



MINUTES

MEMBERS COUNCIL VIRTUAL CONFERENCE JUNE 22, 2021

These minutes were approved by Members Council November 4, 2021.

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- 2 3 That the Charter of the Alexandria Chapter of ASHRAE, whose headquarters will be Alexandria, Egypt and whose geographic area of activity will include the governates of Alexandria, Beheira and Matruh be approved.
- 3 3 That consent motions a. through q. as shown below be approved.
- a. That the charter of the Universidad EAFIT Student Branch, located in Medellin, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
 - b. That the charter of the UNJBG Student Branch (Universidad Nacional Jorge Basadre Grohmann), located in Tacna, Peru and sponsored by the Peru Chapter be approved. (Region XII)
 - c. That the UNMSM Student Branch (Universidad Nacional Mayor de San Marcos) located in Lima, Peru and sponsored by the Peru Chapter be approved. (Region XII)
 - d. That the Inter Bayamon Student Branch (Inter American University of Puerto Rico), located in Bayamon, Puerto Rico and sponsored by the Puerto Rico Chapter be approved. (Region XII)
 - e. That the Panama Student Branch (Universidad Tecnológica de Panamá), located in Panamá City, Panamá and sponsored by Region XII be approved. (Region XII)
 - f. That the charter of the ATBU Student Branch (Abubakar Tafawa Balewa University), located in Bauchi, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
 - g. That the charter of the Federal University of Technology Student Branch located in Owerri, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
 - h. That the charter of the University of Ilorin Student Branch located in Ilorin, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
 - i. That the charter of the Chitkara University Student Branch, located in Rajpura, Punjab, India and sponsored by the Chandigarh Chapter be approved. (Region-At-Large)
 - j. That the charter of the PNEC Student Branch (Pakistan Navy Engineering College), located in Karachi, Pakistan and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
 - k. That the charter of the PCCOER Student Branch (Pimpri Chinchwad College Of Engineering and Research (PCCOER), Ravet, located in Ravet, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
 - l. That the charter of the Atilim University Student Branch, located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-

Large)

- m. That the charter of the Baskent University Student Branch, located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- n. That the charter of the TOBB ETU Student Branch (Tobb Economy & Technology University), located in in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- o. That the charter of the Recep Tayyip Erdogan University Student Branch, located in Rize, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- p. That the charter of the University of Johannesburg Student Branch, located in Johannesburg, South Africa and sponsored by the South Africa Chapter be approved. (Region-At-Large)
- q. That the charter of the U of K Student Branch (University of Khartoum), located in Khartoum, Sudan and sponsored by the Sudan Chapter be approved. (Region-At-Large)

- 4 5 GA Committee recommends that Members Council recommends that the Board of Directors revise Section 2.402, Government Affairs, of the ROB as shown below.

2.402.002 MEMBERSHIP

2.402.002.2 Qualifications

- A. ~~Either the chair or the Vice Chair of the committee shall have ASHRAE Executive Committee experience. Among the Chair, Vice Chair and 4 at large members, at least 1 shall be a Presidential Member, at least 2 shall have ASHRAE Executive Committee experience, and at least 1 shall have professional background in government affairs or advocacy.~~
- B. ~~One at large member shall have professional background in government affairs or advocacy. At least one at large member shall be a Presidential Member.~~
- C. ~~B.~~ All members of the committee shall hold Member grade or higher in ASHRAE.
- D. ~~C.~~ Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.

2.402.003 OPERATION

2.402.003.2

- C. Providing tools to train and enable Chapters and Chapter members to effect positive interactions with government and other public entities.

2.402.003.4

The Committee shall review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered using existing procedures (in Volume 1 of the Rules of the Board) and will review them prior to final approval.

On matters in which a clear ASHRAE position does not exist or for which a timely response is required, the Committee will seek a position from ExCom.

This Committee shall support the development of ~~CRC Grassroots~~ government affairs activities sessions at the CRCs by:

- A. Providing materials and qualified trainers for ~~CRC Grassroots Public Policy Government Affairs~~ Workshops.
- B. Reporting of PAOE.

- 5 6 GA Committee recommends that Members Council approve the revised GAC Manual of Procedures as shown below.

4. SUBCOMMITTEES

Subcommittee Chairs must have served on the Subcommittee to which they are being appointed for at least 1 year, with the exception of the Nominating Subcommittee and the Rules Subcommittee.

b. Policy and Programs

The members of the Policy and Programs Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Policy and Programs Subcommittee.

c. Member Mobilization

The members of the Member Mobilization Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Member Mobilization Subcommittee.

d. Global Affairs

The members of Global Affairs Subcommittee are appointed annually by the Chair of the GAC. Membership of the Subcommittee includes the RVC's from Regions 2, 8, 11, 12, 13, 14 and the RAL and in addition, up to 3 At Large additional non-RVC Members with international experience that serve on the GAC, at the discretion of the GAC Chair from the Regions involved. The Chair of the

Subcommittee needs to be an RVC with a minimum of 1 year GAC experience and be from the Regions involved.

e. Rules

2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, the Members Council Representative, the Board Ex-Officio, ~~and if needed up to one additional member from the Executive Subcommittee up to three additional members at the GAC Chair's discretion.~~ Need for the additional subcommittee member shall be determined by the Chair of the Rules Subcommittee. At least one of the subcommittee members shall have served on the subcommittee the previous year, and at least three of the subcommittee members shall have served on the GAC the previous year.

- 6 9 RP Committee recommends to Members Council that the attached Region Goals be approved as shown below.

Region	Goal
I	\$212,000
II	\$196,000
III	\$206,000
IV	\$191,000
V	\$139,000
VI	\$180,000
VII	\$144,000
VIII	\$452,000
IX	\$270,600
X	\$199,500
XI	\$173,000
XII	\$153,000
XIII	\$50,100
XIV	\$5,800
RAL	\$28,000
Total	\$2,600,000

- 7 10 Student Activities Committee recommends to Members Council that the Manual of Procedures (MOP) be updated as follows:

SUBCOMMITTEES OF THE STUDENT ACTIVITIES COMMITTEE

The following subcommittees are vitally important in carrying out the activities and goals of the Student Activities Committee. As a Student Activities Vice Chair, you will be asked to serve on at least one two of these subcommittees. Your commitment and enthusiasm will be needed for the Student Activities Committee to continue serving the membership.

- 9 13 That the Honors & Awards (H&A) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

4. Committee Membership

1. This committee shall consist of eleven (11) voting members, including a Chair~~man~~ and Vice Chair~~man~~; in addition, a BOD ex-officio member and a coordinating officer are assigned.

5. Duties of Chair, Vice Chair, Staff Liaison & Director At Large

5.2 Duties of the Vice Chair shall include the following:

- b) In the event the Chair is unable to perform ~~his~~ their duties, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.
d) The Vice Chair shall perform other duties which may be assigned to ~~him/her~~ them by the Chair.

5.4 Duties of the Director-at-Large shall include the following:

- a) A director-at-large shall be assigned as an ex officio member to the Honors and Awards Committee. ~~He~~ They shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of Society.

10. Committee Objectives (MBOs)

- 10.2 If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex Officio) is responsible for contacting the incoming committee chair and working with ~~him/her~~ them to complete objectives.

15. Pass-Through Award Recommendation Committees/Councils

- 15.1 This committee shall receive recommendations from the following committees and councils for awards, and recommend them to Members Council for approval:

Award	Recommending Committee/Council
Milton W. Garland Commemorative Refrigeration <u>Comfort – Process – Cold Chain</u> Award for Project Excellence	Refrigeration
Comfort Cooling Award for Project Excellence	Refrigeration
<u>Young Engineers in ASHRAE (YEA) Inspirational Leader Award</u>	<u>Young Engineers in ASHRAE</u>
<u>Energy Genius Award</u>	<u>Building EQ Committee</u>

16. Personal Honors

16.2 Fellow Grade

16.2.1.4 Distinction is interpreted to mean: seen by ~~his/her~~ their peers in the industry as a person of excellence

16.10 YEA Inspirational Leader Award

16.10.1 This award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

16.10.2 The Young Engineers in ASHRAE (YEA) Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.

16.10.3 Presentation of the award is made at the Plenary during the Winter Conference.

16.10.4 The form of the award is a plaque.

17. Personal Awards for General Society Activities

17.1 Distinguished Service Award

17.1.1 The BOD approves the establishment of the Distinguished Service Award to recognize a member who has served ASHRAE faithfully as a member of committees or otherwise giving freely of ~~his/her~~ their time and talent on behalf of the Society.

17.4 Distinguished 75-Year Member Award

17.4.1 The BOD approves the establishment of the Distinguished 75-Year Member Award to recognize a member who has been a member for a minimum of 75 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

17.4.2 Candidates for the Distinguished 75-Year Member Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council shall defeat the nomination.

17.4.3 Form of the award is a plaque and lapel pin.

18. Personal Awards for Specific Society Activities

18.6 Milton W. Garland Commemorative Refrigeration ~~Comfort – Process – Cold Chain~~ Award for Project Excellence

18.6.1 The Board approves the establishment of the Milton W. Garland Commemorative ~~Refrigeration~~ Comfort – Process – Cold Chain Award for Project Excellence to recognize a ~~non-comfort cooling refrigeration~~ comfort, process or cold chain application which highlights innovation and/or new technologies.

~~18.7 Comfort Cooling Award for Project Excellence~~

~~18.7.1 The Board approves the establishment of the Comfort Cooling Award for Project Excellence to encourage those studying it to expand their interest in and appreciation for comfort cooling applications.~~

~~18.7.2 The Refrigeration Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members~~

~~Council for final approval. The award will be presented at the Winter Meeting.~~

~~18.6.3 The form of the award is a plaque and transportation to attend the award presentation. The plaque and transportation expenses will be paid for by the Refrigeration Committee.~~

18.21 Energy Genius Award

18.21.1 The Energy Genius Award assesses building energy performance through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process.

18.21.2 The Building EQ Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during a Building EQ Committee meeting

18.21.3 The award plaque will be included in the Building EQ Committee budget.

19. Paper Awards

19.4 Willis H. Carrier Award

19.4.3 The winner, if any, shall be selected from the top 12 papers for the year, presented at either a Technical Paper Session or an ASHRAE Poster Session, beginning with the highest ranking paper (from the PRSP). The individual receiving this honor shall have been a member of ASHRAE at the time the paper was presented, even though ~~his/her~~ their membership may have been later dropped.

10 16 Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4 be edited as follows:

I. The Achievements in Residential Buildings Award is established to recognize excellence in volunteer service focused on Residential Building issues.

11 17 Planning Subcommittee recommends to Members Council that consent Motions A and B as shown below be approved.

Region VI (Minnesota Chapter) – 2021 CRC Motion 1:

A. That the Student Activities Committee create a virtual career fair in the 2021-2022 society year.

Region XI (Alaska Chapter) – 2021 CRC Motion 4:

B. That the student activities committee create a virtual career fair in the 2021-2022 society year.

14 22 Region Operations Subcommittee recommends to Members Council, by unanimous voice vote, chair not voting, that Consent Motions A-N, as shown on the following pages be approved.

A. That updates to Section 4, Finances, 4.9, Government Grants of the MCO, as shown below be approved.

4.9 Government Grants

If an ASHRAE Chapter or Region pursues a government funding opportunity, the Chapter or Region should contact the ASHRAE Government Affairs Committee (GAC) via email through its staff liaison to inform the GAC of its application. If ASHRAE Society is also pursuing the same grant opportunity and which would lead to competition, then the GAC staff liaison shall immediately inform the GAC Chair, Vice Chair, and Coordinating Officer. The GAC Coordinating Officer shall then discuss the matter with the Chapter or Region pursuing the grant opportunity. The GAC Coordinating Officer, informed by consultation with the Region DRC or Chapter BOG, shall then decide whether both applications may move forward, or whether only Society or only the chapter/region may move forward. The decision shall be made within [48/72] hours of notification, and the GAC Coordinating Officer shall communicate that decision to the Government Affairs Committee staff liaison via email.

- B. That updates to Section 4, Finances, 4.4, Record Keeping of the MCO, as shown below be approved.

4.4 Record Keeping

The Treasurer's files typically contain:

- Bylaws (original and any amendments)
- List of officers' names, addresses, phone number and email (for each year)
- Documents and correspondence from banks:
- Checking account statements and reconciliation
- Checkbooks and ledger sheets
- Documents to back up all payments
- Detailed deposit records
- Certificates of Deposit (CDs)
- Treasurer's reports
- Tax returns (Appendix 4B summarizes some key points related to U.S. chapters' requirements for filing federal taxes)
- Tax exempt application, notification of tax exempt status and tax identification number
- Sales tax exemption number

The chapter is expected to keep the following permanent financial records:

Treasurers' reports
Financial statements
Final audit reports

The chapter historian should assist with the permanent filing of these records at the end of each fiscal year.

- C. That updates to Section 4, Finances, 4.6.1, Chapter Event Insurance of the MCO, as shown below be approved.

4.6.1 Chapter Event Insurance

Hanover Insurance Company provides a General Liability policy for ASHRAE. The policy does extend to chapters in the United States and Canada. For chapters,

the policy's intent is to insure the risk associated with monthly chapter meetings.

Hanover Insurance Company will provide coverage for chapter **picnics, golf outings, meetings, non-contact sports and facility tours** with respect to these events. (Please note: ASHRAE Canadian chapters can usually find special events insurance coverage locally in Canada for a lower premium than offered by Hanover Insurance Company.)

Any other activities or events are not covered by ASHRAE's General Liability policy. This includes **racing, skiing, firearms, fishing, boating (motorized or non-motorized), mechanical bulls, contact sports, jet skiing and other activities**. [Contact Society for ASHRAE's list of activities not covered.](#)

- D. That updates to Section 5, Chapter Meetings, 5.10 Chapter Memorandum of Understanding (MOU) Policy of the MCO as shown below and that a new appendix, Appendix 5K (as shown in **Attachment K**) be added to the MCO be approved.

5.10 Chapter Memorandum of Understanding (MOU) Policy

ASHRAE Chapters are strongly encouraged to work collaboratively with other not-for-profit organizations and institutions around the world. Joint Chapter meetings, technical conferences, seminars, etc. widen ASHRAE's influence and improve member networking opportunities. MOUs are not needed for traditional activities such as joint monthly meetings with the chapters of other organizations, but some circumstances call for an MOU. Examples include joint development of a local reoccurring conference, commitments between international Chapters and local HVAC organizations to work together, etc. See Appendix 5J.

[For an MOU template between the chapter and a national organization, see Appendix 5K.](#)

- E. That updates to Section 5, Chapter Meetings, 5.3. Pitfalls to Avoid, B. Commercialism, of the MCO as shown below be approved.

B. Commercialism

Chapters must comply with Society's commercialism policy, which is available at [ASHRAE Commercialism Policy](#).

Commercialism is the inclusion of visual, written or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.

It is strongly suggested that Chapters [provide speaker with ASHRAE's Commercialism Policy and request it is required](#) to see the speaker's presentation ~~weeks~~ in advance of the meeting, tech session or seminar [in order to ensure proper compliance review](#). The chapter must notify the speaker if unacceptable commercialism is found in the presentation.

See Appendix 5A, Remedies for Common Meeting Problems to avoid

commercialism issues.

- F. That updates to Appendix 7C, Sample Format for CRC Motions of the MCO as shown below be approved.

Appendix 7C: Sample Format for CRC Motions

(check one): ☐ Regional Motion ☐ Society Motion

- G. That Section 11, Chartering A Chapter or Section, be revised to include 11.9, Guidelines for Identification of Struggling Chapters and that a new appendix, Appendix 11G, Chapter Health Assessment Checklist as shown in **Attachment L** of the MCO be approved.

11.9 Guidelines for Identification of Struggling Chapters

A. Trouble or Struggling Situations:

- Less than 40 members
- Meetings are in-frequent and lightly attended (half or less than the required chapter meetings per year)
- No CIQ or incomplete. Names listed are no longer members.
- Lost tax status as 501(c)3
- Partial Board of Governors. A few doing it all.
- Financial trouble. (no treasurer contact)
- Region Assessments are not paid.
- Chairs not attending CRC/Centralized Training.
- Chapter does not have resources to host CRC.
- Chapter website not updated.
- Communications extended are not responded to nor followed through.
- Members are unable to find timely information on chapter activities.
- No activities with student programs.
- YEA members have no contact.

Chapters may use the Chapter Health Checklist as another self-assessment tool. See Appendix 11G.

Actions Which Can Be Taken

- DRC make personal contact with the last listed Board members and inquire the health assessment of the chapter. Region leaders extend contacts as known, or requested by DRC.
- DRC contact or assigned contact of recent past chapter presidents to engage in their assistance in re-formulating a Board of Governors.
- Gather membership list from MP RVC and extend inquiries from seasoned members about status. Look for interested members of renewing chapter.
- Contact major equipment manufacturers and manufacturer reps to develop programs.
- Locate the financial account holder and update on financial status. Transfer if necessary.

- Seek a MP Chair to collect members and invite to participate in some role, or meetings.
 - Renew or establish a mailing list to reach out to members for program ideas, locations or activities.
 - Invite to meetings of other chapters in the region.
 - Encourage sharing program presenters and topics of adjacent chapters. Share current and recent program presenters and topics. Allocate DL for a quality chapter program.
 - Ask a few to attend a CRC, to learn of what ideas could be used to engage membership participation.
 - Ask them to host a CRC, with more Regional assistance, and reduce the scope to a manageable level for the chapter leaders to engage and have success with planning.
- H. That Appendix 2A, Suggested Chapter Organization Chart of the MCO as shown in **Attachment M** be updated to be consistent with committees listed in Section 2, Chapter Committees.
- I. That Appendix 11A, Model Chapter Constitution and Bylaws, Articles II, V, VI, VII, and VIII, of the MCO be updated as shown below be approved.

ARTICLE II – OBJECTS

The objects of the Chapter are ~~exclusively~~ scientific and educational and include, but are not limited to: (a) the advancement of the sciences of heating, refrigerating and air-conditioning engineering and related sciences; (b) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations, and publications; (c) the rendering of career guidance and financial assistance to students of the sciences; and (d) the encouragement of scientific research.

ARTICLE V – OFFICERS, NOMINATIONS, ELECTIONS, VACANCIES, REMOVAL AND CHAPTER REGIONAL COMMITTEE

5.13 Voting and Election. Not less than ten (10) days prior to the next meeting, the Secretary shall send a mail ballot (hard copy or electronic), in the case of elections by mail, or a proxy statement, in the case of elections at meetings, to all members with voting rights. In the case of elections at meetings, the President shall appoint three (3) tellers to assist in conducting the election. The Board of Governors or the tellers, if any, shall promptly tally all votes. The candidate receiving a majority of the votes cast for each respective office shall be declared elected. If there is a tie vote, there shall be a run-off election.

5.17 Election of Delegates. The Board of Governors-elect shall elect from among its members one delegate and one alternate to the Chapters Regional Committee. At least one of said delegates shall be an officer-elect of the Chapter. The delegates shall be announced at the annual meeting of the Chapter. ~~The names of such delegates shall be certified in writing by the Secretary to the Secretary of the Society and the Regional Chair by the first day of the following June.~~ Accreditation of Delegates and Alternates from a chapter to the CRC is

accomplished in the CIQ; must be completed by June 1 (Fall CRCs) or February 15 (Spring CRCs).

ARTICLE VI – MEETINGS OF MEMBERS

6.6 Majority Vote. A majority of the number of votes cast in person (physical or virtual) or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws.

ARTICLE VII – BOARD OF GOVERNORS

7.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person (physical or virtual), and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws. The form of proxies shall be governed by Article VI, paragraph 6.7 hereof.

ARTICLE VIII – COMMITTEES

8.3.1 Mandatory standing committees are the Chapter Nominating; CRC Action; Student Activities; Membership Promotion; Research Promotion; Chapter Technology Transfer; Government Affairs, Young Engineers in ASHRAE and Historical.

J. That Section 2, Chapter Committees, 2.4 Chapters Regional Conference Committee, of the MCO be updated as shown below.

The delegate and alternate take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the delegate and alternate take office at the CRC and serve until the next spring CRC. In the event of disability, death or resignation, a replacement may be made by the chapter's BOG, or as provided in the chapter bylaws.

