement and volunteer councils, or the Board will have the approval rights to each request.

Fiscal Impact: The cost of the investigation for Society would have no fiscal impact. Should a program be created, the fiscal impact could be to establish a reserve account or investigate additional insurance coverage options; any unused funds to be returned to general fund at the end of each fiscal year.

CRC Vote: 14-1-0, chair not voting

Staff comments (Abrams): The fiscal impact of the *investigation* requested in the motion is correctly noted as being zero. However, the fiscal impact of implementation would be significant, likely hundreds of thousands of dollars. The Board of Directors has approved the budget for the current Society Year. Additional funding of this magnitude would require input from the Board and from Finance Committee. Meanwhile, more and more time will pass, therefore making implementation less likely during the current year, even if the intent of the motion is approved.

Another consideration is that travel for ASHRAE is not required. Members are volunteers who may choose to travel – or may choose not to, for whatever reasons they may have. A member who is interested in participating in a meeting or other event always can request remote access. Many of these events are likely to be hybrid in some fashion for the foreseeable future.

Also, the DL Subcommittee of CTTC has approved a travel policy that specifies that Society will not cover cost of extra hotel nights, flight cancellation fees, loss of revenues, etc. As has been true for DLs even before the pandemic, each DL negotiates with the Chapter for each proposed visit/presentation and can choose to travel – or not – in response to each invitation, for any reason the DL may have. In addition, having consistency between the DL program's travel policy and the policy for other ASHRAE travel makes sense for many reasons including clarity and equity.

Of course, as is true with any policy, if the policy implied in this motion is approved, implementation and management would have to be determined. The details of the proposed policy would be both complex and complicated. For instance, the details would include determining which people and which expenses would qualify – tasks that would be particularly difficult because, as is stated in the background, so many requirements, laws, regulations, and recommendations are set forth by so many “stakeholders,” such as airlines, venues, countries, states/provinces, cities, etc. Verification would be needed for each requirement/law/regulation/recommendation, in addition to verification of the individual's purpose for traveling. Because travel is not an ASHRAE requirement, lines would have to be drawn or categories would have to be created. Administrative concerns often are not good reasons for not



implementing an otherwise desired policy, process, or procedure. In this case the details of implementation show that the policy would be very difficult to manage in a way that is feasible and makes business sense.

The Planning Subcommittee was not in favor of this motion. (The Planning Subcommittee voted to defeat the motion by unanimous voice vote, chair not voting)

It was noted that the chapter is asking for guidance and clarification on how reimbursements are handled during COVID. CTTC has established specific travel guidelines for DLs, which does cover what costs are reimbursed and who covers the costs.

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

AI 25 Staff to send Motion 16 to the Board of Directors during their upcoming meeting on November 10th.

AI 26 Staff to report the results of Motion 16 to the Florida West Coast Chapter and publish on the website.

It was moved by Mr. Arnold

Region-At-Large (ASHRAE Falcon Chapter) – CRC Motion 45:

(17) That appointed committees in ASHRAE society should consist of at least 25% of members outside of North American members.

Background: International members are around 25% of society's membership. ASHRAE needs to allocate positions for international members in society committees to ensure diversity, equity, and inclusiveness.

Fiscal Impact: No fiscal impact.

CRC Vote: 17-7-3, chair voting

Staff comments (Grant): Three (3) of the Members Council reporting committee rosters which do not have RVCs from each region and one (1) committee outside of Members Council were reviewed. CTTC reports for DLs: 14 of the 70 lecturers in the DL program this year are from countries outside of the US and Canada – Argentina, Cairo-Egypt, Colombia, Denmark, India, Italy, Lebanon, the Netherlands, New Delhi, Singapore, Sri Lanka, and the UK. DL presentations are available in 12 languages other than English – Arabic, Chinese, Danish, Dutch, French, German, Hindi, Italian, Marathi, Portuguese, Punjab and Spanish.

The Planning Subcommittee was not in favor of this motion. (The Planning Subcommittee voted to defeat the motion 1-8-0-1, chair not voting)

It was noted that committees are aware of the diversity, equity and inclusion policy when appointments are made. In some cases, committees will have more than the requested 25% listed in the chapter's motion of members outside North America.



MOTION 17 FAILED. (1-19-0-2, chair not voting)

AI 27 Staff to report the results of Motion 17 to the ASHRAE Falcon Chapter and publish on the website.

- **Information Items**
- Planning Subcommittee MBOs

Mr. Arnold concluded his report with the status of the subcommittee's MBOs. The Planning Subcommittee as a group will work on the following documents: Members Council ROB, Members Council MOP and the Finance Committee Reference Manual as noted in MBO #2 below.

AI 28 **MBO 2:** Review Members Council governing documents including ROB sections, MOP and Financial Reference Manual. These documents in their current form do not cover the full scope of Members Council responsibilities. The Resource Manual and the MOP to be comprehensively updated. Elements of the ROB identified as operational may be incorporated into the MOP as appropriate. Revised documents to be brought forward for Members Council approval.

1. Review ROB to determine:
 - Sections needing amendment
 - Sections needing deletion
2. After ROB review, update MOP accordingly
3. Rewrite MC Resource Manual to align with council documents and Finance Committee Resource Manual

Mr. Arnold reported that Rob Craddock-Chair, Scott Peach and Kevin Amende will work on the LEAN presentation and documentation in MBO #4.

AI 29 **MBO 4:** Develop a training presentation on LEAN processes based on the work of the Society Transformation Ad Hoc LEAN Subcommittee for use by Members Council Committees, Regions and Chapters.

- Review LEAN presentation and documentation from LEAN and Streamlining Subcommittees of Transformation Ad Hoc and develop customized training module for Members Council.

B. Region Operations Subcommittee Report

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

- **2021 Fall CRC Motions**

It was moved by Mr. Sturm



- (18) That consent motions 19 through 25 as shown below be approved and referred to the specific groups listed.
- (19) That consent motion A. from the Louisville Chapter as shown below be referred to the Government Affairs Committee.

Region VII (Louisville Chapter) – CRC Motion 15:

- A. That the Government Affairs Committee (GAC) through Members Council develop a strategy for States with multiple Chapters within the state, a process to work together to send a unified message to government officials.

Background: Currently there are many chapters that share the same state. Current process for communicating to state government officials is entirely up to chapters. Developing a formal guideline for these chapters would better guarantee better unified message to officials and show ASHRAE in favorable light. This would also be effective use of volunteers time.

Fiscal Impact: Utilize existing staff and committees for development and implementation.

CRC Vote: 14-0-0, chair not voting

Staff comments (Yates): Overall, I think the goal of this motion is excellent. For states with multiple chapters, coordinating across the chapters and developing a unified message for government outreach and advocacy is critical.

- In the past, some chapters have operated on their own with government communication, even though there might be multiple chapters in a state. In general, a letter or communication to government officials with more voices (# of members or # of signatures) solicits more attention.
- Thus, in general, it would be better for all of the chapters to join the letter jointly. This type of communication has been coordinated by the RVC or by staff. However, for states with multiple chapters that are represented by more than one region (and we do have states like that), this communication can be a bit burdensome as more than one RVC is involved. However, it can be done and the biggest constraint we have seen is lack of responsiveness by chapters, which is also understandable due to the multiple time pressures they are facing.
- One possible approach would be for the chapters to vote for “main state GAC Chapter Chair” to serve as the coordinating arm, rather than having the RVC coordinate. However, if the state includes more than one region, the chapters may not want someone outside their region to be the main POC. In other states, however, these regional issues may not be considered as barriers. Honestly, I’m not sure what the case is for each of the states with multiple chapters that cut across regions.
- Bottom line: Having a way to coordinate across states with multiple chapters is critical for effective government advocacy. We are already doing that to a certain extent through working through the GAC RVCs, who communicate with ALL of the State chapter chairs for state-specific issues. Using a single “GAC State Representative” may facilitate communication, but could also hinder communication if that individual doesn’t share



information with the other chapters (which can easily happen when someone is really busy or on vacation). Perhaps the best way to handle this would be to have a policy that strongly recommends that chapters work together in a single state on government communication/advocacy, and that chapters should co-sign letters if time allows, rather than operating as sole chapters. In this way, ASHRAE would be providing clear guidance to the chapters on government advocacy without setting up a new structure that while well intended could unintentionally result in less communication and collaboration.