~~Accreditation of delegates and alternates from a chapter to the CRC is accomplished by the chapter's secretary certifying their selection, in writing, to the Society, with a copy to the DRC, on or before June 1.~~ Accreditation of Delegates and Alternates from a chapter to the CRC is accomplished in the CIQ by the due dates listed in Section 7.1 B. If a change in the delegate or alternate is required during the Society year, the chapter's BOG will make the selection and certify the change to the Society and to the DRC through the secretary of the chapter.

Although last minute changes are to be discouraged, they are sometime necessary. In this event, the DRC must be advised of the change and the reason for it in writing, with as much advance notice as possible.

~~The period of service shall run from the close of business of the Annual Meeting of the Society to the close of the next Annual Meeting. In the event of disability, death or resignation, a replacement may be made by the chapter's BOG, or as provided in the chapter bylaws.~~

The chapter delegate or alternate to the Chapters Regional Conference represents the chapter at the CRC and reports to the chapter and BOG at the first chapter meeting after the CRC, and at any other time when requested. They shall also maintain liaison between the chapter and the DRC, as well as other chapters.

Officers, delegates and alternates will be reimbursed for CRC attendance in accordance with Society's Transportation Policy, which is excerpted in Appendix 2B.

- K. That the Chapter Service Award point tally form of the MCO, be updated as shown in **Attachment N**.
- L. That the Regional Award of Merit point tally form as shown in **Attachment O**, of the MCO, be updated using the details as shown below in approved Motion 10.b. (11/10/2020).

*Region XII (Florida West Coast Chapter) – Motion 10.b (11/10/2020):
That Members Council revise the rules and form for "REGIONAL AWARD OF MERIT CRITERIA" that counts for 0.5 points (one time only) for additional important ASHRAE chapter and regional support activities, such as, but not limited to;*

- ~~being a material sponsor or provider of: chapter/regional technical speaker at a chapter meeting, local seminar and congress, or student branch meeting;~~
 - ~~5-year continuous attendance at the CRC~~
Serving Each year as a regional ad hoc or special assignment committee chair;
Chair of ~~chapter~~/regional event that supports Society ideals, such as technical sessions, seminars, sporting or social events;
 - ~~sponsorship resulting from the creation of new student branches, sections or chapters;~~
 - ~~sponsorship of chapter or regional event(s);~~
 - ~~presentation to a chapter or regional CRC regarding the substance of a scholarship or grant recipient technical paper.~~
 - Regional Technology or Paper award recipient; ~~authorship of Regional website articles;~~
 - ~~Section BOG service per year effective no later than June 30, 2021.~~
 - **CRC Manual**
- M. That Section A, Chapters Regional Conferences Organization of the CRC Manual as shown below be approved.

Chapter Delegate (Appendix AJ)

The delegate is the voting member of the CRC and is selected from the chapter's Board of Governors. The delegate shall be the chapter president, the president-elect, vice president or immediate past president. The delegate shall take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the delegate shall take office at the CRC and serve until the next spring CRC. The delegate shall be present at all committee meetings and participate in the deliberations. No individual is allowed to serve for more than two consecutive years in this position and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs (only) are reimbursed in accordance with current Society policy. (See Appendices DH and DI)

Each chapter delegate is required to:

- A. Attend the orientation session, caucus, executive session and all business sessions.
- B. Prepare and present the chapter report.
- C. Present the chapter's motions and discussion items.
- D. Vote on behalf of the chapter.

Chapter Alternate (Appendix AJ)

The alternate shall be present at all committee meetings and participate in the deliberations but shall not vote except in the absence of the chapter delegate. The alternate shall take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the alternate shall take office at the CRC and serve until the next spring CRC. The alternate must be a member of the chapter Board of Governors. No individual is allowed to serve for more than two consecutive years and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs (only) are reimbursed in accordance with current Society policy. (See Appendices DH and DI)

Each chapter alternate is required to:

- A. Attend the orientation session, caucus, executive session and all business meetings.
- B. Assist the delegate and vote in the delegate's absence.
- C. Present the items of discussions submitted by the chapters and officers.
- N. That Appendix AK, CRC Best Practices Recommendations, of the CRC Manual, be revised as shown below.

Virtual (Temporary for Extraordinary Circumstances)

- Utilize Virtual or Hybrid meetings to encourage people to participate that can't otherwise attend due to cost, health, or time constraints.
- Familiarize yourself with the chosen online participation platform (GoToMeeting, Zoom, etc.). ASHRAE Staff can help if assistance is needed. Practice ahead of time if needed.
- Keep online portions of CRC meetings brief and focused. There is a great potential for distractions because people are not physically in the same room, away from their work; and they can do other things unnoticed with their cameras off.

Delegate / Alternate Training

Schedule a training session for the delegate and alternate prior to the meeting that covers duties. (caucus names, time required, motions)

- | | | |
|----|----|--|
| 15 | 31 | That referred Motion 6.b (<i>That the Society License of the Virtual meeting software by Zoom used for Lectures should be upgraded in order to allow simultaneous translation of conferences into another Language, beginning July 1, 2021.</i>), be approved by supporting the fiscal impact of \$2000 to fund a business license (10 licenses) for Zoom account access with translation. |
|----|----|--|

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – WEB CONFERENCE – 06/21
1	19	Staff	11/21	Open	To send Motion 11 for approval of the fiscal impact to the BOD during this annual conference.
2	19	Staff	11/21	Open	To send results of Motion 11 to the Minnesota Chapter and the Alaska Chapter and publish on the website.
3	21	Staff	11/21	Open	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 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	Open	To report results of Motion 13 to the Fort Worth Chapter and publish on the website.
6	30	Staff	11/21	Open	To update the Manual for Chapter Operations and the CRC Manual as indicated in Motion 14.
7	30	Staff	11/21	Open	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	Open	To report the results of Motion 15 to the Argentina Chapter and publish on the website.



**MEMBERS COUNCIL MINUTES
JUNE 22, 2021
VIRTUAL CONFERENCE**

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

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

NON VOTING MEMBERS PRESENT:

Thursten Simonsen, CTTC Chair
Pam Duffy, Communications Chair
Corey Metzger, CEC Chair
Terry Townsend, GAC Chair
Don Colliver, H&A Chair
Erik Sanchez, MPC Chair
Tiffany Bates Abruzzo, RPC Chair
Megan Tosh, SAC Chair
Rachel Romero, YEA Chair

GUESTS:

Aakash Patel, RPC Vice Chair
Bassel Anbari, Incoming RAL RMCR
Chad Smith, GAC Vice Chair
Charles Bertuch, Incoming Region I RMCR
Charles Gullede, Presidential Member
Dan Chudecke, Incoming MP Vice Chair
Daniel Robert, CTTC Vice Chair
Danny Castellan, Incoming RMCR Region II
Darryl Boyce, Presidential Member
Doug Cochrane, Finance Committee
Ed Tsui, Nominating Committee
Genevieve Lussier, MPC Vice Chair
Ginger Scoggins, Incoming Society Treasurer
Heather Schopplein, Incoming RPC Vice Chair
JD Karnik, Incoming RPC Chair
Jared Larson, Incoming SAC Chair
Jonathan Smith, Incoming MPC Chair

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

GUESTS (CONTINUED):

Ken Fulk, DAL
Kishor Khankari, Incoming DAL
Larry Smith, TAC Vice Chair
Mark Miller, Planning Committee
Nicolas Lemire, Incoming H&A Chair
Nitin Naik, RAL MP RVC
Rob Craddock, Incoming RMCR Region XI
Robin Bryant, Region XII DRC
Sherry Abbott-Adkins, Incoming RMCR Region III
Shona O Dea, Incoming YEA Chair
Tim McGinn, Society VP
Tyler Glesne, Region IX DRC
Vikrant Aute, Incoming CEC Chair

STAFF PRESENT:

Joyce Abrams	Jeanette McCray
Vickie Grant	Joslyn Ratcliff
Tammy Catchings	Julia Mumford
Alice Yates	Jeff Littleton
Anne Wilson	Katie Thomson
Daniel Gurley	Mark Owen
Emily Porcari	Megan Gotzmer
Anastasia Meadows	Stephanie Reiniche
Rhiannon Masterson	Vanita Gupta
Tony Giometti	



1. CALL TO ORDER / ROLL CALL / INTRODUCTIONS

The 2021 annual meeting of Members Council was called to order by Chair, Mick Schwedler at 8:00am. Those in attendance are included in the list above. *(Because of the COVID-19 pandemic, the 2021 annual meeting was a virtual meeting using Go-To-Meeting as the platform.)*

2. CODE OF ETHICS COMMITMENT

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

"In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests."

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

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

3. MEETING PROCEDURES

Mr. Schwedler explained and asked the council as was done during the virtual 2021 winter meeting of Members Council to follow the meeting procedures as shown below:

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

Approbation: "An act of approving formally or officially"

4. APPROVAL OF DRAFT MINUTES

It was moved by Mr. Macauley and seconded

- (1) That the draft minutes from the February 2, 2021 winter meeting of Members Council be approved.

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

5. MOTIONS FOR CHAPTER AND STUDENT BRANCH CHARTERS

It was moved by Mr. Gagnon and seconded

- (2) That the Charter of the Alexandria Chapter of ASHRAE, whose headquarters will be Alexandria, Egypt and whose geographic area of activity will include the governates of Alexandria, Beheira and Matruh be approved.

Background: We have received written verification of support from 40 Members and Associate Members. About half of the signatories have addresses in Giza, which is within the boundaries of the Pyramids Chapter, and other locations within Egypt that are not the city of Alexandria or its Governate (which is essentially a “county”). The DRC and other local and Regional leaders inform us that in Egypt many members have two addresses – one in Alexandria and one in Giza. They say this is a common practice because “most HVAC companies from Alexandria” have created branches in Cairo and Giza temporarily to run the many new projects that are underway in those cities. The leaders tell us that the signatories’ original and permanent addresses are in Alexandria.

Fiscal Impact: Estimate of \$22,000/year which includes transportation for:

- Chapter delegate and alternate to CRC;
- Chapter committee chairs to CRC, and to MP, SA, and RP centralized training; and,
- Chapter President-Elect to attend President-Elect Training (PET).

There were questions why the proposed chapter did not become a section first since they were already part of the Pyramids Chapter. Some members have moved from the Pyramids Chapter into the proposed chapter which depletes the membership of the established chapter. It was stated that sections tend to have more stability of leadership and growth as a section when later established as a chapter.

MOTION 2 PASSED. (12-9-1, chair not voting)

It was moved by Ms. Jensen and seconded

- (3) That consent motions a. through q. as shown below be approved.
 - a. That the charter of the Universidad EAFIT Student Branch, located in Medellin, Colombia and sponsored by the Colombia Chapter be approved. (Region XII)
 - b. That the charter of the UNJBG Student Branch (Universidad Nacional Jorge Basadre Grohmann), located in Tacna, Peru and sponsored by the Peru Chapter be approved. (Region XII)
 - c. That the UNMSM Student Branch (Universidad Nacional Mayor de San Marcos) located in Lima, Peru and sponsored by the Peru Chapter be approved. (Region XII)
 - d. That the Inter Bayamon Student Branch (Inter American University of Puerto Rico), located in Bayamon, Puerto Rico and sponsored by the Puerto Rico Chapter be approved. (Region XII)



- e. That the Panama Student Branch (Universidad Tecnológica de Panamá), located in Panamá City, Panamá and sponsored by Region XII be approved. (Region XII)
- f. That the charter of the ATBU Student Branch (Abubakar Tafawa Balewa University), located in Bauchi, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
- g. That the charter of the Federal University of Technology Student Branch located in Owerri, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
- h. That the charter of the University of Ilorin Student Branch located in Ilorin, Nigeria and sponsored by the ASHRAE Nigeria Chapter be approved. (Region-At-Large)
- i. That the charter of the Chitkara University Student Branch, located in Rajpura, Punjab, India and sponsored by the Chandigarh Chapter be approved. (Region-At-Large)
- j. That the charter of the PNEC Student Branch (Pakistan Navy Engineering College), located in Karachi, Pakistan and sponsored by the Pakistan Chapter be approved. (Region-At-Large)
- k. That the charter of the PCCOER Student Branch (Pimpri Chinchwad College Of Engineering and Research (PCCOER), Ravet, located in Ravet, India and sponsored by the Pune Chapter be approved. (Region-At-Large)
- l. That the charter of the Atilim University Student Branch, located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- m. That the charter of the Baskent University Student Branch, located in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- n. That the charter of the TOBB ETU Student Branch (Tobb Economy & Technology University), located in in Ankara, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- o. That the charter of the Recep Tayyip Erdogan University Student Branch, located in Rize, Turkey and sponsored by the Turkish Chapter be approved. (Region-At-Large)
- p. That the charter of the University of Johannesburg Student Branch, located in Johannesburg, South Africa and sponsored by the South Africa Chapter be approved. (Region-At-Large)
- q. That the charter of the U of K Student Branch (University of Khartoum), located in Khartoum, Sudan and sponsored by the Sudan Chapter be approved. (Region-At-Large)

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

6. MEMBERS COUNCIL STANDING COMMITTEE REPORTS

A. Government Affairs Committee Report (Attachment A)

The following was reported by Terry Townsend, Government Affairs Committee Chair.

It was moved by Mr. Macauley

- (4) GA Committee recommends that Members Council recommends that the Board of Directors revise Section 2.402, Government Affairs, of the ROB as shown below.

2.402.002 MEMBERSHIP

2.402.002.2 Qualifications

- A. ~~Either the chair or the Vice Chair of the committee shall have ASHRAE Executive Committee experience. Among the Chair, Vice Chair and 4 at large members, at least 1 shall be a Presidential Member, at least 2 shall have ASHRAE Executive Committee experience, and at least 1 shall have professional background in government affairs or advocacy.~~
- B. ~~One at large member shall have professional background in government affairs or advocacy. At least one at large member shall be a Presidential Member.~~
- ~~C. B.~~ All members of the committee shall hold Member grade or higher in ASHRAE.
- ~~D. C.~~ Committee members should have broad knowledge and experience with the organization, activities, and policies of both ASHRAE and government.

2.402.003 OPERATION

2.402.003.2

- C. Providing tools to train and enable Chapters and Chapter members to effect positive interactions with government and other public entities.

2.402.003.4

The Committee shall review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered using existing procedures (in Volume 1 of the Rules of the Board) and will review them prior to final approval.

On matters in which a clear ASHRAE position does not exist or for which a timely response is required, the Committee will seek a position from ExCom.

This Committee shall support the development of ~~CRC-Grassroots~~ government affairs activities sessions at the CRCs by:



- A. Providing materials and qualified trainers for ~~CRC-Grassroots Public Policy~~ Government Affairs Workshops.
- B. Reporting of PAOE.

Background: The GAC recommends changes to the Qualifications of the GAC Chair, Vice Chair and 4 at-large members. Currently, the GAC Chair and/or Vice-Chair must have ExCom experience. This restriction was intended to provide necessary guidance to the GAC on matters that have Society-wide ramifications. In the past, this has negatively impacted consistency from year to year because the Nominating committee had to bring in Presidential members to meet this requirement who had not served on the committee in the recent years. Widening the requirement for ExCom experience to two members across the Chair, Vice Chair and 4 members at large fulfills the need to have guidance from members with ExCom experience while improving continuity of GAC efforts. Additional changes were made to reflect the name change in the committee, which dropped “grassroots.” These changes were considered by the GAC Rules Subcommittee on April 5, 2021, and unanimously approved. The changes were also approved by the full GAC on June 16, 2021, also by unanimous vote.

Fiscal Impact: None.

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

It was moved by Mr. Macauley

- (5) GA Committee recommends that Members Council approve the revised GAC Manual of Procedures as shown below.

4. SUBCOMMITTEES

Subcommittee Chairs must have served on the Subcommittee to which they are being appointed for at least 1 year, with the exception of the Nominating Subcommittee and the Rules Subcommittee.

b. Policy and Programs

The members of the Policy and Programs Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Policy and Programs Subcommittee.

c. Member Mobilization

The members of the Member Mobilization Subcommittee are appointed annually by the Chair of the GAC and consist of approximately half of the RVCs on the GAC, and any additional members at the discretion of the Chair. Members of the Executive Subcommittee may, at their discretion, serve as *Ex Officio* members of the Member Mobilization Subcommittee.

d. Global Affairs

The members of Global Affairs Subcommittee are appointed annually by the Chair of the GAC. Membership of the Subcommittee includes the RVC's from Regions 2, 8, 11, 12, 13, 14 and the RAL and in addition, up to 3 ~~At-Large~~ additional non-RVC Members with international experience that serve on the GAC, at the discretion of the GAC Chair from the Regions involved. The Chair of the Subcommittee needs to be an RVC with a minimum of 1 year GAC experience and be from the Regions involved.

e. Rules

2. Membership of the Subcommittee will be the GAC Vice Chair, the Communication Coordinator, the Members Council Representative, the Board Ex-Officio, and if needed up to one additional member from the Executive Subcommittee up to three additional members at the GAC Chair's discretion. Need for the additional subcommittee member shall be determined by the Chair of the Rules Subcommittee. At least one of the subcommittee members shall have served on the subcommittee the previous year, and at least three of the subcommittee members shall have served on the GAC the previous year.

Background: The changes in the GAC MOP reflect the need to have more members on the GAC Rules Subcommittee, and to provide more clarity in membership on the Member Mobilization, Policy and Programs, and Global Affairs Subcommittees. These changes were considered by the GAC Rules Subcommittee on June 9, 2021, and unanimously approved. The changes were also approved by the full GAC on June 16, 2021, also by unanimous vote.

Fiscal Impact: None.

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

B. Conferences and Expositions Committee Report (Attachment B)

The following information was reported by Cory Metzger, Conferences and Expositions Committee Chair.

Information Items:

1. The 2021 ASHRAE Virtual Annual Conference held June 28-30, 2021 was the same platform used for the 2021 Virtual Winter Conference. The technical program included timeslots to better accommodate attendees in across global time zones, additional networking programs held via Zoom and sponsor demonstration sessions.
2. The 2021 Virtual Annual Conference had 46 live sessions and 56 sessions presented 'on-demand.' In addition, 7 Meet-Ups and Roundtables, 6 Sponsor Technology Demonstrations, 1 Honors and Awards session, 1 Social Event (Closing Entertainment), 1 Meeting of the Members and 1 session dedicated to live election results, installation of the new BOD and 2021-2022 Presidential Address by Mick Schwedler.
3. Through the efforts of the CEC Event Sponsorship Subcommittee and staff, \$78K sponsorship revenue was raised.



4. Topical Conferences Held Since January 2021:
 - March 10-12, 2021, Virtual Design and Construction, *presented virtually*. This conference was originally scheduled to take place in Orlando, Florida.
5. Topical Conferences in Process:
 - November 10-12, 2021, 2021 Building Performance Analysis Conference, Denver, Colorado
 - May 4-6, 2022, IAQ 2020, Athens, Greece, co-organized by ASHRAE and AIVC.
 - June 22-24, 2022, Ventilation 2022 Conference, Toronto, Canada. This conference will immediately precede the 2022 Annual Conference. Both conferences will be held at the same venue.
 - October 20-21, 2022 – Efficient Building Design, Beirut
 - December 5-8, 2022, Buildings XV, Clearwater Beach, Florida
 - October 2023 – Cold Climate Conference, Anchorage, AK
6. Future Annual and Winter Conference Sites
 - Winter, January 29 - February 2, 2022 – Las Vegas
 - Annual, June 25-29, 2022 – Toronto
 - Winter, February 4-8, 2023 – Atlanta
 - Annual, June 24-28, 2023 – Tampa Bay
 - Winter, January 20-24, 2024 – Chicago

 - Annual, June 22-26, 2024 – Indianapolis
 - Winter, February 8-12, 2025 – Orlando
 - Annual, June 21-25, 2025 – Phoenix

C. Membership Promotion Committee Report (Attachment C)

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

Information Items:

1. The Membership Promotion Committee is working to produce a “Recruitment Award,” to present to Life Members that brings in new members. This is still under development while the details are being worked out.
2. MPC developed a Limelight Award and Boomerang Award to present at CRCs for recruitment and retention. A toolkit for Principals Night was created to help recruit and retain members. MPC is working with Region XIV to build engagement with their members. Centralized Training materials are being updated to combat the reasons members cancel.
3. As of May 31, 2021 ASHRAE had 51,490 paid and unpaid members compared to 55,728 this same time last year. The developing economies membership program is in its 13th year. In July 2008 just after it began, there were 135 members participating. As of May 31, 2021, there were a total of 2,071 members participating (includes all new grades that were added).

4. MPC requests that RVCs let their chapter chairs know that the hardship clause exists and that if any members face a financial crisis due to COVID-19 they would be eligible for help. This does not cover members whose employers have stopped paying their member dues.

D. RP Committee Report (Attachment D)

The following was reported by Tiffany Abruzzo, RP Committee Chair.

It was moved by Mr. Phelan

- (6) RP Committee recommends to Members Council that the attached Region Goals be approved as shown below.

Region	Goal
I	\$212,000
II	\$196,000
III	\$206,000
IV	\$191,000
V	\$139,000
VI	\$180,000
VII	\$144,000
VIII	\$452,000
IX	\$270,600
X	\$199,500
XI	\$173,000
XII	\$153,000
XIII	\$50,100
XIV	\$5,800
RAL	\$28,000
Total	\$2,600,000

Background: These goals are the same as the goals of the 2020-21 and 2019-20 campaign. The Committee reasons that as the effects of the pandemic lessens, RP totals will return to pre-pandemic levels.

Fiscal Impact: None.

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

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

The following information was reported by Rachel Romero, Young Engineers in ASHRAE Committee Chair.



Information Items:

1. YEA's membership decreased by 1% to 10,468 and did not meet their goal of 10% increase. not met. YEA continues for focus on increasing involvement in TCs. YEA has continued to excel at presenting virtual events and successfully presented 5 webinars and hosted another webinar on June 24th, 2021.
2. 2021 Spring YLW was successfully held virtually on April 16-18, 2021 with 25 attendees. The YEA Leadership Webinar was held June 24th with 75 participants maximum.
3. ASHRAE and CIBSE are currently working together to co-host a YEA Leadership Digital event in October 2021. Registration will be open soon. 100 participants maximum.

F. Student Activities Committee Report (Attachment F)

The following was reported by Megan Tosh, Student Activities Committee Chair.

It was moved by Mr. Lavitt

- (7) Student Activities Committee recommends to Members Council that the Manual of Procedures (MOP) be updated as follows:

SUBCOMMITTEES OF THE STUDENT ACTIVITIES COMMITTEE

*The following subcommittees are vitally important in carrying out the activities and goals of the Student Activities Committee. As a Student Activities Vice Chair, you will be asked to serve on at least ~~one~~ **two** of these subcommittees. Your commitment and enthusiasm will be needed for the Student Activities Committee to continue serving the membership.*

Background: The Student Activities Committee currently has five subcommittees: ABET, Design Competition, K-12/STEM, Post-High, and Grants. All Regional Vice Chairs are asked to serve on at least two subcommittees to gain exposure to Student Activities and help with workload throughout the Society Year. Decreasing the commitment to at least one subcommittee will reduce the overall workload and increase involvement of all Regional Vice Chairs.

Fiscal Impact: None.

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

It was moved by Mr. Lavitt

- (8) Student Activities Committee recommends to Members Council that ASHRAE provides \$10,000 USD as seed money to host a virtual career fair during the 2021-2022 society year. It is estimated that the net profit will be around \$9250 USD. Proceeds from the event will be retained by ASHRAE.

Background: In 2020, Region II hosted a region wide career fair on a virtual platform, (you can read a full write up on it in the March [High Five Newsletter](#) from Student Activities). While it was intended to be a regional career fair, they observed students attending from other regions. The upfront cost



was \$7,400 CAD for a one day event. They charged \$200 CAD per booth, and \$50 CAD for similar companies in other cities. While it was intended to be a break even event, the overwhelming interest generated a net profit of around \$3000 CAD. More importantly, it exposed nearly 500 students to the wide variety of potential jobs in the HVAC industry, attracting students to the HVAC industry. This model is an excellent initiative for society. The level of engagement is phenomenal as Region II has 570 student members listed in the 2020 roster.

ASHRAE has academic programs and financial support for the undergraduate portion of the student activities, but we feel there is a disconnect between graduation and career path ramps into the industry. This will help engage students with the HVAC industry, and help with student retention after graduation.

This concept was discussed with students and branch advisors in the 2021 congress sessions, and there is interest for a society level career fair.

How the virtual career fair works: There are several virtual career fair platforms on the market, and will defer to the Student Activities Committee to evaluate and make the best choice. The selected web host company will have a template for the company information. Students register for free and can create their profile page, and upload a resume. Prior to the event going live, applicants can visit the site and become familiar with it. When the event goes live, the students can visit the booths. If companies have live Q&A sessions, they can schedule these to speak directly with the representative. The student activities committee will facilitate the companies populating the virtual booths.

Benefits to ASHRAE: In the long term, this will improve ASHRAE membership by attracting and retaining members on a global scale. This will engage students on a new level. After the pandemic year of 2020, ASHRAE saw a decline in new membership, and membership grade conversion. Students pursuing employment will become more engaged in networking, attend the seminars, visiting AHR booths, and will want to discover more about companies/firms who post positions. The Student Activities Committee can host virtual sessions about resume tips, and interview tips.

Many students do not realize all the career opportunities there are in HVAC. This will broaden their exposure and increase their desire to continue memberships after graduation.

Benefits to Students: Students can help navigate their career path, and gain passion for the HVAC industry. Career opportunities have great engagement for students. This concept was proposed to the students and branch advisors in the 2021 congress sessions, and there is interest in this from many branches.

Benefits to Diversity, Equity, and Inclusion: ASHRAE has challenged the student activities committee to overcome barriers with DEI. The committee feels this is an excellent way to promote jobs worldwide to students who may not be able to afford travel costs for an in person central career fair.

The Student Activities Committee has discussed this with the AHR Expo committee. It is important to keep this separate from the expo, and to target students. The expos attempted a career fair in the past and many manufacturers expressed concerns about “poaching” of employees and threatened to withdraw from the AHR. Commitments were made to keep this completely independent.

Budgets and Potential Revenue: Premier Virtual provided a quote to the Student Activities Committee for \$9500 USD to host the career fair on a global scale in February 2022. This flat fee



does not change provided we do not exceed 800 exhibitors. Virtual career fairs typically charge exhibitors between \$0-\$500. For \$250 a table, the event can break even at 38 exhibitors – just over 2 companies per region.

In addition, we can also spotlight companies and sell promotional video opportunities for \$1000.

Fiscal Impact: Provided this can be approved and properly marketed it will turn a profit. The upfront investment to engage a company will be \$10,000 USD. All revenue will go back to ASHRAE. Processing of payments would not be handled by the Student Activities Committee.

It was determined that the Planning Subcommittee was bringing a similar motion to Members Council for discussion and it was moved by Mr. Lavitt and seconded

(8A) That Motion 8 be postponed until after the Planning Subcommittee report (*see p.19*).

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

G. Chapter Technology Transfer Committee Report (Attachment G)

The following information was report by Thursten Simonsen, Chapter Technology Transfer Committee Chair.

Information Items:

1. CTTC published two Tech Hours during 2020-21. The Commissioning Tech Hour was released on April 1 and the BEQ Tech Hour was released on June 16. The Tech Hour Ad Hoc is actively researching Tech Hour topics and plans to publish 3-4 Tech Hours for the 2021-22 Society Year.
2. The BOD tasked CTTC to consider drafting a disclaimer appropriate for all presentations given to ASHRAE Chapters, explaining that the opinions expressed are that of the presenter and not ASHRAE or the Chapter. CTTC has assigned this to their Member Services Subcommittee for review and plans to report back at the 2022 ASHRAE Winter Conference.
3. The 2020-21 DL program completed a total of at least 280 virtual visits. The committee estimate that this number is low since not all virtual DL visits were reported. The 2021-22 DL program will continue with virtual visits through at least August 31, pending feedback from the Board. CTTC has approved a roster of 70 lecturers. Six new DLs will begin two-year terms July 2021.

H. Communications Committee Report (Attachment H)

The following information was reported by Pam Duffy, Communications Committee Chair.

Information Items:

1. The Communications Committee approved revisions to the Virtual Meeting Guidance which incorporates information from other committees and groups within ASHRAE as well as lessons learned from working in a virtual environment for over a year. Information on hybrid meetings is included in this revised addition. The revised guidance will be shared with

ASHRAE staff liaisons, promoted via the Chapter Notes newsletter and posted to the Communications Committee and e-Meetings pages of ashrae.org.

2. Communications Committee hosted seven “office hours,” free online information sessions covering topics within the committee’s areas of expertise. Guidance documentation from Communications Committee has been reviewed and revised and reposted to the Communications Committee page of ashrae.org. The thirty some guidance documents available from the committee are intended to serve the entire Society and any member with interest is encouraged to review the guidance and tips available.
3. Staff was assigned an action item to respond to Planning Committee regarding the use of Google Docs for ASHRAE work. Staff consulted with the committee to respond that it is OK from an IP standpoint to use Google Docs for ASHRAE work so long as the individuals using them understand the terms of service and keep items private that should be private (vs. posting publicly.) The committee created a video for PLC to show how Google Docs and Basecamp can be used together, as Google Docs is not a replacement for Basecamp, but can be used for real-time online collaboration that is not possible within Basecamp.

I. Honors and Awards Committee Report (Attachment I)

The following was reported by Don Colliver, Honors and Awards Committee Chair.

It was moved by Mr. Abellon

- (9) That the Honors & Awards (H&A) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

4. Committee Membership

1. This committee shall consist of eleven (11) voting members, including a Chair~~man~~ and Vice Chair~~man~~; in addition, a BOD ex-officio member and a coordinating officer are assigned.

5. Duties of Chair, Vice Chair, Staff Liaison & Director At Large

5.2 Duties of the Vice Chair shall include the following:

- b) In the event the Chair is unable to perform ~~his~~ their duties, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.
- d) The Vice Chair shall perform other duties which may be assigned to ~~him/her~~ them by the Chair.

5.4 Duties of the Director-at-Large shall include the following:

- a) A director-at-large shall be assigned as an ex officio member to the Honors and Awards Committee. ~~He~~ They shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of Society.

10. Committee Objectives (MBOs)

- 10.2 If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex Officio) is responsible for contacting the



incoming committee chair and working with ~~him/her~~ them to complete objectives.

15. Pass-Through Award Recommendation Committees/Councils

15.1 This committee shall receive recommendations from the following committees and councils for awards, and recommend them to Members Council for approval:

Award	Recommending Committee/Council
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Milton W. Garland Commemorative Refrigeration Comfort – Process – Cold Chain Award for Project Excellence	Refrigeration
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Comfort Cooling Award for Project Excellence	Refrigeration
---	--------------------------

<u>Young Engineers in ASHRAE (YEA) Inspirational Leader Award</u>	<u>Young Engineers in ASHRAE</u>
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<u>Energy Genius Award</u>	<u>Building EQ Committee</u>
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16. Personal Honors

16.2 Fellow Grade

16.2.1.4 Distinction is interpreted to mean: seen by ~~his/her~~ their peers in the industry as a person of excellence

16.10 YEA Inspirational Leader Award

16.10.1 This award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

16.10.2 The Young Engineers in ASHRAE (YEA) Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.

16.10.3 Presentation of the award is made at the Plenary during the Winter Conference.

16.10.4 The form of the award is a plaque.

17. Personal Awards for General Society Activities

17.1 Distinguished Service Award

17.1.1 The BOD approves the establishment of the Distinguished Service Award to recognize a member who has served ASHRAE faithfully as a member of committees or otherwise giving freely of ~~his/her~~ their time and talent on behalf of the Society.

17.4 Distinguished 75-Year Member Award

17.4.1 The BOD approves the establishment of the Distinguished 75-Year Member Award to recognize a member who has been a member for a minimum of 75 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

17.4.2 Candidates for the Distinguished 75-Year Member Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council shall defeat the nomination.

17.4.3 Form of the award is a plaque and lapel pin.

18. Personal Awards for Specific Society Activities

18.6 Milton W. Garland Commemorative Refrigeration ~~Comfort – Process – Cold Chain~~ Award for Project Excellence

18.6.1 The Board approves the establishment of the Milton W. Garland Commemorative ~~Refrigeration Comfort – Process – Cold Chain~~ Award for Project Excellence to recognize a ~~non-comfort-cooling-refrigeration comfort, process or cold chain~~ application which highlights innovation and/or new technologies.

~~18.7 Comfort Cooling Award for Project Excellence~~

~~18.7.1 The Board approves the establishment of the Comfort Cooling Award for Project Excellence to encourage those studying it to expand their interest in and appreciation for comfort cooling applications.~~

~~18.7.2 The Refrigeration Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Winter Meeting.~~

~~18.6.3 The form of the award is a plaque and transportation to attend the award presentation. The plaque and transportation expenses will be paid for by the Refrigeration Committee.~~

18.21 Energy Genius Award

18.21.1 The Energy Genius Award assesses building energy performance through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process.

18.21.2 The Building EQ Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during a Building EQ Committee meeting

18.21.3 The award plaque will be included in the Building EQ Committee budget.



19. Paper Awards

19.4 Willis H. Carrier Award

19.4.3 The winner, if any, shall be selected from the top 12 papers for the year, presented at either a Technical Paper Session or an ASHRAE Poster Session, beginning with the highest ranking paper (from the PRSP). The individual receiving this honor shall have been a member of ASHRAE at the time the paper was presented, even though ~~his/her~~ their membership may have been later dropped.

Background: Housekeeping updates, including the addition of new awards, deletion of former awards, and gender-neutral updates (i.e. Chairman to Chair, he/she to they).

Fiscal Impact: None

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

It was moved by Mr. Abellon

(10) Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4 be edited as follows:

I. The Achievements in Residential Buildings Award is established to recognize excellence in volunteer service focused on Residential Building issues.

Background: This award recommendation from the Residential Building Committee would be assigned to Category C: Personal Awards for Specific Society Activities. It will serve to heighten general membership awareness of, and interest in, Residential Building activities.

The award is open to ASHRAE members and non-members who have demonstrated outstanding achievement in ASHRAE activities related to the residential building sector. Residential Building Committee Members and Technology Council members are ineligible for receipt of the Achievements in Residential Buildings Award during the terms they serve on the respective committees.

Award applications should include a letter of nomination outlining eligibility and a nomination form.

Each year the Residential Building Committee will recognize the outstanding efforts of a single volunteer in the area of Residential Buildings activities for the previous two Society Years. This pass-through award would be presented during the Residential Building Committee at the ASHRAE Winter Conference.

Fiscal Impact: Cost of one plaque, approximately \$50.

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

7. MEMBERS COUNCIL SUBCOMMITTEE REPORTS

A. Planning Subcommittee Report

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

- **2021 Spring CRC Motions**

It was moved by Mr. Mittal

- (11) Planning Subcommittee recommends to Members Council that consent Motions A and B as shown below be approved.

Region VI (Minnesota Chapter) – 2021 CRC Motion 1 (same as Alaska Chapter below):

- A. That the Student Activities Committee create a virtual career fair in the 2021-2022 society year.

Background: In 2020, Region II hosted a region wide career fair on a virtual platform. (you can read a full write up on it in the March [High Five Newsletter](#) from Student Activities). While it was intended to be a regional career fair, they observed students attending from other regions. The upfront cost was \$7,400 CAD for a one day event. They charged \$200 CAD per booth, and \$50 CAD for similar companies in other cities. While it was intended to be a break even event, the overwhelming interest generated a net profit of around \$3000 CAD. More importantly, it exposed nearly 500 students to the wide variety of potential jobs in the HVAC industry, attracting students to the HVAC industry. This model is an excellent initiative for society. The level of engagement is phenomenal as Region II has 570 student members listed in the 2020 roster.

ASHRAE has academic programs and financial support for the undergraduate portion of the student activities, but we feel there is a disconnect between graduation and career path ramps into the industry. This will help engage students with the HVAC industry, and help with student retention after graduation. This concept was discussed with students and branch advisors in the 2021 congress sessions, and there is interest for a society level career fair.

How the virtual career fair works:

There are several virtual career fair platforms on the market, and will defer to the Student Activities Committee to evaluate and make the best choice. The selected web host company will have a template for the company information. Students register for free and can create their profile page, and upload a resume. Prior to the event going live, applicants can visit the site and become familiar with it. When the event goes live, the students can visit the booths. If companies have live Q&A sessions, they can schedule these to speak directly with the representative. The student activities committee will facilitate the companies populating the virtual booths.

Benefits to ASHRAE:

In the long term, this will improve ASHRAE membership by attracting and retaining members on a global scale.

This will engage students on a new level. After the pandemic year of 2020, ASHRAE saw a decline in new membership, and membership grade conversion. Students pursuing employment will become more engaged in networking, attend the seminars, visiting AHR booths, and will want to discover



more about companies/firms who post positions. The Student activities Committee can host virtual sessions about resume tips, and interview tips.

Many students do not realize all the career opportunities there are in HVAC. This will broaden their exposure and increase their desire to continue memberships after graduation.

Benefits to Students:

Students can help navigate their career path, and gain passion for the HVAC industry. Career opportunities have great engagement for students. This concept was proposed to the students and branch advisors in the 2021 congress sessions, and there is interest in this from many branches.

Benefits to Diversity, Equity, and Inclusion:

ASHRAE has challenged the student activities committee to overcome barriers with DEI. The committee feels this is an excellent way to promote jobs worldwide to students who may not be able to afford travel costs for an in person central career fair.

The student activities committee has discussed this with the AHR Expo committee. It is important to keep this separate from the expo, and to target students. The expos attempted a career fair in the past and many manufacturers expressed concerns about “poaching” of employees and threatened to withdraw from the AHR. Commitments were made to keep this completely independent.

Budgets and Potential Revenue

Premier Virtual provided a quote to the Student Activities Committee for \$9500 USD to host the career fair on a global scale in February 2022. This flat fee does not change provided we do not exceed 800 exhibitors. Virtual career fairs typically charge exhibitors between \$0-\$500. For \$250 a table, the event can break even at 38 exhibitors – just over 2 companies per region.

In addition, we can also spotlight companies and sell promotional video opportunities for \$1000.

Fiscal Impact: Provided this can be approved and properly marketed it will turn a profit. The upfront investment to engage a company will be \$10,000 USD. All revenue will go back to ASHRAE.

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

Region XI (Alaska Chapter) – 2021 CRC Motion 4: (same as Minnesota Chapter above)

- B. That the student activities committee create a virtual career fair in the 2021-2022 society year.

Background: In 2020, Region II hosted a region wide career fair on a virtual platform. While it was intended to be a regional career fair, they observed students attending from other regions. The upfront cost was \$7,400 CAD for one day event. \$250 per booth. While it was intended to be a break even event, the great interest generated a net profit of around \$3,000 CAD. More importantly it exposed nearly 500 students to the wide variety of potential jobs in the HVAC industry, attracting students to the HVAC industry. This model is an excellent initiative for the Society.

Currently there is a disconnect between the graduation and career path ramps into the industry. This will help engage students with the HVAC industry, and help with student retention after graduation. This concept was discussed with students and branch advisors in the 2021 congress sessions, and there is interest for a society level career fair. Benefits to ASHRAE: In the long run it will help

improve ASHRAE membership by attracting and retaining members on a global scale. After the pandemic year of 2020, ASHRAE saw a decline in new membership, and membership grade conversion. Students pursuing employment will become more engaged in networking, attending the seminars, visiting AHR booths, and will want to discover more about companies/firms who post positions. The Student Activities Committee can host virtual sessions about resume tips and interview tips.

Benefits to Students: Students can help navigate their career path, and gain passion for the HVAC industry. Career opportunities have great engagement for students. This concept was proposed to students and branch advisors in the 2021 congress sessions and there is interest in this from many branches.

Benefits to Diversity, Equity and Inclusion: ASHRAE has challenged the Student Activities Committee to overcome barriers with DEI. The committee feels this is an excellent way to promote jobs worldwide to students who may not be able to afford travel costs for an in person central career fair. The Student Activities Committee has discussed this with the AHR Expo Committee. It is important to keep this separate from the expo, and to target students. The expos attempted a career fair in the past and many manufacturers expressed concerns about “poaching” of employees. Commitments were made to keep this completely independent.