(Region Operations Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 30 Staff to refer Motion 19 from the Louisville Chapter to the Government Affairs Committee for consideration.
- AI 31 Staff to report the status of referred Motion 19 to the Louisville Chapter and publish on the website.
- (20) That consent motion A. from the Louisville Chapter as shown below be referred to Marketing, Technology Council and the Publishing and Education Council for implementation.

Region VII (Louisville Chapter) – CRC Motion 16:

That Marketing/Tech Council develop marketing program to regularly spotlight Technical Committees ~~every 2-week in Journal or Insights~~ through marketing channels.

Background: Currently there are over 100 TC's. Less than 3,000 (out of 51,000+) members participate in both TC's and Society Committees. TC's are always looking to expand their committees. Many members and prospective members are unaware of the number of TC's and their subject matter. TC's need more formal exposure. TC's need more participants.

Fiscal Impact: Utilize existing staff and committees for development and implementation.

CRC Vote: 7-6-0, chair not voting

Staff comments (Reiniche-Technology): I actually think that would be a good idea. I see a disconnect between grassroots and Society. When I've attended CRCs and given my presentation about getting involved in both TCs and PCs I always get questions. I would think about highlighting the ones that are fun or welcoming so as not to discourage participation. Connor and I were also talking to Sarah Foster last week on a different topic and we also tossed around the idea of featuring getting involved in standards as one of the journal podcasts.

Staff comments (Gupta-Marketing): I think it's a great idea also. I don't think you necessarily need marketing (although we are happy to help) as Connor could directly make a submission to Journal or Insights. I think Mark would have to weigh in on the frequency as I know they are particular about the submissions to ensure the content is strong for their audience.



(Region Operations Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

AI 32 Staff to refer Motion 20 from the Louisville Chapter to Marketing, Technology Council and the Publishing and Education Council for implementation.

AI 33 Staff to report the results of Motion 20 to the Louisville Chapter and publish on the website.

(21) That consent motion A. from the Central Arizona Chapter as shown below be referred to the RP Committee.

Region X (Central Arizona Chapter) – CRC Motion 23:

A. That ASHRAE create a more user intuitive webpage for making RP donations. The new page shall include the following, but is not limited to the following:

1. A singular fillable text box to donate funds to a singular cause.
2. Drop down menus with accurate representation of all available endowments and scholarships that may be donated to.
3. References to the current balances in all endowments and scholarship funds.

Background: The current ASHRE RP donation page which is used by chapters and individual donors has been difficult to navigate for several chapters and individuals. Within the page there are currently 6 different boxes to write the donation balance in and add the sum of donation by oneself. Within the 6 locations for donation balance, there are 4 different locations to type in scholarship and endowment information with no available reference to current scholarships.

URL for Reference:

<https://xp20.ashrae.org/secure/researchpromotion/rp.html>

By streamlining the donations page and providing references to available endowments/scholarships with their balances, it is our intention to encourage donations, by making them easier. Additionally, members and chapters will be more willing to donate when knowing the balance and the goal of an endowment/scholarship.

Fiscal Impact: Anticipated cost for research and programming to implement this is estimated at \$10,000.00 or less. There is already a website with the ability to take payments. It will mainly take a programmer's time to reduce the number of fillable boxes and add the necessary references that must be maintained.

CRC Vote: 14-0-0, chair not voting

AI 34 Staff to refer Motion 21 from the Central Arizona Chapter to the RP Committee for consideration.

AI 35 Staff to report the status of referred Motion 21 to the Central Arizona Chapter and publish on the website.



- (22) That consent motion A. from the Colombia Chapter as shown below be referred to the Chapter Technology Transfer Committee.

Region XII (Colombia Chapter) – CRC Motion 26:

- A. That the Society includes within the members Bio information data of Distinguished Lecturers' reported years as DL through the ASHRAE DL program, beginning July 1, 2022.

Background: One of the most globally-recognized activities in ASHRAE is the Distinguished Lecturers Program, which promotes and spreads our technology and trends across every country, chapter, and member.

DL members are experienced and recognized engineers within ASHRAE, but this recognition is not included as of today as an important component of the Bio Members' information.

This motion is an invitation to support and thank our DLs for their unique contribution.

Fiscal Impact: Staff time and programming at \$5,000.

CRC Vote: 15-0-0, chair not voting

(Region Operations Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 36 Staff to refer Motion 22 from the Colombia Chapter to the Chapter Technology Transfer Committee for consideration.

- AI 37 Staff to report the status of referred Motion 22 to the Colombia Chapter and publish on the website.

- (23) That consent motion A. from the UK Midlands Chapter as shown below be referred to the Student Activities Committee.

Region XIV (UK Midlands Chapter) – CRC Motion 29:

- A. That the ASHRAE Student competition selection be a transparent process and feedback given to all the students.

Background: Recently there has been more participation in the student competition. The process should be transparent with feedback given to all participants. SAC must be transparent and share more information on the evaluation results. This may be the scoring matrix or/together with a short evaluation summary of main weaknesses or other suitable constructive criticism so that the participating teams may learn something.

Fiscal Impact: None as feedback will be digital.

CRC Vote: 9-0-0, chair not voting

(Region Operations Subcommittee vote to refer: Passed, unanimous voice vote, chair not



voting.)

- AI 38 Staff to refer Motion 23 from the UK Midlands Chapter to the Student Activities Committee for consideration.
- AI 39 Staff to report the status of referred Motion 23 to the UK Midlands Chapter and publish on the website.
- (24) That consent motion A. from the Hellenic Chapter as shown below be referred to Publishing and Education Council.

Region XIV (Hellenic Chapter) – CRC Motion 35:

- A. ASHRAE to include, as per its policy, SI units in its online and instructor led training courses.

Background: ASHRAE's greatest assets are its technical expertise and training, and thus attracts and sustains members throughout the world. However, most of the training courses are in IP units and practically impossible to use in countries that use SI units. There is also a need to consider international regulations and practices when adapting the material for a global audience.

Fiscal Impact: TBD.

CRC Vote: 9-0-0, chair not voting

(Region Operations Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

- AI 40 Staff to refer Motion 24 from the Hellenic Chapter to Publishing and Education Council for consideration.
- AI 41 Staff to report the status of referred Motion 24 to the Hellenic Chapter and publish on the website.
- (25) That consent motion A. from the ASHRAE Falcon Chapter as shown below be referred to Communications Committee.

Region-At-Large (ASHRAE Falcon Chapter) – CRC Motion 44:

- A. That Co-Chair and member positions be added to the Communications Committee in the Chapter CIQ.

Background: Due to the pandemic and the extensive use of digital platforms such as social media, e-mails, and the organization of many webinars, in addition to the use of recent technology and phone applications, the workload on the Chapter Communications Chair has become very heavy. The chair requires adding one or more assistants so that this committee collectively achieves the objectives required from it. To ensure that the years of service are recorded within the "participation" section in the member's profile, ASHRAE Falcon chapter



proposes adding the position of Co-Chair and Committee member as available to other committees.

Fiscal Impact: No fiscal impact.

CRC Vote: 26-0-0, chair voting

(Region Operations Subcommittee vote to refer: Passed, unanimous voice vote, chair not voting.)

AI 42 Staff to refer Motion 25 from the ASHRAE Falcon Chapter to the Communications Committee for consideration.

AI 43 Staff to report the status of referred Motion 25 to the ASHRAE Falcon Chapter and publish on the website.

MOTIONS 19 – 25 (TO REFER) PASSED. (unanimous voice vote, chair not voting)

It was moved by Mr. Sturm

Region III (National Capital Chapter) – CRC Motion 4:

- (26) That Members Council modifies the requirement for the formation of a new chapter as stated in Section 11.1 of the Manual for Chapter Operations (MCO) so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a Chapter by the ASHRAE Board of Directors, effective July 1, 2022.

Background: Communities of ASHRAE members who want to charter chapters need to be provided with the appropriate amount of time to establish resources and leadership to become successful. This period of time increases the chance of success for new chapters to continue to function and have leaders and processes in place to weather unforeseen circumstances, including pandemics, economic hardships, and activity restrictions. Having a Region or Chapter sponsor a Section to mentor and guide the community towards becoming a Chapter will provide the community of members access to experience and insight for better planning of resources and volunteers. Furthermore, prospective Chapters that are forming from the memberships of existing Chapters would give existing Chapters time to plan and recruit members in order to stabilize, preventing the dissolution of established Chapters due to the formation of new Chapters.