Fiscal Impact: \$10,000 to host the career fair. Max 800 exhibitors. Charge 0-\$500 for each table. The event can break even with 38 exhibitors, just 2 companies per region. Spotlight companies and promotional video opportunities for \$1,000. All revenue will go back to ASHRAE.

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

MOTION 11 PASSED. (18-2-1-1, chair not voting)

AI 1 Staff to send Motion 11 for approval of the fiscal impact to the BOD during this annual conference.

AI 2 Staff to send results of Motion 11 to the Minnesota Chapter and the Alaska Chapter and publish on the website.

- **Motion 8 from the Student Activities Committee was back on the floor**

(8A) Student Activities Committee recommends to Members Council that ASHRAE provides \$10,000 USD as seed money to host a virtual career fair during the 2021-2022 society year. It is estimated that the net profit will be around \$9250 USD. Proceeds from the event will be retained by ASHRAE.

Motion 8 was withdrawn since Motion 11 from the Planning Subcommittee was approved. It was determined that Motion 8 was no longer needed.

Mr. Mittal reported the following information items from the Planning Subcommittee.



Information Items:

1. The Planning Subcommittee submitted a nomination to the Honors and Awards Committee for the John F. James International Award which is presented during the ASHRAE winter conference.
2. Sponsorship for Chapters (ExCom Action Item to Members Council)
 - 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.

Secretary's Note: The Planning Subcommittee approved a motion to refer the above action item to the incoming Region Operations Subcommittee / Manual Subcommittee for rewrite in the Manual for Chapter Operations and Region Operations Manual.

3. The Planning Subcommittee's MBO as shown in **Attachment J** was reported as complete.

B. Region Operations Subcommittee Report

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

- **2021 Spring CRC Motions**

It was moved by Ms. Jensen

- (12) Region Operations Subcommittee recommends to Members Council, by unanimous voice vote, chair not voting, that Region VI, Illinois Chapter, 2021 CRC Motion 2 as shown below, be referred to staff to determine the costs involved 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.

Region VI (Illinois Chapter) – 2021 CRC Motion 2:

That the requirement be eliminated to populate the Tally Form and strike the requirement from the CRC worksheet for the Regional Award of Merit and the Chapter Service Award Nominations effective by the Spring 2022 CRCs.

Background: Currently, to submit a nomination for a Regional or Chapter Award of Merit a nominating sponsor must collect and tally points for the individual using the associated form. Society now automatically tallies accomplishments and activities and provides them to chapters. Eliminating the need to submit this form will save a redundant step for nominations.



Fiscal Impact: None.

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

Secretary's Note: There is a report available to chapters which lists points for members who “may” qualify for the Chapter Service Award and/or Regional Award of Merit. Eliminating the form would put the burden and responsibility on staff to determine who may or may not be eligible to receive the two awards. The Chapter knows their potential candidates and should continue to put names forward during CRC for receipt of these earned awards.

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

AI 3 Staff to report status of Motion 12 to the Illinois Chapter and publish on the website.

AI 4 Staff to determine the costs involved in Motion 12 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.

It was moved by Ms. Jensen

Region VIII (Fort Worth Chapter) – 2021 CRC Motion 3:

- (13) That an additional membership designation/renewal option be made available on the ASHRAE society website allowing dual Chapter membership for members wishing to belong to more than one Chapter. New and renewing members will have the option of paying Chapter dues for both Chapters in the amounts equal to the sum of the prevailing individual Chapter dues rates for both Chapters involved. This change should take place on the ASHRAE membership webpage as quickly as possible once approved.

Background: There are several people that attend Fort Worth Chapter meetings more than once or twice a year but are Dallas Chapter members. These are people that are ASHRAE society members but opt for Dallas Chapter as their home Chapter. Since our Chapters are so close together geographically, and because we meet on different days of the month, many people want to attend both meetings. We estimate the people that belong to this group are about 60% equipment vendors and 40% consultants. For the equipment vendors, their sales territory often includes the whole Dallas/Fort Worth Metroplex, not just one side or the other. For consultants, they tend to pick and choose topics between the Chapters and attend the ones that are more relevant to their work or that suit their availability. In addition, there are numerous members that live in the mid-cities area in between Dallas and Fort Worth that are geographically close to both Chapters.

As of right now, when a new society member joins, or an existing member renews, they have to pick one primary Chapter on the society website. Dallas is a bigger city and HVA&R market, so most people that serve both markets opt for Dallas. Fort Worth Chapter has spoken with numerous ASHRAE members in this situation that like to regularly attend both Chapter meetings and most of them are fine with paying Chapter dues to both Chapters. The problem is that society will not collect for this. The Fort Worth Chapter has inquired with ASHRAE society staff about adding a dual member option, but they say they can't per existing membership rules. They insist that ASHRAE rules only allow a member to have one home Chapter.

This also impacts those wishing to serve as a Chapter chair or committee member but already belong to another Chapter, they can only choose one Chapter to belong to. This is a scenario that



has happened to Fort Worth Chapter more than once. We should be encouraging additional ASHRAE participation at the local level rather than hindering it.

In the past, our Chapter treasurers used to accept one-off checks obtained from some members that wanted to belong to both Chapters. This was a manual, time-consuming process but it was workable. While society collecting Chapter dues on the webpage during the society membership renewal process was started as a convenience to Chapters, it has now become a necessity since we've moved over to StarChapter. StarChapter actually pings the ASHRAE society website database to verify that members are dues-paying, area-assigned members, for that specific Chapter, before it allows them to reserve an event ticket at member prices. The result of this new digital setup is that we no longer have an easy way of collecting Chapter membership dues for society members that have already selected a different Chapter as their home Chapter. The current situation is frustrating to ASHRAE members that want to belong to both Chapters because we have to tell them there isn't a convenient way. As a result, they either pay non-member ticket prices for each meeting they attend, or they simply don't attend events for our Chapter. We feel that the current membership renewal process is failing members in our area and results in missed opportunities for those wishing to engage with both Chapters.

Fiscal Impact: Is estimated at \$500.00. There will likely be some time required by ASHRAE staff in order to update the society website.

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

Ms. Jensen reported the Region Operations Subcommittee was not in favor of this motion. The fiscal impact would be higher than projected and corresponding members can be included but cannot be counted more than once as an area assigned member.

MOTION 13 FAILED. (unanimous voice vote, chair not voting)

AI 5 Staff to report results of Motion 13 to the Fort Worth Chapter and publish on the website.

- **Consent Agenda – MCO and CRC Manual Motions**

It was moved by Ms. Jensen

- (14) Region Operations Subcommittee recommends to Members Council, by unanimous voice vote, chair not voting, that Consent Motions A-N, as shown on the following pages be approved.

Background Summary: The Region Operations Subcommittee approved the following motions from the Manual Subcommittee Go-To-Meetings. The motions are to update the Manual for Chapter Operations (MCO) and CRC Manual. The summary as shown below serves as background information for the consent motions.

The following changes to the Manual for Chapter Operations and CRC Manual are in response to:

- Action Item 39 (11/20): Manual Subcommittee to use the same verbiage of electronic voting that is currently in the ROB and MCO since this is already available.

- Action Item 46 (11/20): Manual Subcommittee to address the MOU form not currently in the MCO or published on the website as a standalone document.
- Action Item 47 (11/20): Manual Subcommittee to review and establish a step-by-step guide for evaluating if a chapter is struggling or not.
- Region Award of Merit and Chapter Service Award
 - Action Item 37 (06/19): Manual Subcommittee to come back with recommendation for 2019 CRC Motion 5, Alaska Chapter: “That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head.”
 - Action Item 10 (02/21): An ad hoc (Macauley-Chair, Rakheja and Peach) was formed to investigate the best path to move forward and make recommendation at June meeting. *(The ad hoc agreed to add 1 point/per year on both the Region Award of Merit and the Chapter Service Award tally forms for Section representatives.)*
 - Region II (Halifax Chapter) – 2020 CRC Motion 4:
 - That standard local bylaws be updated to allow for e-Votes at board of governor meetings. Currently votes are allowed by people present at the meeting in person only.
- Region XII (Florida West Coast Chapter) – Motion 10.b (11/10/2020):
- ExCom Action Item 32 (11/19): Manual Subcommittee to review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO.
- Request from the Government Affairs Committee
- Additionally, the Manual Subcommittee made some edits to the sections already being reviewed, as part of a housekeeping effort.
- **Revisions to Manual for Chapter Operations (MCO)**

- A. That updates to Section 4, Finances, 4.9, Government Grants of the MCO, as shown below be approved.

4.9 Government Grants

If an ASHRAE Chapter or Region pursues a government funding opportunity, the Chapter or Region should contact the ASHRAE Government Affairs Committee (GAC) via email through its staff liaison to inform the GAC of its application. If ASHRAE Society is also pursuing the same grant opportunity and which would lead to competition, then the GAC staff liaison shall immediately inform the GAC Chair, Vice Chair, and Coordinating Officer. The GAC Coordinating Officer shall then discuss the matter with the Chapter or Region pursuing the grant opportunity. The GAC Coordinating Officer, informed by consultation with the Region DRC or Chapter BOG, shall then decide whether both applications may move forward, or whether only Society or only the chapter/region may move forward. The decision shall be made within [48/72] hours of notification, and the GAC Coordinating Officer shall communicate that decision to the Government Affairs Committee staff liaison via email.

- B. That updates to Section 4, Finances, 4.4, Record Keeping of the MCO, as shown below be approved.

4.4 Record Keeping

The Treasurer's files typically contain:

- Bylaws (original and any amendments)



- List of officers' names, addresses, phone number and email (for each year)
- Documents and correspondence from banks:
- Checking account statements and reconciliation
- Checkbooks and ledger sheets
- Documents to back up all payments
- Detailed deposit records
- Certificates of Deposit (CDs)
- Treasurer's reports
- Tax returns (Appendix 4B summarizes some key points related to U.S. chapters' requirements for filing federal taxes)
- Tax exempt application, notification of tax exempt status and tax identification number
- Sales tax exemption number

The chapter is expected to keep the following permanent financial records:

- Treasurers' reports
- Financial statements
- Final audit reports

The chapter historian should assist with the permanent filing of these records at the end of each fiscal year.

- C. That updates to Section 4, Finances, 4.6.1, Chapter Event Insurance of the MCO, as shown below be approved.

4.6.1 Chapter Event Insurance

Hanover Insurance Company provides a General Liability policy for ASHRAE. The policy does extend to chapters in the United States and Canada. For chapters, the policy's intent is to insure the risk associated with monthly chapter meetings.

Hanover Insurance Company will provide coverage for chapter **picnics, golf outings, meetings, non-contact sports and facility tours** with respect to these events. (Please note: ASHRAE Canadian chapters can usually find special events insurance coverage locally in Canada for a lower premium than offered by Hanover Insurance Company.)

Any other activities or events are not covered by ASHRAE's General Liability policy. This includes **racing, skiing, firearms, fishing, boating (motorized or non-motorized), mechanical bulls, contact sports, jet skiing and other activities**. [Contact Society for ASHRAE's list of activities not covered.](#)

- D. That updates to Section 5, Chapter Meetings, 5.10 Chapter Memorandum of Understanding (MOU) Policy of the MCO as shown below and that a new appendix, Appendix 5K (as shown in **Attachment K**) be added to the MCO be approved.

5.10 Chapter Memorandum of Understanding (MOU) Policy

ASHRAE Chapters are strongly encouraged to work collaboratively with other not-for-profit organizations and institutions around the world. Joint Chapter meetings, technical

conferences, seminars, etc. widen ASHRAE's influence and improve member networking opportunities. MOUs are not needed for traditional activities such as joint monthly meetings with the chapters of other organizations, but some circumstances call for an MOU. Examples include joint development of a local reoccurring conference, commitments between international Chapters and local HVAC organizations to work together, etc. See Appendix 5J.

For an MOU template between the chapter and a national organization, see Appendix 5K.

- E. That updates to Section 5, Chapter Meetings, 5.3. Pitfalls to Avoid, B. Commercialism, of the MCO as shown below be approved.

B. Commercialism

Chapters must comply with Society's commercialism policy, which is available at [ASHRAE Commercialism Policy](#).

Commercialism is the inclusion of visual, written or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.

It is strongly suggested that Chapters provide speaker with ASHRAE's Commercialism Policy and request it is required to see the speaker's presentation ~~weeks~~ in advance of the meeting, tech session or seminar in order to ensure proper compliance review. The chapter must notify the speaker if unacceptable commercialism is found in the presentation.

See Appendix 5A, Remedies for Common Meeting Problems to avoid commercialism issues.

- F. That updates to Appendix 7C, Sample Format for CRC Motions of the MCO as shown below be approved.

Appendix 7C: Sample Format for CRC Motions

(check one): ☐ Regional Motion ☐ Society Motion

- G. That Section 11, Chartering A Chapter or Section, be revised to include 11.9, Guidelines for Identification of Struggling Chapters and that a new appendix, Appendix 11G, Chapter Health Assessment Checklist as shown in **Attachment L** of the MCO be approved.

11.9 Guidelines for Identification of Struggling Chapters

A. Trouble or Struggling Situations:

- Less than 40 members
- Meetings are in-frequent and lightly attended (half or less than the required chapter meetings per year)
- No CIQ or incomplete. Names listed are no longer members.
- Lost tax status as 501(c)3
- Partial Board of Governors. A few doing it all.
- Financial trouble. (no treasurer contact)
- Region Assessments are not paid.



- Chairs not attending CRC/Centralized Training.
- Chapter does not have resources to host CRC.
- Chapter website not updated.
- Communications extended are not responded to nor followed through.
- Members are unable to find timely information on chapter activities.
- No activities with student programs.
- YEA members have no contact.

Chapters may use the Chapter Health Checklist as another self-assessment tool. See Appendix 11G.

Actions Which Can Be Taken

- DRC make personal contact with the last listed Board members and inquire the health assessment of the chapter. Region leaders extend contacts as known, or requested by DRC.
- DRC contact or assigned contact of recent past chapter presidents to engage in their assistance in re-formulating a Board of Governors.
- Gather membership list from MP RVC and extend inquiries from seasoned members about status. Look for interested members of renewing chapter.
- Contact major equipment manufacturers and manufacturer reps to develop programs.
- Locate the financial account holder and update on financial status. Transfer if necessary.
- Seek a MP Chair to collect members and invite to participate in some role, or meetings.
- Renew or establish a mailing list to reach out to members for program ideas, locations or activities.
- Invite to meetings of other chapters in the region.
- Encourage sharing program presenters and topics of adjacent chapters. Share current and recent program presenters and topics. Allocate DL for a quality chapter program.
- Ask a few to attend a CRC, to learn of what ideas could be used to engage membership participation.
- Ask them to host a CRC, with more Regional assistance, and reduce the scope to a manageable level for the chapter leaders to engage and have success with planning.

- H. That Appendix 2A, Suggested Chapter Organization Chart of the MCO as shown in **Attachment M** be updated to be consistent with committees listed in Section 2, Chapter Committees.
- I. That Appendix 11A, Model Chapter Constitution and Bylaws, Articles II, V, VI, VII, and VIII, of the MCO be updated as shown below be approved.

ARTICLE II – OBJECTS

The objects of the Chapter are ~~exclusively~~ scientific and educational and include, but are not limited to: (a) the advancement of the sciences of heating, refrigerating and air-conditioning engineering and related sciences; (b) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations, and publications; (c) the



rendering of career guidance and financial assistance to students of the sciences; and (d) the encouragement of scientific research.

ARTICLE V – OFFICERS, NOMINATIONS, ELECTIONS, VACANCIES, REMOVAL AND CHAPTER REGIONAL COMMITTEE

5.13 Voting and Election. Not less than ten (10) days prior to the next meeting, the Secretary shall send a mail ballot (hard copy or electronic), in the case of elections by mail, or a proxy statement, in the case of elections at meetings, to all members with voting rights. In the case of elections at meetings, the President shall appoint three (3) tellers to assist in conducting the election. The Board of Governors or the tellers, if any, shall promptly tally all votes. The candidate receiving a majority of the votes cast for each respective office shall be declared elected. If there is a tie vote, there shall be a run-off election.

5.17 Election of Delegates. The Board of Governors-elect shall elect from among its members one delegate and one alternate to the Chapters Regional Committee. At least one of said delegates shall be an officer-elect of the Chapter. The delegates shall be announced at the annual meeting of the Chapter. ~~The names of such delegates shall be certified in writing by the Secretary to the Secretary of the Society and the Regional Chair by the first day of the following June. Accreditation of Delegates and Alternates from a chapter to the CRC is accomplished in the CIQ; must be completed by June 1 (Fall CRCs) or February 15 (Spring CRCs).~~

ARTICLE VI – MEETINGS OF MEMBERS

6.6 Majority Vote. A majority of the number of votes cast in person (physical or virtual) or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws.

ARTICLE VII – BOARD OF GOVERNORS

7.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person (physical or virtual), and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws. The form of proxies shall be governed by Article VI, paragraph 6.7 hereof.

ARTICLE VIII – COMMITTEES

8.3.1 Mandatory standing committees are the Chapter Nominating; CRC Action; Student Activities; Membership Promotion; Research Promotion; Chapter Technology Transfer; Government Affairs, Young Engineers in ASHRAE and Historical.

J. That Section 2, Chapter Committees, 2.4 Chapters Regional Conference Committee, of the MCO be updated as shown below.

The delegate and alternate take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the delegate and alternate take office at the CRC and serve until the next spring CRC. In the event of disability, death or resignation, a replacement may be made by the chapter's BOG, or as provided in the chapter bylaws.

~~Accreditation of delegates and alternates from a chapter to the CRC is accomplished by the chapter's secretary certifying their selection, in writing, to the Society, with a copy to the DRG,~~



~~on or before June 1. Accreditation of Delegates and Alternates from a chapter to the CRC is accomplished in the CIQ by the due dates listed in Section 7.1 B.~~ If a change in the delegate or alternate is required during the Society year, the chapter's BOG will make the selection and certify the change to the Society and to the DRC through the secretary of the chapter.

Although last minute changes are to be discouraged, they are sometime necessary. In this event, the DRC must be advised of the change and the reason for it in writing, with as much advance notice as possible.

~~The period of service shall run from the close of business of the Annual Meeting of the Society to the close of the next Annual Meeting. In the event of disability, death or resignation, a replacement may be made by the chapter's BOG, or as provided in the chapter bylaws.~~

The chapter delegate or alternate to the Chapters Regional Conference represents the chapter at the CRC and reports to the chapter and BOG at the first chapter meeting after the CRC, and at any other time when requested. They shall also maintain liaison between the chapter and the DRC, as well as other chapters.

Officers, delegates and alternates will be reimbursed for CRC attendance in accordance with Society's Transportation Policy, which is excerpted in Appendix 2B.

- K. That the Chapter Service Award point tally form of the MCO, be updated as shown in **Attachment N**.
- L. That the Regional Award of Merit point tally form as shown in **Attachment O**, of the MCO, be updated using the details as shown below in approved Motion 10.b. (11/10/2020).

Region XII (Florida West Coast Chapter) – Motion 10.b (11/10/2020):

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

- ~~• being a material sponsor or provider of: chapter/regional technical speaker at a chapter meeting, local seminar and congress, or student branch meeting;~~
- ~~• 5-year continuous attendance at the CRC~~
Serving Each year as a regional ad hoc or special assignment committee chair;
Chair of ~~chapter~~/regional event that supports Society ideals, such as technical sessions, seminars, sporting or social events;
- ~~• sponsorship resulting from the creation of new student branches, sections or chapters;~~
- ~~• sponsorship of chapter or regional event(s);~~
- ~~• presentation to a chapter or regional CRC regarding the substance of a scholarship or grant recipient technical paper.~~
- Regional Technology or Paper award recipient; authorship of Regional website articles;
- ~~• Section BOG service per year effective no later than June 30, 2021.~~

- **CRC Manual**

- M. That Section A, Chapters Regional Conferences Organization of the CRC Manual as shown below be approved.

Chapter Delegate (Appendix AJ)

The delegate is the voting member of the CRC and is selected from the chapter's Board of Governors. The delegate shall be the chapter president, the president-elect, vice president or immediate past president. The delegate shall take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the delegate shall take office at the CRC and serve until the next spring CRC. The delegate shall be present at all committee meetings and participate in the deliberations. No individual is allowed to serve for more than two consecutive years in this position and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs (only) are reimbursed in accordance with current Society policy. (See Appendices DH and DI)

Each chapter delegate is required to:

- A. Attend the orientation session, caucus, executive session and all business sessions.
- B. Prepare and present the chapter report.
- C. Present the chapter's motions and discussion items.
- D. Vote on behalf of the chapter.