Fiscal Impact: The Manual of Chapter Operations (MCO) would need to be updated and published on the ASHRAE website, which would require approximately 20-30 hours of ASHRAE staff time.

CRC Vote: 10-1-0, chair not voting

The Region Operations Subcommittee was in favor of this motion. An action item is assigned to the Manual Subcommittee to revise the Manual for Chapter Operations. (Region Operations



Subcommittee approved this motion. Passed. unanimous voice vote, chair not voting)

MOTION 26 PASSED. (unanimous voice vote, chair not voting)

AI 44 Manual Subcommittee to revise the Manual for Chapter Operations (MCO) as indicated in Motion 26 and modify the requirements for the formation of a new chapter as stated in Section 11.1 of the MCO so that communities of ASHRAE members looking to charter a new chapter must first form an ASHRAE Section and operate as an ASHRAE Section in good standing for a minimum of two years prior to being chartered as a chapter.

AI 45 Staff to report the results of Motion 26 to the National Capital Chapter and publish on the website.

It was moved by Mr. Sturm

Region V (Evansville Chapter) – CRC Motion 10:

(27) That ASHRAE permit members to register and pay annual Chapter Dues through Society's website for more than one Chapter.

Background: Many members perform business in multiple geographic locations that cross chapter territories. Due to this, these members already support multiple Chapters unofficially. Permitting members to select additional Chapter's membership through the Society webpage, and pay for these memberships at the time of new membership or renewal, will more easily allow the members to be listed in the CIQ for all Chapters they are involved in.

The ability to select multiple chapters also facilitates a member's ASHRAE Bio to properly reflect their service to each Chapter, as well as adds the member to each Chapter's communication list because they will be on the official roster of selected additional chapter(s.)

Fiscal Impact: \$??? cost to Society to make necessary programming changes to the website.

Note: We are not in a position to estimate first time cost for Society website changes, but it is anticipated this option will be well received and members may be willing to pay an additional processing fee each time multiple chapter is selected.

CRC Vote: 12-0-0, chair not voting

Staff comments (Gurley): There is an issue with the Accounting data system that we cannot accept online payments for multiple chapters.

Staff comments (Unrein): I was curious how many were in multiple chapters so I did some quick research and it looks like around 130 currently. Generally speaking it would be somewhat involved to adjust the renewal process to accommodate multiple chapters. I'm not a big fan of this motion, but as always, I'm willing to get it done if it will help the society.

The Region Operations Subcommittee was not in favor of this motion since collecting chapter dues for the chapters is done as a courtesy by Society. (The Region Operations Subcommittee



defeated this motion: 0-8-1, chair not voting.)

MOTION 27 FAILED. (unanimous voice vote, chair not voting)

AI 46 Staff to report the results of Motion 27 to the Evansville Chapter and publish on the website.

It was moved by Mr. Sturm

Region VII (Louisville Chapter) – CRC Motion 13:

(28) That ASHRAE develop a targeted Marketing Campaign highlighting benefits to firms in our industry that have little or no membership participation.

Background: Marketing develops a lot of tools related to membership, that end up going to membership. This motion would concentrate on marketing campaign directly to these firms. Firms could be identified by chapter membership. This is different than member referrals (which are individuals). Chapters need help in getting employers to promote employee participation. Remember Tim Wentz which in his first job his employer told him to join ASHRAE.

Fiscal Impact: Positive with new membership dues being paid. Utilize existing staff for development and implementation. Outside programming may be required. Employ Chapters to provide firms names and information.

CRC Vote: 12-2-0, chair not voting

Staff comments (Wilson): Although ASHRAE's benefits and services are created to serve individuals, we recognize that professional and financial support from employers is critical to membership growth. The marketing team does conduct targeted social media campaigns to business owners encouraging their support of membership in the Society. Recognizing that personal connection is the most effective recruitment tool, staff and volunteers worked together to create the ASHRAE Reach Program.

The ASHRAE Reach Program was designed to support volunteers as they connect with local firms to gain support and awareness of ASHRAE membership. Campaign resources at ashrae.org/reach include:

- ASHRAE Reach Folder(s) request form. Volunteers may request to have Reach folders shipped from Society, which include an ASHRAE Journal, products & programs information, membership applications, Society Strategic Plan, and other recent & relevant information about Society programs. These folders should be given to the employer during a meeting.
- Volunteers may also download templates for an 'elevator speech', follow up emails, and talking points.

In addition to the Reach Program, Marketing Central is a large suite of tools at ashrae.org/marketing and offers a wide range of files and media, which can be used in targeting local firms for participation. Resources include "This is ASHRAE" PowerPoint, which can be



used to introduce the Society, membership promotion and program flyers, logos, material request forms and more, ashrae.org/marketing.

The Region Operations Subcommittee was not in favor of this motion because it is already being done and it is up to the chapters to use the resources available to them. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 28 FAILED. (unanimous voice vote, chair not voting)

AI 47 Staff to report the results of Motion 28 to the Louisville Chapter and publish on the website.

It was moved by Mr. Sturm

Region VII (Louisville Chapter) – CRC Motion 17:

(29) That ASHRAE create member to member chat room.

Background: Many organizations have member to member chat rooms. Questions can be shared and responded to in hours, if not minutes. Members worldwide could answer or respond. This would be a huge member benefit. This would not be used for political use, but rather technical use i.e. “Has anyone seen this issue?” or “Looking for a solution for data center having issues with chiller constantly tripping. Member could have the option to move conversation off line if one chooses.

Fiscal Impact: Utilize existing staff and committees for development and implementation. May require some outside programming.

CRC Vote: 9-4-0, chair not voting

Staff comments (Ratcliff): ASHRAE staff does not recommend ASHRAE create member to member chat room. Both staff and volunteer time are required to create and then maintain engagement on any such platform, and there are currently no staff resources to support creation and maintenance of a new platform.

ASHRAE has previously tried to create a member to member chat function and learned from the experience that a critical mass of members interested in yet another online platform in which they can interact does not exist. Specifically, ASHRAE created a specialized forum for ASHRAE members (and others) to exchange ideas and seek technical advice called ASHRAExCHANGESM, and despite the dedication and hard work of several volunteers, ten moderators and multiple staff, the platform saw little use and as a result was sunset in 2017 following a recommendation from ASHRAE’s Board of Directors, with which ASHRAE’s Electronic Communications Committee (now known as ASHRAE Communication Committee) agreed. ASHRAE members and others are already active and engaged on mainstream social media platforms, where ASHRAE has an already large following, so the recommendation remains that ASHRAE members wishing to connect with one another take advantage of the offerings of mainstream social platforms and follow ASHRAE on LinkedIn, Facebook, Twitter, YouTube and Instagram. Furthermore, Board-recognized groups within ASHRAE may create



their own social media presences in accordance with 1.201.010.1 A.5. if a such a group (e.g., Standing Committee, Chapter, Region, Student Branch, TC/TG/SSPC) wishes to make more extensive use of the Internet for communication.

The Region Operations Subcommittee was not in favor of this motion because it has been done in the past and there are currently several social media outlets available for chapters to use. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 29 FAILED. (unanimous voice vote, chair not voting)

AI 48 Staff to report the results of Motion 29 to the Louisville Chapter and publish on the website.

It was moved by Mr. Sturm

Region VII (Louisville Chapter) – CRC Motion 18:

(30) That marketing reaches out to include a “brainstorm” group of members to bounce ideas off of or to receive ideas from member volunteer.

Background: Although not entirely sure, marketing develops its ideas and programs based on internal or consultant processes. Marketing does a great job and has turned out some great work the last 5-6 years. Having some member input (from interested members) could be a benefit for all. Membership should help drive marketing, especially global marketing.

Fiscal Impact: Utilize existing staff and member volunteers for development and implementation.

CRC Vote: 12-1-0, chair not voting

The Region Operations Subcommittee was not in favor of this motion. The subcommittee suggests providing information on what Marketing already does. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 30 FAILED. (unanimous voice vote, chair not voting)

AI 49 Staff to report the results of Motion 30 to the Louisville Chapter and publish on the website.

It was moved by Mr. Sturm

Region IX (Nebraska Chapter) – CRC Motion 19:

(31) That student members be able to hold chapter committee member positions.

Background: The Nebraska Chapter has and has had student members assist committees within our chapter. Often times providing valuable assistance and advice. Currently our chapter has a student that is very active on our Diversity and Inclusion Committee. Their involvement and contributions are critical to us reaching our goals for this committee. This has been true in the past with other students assisting on other committees (outside of Student Activities).



The chapter would like to be able to provide these students with the same recognition that associate and affiliate members enjoy. This motion would not allow them to be committee Chairs (Co-Chairs), Board Members, Officers, or any other leadership roles within the Chapter.

Fiscal Impact: Website/CRM lockouts estimated cost: \$2,000-\$3,000. If staff enters the information: staff cost.

CRC Vote: 11-0-0, chair not voting

Staff comments (Grant): Students may serve as members on committees but cannot be entered on the CIQ because of their grade status and the database programming which excludes Student grade members. To receive credit for their service, Students may enter their chapter committee member position onto their bio in the Member Entered Data section of the bio. After the Student grade changes to Associate grade or higher, and upon their request, the information can be formally entered into the CIQ's history log.

The Region Operations Subcommittee was not in favor of this motion because chapters can already do this for their student members. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 31 FAILED. (unanimous voice vote, chair not voting)

AI 50 Staff to report the results of Motion 31 to the Nebraska Chapter and publish on the website.

It was moved by Mr. Sturm

Region XII (Florida West Coast Chapter) – CRC Motion 25:

(32) That Members Council develop a professional video to promote the importance and depth of events at CRCs beginning January 2022.

Background: Regions historically have a difficult time promoting CRCs. This professional video could be used to increase attendance and show members what CRC is all about, and the many activities that are included both at the business and social gatherings.

Fiscal Impact: \$15,000.

CRC Vote: 15-0-0, chair not voting

The Region Operations Subcommittee was not in favor of this motion because of many factors involved including who would produce a professional video and finding the right fit of individuals for the video. (Region Operations defeated this motion: 2-6-1, chair not voting)

MOTION 32 FAILED. (unanimous voice vote, chair not voting)

AI 51 Staff to report the results of Motion 32 to the Florida West Coast Chapter and publish on the website.



It was moved by Mr. Sturm

Region XIV (UK Midlands Chapter) – CRC Motion 28:

- (33) That the UK Midlands Chapter support all ASHRAE members and sections in the North of England and Scotland (Midlands and North).

Background: Previously there had been a section in Scotland and Manchester, but they are no longer active. Recently we received a request for support at an event from an ASHRAE member in Scotland. As a Chapter we have discovered that obtaining and retaining members in the UK can be challenging, we believe we can add more value to members by increasing our chapter geographical boundaries to support sections and unallocated members in the North of the UK including Scotland, which will increase membership retention and open more opportunity to support members, recruit new members, sponsors and provide opportunities for them to get involved with the board of governor. The sections in the North will be supported and allocated to the UK Midlands chapter.

Fiscal Impact: None but as members increase positive financial impact due to membership fees.

CRC Vote: 4-2-3, chair not voting

The Region Operations Subcommittee was not in favor of this motion. Chapters should follow the recommended procedures in the Manual for Chapter Operations to dissolve a section. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 33 FAILED. (unanimous voice vote, chair not voting)

- AI 52 Staff to report the results of Motion 33 to the UK Midlands Chapter and publish on the website.

It was moved by Mr. Sturm

Region XIV (Hellenic Chapter) – CRC Motion 32:

- (34) That ASHRAE re-initiate the print version of the ASHRAE Handbooks as a standard annual membership benefit.

Background: The print version of the handbooks is considered the best-selling for ASHRAE membership. There is major dissatisfaction from regional members, and even perceive it as a 30% increase in membership fees when having to buy the handbooks separately. Taking into account that the major cost of providing the handbooks to members are the mailing costs, ASHRAE may consider more cost-efficient way to deliver them. For example, it can be delivered in bulk quantities to the chapters and/or during the Annual and Winter society meetings. This will offer additional benefits in encouraging member engagement in chapters, and member attendance at society meetings.

Fiscal Impact: TBD.

CRC Vote: 7-1-1, chair not voting



The Region Operations Subcommittee was not in favor of this motion. Members Council approved a motion to change the benefits which was later approved by the Board of Directors. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 34 FAILED. (unanimous voice vote, chair not voting)

AI 53 Staff to report the results of Motion 34 to the Hellenic Chapter and publish on the website.

It was moved by Mr. Sturm

Region XIV (Hellenic Chapter) – CRC Motion 36:

(35) That vacancies of regional officers must be handled through an election process and NOT through direct assignment.

Background: ASHRAE is guided by its members through a democratic process. In order for the members to have a say in all its processes, in vacancies that a substitute has not been foreseen, extraordinary (snap) elections must take place.

Fiscal Impact: TBD.

CRC Vote: 8-1-0, chair not voting

The Region Operations Subcommittee was not in favor of this motion. Candidates are selected by the region by choosing three names listed in priority then selected by the DRC. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 35 FAILED. (unanimous voice vote, chair not voting)

AI 54 Staff to report the results of Motion 35 to the Hellenic Chapter and publish on the website.

It was moved by Mr. Sturm

Region XIV (Hellenic Chapter) – CRC Motion 38:

(36) That ASHRAE training courses be promoted by the chapters and the regions.

Background: ASHRAE training courses are extremely useful. They can attract new members, they generate revenue and promote ASHRAE. For this to be handled more efficiently, it needs to be assigned to a chapter and a regional officer.

Fiscal Impact: Positive.

CRC Vote: 8-1-0, chair not voting

Staff comments (Murray): This information is published each month in ASHRAE's Chapter Notes Newsletter. This newsletter is sent monthly to Region and Chapter volunteers and their



communications volunteers. It is meant to give them updates on volunteer information in addition to information for them to put into their newsletters and websites. Upcoming ALI courses are included every month.

Chapters also receive PAOE points under the Communications category, *“For promotion of Society events, certifications, or products in chapter emails or newsletters using the materials available in Marketing Central at ASHRAE.org.”* For more information about promotion of the training courses, chapters may contact Karen Murray at kmurray@ashrae.org.

The Region Operations Subcommittee was not in favor of this motion; this is already available to the chapters. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 36 FAILED. (unanimous voice vote, chair not voting)

AI 55 Staff to report the results of Motion 36 to the Hellenic Chapter and publish on the website.

It was moved by Mr. Sturm

Region-At-Large (Northern Pakistan Chapter) – CRC Motion 41:

(37) That member’s CIQ (Chapter Information questionnaire) be programmed to send Email to the respective member(s) when he/she is assigned any role in CIQ by the chapter officer.

Background: At the start of the society year, when the incoming president assigns any role to any member, an Email message should go the respective member informing him/her of the assignment. With the current setup of CIQ, no such Email is generated, and the member is kept un-informed. This motion calls for programming the CIQ to send Email to the respective member(s) when he/she is assigned any role in CIQ.

Fiscal Impact: None.

CRC Vote: 12-11-2, chair voting

Staff comments (Grant): The fiscal impact is not correct and I’m not sure if this is an issue for most chapters. It would take a tremendous amount of staff time to program, send emails to each chapter for each chapter position filled after a CIQ is entered. Often times many chapter positions are left unfulfilled for months after the new Society year has already started. The chapter would have a better handle on who is appointed and when the CIQ is updated and could send an acknowledgement to the member at that time since the president-elect appoints the chapter positions.

The Region Operations Subcommittee was not in favor of this motion. (Region Operations defeated this motion by unanimous voice vote, chair not voting)

MOTION 37 FAILED. (unanimous voice vote, chair not voting)



AI 56 Staff to report the results of Motion 37 to the Northern Pakistan Chapter and publish on the website.

- **Information Items**

Mr. Sturm concluded his report with the status of the subcommittee's MBOs and information items. The full Region Operations Subcommittee main focus will be on MBO 3. The Finance Committee is taking the lead on MBO 5. Mr. Sturm will continue to work with Dennis Knight and others on this MBO, no additional volunteers from Members Council are needed for MBO 5.

1. **Region Operations Subcommittee MBOs**

AI 57 **MBO 3:** Analyze the motions review and resolution process from inception to resolution and recommend a revised process to speed up motion resolution to within 6 months of the Region's CRC.

Action required: Review the materials communicated by Joyce Abrams on MBO 3. Document and send me questions that should be clarified with Chairman Mehboob by Wednesday, September 22.