Chapter Alternate (Appendix AJ)

The alternate shall be present at all committee meetings and participate in the deliberations but shall not vote except in the absence of the chapter delegate. The alternate shall take office on July 1 and serve for a period of one year. For Regions with spring CRCs, the alternate shall take office at the CRC and serve until the next spring CRC. The alternate must be a member of the chapter Board of Governors. No individual is allowed to serve for more than two consecutive years and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs (only) are reimbursed in accordance with current Society policy. (See Appendices DH and DI)

Each chapter alternate is required to:

- A. Attend the orientation session, caucus, executive session and all business meetings.
- B. Assist the delegate and vote in the delegate's absence.
- C. Present the items of discussions submitted by the chapters and officers.
- N. That Appendix AK, CRC Best Practices Recommendations, of the CRC Manual, be revised as shown below.

Virtual (Temporary for Extraordinary Circumstances)

- Utilize Virtual or Hybrid meetings to encourage people to participate that can't otherwise attend due to cost, health, or time constraints.
- Familiarize yourself with the chosen online participation platform (GoToMeeting, Zoom, etc.). ASHRAE Staff can help if assistance is needed. Practice ahead of time if needed.



- Keep online portions of CRC meetings brief and focused. There is a great potential for distractions because people are not physically in the same room, away from their work; and they can do other things unnoticed with their cameras off.

Delegate / Alternate Training

Schedule a training session for the delegate and alternate prior to the meeting that covers duties. (caucus names, time required, motions)

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

AI 6 Staff to update the Manual for Chapter Operations and the CRC Manual as indicated in Motion 14.

AI 7 Staff to report the results of Motion 14 to the Alaska Chapter, Halifax Chapter and the Florida West Coast Chapter and publish on the website.

Ms. Jensen reported the following information.

Information Items:

1. The Region Operations Subcommittee MBOs as shown in **Attachment P** were reported as complete.
2. Members Council Action Item 11 (02/21): Region Operations Subcommittee to investigate and publish in the MCO laws that could threaten not-for-profit status for chapters regarding gambling and raffle laws which is tied to the Society through the exemption letter. Can you please work with Members Council to add something to the MCO noting that Chapters conducting raffles need to check on local gambling laws (if it is not already there)?

EVENTBRITE

The Region Operations Subcommittee determined the information above should be included to President Elect training. The presentation has been updated to President Elect Training PowerPoint. **(Complete and posted on website.)**

3. Sponsorship for Chapters (ExCom Action Item to Members Council)
 - 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. (See **Attachment Q** for additional details.)

8. OLD BUSINESS

- A. Status of Referrals from Members Council to Other Councils (**Attachment R**)
- B. Review of Carryover Action Items – (**Attachment S**)
- C. CRC Schedule (**Attachment T**, send updates to vgrant@ashrae.org)

9. OTHER BUSINESS

- **Postponed Motion 9 (02/02/2021)**

The Communications Committee recommended approval of Motion 6.b (11/10/2020) – Argentina Chapter: *“That the Society License of the Virtual meeting software by Zoom used for Lectures should be upgraded in order to allow simultaneous translation of conferences into another Language, beginning July 1, 2021.”* referred to the Committee from Members Council. The Communications Committee was in favor of implementing this motion and requests Members Council approve the additional funds for the account that would fund. (Annual pricing varies based on the type of license selected.)

Because of the fiscal impact, Members Council agreed to postpone Motion 6.b until the 2021 Annual Conference so that staff could determine which platform would be used.

It was moved by Mr. Rakheja

Motion 9 (02/02/2021):

- (15) That referred Motion 6.b (*That the Society License of the Virtual meeting software by Zoom used for Lectures should be upgraded in order to allow simultaneous translation of conferences into another Language, beginning July 1, 2021.*), be approved by supporting the fiscal impact of \$2000 to fund a business license (10 licenses) for Zoom account access with translation.

Background:

Comments (IT Staff):

IT staff did not realize Zoom had a translation feature, however, it looks like it functions well. We were hoping to use up the ~175 licenses we have on hand with WebEx and get away from Zoom and GTM, however it seems WebEx has no similar translation service currently. With that said, if the translation aspect is critical, we may have no other choice but to use Zoom for those meetings requiring it until WebEx can catch up. For any meetings that do not require translation features I highly recommend we utilize WebEx as it integrates to our conference rooms very well and also because we already own licensing!

Here's an overview video of the Zoom translation feature:

<https://www.youtube.com/watch?v=nldGntmE7mQ>



Comments (Meetings Staff):

ASHRAE Zoom licenses already have this ability. But basically you have to someone who serves as the translator going into the Zoom. Student Activities Centralized Training is using this feature for their upcoming training and two members are serving as the interpreters (one from English to Spanish and the other from Spanish to English).

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

AI 8 Staff to report the results of Motion 15 to the Argentina Chapter and publish on the website.

- **Presentation of Certificates of Appreciation**

Members Council staff were presented virtual certificates of appreciation by Ms. Jensen.

Mr. Schwedler gave special thanks and acknowledgements to Members Council and the reporting committee chairs. He announced that the certifications of appreciation were mailed prior to the annual meeting to the following:

Region Members Council Representatives – Outgoing:

William "Bill" Walter, Region I

Ronald Gagnon, Region II

Mark Tome, Region III

Eileen Jensen, Region XI

Richie Mittal, Region-At-Large

Members Council Reporting Committee Chairs – Outgoing:

Thursten Simonsen, Chapter Technology Transfer Committee Chair

Pam Duffy, Communications Committee Chair

Corey Metzger, Conferences and Expositions Committee Chair

Terry Townsend, Government Affairs Committee Chair

Don Colliver, Honors and Awards Committee Chair

Erik Sanchez, Membership Promotion Committee Chair

Tiffany Bates Abruzzo, RP Committee Chair

Megan Tosh, Student Activities Committee Chair

Rachel Romero, Young Engineers in ASHRAE Committee Chair

Members Council Subcommittee Chairs:

Richie Mittal, Planning Subcommittee Chair

Eileen Jensen, Region Operations Subcommittee Chair

Ronald Gagnon, PAOE Subcommittee Chair

- **Passing of Gavel**

At this time Mr. Schwedler passed the gavel to Mr. Farooq Mehboob, incoming Members Council Chair.

10. NEW BUSINESS

Mr. Mehboob presented the following items:



- A. 2021-22 Members Council Subcommittee Appointments (**Attachment U**)
- B. Members Council 2021-22 MBOs
- C. Members Council 2021 Fall Meeting – Web Conference

Mr. Mehboob stated that he will look at the different processes of the MBOs and will be reaching out to the council members to discuss a plan of action for each subcommittee. He noted that a date has not been set for the next Members Council meeting but he will notify the council as soon as it becomes available.

11. CONTINUED BUSINESS

6.9 Honors and Awards Committee (Part 2) – Colliver

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

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

12. ADJOURNMENT

Mr. Schwedler thanked everyone for their participation and support during the virtual Members Council meetings. Mr. Schwedler adjourned the 2021 Members Council meeting at 11:47am (EST).

Attachments:

- A: Government Affairs Committee Report
- B: Conferences and Expositions Committee Report
- C: Membership Promotion Committee Report
- D: RP Committee Report
- E: Young Engineers in ASHRAE Committee Report
- F: Student Activities Committee Report
- G: Chapter Technology Transfer Committee Report
- H: Communications Committee Report
- I: Honors and Awards Committee Report
- J: Planning Subcommittee MBOs
- K: Memorandum of Understanding (Appendix 5K of the MCO)
- L: Chapter Health Assessment Checklist
- M: Suggested Chapter Organization Chart
- N: Chapter Service Award Point Tally Form
- O: Regional Award of Merit Point Tally Form
- P: Region Operations Subcommittee MBOs
- Q: Examining the MCO for Chapter Sponsorship Document
- R: Status of Referrals from Members Council
- S: Review of Carryover Action Items
- T: Review of CRC Schedule
- U: 2021-22 Members Council Subcommittee Appointments

GOVERNMENT AFFAIRS COMMITTEE

Report to Members Council
From Meeting of June 16, 2021
~Virtual Annual Conference~

Members Present

Terry Townsend, Chair
Chad Smith, Vice Chair
Eileen Jensen
Larry Fisher
Steven Emmerich
Sheila Hayter
Meghan McNulty
Nanette Lockwood
Artorius Reyes
Robert Hoadley
Kinga Porst Hydras
Tim Ashby
Matthew Jesson
Damon McClure
Andrea Phillips
Colin Laisure-Pool
Daryl Collerman
Eduardo Conghos
Sam Hui
George Pantelidis
Gian Modgil
Roger Jones
Dunstan Macauley

INCOMING MEMBERS

Ginger Scoggins
Darryl Boyce
Bryan Holcomb
Cynthia Callaway
Billy Austin
Mike Wolf
Mike Genin
R.J. Hartman
Louis Van Belle
Elizabeth Tomlinson
Timothy Theriault
Albert Sin
Sonya Pouncy
Ken Fulk

Members Absent

Nate Heffner
Ryan Williams
Farooq Mehboob

Guests

Mick Schwedler
Luke Leung
Madison Schultz
John Constantinide
Jared Larson
Charles Hon
Dr. Nick Clements
Samantha Slater, AHRI
Helen Walter-Terrinoni, AHRI
Allison Maginot, AHRI
Rob Risley
Doug Tucker
Marli Moise
Jim Edelson, NBI
Kim Cheslak, NBI
Paula Seidel, AIA
Cindy Schwartz, AIA
Ayman Eltalouny, UNEP
Jeff Whitelaw
Doug Cochrane

Staff

Alice Yates
Jeremy Pollack
Emily Porcari
Patricia Ryan
Lilas Pratt
Joyce Abrams

Motions

Motion 1 (Revisions to GAC Section of Rules of the Board): The GAC Committee recommends that Members Council recommends that the Board of Directors revise Section 2.402 of the ROB as shown in Attachment A.

Background: The GAC recommends changes to the Qualifications of the GAC Chair, Vice Chair and 4 at-large members. Currently, the GAC Chair and/or Vice-Chair must have ExCom experience. This restriction was intended to provide necessary guidance to the GAC on matters that have Society-wide ramifications. In the past, this has negatively impacted consistency from year to year because the Nominating committee had to bring in Presidential members to meet this requirement who had not served on the committee in the recent years. Widening the requirement for ExCom experience to two members across the Chair, Vice Chair and 4 members at large fulfills the need to have guidance from members with ExCom experience while improving continuity of GAC efforts. Additional changes were made to reflect the name change in the committee, which dropped “grassroots.” These changes were considered by the GAC Rules Subcommittee on April 5, 2021, and unanimously approved. The changes were also approved by the full GAC on June 16, 2021, also by unanimous vote.

Fiscal Impact: NONE.

Motion 2 (GAC Manual of Procedures Updates): The GAC Committee recommends that Members Council approve the revised GAC Manual of Procedures as shown in Attachment B.

Background: The changes in the GAC MOP reflect the need to have more members on the GAC Rules Subcommittee, and to provide more clarity in membership on the Member Mobilization, Policy and Programs, and Global Affairs Subcommittees. These changes were considered by the GAC Rules Subcommittee on June 9, 2021, and unanimously approved. The changes were also approved by the full GAC on June 16, 2021, also by unanimous vote.

Fiscal Impact: NONE.

Information Items

1. Information Item 1. Public Policy Priorities for Society Year 2021-22: The GAC approved by voice vote with no objections the Public Policy Priorities (PPPs) for Society Year 2020-21, as shown in Attachment C. (Per the Rules of the Board, Section 2.402.003.3, the “Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit to ExCom and the Board of Directors for approval and as an information item to Members Council.”
The PPPs were developed during the May 21 meeting of the GAC Executive Committee’s Planning Session.
2. Information Item 2. Government Outreach Events: The GAC set a goal of 78 Government Outreach Events to be held during Society Year 2020 – 2021. The GAC has held 68 events as of June 4, 2021, with additional events scheduled and planned; if a portion of those additional events are held, the GAC estimates a total of 74 Government Outreach Events will be held this Society Year. The total to date includes 16 city/local events, 17 state events, 7 U.S. federal events, and 28 global events (which far exceeds the initial global target of 15 events). GAC and other ASHRAE members are to be commended for this 36% increase to date in events from the previous Society Year, in which 50 events were held. This is especially impressive in light of the challenges the pandemic brought to us.

3. Information Item 3. Revisions to the GAC Resource Manual: The GAC approved multiple updates to the GAC Resource Manual (RM) including improving the monthly calendar “helpful hints” for RVCs and chapter GAC chairs, which should better support the members moving into those roles every Society Year. The update also removed obsolete references within the RM to sections of the Rules of the Board and other GAC and/or Society documents, replacing those with hyperlinks to the ROB or other relevant documents on the ASHRAE website. The update also added a section regarding the new Dave Palty Award administered by GAC (an internal committee award), as well as a new section providing guidance if funding is provided to assist with international government outreach events. There were also multiple non-substantive grammatical and formatting changes throughout. The full GAC committee approved the changes on June 16, 2021 unanimously by voice vote.
4. Information Item 4. Outreach to Government Officials Concerning COVID-19 Resources Developed by ASHRAE’s Epidemic Task Force (ETF): Resources developed by the ETF continue to be **essential** to the GAC’s government outreach efforts. Guidance documents on schools in particular have been very well received. ASHRAE’s guidance documents have been incorporated into government policies, regulations and legislation in the U.S. at the federal, state and local levels, and globally have been incorporated by numerous governments internationally.
5. Information Item 5. Building Decarbonization Initiative: The GAC is delighted that its recommendation that ASHRAE produce a Position Document on Building Decarbonization has been approved by Tech Council and that the Task Force for Building Decarbonization (TFBD) was formed by President Gullede and President-Elect Schwedler. Building decarbonization is a key focus for elected officials and policy makers and the GAC will continue to provide input to the TFBD and looks forward to resources expected to be produced by the TFBD.
6. Information Item 6. Public Policy Issue Briefs: The GAC approved eight Public Policy Issue Briefs (PPIBs) listed below; the GAC voted unanimously in support for all eight PPIBs (see Attachment D). The PPIBs have also been approved by the Tech Council’s Document Review Subcommittee on May 24, 2021; they still need to be approved by the full Tech Council and by the Board ExCom, which will consider these during their Annual Conference meetings. Per the Rules of the Board 1.300.001.2 and 1.300.003, a PPIB is developed by the Government Affairs Committee, reviewed and approved by the Technology Council, and then sent to ExCom for approval.
 - a. Resiliency in the Built Environment
 - b. Climate Change and the Built Environment
 - c. Environmental Tobacco Smoke
 - d. STEM Education & Workforce
 - e. Consensus Standards: Expert Solutions to Meet Global Needs
 - f. Refrigerants and Their Responsible Use
 - g. Indoor Air Quality
 - h. Building Energy Benchmarking, Assessments, and Performance Targets
7. Information Item 8. New MBOs for SY21-22 were announced by the incoming GAC Chair (see Attachment E).

MBO Update for SY2020-21

MBO	Subcommittee Assigned	Status
1. Develop a 2030 vision statement for the GAC, accompanied with goals and objectives.	Executive Subcommittee	An Ad-Hoc subcommittee for this MBO has been formed (list below) that identified several goals the plan should include; all the information gathered by Ad Hoc has been submitted to GAC to create final presentation format next year, and this MBO will be carried forward. Chad Smith (Team Lead) Meghan McNulty Colin-Laisure Pool Nannette Lockwood Gian Modgil Terry Townsend <i>This MBO will continue through SY21-22.</i>
2. Establish a GAC Advisory Board made up of senior staff from various government bodies; this group would advise ASHRAE on what technical resources they need.	Executive Subcommittee	Tim Ashby was appointed to lead a 3-member team to address this MBO. A draft of objectives for the Advisory Panel was developed and nominations to serve in an advisory capacity have been solicited from all Chapter Chairs through the RVCs. Significant progress was made on this MBO. <i>This MBO will continue through SY21-22.</i>
3. Develop a Government Affairs Training webinar and/or event for members outside the committee to increase participation. Develop chapter-to-chapter training to learn from exemplary chapters who have been successful in their government outreach, including sharing why it is beneficial for the ASHRAE members involved.	Member Mobilization	The first “Office Hours” event was held in April and was a success, and an outreach “GAC Roundtable” session has been planned for the Annual Conference (June 29). MMSC recommends that “Office Hours” training be regularly scheduled through the next Society Year. <i>MBO is complete, though this effort will need ongoing maintenance and development.</i>
4. Develop a general training for code officials, which could be used by chapters globally.	Executive Subcommittee	Roger Jones was appointed to lead an implementation team that would hold discussions with Code Officials to determine how ASHRAE can assist them in their daily activities. A series of questions have been developed for use in these listening sessions. <i>MBO is complete.</i>

MBO	Subcommittee Assigned	Status
5. Identify events attended by government officials at which ASHRAE members can attend for the purpose of outreach and advocacy.	Global Affairs	•The Subcommittee has received a list of government officials that attended training and webinars hosted by the Global Training Center (GTC) and a generic email/introduction was drafted and can be sent to contact these officials for outreach. •The Subcommittee will work to get a similar list going forward from other trainings (in Europe and South America). •A list of relevant international organizations and events of interest to ASHRAE members has been prepared to identify more opportunities. <i>MBO is complete, though this effort will need ongoing maintenance</i>
6. Identify ASHRAE resources and develop advocacy materials that can help state, provincial, federal, and global governmental entities reach their 2030/2050 goals	Policy & Programs	•Subcommittee members have identified at least one goal for their region. •A list of 2030/2050 goals including those identified by GAC members, has been compiled by ASHRAE staff in a spreadsheet. •Based on a review of goals, it was decided that ASHRAE should provide more information and materials on decarbonization of buildings and has created a PPIB on the topic and recommended the development of a PD (which has been approved by Tech Council). <i>MBO is complete.</i>
7. Further develop communication tools using FiscalNote software to improve information between Society and Chapters.	Member Mobilization	Several FiscalNote reports have been created, and have been shared with RVCs and the GAC committee, as well as Chapter Chairs planning outreach events. The reports and/or legislator profiles generated from FiscalNote for Arizona, Texas, Wisconsin, Minnesota, Utah, and Nebraska have been well-received as useful tools to support outreach events. <i>MBO is complete and can be closed out.</i>

MBO	Subcommittee Assigned	Status
8. Identify in which countries outside the U.S. ASHRAE Standards have been adopted or used as guidance; document 2-3 examples of how ASHRAE standards have been used globally and what types of advocacy were used which could help with such efforts in other locations.	Global Affairs	The GTC will now include a question in their post-training survey that asks attendees if they use ASHRAE standards and if so, which one. This will help fill in the list of standards used and help identify potential opportunities for outreach. Some examples of countries using ASHRAE standards have been identified and more collaboration will be developed with the new ASHRAE Task Force on International Standards. <i>MBO is complete, though this effort will need ongoing maintenance and development.</i>
9. Identify any issue for which a Position Document should be developed or for which an existing ASHRAE PD should be revised per the ROB (1.300.002) in order to be responsive to government inquiries and needs for which ASHRAE currently doesn't have the relevant information. Before any issue or addition is recommended, work with pertinent ASHRAE GAC Council representative(s) and/or liaison(s) to confirm the information isn't already being developed, potentially as a different type of resource such as a guidance document.	Policy & Programs	Subcommittee members have identified several subjects for new PDs and updated PDs: • Building Decarbonization • PD on Environmental Tobacco Smoke should be amended and expanded with regards to cannabis smoke and electronic nicotine delivery. • PD on Indoor Air Quality should be amended to make further reference to natural ventilation systems in emerging economies, and provide further guidance and design guides specific to natural and traditional ventilation systems. <i>MBO is complete.</i>

Attachments

Attachment A: Recommended Revisions to Section 2.402 of the ROB

Attachment B: Recommended Revisions to the GAC MOP

Attachment C: Public Policy Priorities for Society Year 2021-22 (Proposed)

Attachment D: Public Policy Issue Briefs

Attachment E: MBOs for SY2021-22

CONFERENCES AND EXPOSITIONS COMMITTEE

Report to Members Council
From the Meeting of June 15, 2021

Members Present

Corey Metzger, Chair
Vikrant Aute, Vice Chair
Nohad Boudani
Marites Calad
Kristen Cetin
Andy Cochrane
Gary Debes
Art Giesler
Ashu Gupta
Steve Idem
Rupesh Iyengar
Nivedita Jadhav
Maggie Moninski
Scott Peach
Anoop Peediayakkan
Bert Phillips
Sonya Pouncy
Christine Reinders-Caron
Lee Riback
Som Shrestha
Raul Simonetti
Marianna Vallejo
Devin Abellon, BOD ExO

Members Absent

Billy Austin
Robert Cox
Ryan MacGillivray
Farhan Mehboob

Guests

Brian Fronk
Mick Schwedler
Larry Smith
Davide Ziviani

Staff

Joyce Abrams
Tony Giometti
Lizzy Seymour
Chris Preyor
Tracy Keller
Haley Booker-
Lauridson
Staci Loeffler

Motions

None.

Information Items

1. The 2021 ASHRAE Virtual Annual Conference will be held June 28-30, 2021. The same platform will be used as for the 2021 Virtual Winter Conference. The technical program includes timeslots to better accommodate attendees in across global time zones, additional networking programs held via Zoom and sponsor demonstration sessions.
2. The 2021 Virtual Annual Conference will have 46 live sessions and 56 sessions presented 'on-demand.' In addition, 7 Meet-Ups and Roundtables, 6 Sponsor Technology Demonstrations, 1 Honors and Awards session, 1 Social Event (Closing Entertainment), 1 Meeting of the Members and 1 session dedicated to live election results, installation of the new BOD and 2021-2022 Presidential Address by Mick Schwedler.
3. Through the efforts of the CEC Event Sponsorship Subcommittee and staff, \$78K sponsorship revenue was raised.
4. The committee will be drafting pandemic policies for the 2022 Winter Conference in Las Vegas. In addition, CEC is drafting language to include in requests for proposals from hotels to provide hotels with the opportunity to showcase what they are doing to meet ASHRAE standards.

5. Topical Conferences Held Since January 2021

- a. March 10-12, 2021, Virtual Design and Construction, *presented virtually*. This conference was originally scheduled to take place in Orlando, Florida.

Topical Conferences in Process

- a. November 10-12, 2021, 2021 Building Performance Analysis Conference, Denver, Colorado
- b. May 4-6, 2022, IAQ 2020, Athens, Greece, co-organized by ASHRAE and AIVC.
- c. June 22-24, 2022, Ventilation 2022 Conference, Toronto, Canada. This conference will immediately precede the 2022 Annual Conference. Both conferences will be held at the same venue.
- d. October 20-21, 2022 – Efficient Building Design, Beirut
- e. December 5-8, 2022, Buildings XV, Clearwater Beach, Florida
- f. October 2023 – Cold Climate Conference, Anchorage, AK

6. Future Annual and Winter Conference Sites

- a. Winter, January 29 - February 2, 2022 – Las Vegas
- b. Annual, June 25-29, 2022 – Toronto
- c. Winter, February 4-8, 2023 – Atlanta
- d. Annual, June 24-28, 2023 – Tampa Bay
- e. Winter, January 20-24, 2024 – Chicago
- f. Annual, June 22-26, 2024 – Indianapolis
- g. Winter, February 8-12, 2025 – Orlando
- h. Annual, June 21-25, 2025 – Phoenix

MBO Update

Attachments

Attachment A (CEC MBOs for 2020-2021)

Attachment B (CEC MBOs for 2021-2022)

Respectfully submitted,

Corey Metzger, Chair
Conferences and Expositions Committee

ATTACHMENT A

Committee Objectives
Committee: Conferences and Expositions Committee
Year: 2020 – 2021
Chair: Corey Metzger
Vice Chair: Vikrant Aute

Objective	Planned Completion Date	Status	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Committee Guidance Documents, Reference Manual and New Member Handbook.	12/31/2020	Open	None	Metzger, Operations Subcommittee, and Staff	None
2. Revise Sustainability Project guideline documents.	12/31/2020	Closed	None	Metzger and Staff	None
3. Review requirements for Session Chairs and provide updated direction.	12/31/2020	Open	None	Operations Committee	None
4. Determine how to handle hybrid conferences (technical program for both in-person and remote attendees).	12/31/2020	Open	None	ExCom and Staff	None
5. Select the conference chairs for the 2023 Winter and 2023 Annual Conferences	6/30/2021	Closed	None	Metzger and Aute	None
6. Increase representation of academic members on CEC.	6/30/2021	Closed	None	Metzger and Aute	None

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

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

MEMBERSHIP PROMOTION COMMITTEE
Report to Members Council
From the meeting of Tuesday, June 15, Virtual

Members

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

Guests

Mick Schwedler

Staff

Daniel Gurley
Anne Wilson
Jeanette McCray

ExOfficio Members

Russell Lavitt
Robin Bryant

Incoming Members (Voice, no Vote)

Timothy Cannon, R 4 *Absent*
Fiona McCarthy, R 6
Stephen Grant, R 7
Nicolas Rosner, R 10
Sam Hui, R 13

Motions

No motions to present

Information Items to report to Members Council:

- Working on a “Recruitment Award” to present to Life Members that bring in new members; still working out details.
- Created/implemented Limelight Award and Boomerang Award to give at CRCs for recruitment and retention high scores.
- Created a toolkit for a Principals Night out to help recruit/retain members
- Updating the centralized training material to combat the reasons members cancel
- Retention and Recruitment brainstorm session; will be collecting ideas throughout the year in Basecamp to share amongst RVCs and Chapters.
- Working with Region 14 to build engagement with their members.

Additional Information Items:

1. Retention:

As of May 31st	Total	Members Paid	Members Unpaid	Students Paid	Students Unpaid
2020	55,728	38,471	4,794	5,435	2,374
2021	51,490	36,516	4,141	3,207	1,638

The developing economies membership program is in its 13th year. In July 31, 2008, just after it began, there were 135 members participating. As of May 31, 2021, there were a total of 2,071 (includes all new grades that were added) members participating.

Retention created an award that focuses on retaining members. ASHRAE did not have an award that focuses on retention. This will be implemented this coming year.

RVC need to let all their chapter chairs know that the hardship clause exists and that if any members face a financial crisis due to covid-19 they would be eligible for help. This does not cover members whose employers have stopped paying their member dues.

2. Chapter Chair Training & Development:

- a) MP hosted 2 virtual Centralized Trainings and had a total of 170 MP Chairs attend.
- b) MP will host another virtual CT in June, split into 2 sessions.
- c) Currently 143 are registered.
- d) Will look at how to incorporate Regions 13, 14 and At Large with a separate session that fits with their time zone.
- e) CCTD continues to identify training deficiencies and offer tools to chapter MP Chairs to assist with AHSRAE's growth goal.

3. Recruitment:

- a) Brainstorm the tangible benefits of ASHRAE, networking, access to knowledge, and professional growth.
- b) Put forth multiple ideas to increase membership joins.
- c) Ideas to get employers to support dues payments.

4. Member Communication:

- a) Exploring possibilities with the App.
- b) Increasing knowledge of Diversity in ASHRAE
- c) Virtual activities: to provide a list of activities or successes that chapters are having, to give ideas to RVC to take back to other regions. These will come from the regional reports highlights.

MBOs is Attachment A.



ATTACHMENT C Membership Promotion MBO's

2015-2016 MBOs
Created June 15, 2015

<u>Description</u>		<u>Who</u>	<u>Due</u>	<u>Status</u>	<u>ASHRAE Strategic Planning</u>
1					
Increase retention of transitioning student to YEA members to 6.5%	1.21%	MP R&R, SA, YEA	AC 2021		D3, S3 & S4
Maintain annual retention rate above 90%	82%	MP R&R, Staff	AC 2021		D3, S3.1
Set specific net growth goals for each region and chapter	2%	MP Leadership, RVCs, Staff	Aug 2020	Complete	D3, S3 & S4
Monitor growth against goal quarterly for each region and chapter		MP Leadership, RVCs, Staff	Quarterly		D3, S3 & S4
Increase international growth by 2% of previous year	-1.20%	MP Leadership, RVCs, Staff, BOD	AC 2021		D3, S3 & S4
Maintain North American membership growth of at least 1% through greater visibility with industry leaders & companies.	-2.30%	MP Leadership, RVCs, Staff, BOD	AC 2021		D3, S3 & S4

2					
Expand Training to equip MP chairs to meet net growth target					
Continue to streamline MP chair reporting structure so MP Chairs can focus on growth in membership as well as retention		MP T&D, Staff	AC 2021		D3, S3 & S4
Plan Centralized Training in June 2021		MP Leadership, T&D, Staff	2/1/2021	Complete	D3, S3 & S4
Train 75 MP Chairs in June 2021	103	MP Leadership, T&D, Staff	6/1/2021	Complete	D3, S3 & S4
Plan Virtual International Centralized Training			June 2021		
Maintain MP chairs at a level of 90% or above (181 out of 197)	92%	MP R&R, RVC's	AC 2021		D3, S3 & S4

MP Leadership = MP Chair, Vice Chairs

MP R&R = Recruitment & Retention Subcommittees

MP T&D = Chapter Chair Training & Development Subcommittee

RP COMMITTEE
Report to Members Council
From Meeting of June 15, 2021

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
Tiffany Abruzzo, Chair	Valarie Simmons, Region IV	Kishor Khankari	Julia Mumford
JD Karnik, Vice Chair	Haley Goslinga, Region VI		Megan Gotzmer
Matt Rowe, Vice Chair			Dustin Mason
Aakash Patel, Vice Chair			Kim Mitchell
Sherry Abbot-Adkins, Vice Chair	<u>Outgoing RVCs Absent</u>		Payton Cornelius
Andrew Manos, RVC I	None		Margaret Smith
Ibrahim Semhat, RVC II			
Chris DeSoto, RVC III			
Devin Snowberger, RVC V	<u>Incoming RVCs Absent</u>		
Christine Keltner, RVC VII	John Farley, Region XI		
Kimberly Thompson, RVC VIII			
Megan Sterl, RVC IX	<u>Incoming RVCs Present</u>		
Heather Schopplein, RVC X	Laura Petrillo-Groh, III		
Les Pereira, RVC XI	Paul Fernandez, V		
Tulia Rios, RVC XII	Chris Dolan, VIII		
Chea Sui Keong, RVC XIII	Dahl Carmichael, IX		
Daniel Coakley, RVC XIV	Kevin Baldwin, X		
Adeeba Mehboob, RVC RAL			
Chris Phelan, Board Ex-Officio			
Guy Perreault, ARC Consultant	<u>Incoming Chair</u>		
Mick Schwedler, CO	JD Karnik		
	<u>Incoming VC</u>		
	Les Pereira		
	Heather Schopplein		

Motions

- 1. RP Committee recommends to Members Council that the attached Region Goals be approved (Attachment A)**

BACKGROUND: These goals are the same as the goals of the 2020-21 and 2019-20 campaign. The Committee reasons that as the effects of the pandemic lessens, RP totals will return to pre-pandemic levels.

FISCAL IMPACT: None

Information Items (as of June 18, 2021)

1. Goal: \$2,600,000

Region	YTD Results	Last Year This Month	% Ahead / Behind	Total Regional Goal	% Regional Goal
I	\$151,429	\$136,176	11.2%	\$212,000	71.4%
II	\$82,208	\$102,304	-19.6%	\$196,000	41.9%
III	\$93,391	\$107,346	-13.0%	\$206,000	45.3%
IV	\$113,617	\$107,044	6.1%	\$191,000	46.0%
V	\$127,579	\$115,308	10.6%	\$139,000	91.8%
VI	\$126,621	\$79,985	58.3%	\$180,000	70.3%
VII	\$85,783	\$82,228	4.3%	\$144,000	59.6%
VIII	\$350,217	\$291,192	20.3%	\$452,000	77.5%
IX	\$170,580	\$121,716	40.1%	\$270,600	63.0%
X	\$185,481	\$109,056	70.1%	\$199,500	93.0%
XI	\$95,290	\$123,559	-22.9%	\$173,000	55.1%
XII	\$116,428	\$94,295	23.5%	\$153,000	76.1%
XIII	\$27,989	\$35,293	-20.7%	\$50,090	55.9%
XIV	\$3,837	\$3,073	24.9%	\$5,501	69.7%
RAL	\$26,185	\$25,239	3.7%	\$28,000	93.5%
TOTALS:	\$1,756,635	\$1,533,815	14.5%	\$2,600,000	67.4%

MBO Update

Please see attached updated 2020-21 MBO (Attachment B) and 2021-22 MBO (Attachment C)

Attachments

Attachment A 2021-22 Regional Goals

Attachment C 2020-21 MBO

Attachment D 2021-22 MBO

Respectfully submitted,

Tiffany Bates Abruzzo
2020-21 RP Chair

ATTACHMENT A

RP COMMITTEE

Report to Members Council
From Meeting of June 15, 2021

Regional Goals for RP 2021-22

Region	Goal
I	\$212,000
II	\$196,000
III	\$206,000
IV	\$191,000
V	\$139,000
VI	\$180,000
VII	\$144,000
VIII	\$452,000
IX	\$270,600
X	\$199,500
XI	\$173,000
XII	\$153,000
XIII	\$50,100
XIV	\$5,800
RAL	\$28,000
Total	\$2,600,000

ATTACHMENT B

RESEARCH PROMOTION 2020-21 MBO

GOAL: \$2,600,000 FOR 2020-21 RP CAMPAIGN

There are several key objectives that have proven to be accurate predictors of successful campaigns. These are the goals for the 2020-21 campaign:

- 1. Chapter virtual centralized/enhanced training attendance and quiz completion**
Goal: 80%
Last three years: **2020-21:** **65%** 2019-20: 59% 2018-19: 57%
- 2. Chapters attaining Full Circle** **Goal: 60%**
Last three years: **2020-21:** **59%** 2019-20: 55% 2018-19: 60%
- 3. Chapters holding fundraising event (f2f or virtual) before Dec. 1** **Goal: 50%**
Results: **2020-21:** **7%**
- 4. Chapters reaching 100% of Goal by June 15th:** **Goal: 40%** **Results: 35%**
Last three years: 2019-20: 19% 2018-19: 38% 2017-18: 35%
- 5. Increase support for ASHRAE Foundation through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently*: \$237,626****
*Last three years**:* 2019-20: \$444,405 2018-19: \$664,630 2017-18: \$630,198
- 6. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.**
- 7. Communicate the December 1 PAOE deadline for achieving 30% of goal.**
- 8. Donor retention: Survey RP donors monthly to understand motivation for supporting RP Campaign. This data will be used to develop a case for support of ASHRAE Research and incorporate the messaging into solicitation and donor stewardship materials.**

*As of June 4, 2021

ATTACHMENT C

RESEARCH PROMOTION 2021-22 MBO

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

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

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

Goal: 75%

Last three years: 2020-21: 65% 2019-20: 59% 2018-19: 57%

2. **Chapters attaining Full Circle**

Goal: 60%

Last three years: 2020-21: 59% 2019-20: 55% 2018-19: 60%

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

Goal: 50%

Results: 2020-21: 7%

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

Goal: 40%

Results:

Last three years: 2019-20: 18% 2018-19: 38% 2017-18: 35%

5. Increase support for ASHRAE Foundation over current year through increased number of new Endowed Research Funds, increase funds contributed to existing Endowed Research Funds and/or increased funds to ASHRAE managed scholarships. **Currently*: \$237,626**

Last three years**: 2019-20: \$444,405 2018-19: \$664,630 2017-18: \$630,198

6. Communicate with Regional leadership to provide support and aid in the identification and nomination of new RP RVCs.

7. Establish Newsletter partnership with RAC for collaboration and communication.

8. Develop a Chapter Partnership plan – Neighborhood Chapters.

9. Develop an Ex-Com/RVC/Chapter Chair Communication and Recording tool.

10. Communicate updates for 2021-22 PAOE.

RP 8	100 points (200 points maximum)	100 points for meeting or exceeding 30% of Goal by December 1 st . 100 points for meeting or exceeding 60% of Goal by March 31.
RP 22	50 points (no maximum)	Per Special Event held by a Chapter where over 75% of profits are donated to the RP Campaign. (To qualify as a Special Event profits must meet or exceed \$500 for in-person events; \$100 for virtual events.)

*As of June 4, 2021

YOUNG ENGINEERS IN ASHRAE (YEA) COMMITTEE
 Report to Members Council
 From Meeting of June 9, 2021, Virtual (Phoenix)

Members Present

Rachel Romero, Chair
 Shona O Dea, Sr. Vice Chair
 Madison Schultz, Jr. Vice Chair/Reg. VIII
 Frank Paradiso, Reg. I
 Elizabeth Jedrlinic, Incoming Reg. I
 Miss Alekhya Kaianathbhatta, Reg. II
 Carrie Anne Monplaisir, Reg. III
 Kimberly Pierson, Reg. IV
 Paul Fernandez, Reg. V
 Zachary Alderman, P.E., Incoming Reg. V
 Mallory Schaus, Reg. VI
 Robert C Hangen, Reg. VII
 Jessica J Renner, Reg. IX
 Miss Elise Kiland, Reg. X
 Branislav Cvijetinovic (Baki), Reg. XI
 Cailin MacPherson, Incoming Reg. XI
 Bruno Cerqueira Martinez, Reg. XII
 Kokzen Law, Reg. XIII
 Miss Eman Mamdouh Abu Taleb, RAL
 Drew Samuels, Member-at-Large
 Ashu Gupta, Member-at-Large
 Munis Hameed, CIBSE Consultant
 Jeff Clarke, BOD Ex-Officio
 Christopher Kriepps, Incoming Member-at-Large
 Ronald Gagnon, Incoming BOD Ex-Officio

Members Absent

Mr Gabriel Nastase, PhD, Reg. XIV
 Marisa Rae Kamstra, Incoming Reg. VIII
 Isabel G Sarmiento, Incoming Reg. XIV

Guests

Rick Hermans
 Luiz Piccoli
 Mick Schwedler
 Larry Smith
 Marie VanderVliet
 Luke Duffy
 Donald Hay
 Niss Feiner
 Miguel Gonzalez
 Vanessa Freidberg
 Erin Riley
 Jose Luis Alexandre
 Colin Laisure-Pool
 Pricilla Almeida
 Vinod Venugopal

Staff

Jeanette McCray
 Daniel Gurley
 Joyce Abrams

Summary of Activities

- YEA membership decreased by 1% to 10,468. Goal of 10% not met.
- YEA continues to focus on increasing involvement in TCs.
- YEA has continued to excel at presenting virtual events:
 - YEA has successfully presented 5 webinars and is set to host another webinar on June 24th, 2021.
 - 2021 Spring YLW was successfully held virtually on April 16-18, 2021 with 25 attendees.
- Upcoming YEA Events
 - YEA Leadership Webinar will be held June 24th. Registration now open. 75 participants maximum.
 - ASHRAE and CIBSE are currently working together to co-host a YEA Leadership Digital event in October 2021. Registration will be open soon. 100 participants maximum.
- YEA has increased digital outreach:

- o Continuously developing short videos on various ASHRAE topics that are currently posted on YouTube.
- o YEA now has its own Instagram and Twitter accounts. The handle for both is ASHRAEYEA.