MBO 5: Develop financial training presentation modules along with Finance Committee (FC) Planning Subcommittee to include: (In discussion with Dennis Knight, no additional volunteers from Members Council are needed beyond the subcommittee chairs for MBO 5. So for this subcommittee, we can focus our attention on MBO 3 and existing open business.)

- (i) Budgeting and Budget process
- (ii) Financial management and FC and Board oversight guidelines, limits of authority and monitoring
- (iii) How to read ASHRAE financial statements and
- (iv) Staff roles and responsibilities.

2. Region IV (South Carolina Chapter) – CRC Motion 9:

That Redlines be made for the ASHRAE Handbooks, similar to what is already offered for the Standards, to summarize what information has been added/changed/removed from the previous version of the Handbook.

AI 58 An action item was assigned to Bryan Holcomb to send the above motion back to the chapter for additional clarification. The motion will be brought back at a later time.

3. Region II (Montreal Chapter) – CRC Motion 1:

That the "Chapters' reports made available by the Society" states the involvement of chapter's and region's assigned members on Technical Committees and other Technical activities at Society level, including involvement TC by June 2022.

AI 59 The above motion was withdrawn because this is already available on the website. An action item was assigned to staff to include the DRC and RMCR on the email to the chapter president elect when staff sends their packet of information to them annually.



4. Region-At-Large (Jordan Chapter) – CRC Motion 43:
That ASHRAE reduce the time it takes to turn around each motion to respond to the chapter.

AI 60 Staff to report results of withdrawn CRC Motion 43 from the Jordan Chapter and publish on the website.

The above motion was withdrawn since there is an MBO already assigned to do this.

Sponsorship for Chapters (ExCom Action Item to Members Council)

5. The following are assigned to the Region Operations Subcommittees
- **Manual Subcommittee** – Charles Bertuch-Chair, Joe Sanders, Bryan Holcomb, Eric Sturm: To make recommendations for the Manual for Chapter Operations, CRC Manual and Region Operations Manual.
 - **Direction Subcommittee** – Joe Sanders-Chair, Ken Fulk, Robin Bryant: To review CRC Officers' Evaluation Reports and make recommendations for best practices.
6. The action item below was formally assigned to the Manual Subcommittee.

Members Council Approved Motion 15 (02/02/2021): ASHRAE Members Council Planning Subcommittee moves to have the Manual for Chapter Operations (MCO) and the Regional Operations Manual (ROM) revised to provide consolidated and updated rules and best practices for the use of sponsorships for Chapter and Regional business to go into effect Society Year 2022-23.

- Action Item 8 (02/21): Planning Subcommittee to revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made in their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made.

The Planning Subcommittee referred the above action item to the incoming Region Operations Subcommittee/Manual Subcommittee for rewrite in the Manual for Chapter Operations and Region Operations Manual.

- **Recess and Reconvene**

Mr. Mehboob recessed the Members Council meeting at 11:00am and reconvened the meeting on Friday, November 5 at 8am. After roll call and reading the Code of Ethics Commitment into the record, the reports continued with the PAOE Subcommittee.

C. PAOE Subcommittee

The following was reported by Bryan Holcomb, PAOE Subcommittee Chair.



- **2021 CRC Motion**

It was moved by Mr. Holcomb

Region-At-Large (ASHRAE Nigeria Chapter) – CRC Motion 42:

- (38) That whenever a chapter organizes a webinar in collaboration with other chapters, all the co-chapters who had 15% and above of the attendees must also be entitled to claim PAOE points.

Background: Only the Chapter that organizes a webinar in collaboration with others is allowed to claim PAOE points. This is discouraging to other chapters, which may have contributed to promoting the webinar in the region and also contributes 15% or more of the attendees.

Fiscal Impact: It has no financial impact but fosters more collaborations among chapters and saves DL time in presenting the same topic many times over to the same chapters in the same region.

CRC Vote: 22-2-2, chair voting

The PAOE Subcommittee was not in favor of this motion. The subcommittee reviewed the motion and the 2021-22 PAOE but are unable to identify the PAOE category it's referencing. The 2021-22 PAOE does give points earned for joint chapter meetings. PAOE Subcommittee Vote: 0-9-0-3, chair not voting.

MOTION 38 FAILED. (unanimous voice vote, chair not voting)

AI 61 Staff to report the results of Motion 38 to the ASHRAE Nigeria Chapter and publish on the website.

Information Items:

Mr. Holcomb concluded his report with the following information items.

1. Region II (Toronto Chapter) – CRC Motion 3:
That PAOE Points for YEA5, YEA6 and YEA7 shall be automatic by June 2022.

Background: This is data that can be easily collected on a society level, very difficult to trace on a chapter/individual level. When members are added as provisional members or promoted to voting positions at TCs, or when they provide technical presentations at society meetings and conferences, should be automatically tracked and added to the appropriate chapters PAOE points trackers.

Fiscal Impact: Unknown. Possibly None.

CRC Vote: 7-0-0, chair not voting

AI 62 Staff and IT to review the current PAOE as shown below to determine feasibility and if



this can be done through the automated process, after which the motion will be referred to the assigned PAOE YEA ad hoc.

YEA5	25 points; (no maximum)	For each YEA member who is a provisional corresponding member or corresponding member of an ASHRAE TC (points per YEA member, not per committee)
YEA6	200 points; (no maximum)	For each YEA member who is a voting member of an ASHRAE TC, TRG, MTG, *RP, SPC, SSPC, GPS or SGPC (VM or NVM) (*RP = Research Project) (Participation can be verified from the ASHRAE Committee Participation by Region Report which can be provided by each DRC. Points per YEA member, not per committee)
YEA7	50 points; (no maximum)	For each YEA member who did a Technical presentation at a CRC, Winter, Annual or Topical Conference

2. 2020-2021 PAOE Analysis Report

Staff sent the last 3 years of the PAOE analysis reports to the PAOE Subcommittee to review and use for streamlining the 2022-23 PAOE.

3. The following are PAOE Ad Hoc Assignments:

- Chapter Operations: Scott Peach and Bryan Holcomb
- Chapter Technology Transfer: Andrew Reilman and Joe Sanders
- Communications: Jessica Mangler and Sherry Abbott-Adkins
- Government Affairs: Darryl Boyce and Bryan Holcomb
- Historical: (should work with Historical Committee Chair) Scott Peach
- Membership Promotion: Genevieve Lussier and Bill Wang
- Research Promotion: Matt Rowe and Sherry Abbott-Adkins
- Student Activities: Jared Larson and Danny Castellan
- Young Engineers in ASHRAE: Madison Schultz and Joe Sanders

4. President Elect Mehboob 2022-23 PAOE Goals

PEAC is working with President-Elect Mehboob to determine chapter goals during his presidential year. The subcommittee will review and distribute this information to the PAOE ad hoc groups for discussion with their respective committee.

5. Question from Region XIV

The following question will be discussed during the next PAOE Subcommittee meeting:

- What Diversity, Equity and Inclusion (DEI) opportunities are missed in our PAOE criteria?



6. 2022-23 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 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 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

8. **OLD BUSINESS**

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

AI 63 Staff to follow up with open referred motions to assigned groups as indicated in the attachment for Status of Referred Motions.

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

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

9. **OTHER BUSINESS**

- A. Society Planning Committee Update – Ellis (**Attachment D**)

Blake Ellis gave a presentation on information from the Monitoring Subcommittee of the Society Planning Committee as shown in the attached which focuses on the Strategic Plan and their initiatives and how they affect each council.

AI 64 Members Council Staff Liaisons to reach out to their committees to ensure they are in alignment with the current MBOs and next year's MBOs by adding two columns for committee goals and initiatives with a reminder they are the strategic plan initiatives. This will also include the Members Council Chair, Ginger Scoggins initiatives for next year.

AI 65 Joyce Abrams to add slide presentation on strategic plan for CRCs and DLs.

AI 66 Joyce Abrams to determine how frequently strategic plan message should go out.



B. Government Affairs Committee Update – Smith (**Attachment E**)

Chad Smith gave a presentation concerning a proposed modification to the Rules of the Board regarding Public Policy Issue Briefs (PPIBs) and Position Documents (PDs). The revisions would streamline the process for creating and reviewing these documents, and provide for greater clarity of responsibilities and remove redundancies. This streamlining will allow ASHRAE to respond quicker than before and improve the opportunity for ASHRAE to be involved in policy decisions.