Attachments

Attachment A are the information items from the YEA Committee meeting

Attachment B are the 2020-2021 YEA MBOs

Attachment C are the 2021-2022 YEA MBOs

Attachment A

Information Items

1. Professional Development Subcommittee:
 - a. Social Media Marketing Progress
 - i. YEA now has an Instagram and Twitter account
 - ii. Videos have been and continue to be posted on YouTube and YEA social media outlets. More videos are currently being developed as well as some of the videos will be translated in other languages.
 - b. Technical Committee
 - i. YEA is reaching out to TCs and encouraging the use of social media to bring more YEA involvement to TCs
 - c. Awards Update
 - i. YEA Inspirational Leader Award
 1. Second recipient of this award has been selected and will receive the award at the Winter Plenary in Las Vegas.
 - ii. YEA Developing Leader Award
 1. 9 nominees selected to receive this award in Las Vegas.
2. Personal Development Subcommittee:
 - a. YEA Webinars
 - i. Building a Powerful Elevator Pitch webinar held in January was a success with 70 people attending.
 - ii. Upcoming webinar-Introduction to Meditation will be held June 24, 2021
 1. Registration opens Friday, June 11th.
 - b. YEA Leadership Weekend Virtual
 - i. Held April 16-18, 2021, this event was successful with 25 attendees and was facilitated by Ralph Kison
 - c. College of Fellows
 - i. YEA will be meeting with the College of Fellows to discuss opportunities for future involvement.
 - d. Slack Group
 - i. The YEA Slack Group has a book club that meets monthly.
3. Outreach Development Subcommittee:
 - a. YEA Leadership Digital October 2020
 - i. This 3-day event was facilitated by Tricia Evans
 - ii. 65 virtual registrants out of a possible 100 spaces, which is double the in-person attendance of YLI attendance
 - iii. A Whats App group was formed for attendees to network after the event and it is still active
 - iv. YEA Leadership Digital serves as a great complement to YLI but it will not replace this event.
 - b. CIBSE partnership for YEA Leadership Digital 2021
 - i. This 3-day event is scheduled for October 2021
 - ii. Agreement is being draft for CIBSE to co-host this event with ASHRAE
 - iii. Event will be facilitated by Tricia Evans
 - c. ASHRAE India Programming Development
 - i. Subcommittee is currently working to collaborate with the India chapter to produce webinars and certification videos.
 - ii. Some of the webinars are currently on YouTube
 - d. YEA Leadership International 2022 Proposal
 - i. The subcommittee is proposing to hold a YLI event in Region XIII (Kuala Lumpur, Malaysia) in May 2022.
 - ii. The event will prevent a gap in knowledge between the outgoing RVCs who have hosted this event and the incoming RVCs that have never hosted.
 - e. CIBSE Update
 - i. Upcoming Technical Symposium- July 13 &14, 2021
 - ii. CIBSE YEN event was postponed for this year and will start again in 2022

4. YEA MBOs 21-22 Update
 - a. Two new MBOs added aimed at YEA continuing to increase social media presents and becoming involved in the DEI Committee.

ATTACHMENT B

YEA MBOs 2020-2021

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
1	Increase YEA membership by 10% (11,442 to 12,586)	As of 05/31/2021- 10,468	6/30/2021	YEA Committee	Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15% (677 to 778)	As of 06/02/2021: 584	6/30/2021	Professional Development Subcommittee	We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	Ongoing 13 out 19 Committee members have met this goal	7/1/2020 to 9/30/2020	YEA Committee	To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Ongoing	2/1/2021	Outreach Development Subcommittee	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	Ongoing	6/30/2021	YEA Committee	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events.
6	100% submission of CRC YEA workshop sign-in sheet	Ongoing As of 06/02/2021: 9 Missing: V, VI, VIII, XI, XIV, RAL	Within one month of CRC	YEA Committee	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Completed at 2021 Winter Virtual Conference	6/30/2021	Personal Development Subcommittee	Maintain an organized event that promotes networking and mentorship with the College of Fellows

Item #	MBO	Status	Date Due	Assigned To	MBO Comments
8	Establish new YEA liaisons from allied industry associations	Ongoing	6/30/2021	Outreach Development Subcommittee	Collaborate with allied industries. Identify new liaisons for the YEA Committee and have at least one attend an ASHRAE Conference within the 2019-2020 Society Year, such as ISHRAE, REHVA, and AIA, where MOUs are signed.
9	Social media posts for every YEA Leadership event	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	One post prior and one post after event, at minimum. Intent to promote the event and encourage attendance, and also show the value of the program. On all available platforms
10	Social media on applications for YEA programs	Ongoing	6/30/2021	Professional Development Subcommittee	Posts on application deadlines at least 1-2 weeks in advance
11	Complete Alignment of YLW-YLI	Ongoing	6/30/2021	Personal Development Subcommittee and Outreach Subcommittee	Improve ability of participants to participate in a program and transfer to the other
12	YEA Presentation at Winter and Annual Meeting	Ongoing	6/30/2021	Professional Development Subcommittee	Grow YEA involvement in the technical program through YEA members as presenters

Attachment C

YEA MBOs 2021-2022

Item #	MBO	Assigned To	Date Due	Status	Comments
1	Increase YEA membership by 10%	YEA Committee	6/30/2022		Continue to grow the YEA demographic and encourage involvement
2	Increase number of YEA members participating on TCs by 15%	Professional Development Subcommittee	6/30/2022		We have been working with TAC to increase awareness and participation to YEA members. Redesign TC YEA guide and include information for international members. Look at each Region's YEA participation.
3	Full Circle for entire YEA Committee	YEA Committee	7/1/2021 to 9/30/2022		To encourage all YEA members to donate, the committee wants to lead by example
4	Develop a plan to promote educational resources for international YEA members	Outreach Development Subcommittee	6/30/2022	Ongoing	Provide educational resources for international YEA members who might not be able to attend existing YEA programs. Translate cheat sheet into SI.
5	Chapter/Member Outreach	YEA Committee	6/30/2022	Ongoing	Continue/increase the communication between YEA RVC's and YCC's so that membership is informed of programs and events. Submit reporting form bi-annually.
6	100% submission of CRC YEA workshop sign-in sheet	YEA Committee	Within one month of CRC	Ongoing	In order to track YCC attendance at CRC YEA workshops, all YEA RVCs need to submit their workshop sign-in sheets. To encourage adequate training, we want at least 80% of YCCs (or co-chairs) to attend their CRCs and YEA Workshop.
7	Maintain an annual joint College of Fellows mentoring event	Personal Development Subcommittee	6/30/2022	Ongoing	Maintain an organized event that promotes networking and mentorship with the College of Fellows
8	Establish new YEA liaisons from allied industry associations	Outreach Development Subcommittee	6/30/2022	Ongoing	Collaborate with (3) allied industries. Invite each to at least 1 YEA/ASHRAE event within the 2021-2022 Society Year. (Mirror in participation). Continue to Identify new liaisons for the YEA Committee
10	Publish Social Media Plan	Professional Development Subcommittee	1/14/2022		Document Release via Basecamp
11	Implement Social Media Plan	Professional Development Subcommittee	6/30/2022		Increase Instagram followers by 500% by implementing Social Media Plan. Post social media content on a weekly basis, per Social Media Plan. Track content topics and subcommittee
12	Maintain Alignment of YLW-YLI	Personal Development Subcommittee and Outreach Subcommittee	6/30/2022	Ongoing	Make sure there is cross attendance between events once per year.
13	YEA Presentation at Winter and Annual Meeting	Professional Development Subcommittee and ExCom	6/30/2022	Ongoing	Grow YEA involvement in the technical program through YEA members as presenters
14	ASHRAE Conference Crash Course at the Winter and Annual Meeting	Personal Development Subcommittee	01/29/2022-02/02/2022	Ongoing	
15	Form DEI Coordinating Ad Hoc	DEI Ad Hoc Committee	6/30/2022	Ongoing	Define expectation for YEA DEI committee leader is the official member of the YEA taskforce. Pursue opportunities with other bodies

Student Activities Report to Members Council

From the meeting of June 18, 2021, via GoToMeeting

Members Present

Megan Tosh, Chair
Jared Larson, Vice-Chair
Mai Anh Dao, Reg II
Sam Tascarella, Reg III
Adam Parker, Reg IV
Jake Taylor, Reg V
Jane Opoien, Reg VI
Mak Kersanac, Reg VII
Pam Duffy, Reg VIII
Shaun Nienhueser, Reg IX
Kellie Huff, Reg X
Tracy McKeon, Reg XI
Walter Lenzi, Reg XII
Aleksandar Andelkovic, Reg XIV
Ade Awujoola, RAL
Dennis O'Neal, ABET BoD
Mansour Zenouzi, ABET ETAC
David Cassel, ABET EAC
Russell Lavitt, BoD Ex-O
Mick Schwedler, Coordinating Officer

Members Absent

Chonghui Lui, Reg I
Manuel Belino, Reg XIII

Guests

Liz Primeau, Incoming Reg II
Bob Snow, Incoming Reg V
Nancy McBee, Incoming Reg VII
Robin Bryant, Incoming BoD Ex-O
Filza Walters
Dan Russell

Staff

Katie Thomson
Joyce Abrams

Motions

Motion 1: The Student Activities Committee recommends to Members Council that the Manual of Procedures (MOP) be updated as follows:

SUBCOMMITTEES OF THE STUDENT ACTIVITIES COMMITTEE

*The following subcommittees are vitally important in carrying out the activities and goals of the Student Activities Committee. As a Student Activities Vice Chair, you will be asked to serve on at least ~~one~~ **two** of these subcommittees. Your commitment and enthusiasm will be needed for the Student Activities Committee to continue serving the membership.*

Background: The Student Activities Committee currently has five subcommittees: ABET, Design Competition, K-12/STEM, Post-High, and Grants. All Regional Vice Chairs are asked to serve on at least two subcommittees to gain exposure to Student Activities and help with workload throughout the Society Year. Decreasing the commitment to at least one subcommittee will reduce the overall workload and increase involvement of all Regional Vice Chairs.

Fiscal Impact: None

Motion 2: The Student Activities Committee recommends to Members Council that ASHRAE provides \$10,000 USD as seed money to host a virtual career fair during the 2021-2022 society year. It is estimated that the net profit will be around \$9250 USD. Proceeds from the event will be retained by ASHRAE.

Background Information: In 2020, Region II hosted a region wide career fair on a virtual platform. (you can read a full write up on it in the March [High Five Newsletter](#) from Student Activities). While it was intended to be a regional career fair, they observed students attending from other regions. The up front cost was \$7,400 CAD for a one day event. They charged \$200 CAD per booth, and \$50 CAD for similar companies in other cities. While it was intended to be a break even event, the overwhelming interest generated a net profit of around \$3000 CAD. More importantly, it exposed nearly 500 students to the wide variety of potential jobs in the HVAC industry, attracting students to the HVAC industry. This model is an excellent initiative for society. The level of engagement is phenomenal as Region II has 570 student members listed in the 2020 roster.

ASHRAE has academic programs and financial support for the undergraduate portion of the student activities, but we feel there is a disconnect between graduation and career path ramps into the industry. This will help engage students with the HVAC industry, and help with student retention after graduation.

This concept was discussed with students and branch advisors in the 2021 congress sessions, and there is interest for a society level career fair.

How the virtual career fair works: There are several virtual career fair platforms on the market, and will defer to the Student Activities Committee to evaluate and make the best choice. The selected web host company will have a template for the company information. Students register for free and can create their profile page, and upload a resume. Prior to the event going live, applicants can visit the site and become familiar with it. When the event goes live, the students can visit the booths. If companies have live Q&A sessions, they can schedule these to speak directly with the representative. The student activities committee will facilitate the companies populating the virtual booths.

Benefits to ASHRAE: In the long term, this will improve ASHRAE membership by attracting and retaining members on a global scale. This will engage students on a new level. After the pandemic year of 2020, ASHRAE saw a decline in new membership, and membership grade conversion. Students pursuing employment will become more engaged in networking, attend the seminars, visiting AHR booths, and will want to discover more about companies/firms who post positions. The Student Activities Committee can host virtual sessions about resume tips, and interview tips.

Many students do not realize all the career opportunities there are in HVAC. This will broaden their exposure and increase their desire to continue memberships after graduation.

Benefits to Students: Students can help navigate their career path, and gain passion for the HVAC industry. Career opportunities have great engagement for students. This concept was proposed to the students and branch advisors in the 2021 congress sessions, and there is interest in this from many branches.

Benefits to Diversity, Equity, and Inclusion: ASHRAE has challenged the student activities committee to overcome barriers with DEI. The committee feels this is an excellent way to promote jobs worldwide to students who may not be able to afford travel costs for an in person central career fair.

The Student Activities Committee has discussed this with the AHR Expo committee. It is important to keep this separate from the expo, and to target students. The expos attempted a career fair in the past and many manufacturers expressed concerns about “poaching” of employees and threatened to withdraw from the AHR. Commitments were made to keep this completely independent.

Budgets and Potential Revenue: Premier Virtual provided a quote to the Student Activities Committee for \$9500 USD to host the career fair on a global scale in February 2022. This flat fee does not change provided we do not exceed 800 exhibitors. Virtual career fairs typically charge exhibitors between \$0-\$500. For \$250 a table, the event can break even at 38 exhibitors – just over 2 companies per region.

In addition, we can also spotlight companies and sell promotional video opportunities for \$1000.

Fiscal Impact: Provided this can be approved and properly marketed it will turn a profit. The upfront investment to engage a company will be \$10,000 USD. All revenue will go back to ASHRAE. Processing of payments would not be handled by the Student Activities Committee.

Information Items

1. Executive Committee

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

2. Centralized Training

- Live Zoom session with previous Society award winners as panelists scheduled for Friday June 25th from noon – 2pm EDT using translation feature.
- On-demand videos have been created by each subcommittee and uploaded to the website.
- All SA Chairs and SBAs registered for Centralized Training will be encouraged to watch the videos in advance so that the live session can focus on questions and best practices.

3. ABET Subcommittee

- David Cassel provided an update on the Engineering Accreditation Commission and Mansour Zenouzi provided an update on the Engineering Technology Accreditation Commission.
- A letter was sent by Jeff Littleton to ASME requesting that ASME invite ASHRAE to be a Cooperating Society for Mechanical Engineering and Mechanical Engineering Technology programs. The request was considered at their meetings in July 2018 but we haven't received a response due to staff changes at ASME. Thomson to follow up.

4. K-12/STEM Subcommittee

- Two chapters achieved the K-12/STEM leadership award from Region X
- The subcommittee is developing a children's book (K-6) with an ASHRAE or HVAC&R theme with support from the Publications and Education Committee

5. Post High Subcommittee

- Planning for an in-person Student Program at the 2022 Winter Conference in Las Vegas.
- 50% of student branch status reports have been submitted. Staff and RVCs will reach out to branches that have not submitted to identify plans for the next academic year.
- Three nominations were reviewed for the SBA of the Year Award and the subcommittee voted unanimously for a winner.
- Student Membership
 - The total number of student members as of May 31, 2021 is 4,845 (32.54% decrease from May 2020)
 - Branches – 17 pending branches bringing the 2020-21 total to 35 new branches

Region	Student Branch	School	Chapter	Location
RAL	Atilim University Student Branch	Atilim University	Turkish	Ankara, Turkey
XII	Universidad EAFIT Student Branch	Universidad EAFIT	Colombia	Medellin, Colombia
RAL	Baskent University Student Branch	Baskent University	Turkish	Ankara, Turkey
RAL	ATBU Student Branch	Abubakar Tafawa Balewa University	ASHRAE Nigeria	Bauchi, Nigeria
RAL	Recep Tayyip Erdogan University Student Branch	Recep Tayyip Erdogan University	Turkish	Rize, Turkey
RAL	TOBB ETU Student Branch	Tobb Economy & Technology University	Turkish	Ankara, Turkey
XII	Inter Bayamon Student Branch	Inter American University of Puerto Rico	Puerto Rico	Bayamon, Puerto Rico
XII	UNJBG Student Branch	Universidad Nacional Jorge Basadre Grohmann	Peru	Tacna, Peru
XII	Panama Student Branch	Universidad Tecnológica de Panamá	Region XII	Panamá City, Panamá
RAL	PCCOER Student Branch	Pimpri Chinchwad College Of Engineering and Research(PCCOER), Ravet	Pune	Ravet, India
RAL	University of Johannesburg Student Branch	University of Johannesburg	South Africa	Johannesburg, South Africa
RAL	UofK Student Branch	University of Khartoum	Sudan	Khartoum, Sudan
RAL	Federal University of Technology Student Branch	Federal University of Technology	ASHRAE Nigeria	Owerri, Nigeria
RAL	University of Ilorin Student Branch	University of Ilorin	ASHRAE Nigeria	Ilorin, Nigeria
RAL	PNEC Student Branch	Pakistan Navy Engineering College	Pakistan	Karachi, Pakistan
XII	UNMSM Student Branch	Universidad Nacional Mayor de San Marcos	Peru	Lima, Peru
RAL	Chitkara University Student Branch	Chitkara University	Chandigarh	Rajpura, Punjab, India

6. Grants Subcommittee

- Subcommittee reviewed online application form and judging criteria for 2021-22 round.
- Updates have been made to the application form to simplify the judging process.
- Student travel grant (five up to \$1,000 each) sponsored by Life Members Club has been posted to the website with a September 30, 2021 deadline.

7. Design Competition Subcommittee

- 53 Design Competition projects were submitted this year
 - Design Calculations – 16
 - System Selection – 15
 - ISBD – 12
 - Applied Engineering Challenge – 10
- 35 Design Competition submissions were judged at Society Level with four considered as Rising Stars. The Winners of each category were selected on June 17th and will be notified in early August.

- Information for the 2022 Design Competition and Applied Engineering Challenge have been published on the website.
- The goal is to release the 2023 Design Competition information in January 2022 with discussions ongoing regarding location and building type.
- The BEQ Competition will be posted in July.

MBO Update

2020-21 Student Activities Committee MBO's

Megan Tosh, Chair

MBO #	Description	Assigned To/Status	Due
1	Student Activities Committee	All	
	a. RVCs create MBOs for the 2020-2021 year	12 Regions Complete	August 2020
	b. Streamline resources and programs to eliminate redundancy and optimize impact	In Progress	Annual Meeting 2021
	c. Share challenges and successes between Regions	Complete	Annual Meeting 2021
	d. Improve and revise Centralized Training videos	Complete	Annual Meeting 2021
2	Design Competition	Design Comp	
	a. Review structure of competitions and propose options for improvement or redevelopment	In Progress	Winter Meeting 2021
	b. Evaluate how we can promote diversity and inclusion in our competition offering	In Progress	Winter Meeting 2021
	c. Consider how to leverage competitions to maximize value of ASHRAE to students	In Progress	Annual Meeting 2021
3	Grants	Grants	
	a. Investigate a high school grant and develop a motion to add a K-12 school level equipment grant.	Incomplete	Winter Meeting 2021
	b. Receive one applicant from each ASHRAE Region	Incomplete	December 2020

4	K-12/STEM	K-12/STEM	
	a. Evaluate how we can promote diversity and inclusion in our K-12/STEM efforts	Complete	Winter Meeting 2021
	b. Streamline K-12/STEM Leadership Award, Youth Outreach Award, and Student Activities Achievement Award	In Progress	Annual Meeting 2021
	c. Develop ASHRAE themed K-6 book for students	Complete	Annual Meeting 2021
5	Post High	Post High	
	a. Investigate a virtual Winter Student Program for students who cannot attend conference and pandemic contingency planning	Complete	Winter Meeting 2021
	b. Collaborate with YEA for Student Orientation and Events at Winter Program	Complete	Winter Meeting 2021
	c. Improve student branch status reporting to greater than 90% and review reports	Incomplete	Summer Meeting 2021

Chapter Technology Transfer Committee (CTTC)

Report to Members Council
From Meeting of June 9 and 16, 2021

Members Present	Members Absent	Guests	Staff
Thursten Simonsen		Charlie Hon	Rhiannon Masterson
Mohammad Al Tassi		Larry Smith	Anastasia Meadows
Daniel Robert		Kim Cowman	Joyce Abrams
Charles Bertuch		Tim McGinn	
Daniel Redmond		Keith Reihl	
Matthew Archey			
Christopher Adams			
Arunabha Sau			
Elizabeth Zakelj			
Grant Page			
Peter Sudbeck			
Russell Pratt			
Kevin Blankemeier			
Janice Peterson			
John Constantine			
Renjie Jerry Huang			
Mahroo Eftekhari			
Ahmad Nour			
Heric Holmes			
Andrew Reilman			
Ashish Rakheja			
Mick Schwedler			
*Frank Rivera			
*Kenneth Shifflett			
*Abigail Brophy			
*Tyler Bradshaw			
*Thiago Corrêa Fonseca Portes			

*Incoming 21-22 CTTC Members

Information Items

1. CTTC published two Tech Hours during 2020-21. The Commissioning Tech Hour was released on April 1 and the BEQ Tech Hour was released recently on June 16. The Tech Hour Ad Hoc is actively researching Tech Hour topics and plans on publishing three or four Tech Hours for the 2021-21 Society Year.
2. The BOD tasked CTTC to consider drafting a disclaimer appropriate for all presentations given to ASHRAE Chapters, explaining that the opinions expressed are that of the presenter and not ASHRAE or the Chapter. CTTC has assigned this to their Member Services Subcommittee for review and plans to report back at the 2022 ASHRAE Winter Conference.
3. The 2020-21 DL program completed a total of at least 280 virtual visits. We estimate that this number is low since not all virtual DL visits were reported.
4. The 2021-22 DL program will continue with virtual visits through at least August 31, pending feedback from the Board. CTTC has approved a roster of 70 lecturers. Six new DLs will begin two-year terms in July 2021.