GAC are working with public officials and in what are they looking for from ASHRAE. Mr. Smith added that the Puget Sound Chapter is creating a panel for public officials. GAC has helped 3 ASHRAE members become members on public policy.

C. Membership Development Task Group – Macauley/Scoggins

Mr. Mehboob explained that the Membership Development Task Group initiative was developed by him and Don Brandt and is a combination of Members Council and Publishing and Education Council. Ms. Scoggins reported they have had a few meetings and are looking at products and services and which are working for members. What product and services do members want that ASHRAE does not provide. Ms. Abrams added in order for this group to be efficient and effective, they need to see what ground work has already been done and move forward from there.

Mr. Mehboob stated that one thing that came up from Membership Model Ad Hoc was to change the offerings of benefits, possibly create a cafeteria plan to give members more choices. The market place is changing and is a digital environment. We need to focus on how to take membership forward. If there are ideas that the council members have we need to hear from them and find out what the members want. Ms. Scoggins suggested a brainstorm session. Mr. Mehboob stated he wanted to hear from Members Council, because they are volunteers volunteering their time, energy and we need to get ideas across.

Ms. Scoggins will gather ideas from the council members and report them back to the Membership Development Task Group.

D. Next Members Council Meeting

Mr. Mehboob announced the next Members Council meeting in Las Vegas as follows:

- Tuesday, February 1, 2022, Las Vegas, NV (Subcommittees will meet virtually prior to the Members Council meeting)

10. NEW BUSINESS

A. Members Council Financials – First Quarter Sy 20-21

Mr. Mehboob stated that it is vital for council members to understand the financials of the committees and council the volunteers work on. Fiscal oversight from the volunteers are down. We need to change the culture and include the financials on a regular basis.



Ms. Abrams reported that Ms. Scoggins gave an overview of how the financials work for Society, presentation is available on Basecamp. As of the end of September, we are ahead of budget for membership dues. A little behind on meetings and conferences registration due to timing issues. Registration revenues are down for the month due to timing and are behind on miscellaneous income, related to Members Council sponsorship (topical conferences, winter and annual conferences), but are expecting it to pick up again. Members Council has an estimated 550K surplus.

Mr. Mehboob's stated his intent is to ensure that everyone understands the budget and how the budget works in Members Council.

AI 67 Joyce Abrams to provide explanation for the budget line items available to Members Council and as numbers come up, post on Basecamp.

B. Members Council Budget Process SY 2022-23

Ms. Abrams stated that each committee looks at what they want to do for next year, such as products and services. Staff assist their committee chairs with the budget numbers even if it increases the budget. If something is new and different for next year, a motion should come forward to Members Council at the winter conference. If Members Council approves the request and depending on the amount, it goes to the Finance Committee and Board. As soon as Members Council approves a request for additional funds, it goes into the new budget.

AI 68 Mr. Mehboob asked all committees to review their financials and work on their budgets along with staff. Committees are asked to present their budgets at the winter meeting. A consolidated budget of Members Council would also be presented and discussed, before forwarding to finance committee for consideration.

AI 69 Joyce Abrams to send details of budget to the committees. At the winter meeting each committee review their budget and bring recommendations of any changes from their committees to Members Council. If recommendation is approved by Members Council, the council will send recommendations to Finance and Finance will send to Board for final approval. (Send out current year's budget to committee; ask if they need to sunset or add to budget. Give each committee their budget sheet, include letter explaining what the budget is for.)

Mr. Mehboob asked each committee chair what their experience has been with the budget process and found that most of the committees do not review their budgets.

11. ADJOURNMENT

Mr. Mehboob thanked everyone for their participation and great discussion.

It was moved by Mr. Gagnon and seconded

(39) That the 2021 fall meeting of Members Council be adjourned.



The meeting was adjourned at 10am.

Attachments:

- A:** Status of Referrals from Members Council
- B:** Review of Carryover Action Items
- C:** Review of CRC Schedule
- D:** Planning Committee Presentation
- E:** GAC Update

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
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)	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	33	That ASHRAE investigate a carbon offset policy for air travel. (Region XIV – Ireland Chapter – 2019 Fall CRC)	Technology Council Refer to Finance Committee	2/4/20 - Technology Council determined that this request should be determined by Finance Committee. OPEN
Virtual – 11/20	10a	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. (Region II – Montreal Chapter – 2020 Virtual CRC)	Foundation Trustees	OPEN
Virtual – 11/20	10.h	That the name ASHRAE from the CIBSE ASHRAE Group be reviewed to stimulate development of an equitable relationship model. (Region XIV – UK London & Southeast Chapter – 2020 Virtual CRC)	Society Executive Committee	OPEN
Virtual – 11/21	4A	That the Conferences and Expositions Committee make 1 of the 8 tracks for the Toronto Annual 2022 meeting on the current hot topic of "Building Decarbonization" by 10/09/2021. (Region II – Toronto Chapter – 2021 Fall CRC)	Conferences and Expositions Committee	OPEN
Virtual – 11/21	4B	That the Conferences and Expositions Committee make 1 of the 8 tracks for the Toronto Annual 2022 meeting on the current hot topic of "Building Decarbonization" by 10/09/2021. (Region X – Central Arizona Chapter – 2021 Fall CRC)	Conferences and Expositions Committee	OPEN
Virtual – 11/21	4C	That ASHRAE introduce a track for the Toronto Annual 2022 meeting on "Building Decarbonization." (Region XIV – Hellenic Chapter – 2021 Fall CRC)	Conferences and Expositions Committee	OPEN
Virtual – 11/21	5A	That the ASHRAE BOD Society Transformation Ad Hoc streamline considerations only involve Council empowerment and process improvement within the current Society structure. The current structure, including the Board of Directors composition, represents the diverse nature of society membership and working bodies within the Society. (Region III – Hampton Roads Chapter – 2021 Fall CRC)	Board of Directors	OPEN
Virtual – 11/21	5B	That the ASHRAE BOD Society Transformation Ad Hoc take no action on restructuring – beyond discussion and collection of comments until all CRCs including Spring CRCs have been presented the most recent "Ideas for Streamlining our Society" PowerPoint at the business meeting, developed by Sarah Maston and have had opportunity to submit comments. (Region III – Central Pennsylvania Chapter – 2021 Fall CRC)	Board of Directors	OPEN
Virtual – 11/21	5C	That the ASHRAE BOD not combine existing regions into super regions without a majority vote of the membership within the region being considered for inclusion into the proposed super region. (Region III – Hampton Roads Chapter – 2021 Fall CRC)	Board of Directors	OPEN
Virtual – 11/21	6A	That Regional Historians be added to the Society Historical Committee as full voting members with all rights, and privileges, and responsibilities pertaining thereto. (Region VII – Memphis Chapter – 2021 Fall CRC)	Publishing and Education Council	OPEN
Virtual – 11/21	6B	That non-current ASHRAE Handbook editions be made available to dues-paying ASHRAE members (Full or Associate Member grade) in an electronic format, in lieu of the hardbound handbook. (Region IX – Kansas City Chapter – 2021 Fall CRC)	Publishing and Education Council	OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Virtual – 11/21	20	That Marketing/Tech Council/Pub Ed develop a marketing program to regularly spotlight Technical Committees through marketing channels. (Region VII – Louisville Chapter – 2021 Fall CRC)	Marketing, Technology Council & Publishing and Education Council	OPEN
Virtual – 11/21	24	ASHRAE to include, as per its policy, SI units in its online and instructor led training courses. (Region XIV – Hellenic Chapter – 2021 Fall CRC)	Publishing and Education Council	OPEN
Virtual – 11/21	7A	That prior to June 1, 2022, Society's Finance officer or other appropriate individual/group work with ASHRAE RP or the ASHRAE Foundation develop and implement a new method for chapter presidents and RP chairs to be able to readily search for existing chapter endowments of all types and important data and figures pertaining to them such as current endowed amounts, amount contributed over the current year, the last time the proceeds were awarded along with the award amount, and for newly funded endowments when the first or annual award date will be. (Region X – Tucson Chapter – 2021 Fall CRC)	Foundation Trustees	OPEN
Virtual – 11/21	7B	That prior to June 1, 2022, Society's Finance officer or other appropriate individual/group work with ASHRAE RP or the ASHRAE Foundation develop and implement a new method for chapter presidents and RP chairs to be able to readily search for existing chapter scholarships and important data and figures pertaining to them such as current endowed amounts, amount contributed over the current year, the last time the scholarship proceeds were awarded along with the award amount, and for newly funded scholarships when the first or annual award period will be. (Region X – Tucson Chapter – 2021 Fall CRC)	Foundation Trustees	OPEN
Virtual – 11/21	10A	That ASHRAE provide discount to organizations or companies for group memberships of recruiting members – new members. (Region XIV – Hellenic Chapter – 2021 Fall CRC)	Membership Promotion Committee	OPEN
Virtual – 11/21	10B	That ASHRAE provide discount to organizations or companies for group memberships for retaining members. (Region XIV – Hellenic Chapter – 2021 Fall CRC)	Membership Promotion Committee	OPEN
Virtual – 11/21	11	That MOP B1.8 rules require a visit to each RAL chapter once every five years by one of the society officers. This should be followed and recorded. (Region-At-Large – ASHRAE Falcon Chapter – 2021 Fall CRC)	Society Executive Committee	OPEN
Virtual – 11/21	19	That the Government Affairs Committee (GAC) through Members Council develop a strategy for States with multiple Chapters within the state, a process to work together to send a unified message to government officials. (Region VII – Louisville Chapter – 2021 Fall CRC)	Government Affairs Committee	OPEN
Virtual – 11/21	21	That ASHRAE create a more user intuitive webpage for making RP donations. The new page shall include the following, but is not limited to the following: 1. A singular fillable text box to donate funds to a singular cause. 2. Drop down menus with accurate representation of all available endowments and scholarships that may be donated to. 3. References to the current balances in all endowments and scholarship funds. (Region X - Central Arizona Chapter – 2021 Fall CRC)	RP Committee	OPEN
Virtual – 11/21	22	That the Society includes within the members Bio information data of Distinguished Lecturers' reported years as DL through the ASHRAE DL program, beginning July 1, 2022. (Region XII – Colombia Chapter – 2021 Fall CRC)	Chapter Technology Transfer Committee	OPEN
Virtual – 11/21	23	That the ASHRAE Student competition selection be a transparent process and feedback given to all the students. (Region XIV – UK Midlands Chapter – 2021 Fall CRC)	Student Activities Committee	OPEN
Virtual – 11/21	25	That Co-Chair and member positions be added to the Communications Committee in the Chapter CIQ. (Region-At-Large – ASHRAE Falcon Chapter – 2021 Fall CRC)	Communications Committee	OPEN

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2021 MEMBERS COUNCIL ANNUAL MEETING (06/22/2021)					
1	19	Staff	11/21	Complete	To send Motion 11 for approval of the fiscal impact to the BOD during this annual conference.
2	19	Staff	11/21	Complete	To send results of Motion 11 to the Minnesota Chapter and the Alaska Chapter and publish on the website.
3	21	Staff	11/21	Complete	To report status of Motion 12 to the Illinois Chapter and publish on the website.
4	21	Staff	11/21	Open	To determine the costs involved in Motion 12 (Illinois Chapter) and if all Chapter, Region and Society level positions can be automated to calculate points for the Regional Award of Merit and Chapter Service Award tally forms.
5	22	Staff	11/21	Complete	To report results of Motion 13 to the Fort Worth Chapter and publish on the website.
6	30	Staff	11/21	Complete	To update the Manual for Chapter Operations and the CRC Manual as indicated in Motion 14.
7	30	Staff	11/21	Complete	To report the results of Motion 14 to the Alaska Chapter, Halifax Chapter and the Florida West Coast Chapter and publish on the website.
8	32	Staff	11/21	Complete	To report the results of Motion 15 to the Argentina Chapter and publish on the website.

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

8	20	Region Operations Subcommittee	11/21	Open	To revise the Manual for Chapter Operations and the Region Operations Manual using recommendations made from their report to Members Council. The information will be forwarded to ExCom after revisions to the documents are made.
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ATTACHMENT C

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	AUGUST 25-27			KRISTA LACOBUCCI
REGION II	OTTAWA VALLEY OTTAWA, ON	LONDON LONDON, ON	AUGUST 4 TH WEEK				KATE MAYBERRY
REGION III	ANTHRACITE SCRANTON, PA		AUGUST 3 RD WEEK	AUGUST 18-20			
REGION IV	CHARLESTON CHARLESTON, SC	TRIANGLE RALEIGH/DURHAM, NC	AUGUST 2 ND WEEK	AUGUST 11-13			
REGION V	FORT WAYNE FORT WAYNE, IN	AKRON/CANTON AKRON/CANTON, OH	JULY 4 TH WEEK	JULY 28-30			
REGION VII	EAST TENNESSEE KNOXVILLE, TN	LOUISVILLE LOUISVILLE, KY	AUGUST 1 ST WEEK	JULY 27-30			DAVID KAMINSKY
REGION IX	UTAH SALT LAKE CITY, UT	ROCKY MOUNTAIN DENVER, CO	AUGUST 1 ST WEEK	AUGUST 4-6			
REGION X	ORANGE EMPIRE NEWPORT BEACH, CA	NORTHERN NEVADA RENO, NV	AUGUST 3 RD WEEK	AUGUST 14-16 OR AUGUST 21-23			
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	LA CROSSE AREA LA CROSSE, WI	CEDAR VALLEY CEDAR RAPIDS, IA	MAY 1 ST WEEK				MICHELE HULL KRISTIN SULLIVAN
REGION VIII			APRIL 4 TH WEEK				
REGION XI	NORTHERN ALBERTA EDMONTON, AB	INLAND EMPIRE SPOKANE, WA	MAY 2 ND WEEK				

Additions and/or revisions are shaded.

Revised: December 23, 2021

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



Fall 2021 Planning Committee (PLC) Report to Councils

David Arnold
Blake Ellis
Tom Lawrence

PubEd Council
Member's Council
Tech Council

Planning Committee Overview

- PLC Monitoring Subcommittee
 - Responsible for tracking Strategic Plan Implementation
 - Responsible for interacting with Councils
 - Gathering feedback from Members on Strategic Plan (2021-22 MBO)
 - Developing Key Performance Indicators (KPIs) (2021-22 MBO)
- PLC Implementation Subcommittee
 - Responsible for updating the Strategic Plan



2019-2024 Strategic Plan Update

- Timeline

Spring of 2021

BOD approved a midterm update and one year extension of the 2019-24 Strategic Plan

June 2021 – Oct 2021

PLC Implementation Subcommittee developed modifications to the Strategic Plan

October 25, 2021

PLC approved the midterm updated and forward to BOD

November 18, 2021

Mid Term Update on BOD Agenda



2019-2025 Strategic Plan – Updated Goals *(No Changes)*

GOAL 1 Position ASHRAE as an Essential Knowledge Resource for a Sustainable, High-Performance Built Environment

OBJECTIVES

- a. Utilize a holistic approach to ASHRAE's offerings and activities to drive positive economic, environmental and social impact through innovation in building design and operations
- b. Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches

INITIATIVES



GOAL 2 Maximize Member Value and Engagement

OBJECTIVES

- a. Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services
- b. Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies
- c. Leverage technology to increase member engagement, awareness and value

INITIATIVES

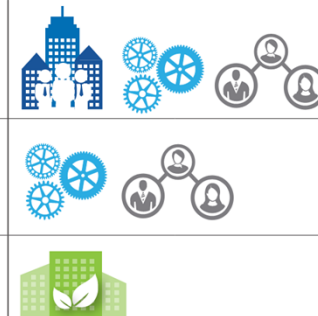


GOAL 3 Optimize ASHRAE's Organizational Structure to Maximize Performance

OBJECTIVES

- a. Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings
- b. Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness
- c. Cultivate industry and member philanthropy to extend ASHRAE's impact and reach

INITIATIVES



2019-2025 Strategic Plan – Updated Initiatives

• Changes to Initiative #1 and #2

1 RESILIENT BUILDINGS and COMMUNITIES



The cycle of building development, design and construction is moving more rapidly than ever. Key stakeholders in the design, construction, and operation of buildings face new challenges of responding to a range of environmental, market and consumer-driven pressures. Increasingly, it is being recognized that “smart” buildings and integrated systems are central to successfully addressing challenges posed by climate change, natural disasters, accidents, disease and terrorism. ASHRAE must stimulate innovation and exploration related to these challenges, and promote best practices that enable adaptability, resilience and recovery of buildings and communities.

2 INDOOR ENVIRONMENTAL QUALITY



The indoor environment is increasingly recognized as the leading priority for built environment, with implications extending beyond simple acceptability of indoor conditions to its influence on productivity, learning and health. The indoor environment of the future identifies and optimizes interactions among between air quality, thermal comfort, lighting and acoustics, based on a firm understanding of implications for occupants’ health and wellness. ASHRAE convenes and collaborates with experts and stakeholders across the industry to engage in discussion and exploration of this topic to accelerate collective knowledge in the field. This initiative aims to elevate ASHRAE’s role in facilitating this discussion, generating thought leadership and promoting understanding of indoor environmental quality (IEQ) among practitioners.

3 ORGANIZATIONAL STREAMLINING



ASHRAE is a large and complex organization with hundreds of technical, standards and managerial committees, supported by a rich network of leaders and subject matter experts. ASHRAE will reach its potential for leadership and influence through an organizational structure that eliminates redundancy, has flexibility to adapt to regional differences and allocates valued time and resources to the most impactful pursuits. This initiative intends to improve internal governance, volunteer and staffing structures to ensure a strong connection across the societal organization and its chapters around the globe.

4 IMPROVE CHAPTER ENGAGEMENT, CAPACITY and SUPPORT



ASHRAE must evaluate and develop methods to better engage chapters, regions, and the members they serve in an integrated way. A more supportive and proactive strategy for chapter and regional oversight will minimize variability and ensure that all ASHRAE members experience a strong and valuable connection to the local and societal component.

Council & Committee MBO's & the Strategic Plan

Goal *Increase Alignment of Councils and Committees with the Strategic Plan*

- Council & Committee 2022-2023 MBO's
 - Review Strategic Plan when making MBO's for 2022-2023
 - Identify the specific Strategic Plan Goal's and/or Initiative's for each MBO.
 - Utilize Council Liaisons for assistance
 - David Arnold (PubEd Council)
 - Blake Ellis (Member's Council)
 - Tom Lawrence (Tech Council)





Shaping Tomorrow's
Built Environment Today

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Chad D. Smith
Chair
Government Affairs Committee

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TO: Farooq Mehboob, ASHRAE President Elect and Chair of Members Council

DATE: October 11, 2021

FROM: Chad Smith, GAC Chair

SUBJECT: Information Item from GAC to report at November 4-5 Members Council Meeting

For the awareness of Members Council, the Government Affairs Committee (GAC) is reporting an Information Item concerning a proposed modification to the Rules of the Board regarding Public Policy Issue Briefs (PPIBs) and Position Documents (PDs).

- On September 30, the full GAC met and approved by voice vote without objection a motion that recommends modifications to Section 1.300 of the Rules of the Board, entitled “Position Documents and Public Policy Issue Briefs.” (See Attachment.)
- The revisions would streamline the process for creating and reviewing these documents, and provide for greater clarity of responsibilities and remove redundancies. This streamlining will allow ASHRAE to respond quicker than before and improve the opportunity for ASHRAE to be involved in policy decisions. These changes are in-line with the direction provided by the Streamlining Subcommittee of the Transformation Ad-Hoc on Society Streamlining, which includes improving efficiencies within ASHRAE.
- Society Rules Committee (SRC) has informally indicated that it has no concerns with these proposed changes.
- Position Documents are created and managed by Technology Council, and as such the GAC had no concerns with its proposed changes to the PD portion of the document.
- Technology Council plans to consider the proposed changes at its meeting on November 4, if its Operations Subcommittee approves the changes at their subcommittee meeting on November 2.
- Technology Council would then submit these changes to the Board at its November 18 meeting.

1.300 POSITION DOCUMENTS AND PUBLIC POLICY ISSUE BRIEFS

(85-06-27-52/88-05-21-53/91-01-24-39/92-07-02-53/
93-01-28-48/95-06-29-39/01-02-01-92/03-07-03-25/
05-02-10-55/05-06-26-15/08-01-20-08/11-02-02-12)

1.300.001 Definitions

1.300.001.1 An ASHRAE Position Document is a BOD-approved document expressing the views of the Society on a current issue of importance to ASHRAE and its members. It includes a concise summary statement as well as supporting documentation, analysis and/or rationale, and recommendations. ~~Position Documents are automatically withdrawn if not reaffirmed or revised within 36 months of issue. Each version of a Position Document will contain the expiration date on the cover.~~

Commented [A1]: These aren't definitions and should be moved elsewhere.

1.300.001.2 An ASHRAE Public Policy Issue Brief (PPIB) is a one-page brief on current relevant legislative/regulatory issues that are of interest to ASHRAE. ~~An Issue Brief is developed by the Government Affairs Committee and approved by the Executive Committee (ExCom). Each version of an Issue Brief will contain the statement, "This version expires one year after the date of approval."~~ (07-01-31-23B)

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1.300.002 Initiation: Any ASHRAE officer, member, committee or council, or any responsible outside entity may suggest issues for which an ASHRAE Position Document or Public Policy Issue Brief should be developed or may suggest whether existing ASHRAE documents should be revised, withdrawn, or rescinded.

a. Position Document requests should be sent to the Technology Council chair for consideration. Position Documents are produced using the procedures and forms located in the Technology Council MOP. ~~Position Documents are evaluated by Technology Council at intervals not to exceed 30 months.~~

b. Public Policy Issue Brief requests are sent to Government Affairs Committee for consideration. Government Affairs Committee shall make recommendations to create a new PPIB; re-affirm, amend, or expire and remove existing PPIBs. ~~PPIBs are developed by the Government Affairs Committee. PPIBs are developed using the procedures located in the Government Affairs Committee MOP. PPIBs are evaluated by Government Affairs Committee at intervals not to exceed 12 months.~~

Commented [A3]: This statement is added for clarity.

Commented [A4]: The MOP only speaks to which GAC subcommittees are involved and how; also, this level of detail is unnecessary. The 12-month timeframe is addressed under 1.300.004.2, so this statement is redundant

1.300.003 Approval

(14-07-02-29)

1.300.03.1 Technology Council recommends publication of Position Documents including changes, to the Board of Directors for approval.

1.300.03.2 Technology Council approves re-affirmation or withdrawal of Position Documents and reports to the Board of Directors for information.

1.300.03.3 The Board of Directors acts on Technology Council recommendations for publication of Position Documents) (14-07-02-29)

1.300.03.4 ~~GAC shall send newly developed, revised or reaffirmed PPIBs for After review (and approval) by Technology Council or its designee. After review by Technology Council or its designee, comments shall be sent to the GAC, and the GAC shall communicate to Technology Council how it has addressed comments received. GAC shall submit each revision, reaffirmation or withdrawal of existing PPIBs as an information item to ExCom. The GAC shall submit any new PPIBs. Public Policy Issue Briefs shall be sent to ExCom for approval, along with background information describing how it addressed comments received from Technology Council or its designee. Upon approval, information copies shall be forwarded to the Board of Directors, Members Council and Technology Council.~~

Commented [A5]: Tech Council will no longer need to approve – Streamlining!

Commented [A6]: This is added so that DRSC can handle, and doesn't necessarily need to involve Tech Council – Streamlining!

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1.300.004 Archiving, Publication and Distribution

(12-06-27-19/12-10-26-11)

1.300.004.1 Position Documents

A. The Technology Department shall maintain information concerning the history of development and approval of Position Documents.

B. Position Documents are reviewed every 30 months and are automatically withdrawn if not reaffirmed or revised within 36 months of issue. Each version of a Position Document will contain the expiration date on the cover.

~~B. The Publications and Education Department shall be responsible for final editing, publication and distribution of Position Documents.~~

C. Current Position Documents will be posted on the ASHRAE website for free download.

D. Technology Council shall maintain the current list of Position Documents on the ASHRAE website.

1.300.004.2 Public Policy Issue Briefs (17-06-28-11)

A. Government Affairs Committee shall manage the current list of Public Policy Issue Briefs by evaluating each at least on an annual basis and formally decide to re-affirm, amend, or let expire and remove, each brief, subject to the approval of the Executive Committee of the ASHRAE Board of Directors.

B. The Government Affairs Committee shall be responsible for archiving, publication and distribution of Public Policy Issue Briefs. GAC shall maintain the current list of approved PPIBs on the ASHRAE website. Each version of a PPIB will contain a statement indicating when it expires and shall not be longer than one year after approval.

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