- a. The DL review is completed annually to evaluate DL performance, relevance of the presentation topics, usage, term dates, and geographical coverage. The goal of the review is to maximize the value of the program and strengthen it with a limited roster. Evaluations received continue to indicate that DLs are well received by Chapters.

Attachment

Attachment A – CTTC MBOs for 2020-21

Attachment B – CTTC MBOs for 2021-22

ATTACHMENT A

Management by Objectives Chapter Technology Transfer Committee ASHRAE Society Year 2020-2021 Thursten Simonsen, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
1. RVCs to coordinate with chapter program chairs to continue hosting a full chapter year of monthly meetings and programs, whether in-person or virtually as local and regional conditions dictate. RVCs and chapter program chairs to promote flexibility in responding to local ordinances and regulations related to the global pandemic while still engaging with chapter members in educational programs throughout the year.	Complete	June 2021	All RVCs	ASHRAE Strategic Plan Goal 2 promotes maximizing member value and engagement, including through the leveraging of technology. The impacts of the global pandemic have brought immediate reductions to in person education and technology transfer; however CTTC is in a prime position, through chapter programs, to continue promoting education and programs to chapter members.
2. Each RVC to work with chapter programs chairs to identify a minimum of five (5) organizations (i.e. local or regional councils, sustainability organizations, city or state energy efficiency organizations, or similar organizations) – and set up inperson or virtual introductory meetings to promote ASHRAE’s essential knowledge and resources for a sustainable, high-performance built environment.	Complete	June 2021	All RVCs	This aligns with ASHRAE Strategic Plan Goal 1 – and promotes local and regional engagement with organizations and councils that may align with ASHRAE’s base of knowledge and expertise and drive positive economic, environmental, and social impact through innovation in building design and operations.
3. CTTC Tech Hour Ad Hoc Committee and RVCs continue to develop the ASHRAE Tech Hour program to deliver multiple relevant and innovative tech hour programs during the 2020-21 society year. Goal to develop and publish a minimum of three (3) tech hour programs despite the limitations posed by the global pandemic, and to fully engage the ASHRAE marketing initiative for the ASHRAE Tech Hour.	Complete	May 2021	All RVCs and Tech Hour Subcommittee	In 2019-20 CTTC rebranded the ASHRAE Webcast as the ASHRAE Tech Hour and posted two programs. Development has halted due to global pandemic restrictions. Tech Hour programs must continue development in a manner to accommodate the travel and social distancing concerns of Covid-19. This supports Strategic Plan Goal 3 – Optimize ASHRAE’s Organizational Structure to Maximize Performance

4. RVCs to coordinate with chapter program chairs to schedule distinguished lecturer virtual presentations to each chapter during this society year. The global pandemic has curtailed travel; however with technology distinguished lecturers may continue to present to chapters. The goal is to have all allocated DL visits schedule by December 2020 as would occur during a typical chapter year, with chapters taking full advantage of technology to deliver virtual programs as needed and required.	Complete	December 2020	DL Program Ad Hoc and RVCs	The DL program has been a consistent method of transferring ASHRAE's depth of knowledge and resources to local and regional membership through technical program. RVC's shall work to continue full utilization of the DL program during the society year, even though most or nearly all of the programs must be delivered through virtual meeting technology. This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.
5. Work with all RVCs to increase the number of Technology Award submissions, including a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, and Region-at-Large for a minimum of 5 total from outside North America.	In Process	June 2021	All RVCs	International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards. This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.
6. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year for each of the CTTC sub-committees	Complete	November 2020 & March 2021	Member Services & Operations	This was something that our previous chairs, Mehboob and Hart, initiated and continued over the past 2 years. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3 – Organizational Streamlining.

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

MBO	STATUS	Due Date	Assigned To	MBO Comments
1. Work with all chapters to conduct at least two HVAC events relevant to COVID-19 Precautionary measures and recovery plans	Open	June 2022	All RVCs	In line with ASHRAE Strategic Plan/ Item 2: Indoor Environmental Quality. Given the ongoing COVID-19 Pandemic, this initiative becomes of high importance
2. Work with all chapters to appoint at least one CTTC Co-Chair per chapter (Target: at least 80% of the chapters)	Open	June 2022	All RVCs	Capacity building, sharing expertise and succession planning are essential factors for CTTC success at Chapter, Regional and Society levels.
3. Resume the original plan for broadcasting three Tech-Hours per year	Open	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item 4: Improve Chapter Engagement, Capacity and Support
4. Set a plan for collaboration with TCs and other ASHRAE Committees	Open	June 2022	Operations Sub-Committee	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining.
5. Finalize the online DL Evaluation system, and enroll it at least for interested Chapters	Open	June 2022	- Services Sub-Committee, - Digital DL Evaluations Ad HOC & - Online DL Ad Hoc	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The current DL operations includes inefficient manual DL requesting, approval, and evaluation process with filling multiple manual forms and rolling them via multiple emails in addition to maintaining manual DL logs and statistical records
6. Work towards reaching online DL platform that covers DL requests, approval and logging capabilities. (Target: finalize a reliable robust plan for implementation at a later stage)	Open	June 2022		
7. Review the current DL selection criteria, and existing DL database, then initiate proper measures for providing wider DL diversity of relevant topics (leadership, management, finance...), languages, gender (more female DLs), and even age groups (opportunities for YEA)	Open	June 2022	- Member Services Sub-Committee & - DL Program Team	In line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. The DL program has high potentials for reaching wider range of audience and facilitating higher chapter engagement through providing wider spectrum of program deliverables
8. Conduct at least two additional full Sub-Committee virtual meetings per year (in addition to the Winter and Annual Meetings)	Open	Fall 2021 Spring 2022	- Operations & Member Services Sub-Committees - Staff support	In Line with ASHRAE Strategic Plan/ Item-3: Organizational Streamlining. This initiative proved to Enhances CTTC communications, and leads to higher level of preparedness for the full Committee meetings

COMMUNICATIONS COMMITTEE

Report to Members Council
From Meeting of June 17, 2021

Members Present

**Pam Duffy
Karine Leblanc
Nikolaos Giannitsanos
Anuj Gupta
Richard Kimball
Jessica Mangler
Randy Reed
Eleazar Rivera
Mick Schwedler
Ashish Rakheja**

Members Absent

Guests

**Larry Smith
Daniel Bourque
Franco D'Atri
Stephanie Mages
Vinod Venugopal
Stephanie Mages**

Staff

**Joslyn Ratcliff
Ally Jordan
Lara Roenitz
Joyce Abrams**

Motions

The committee has no motions for the council.

Information Items

1. Communications Committee approved revisions to the Virtual Meeting Guidance which incorporates information from other committees and groups within ASHRAE as well as lessons learned from working in a virtual environment for over a year. Information on hybrid meetings is included in this revised addition. The revised guidance will be shared with ASHRAE staff liaisons, promoted via the Chapter Notes newsletter and posted to the Communications Committee and eMeetings pages of ashrae.org . Attachment A – Virtual Meeting Guidance.
2. Communications Committee is working with an outside vendor to develop a Wordpress template ASHRAE chapters that so wish may use for their websites. It will be similar to the Wix template the committee already developed. The template is expected to launch in late summer/early fall. An RFP was developed by the committee and 17 bids were reviewed in order to select the vendor.
3. Communications Committee has hosted seven “office hours”, free online information sessions covering topics within the committee’s areas of expertise. The entire schedule and links to the recorded versions can be seen in Attachment B. Any member interested and involved in the subject matter is encouraged to attend.
4. Guidance documentation from Communications Committee has been reviewed and revised and reposted to the Communications Committee page of ashrae.org. The thirty some guidance documents available from the committee are intended to serve the entire Society and any member with interest is encouraged to review the guidance and tips available.
5. At the request of TAC, Communications Committee discussed the addition of a disclaimer to Basecamp to indicate that conversation taking place in Basecamp does not constitute official

correspondence or views from Society. Since Basecamp is not owned by ASHRAE and can not be custom-programmed at the request of ASHRAE, staff will ask the programmers at Basecamp to consider a feature request for the ability to pin information to the top of Basecamp projects. A feature request is not a work order, but a way to indicate to Basecamp features that would be helpful to end users so they can consider them during their software updates.

6. Staff was assigned an action item to respond to Planning Committee regarding the use of Google Docs for ASHRAE work. Staff consulted with the committee to respond that it is OK from an IP standpoint to use Google Docs for ASHRAE work so long as the individuals using them understand the terms of service and keep items private that should be private (vs. posting publicly.) The committee created a video for PLC to show how Google Docs and Basecamp can be used together, as Google Docs is not a replacement for Basecamp, but can be used for real-time online collaboration that is not possible within Basecamp.

MBO Update

MBOs and status for 2020-21 are attached. (Attachment C)
MBOs for 2021-22 are attached. (Attachment D)

PAOE Update

Communications Committee PAOE categories for 2021-2022 can be as seen in Attachment E.

Attachments

Attachment A (Revised Virtual Meeting Guidance)
Attachment B (Communications Committee Office Hours)
Attachment C (Communications Committee 2020-21 MBOs)
Attachment D (Communications Committee 2021-22 MBOs)
Attachment E (2021-2022 PAOE recommendations)

Respectfully Submitted,
Pam Duffy
Communications Committee Chair 2020–2021

PD/jr



ASHRAE Virtual Meeting Guidance

Tips for Hosting a Successful Virtual Event

Prepared by: ASHRAE Communications Committee

Approved for Distribution: 5/29/2020

Last Revised: June 2021

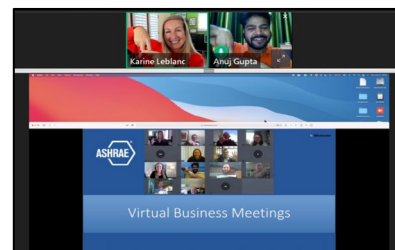
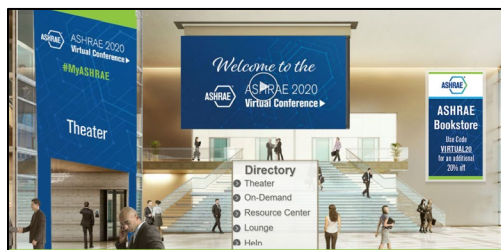
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Types of Virtual ASHRAE Events

Every meeting is different! We have assembled **general tips for virtual meetings**, as well as best practices for the following types of events:

- [Virtual Business Meetings](#) such as board meetings, technical committee meetings, or leadership meetings with active discussion and voting.
- [Virtual Chapter Meetings](#) or any similar virtual event with a featured speaker or presentation making up most of the virtual event.
- Virtual CRCs or other events that typically span multiple days, with a variety of virtual event types.
- [Virtual Special Events](#) such as social events and award ceremonies.
- [General Tips for Virtual Meetings](#)



General Tips for Virtual Events

- **Designate a Host** - Good facilitation is critical to a successful virtual meeting; review our tips for great [meeting hosts](#).
- Always start your events with **Virtual Meeting Housekeeping** to address virtual meeting protocol; check out [our tips](#) for housekeeping announcements.
- **Video/webcam use is strongly encouraged** - it allows attendees to see visual cues such as body language and engagement. Webcam usage and video transmission can cause Internet connections to slow down. Meetings of 20 or more should limit webcam usage to key speakers. A high-definition (HD) external webcam will often provide a better quality image than the built-in webcam.
- **Lighting** – A ring light is an inexpensive device that can help you to look polished and professional. These can attach to your computer or be free standing.
- **Mute** – Attendees should mute themselves unless they need to speak. Optionally, the meeting host can mute everyone at the beginning and announce how to make comments.
- **Listening/speaking** – use a headset or earpiece to minimize your ambient noise interference when unmuted.
- **Use Chat** – For quick answers (yes, no, agree, disagree, etc.) and other comments.
- **Meeting Length** – Trim the agenda and take breaks every 40 minutes. It is more difficult for most people to stay engaged during a long virtual meeting.

Meeting Host

Good facilitation is critical to a successful meeting. Decide ahead of time who will facilitate your virtual event. For smaller meetings, the person chairing the event may be able to facilitate. Meetings larger than 10 people should have a dedicated host.

Host's responsibilities:

- Join meeting 30 minutes ahead of time
- Confirm arrival of all presenters, especially speakers
- Test sound, video, and mute functions for all presenters
- Share screen for introduction slideshow, and advances slides as needed
- Manage the “pass off” between presenters if needed
- Handle mute/unmute of attendees as necessary
- Monitor chat
- Monitor agenda, ensure people are stepping in when necessary
- Monitor meeting elapsed time
- Review/prepare “welcome/housekeeping slides”
- Manage the discussions and voting

Who makes a great host?

- Well-versed in meeting software
- Familiar with the content of the meeting
- Examples:
 - For a TC Meeting – Secretary or Vice-Chair
 - For a Chapter Event – CTTC Chair or Programs Chair
 - For a Society Committee Meeting – Staff Member

Virtual Meeting Housekeeping Notes

Every virtual event should start with virtual meeting housekeeping. Here are some things you should cover:

- **Audio**
 - Announce protocols for audio. For example, will the audience be muted the whole time, or will they have the ability to unmute?
 - Explain how to mute and unmute on your platform.
 - For business meetings, you might ask people to identify themselves anytime they speak, ex: "This is Pam Duffy from Region VIII"
 - Attendees may be asked to mute, or that the host may mute them.
- **Video**
 - Announce protocols for video. For example, you might say that the audience is encouraged to use video for this call, or ask that only speakers be on video.
 - Explain how to show and hide video on your platform.
- **Chat**
 - If applicable, you can ask attendees to use the Chat box instead of speaking for questions or sidebar comments.
- **Other**
 - Advise participants if the meeting will be recorded or not.
 - If attendee names are available, encourage them to be updated to reflect role or position., i.e. "Pam Duffy, Chief Penguin".

What Platform Should I Use?

There are many platforms available for ASHRAE groups to use for your virtual events. There is no requirement to use any specific platform, unless designated by event organizers. For example, someone planning a large event with many virtual meetings may ask that all hosts use the same platform for consistency. If your group needs to choose a platform for your event, here are some items to consider.

Fee-Free Options

- GoToMeeting and GoToWebinar are available free of charge from ASHRAE. Here is [how to schedule a GoToMeeting or GoToWebinar through ASHRAE](#).
- Contact your Director and Regional Chair (DRC) for your chapter's region, which has their own account with a specific platform that you can use.

- For Society committees, reach out to your staff liaison for assistance in hosting your virtual event.

What Works Best?

Throughout ASHRAE, members have had the most success with GoToMeeting, GoToWebinar and Zoom.

- **GoToWebinar** is best for large events greater than 100 people. One downside of **GoToWebinar** or **Zoom Webinars** is that attendees are generally limited to a listen-only mode. However, this can be a benefit with such a large amount of attendees.
- **Zoom and GoToMeeting** are other commercially available products that can be used if you have an account.
- **Microsoft Teams** and **Google Meet** are other options available. One thing to keep in mind is that these platforms are tied to a Microsoft or Google account, which may not be user-friendly for all ASHRAE members.

Technology changes quickly! This guidance is based on the committee's best recommendations as of the date of publication.

ASHRAE Business Meetings – Tips for Hosting Virtually

This section covers tips for hosting a virtual meeting with group discussion, motions, and voting. Examples of these types of meetings include Technical Committee (TC) meetings, Standing Committee Meetings, Chapter Board of Governor (BOG) meetings, to name a few.

How to Prepare

- **Meeting administration** - Schedule when the meeting will occur with start **and** end times. Be aware of any time zone differences. Determine who will [facilitate](#). Prepare a [“run-of-show” agenda](#) – an agenda that has time blocks assigned to the sequence of events. Include in the agenda break times and lengths.
- Determine if you will record the meeting. Ensure you have any necessary permissions and remember to let attendees know the meeting is being recorded.
- Send communication to attendees interested parties:
 - Expectation of video participation.
 - Send [virtual meeting tips](#) to attendees.
 - If the meeting is being recorded, note this in the invitation and indicate where and when it will be published.
 - What to do or who to contact if they have technical problems joining the meeting.

Tips for During the Meeting

- Meeting Administration
 - Start on-time. Make use of a countdown timer such as [Big Timer](#) to indicate start time as attendees arrive.
 - Always start with [housekeeping notes](#).
 - During breaks, instruct attendees to mute and turn off video. Use a timer to clarify the break end-time to attendees.
 - End the meeting on time.
 - The chair should be aware of the time constraints during the meeting and make periodic announcements.
- Take attendance.
 - Use attendance as an opportunity for attendees to test audio, mute/unmute, and chat.
 - Ask attendees to check their name in the participant list and adjust if necessary.
 - For larger groups, use the membership roster for a roll-call vote. You can also use an online form such as Google Forms to take attendance and publish the link to the form in the meeting’s chat box.
- Motions and Voting
 - Manage the discussion – Before opening discussion, explain how you will acknowledge people to unmute their line; one recommendation is to use the chat or “hand-raise” feature of the virtual platforms. In smaller groups, acknowledge specific individuals by name for discussion. “Ken, would you like to make the motion?”

- Call for the vote - To eliminate everyone un-muting at once, you may try asking for any opposing first, then abstentions. This leaves all remaining votes as affirmatives. For more contentious votes, a roll call vote is recommended.

Virtual ASHRAE Chapter Meetings and Other Presentations

This section covers tips for a **single** virtual event where the main event is a presentation from a speaker.

How to Prepare

- **Meeting administration** - Schedule when the meeting will occur with start **and** end times. Be cognizant of any time zone differences (including speakers). Determine who will [facilitate](#). Prepare a [“run-of-show” agenda](#) – an agenda that has time blocks assigned to the sequence of events. Include in the agenda break times and lengths.
- **Confirm the virtual meeting platform** - Be aware of any attendee limits on the platform. If attendees must register, include registration information in promotional materials.
- **Registration** - Online registrations should be handled in accordance with the [ASHRAE Privacy Policy](#).
- **Speaker Selection & Coordination** - The Society CTTC [Distinguished Lecturers \(DL\) Program](#) offers expert speakers who present on a wide range of topics.
 - Ensure your speaker is extremely comfortable using virtual meeting technology for presentations.
 - Confirm the time zone of speaker and the event.
 - Communicate the time you would like the speaker to arrive to the virtual event if different from meeting time.
 - Confirm if recording the presentation is acceptable and get permission in writing.
 - Share your [“run-of-show” agenda](#) with the speaker.
 - Discuss how questions will be handled. Using chat for Q&A is recommended.
 - Regular chapter program operations apply to virtual meetings. Chapters should request the presentation for [commercialism review](#). Refer to the [Manual of Chapter Operations](#) Appendix 5A to understand possible challenges. Ensure the [host](#) has the ability to end the live presentation if necessary. If an ASHRAE DL will be presenting, the CTTC Chair should complete the [DL Participation Form](#).
- **Sponsors** - Agree with sponsors about how sponsor recognition will be announced or presented at the virtual meeting. All sponsorship recognition must comply with the [ASHRAE Commercialism Policy](#).
- **Distribution of joining information** - Confirm how attendees will receive the joining information. Will it be sent automatically from the platform or will a volunteer need to send separately? Be sure to send the information to anyone who might not register, such as your speaker.
- **Make a Backup Plan** – plan for these scenarios specific to virtual meetings: What will you do if your speaker has technical difficulties joining the meeting? What will you do if your speaker has technical difficulties **during** their presentation? What will you do if you cannot log in to launch your meeting?
- **Prepare event surveys**: Society CTTC offers the following surveys that may be distributed after meetings to attendees to receive their PDH certificates.
 - [Online Chapter Programs Survey Form](#)
 - [Chapter Program Evaluation Form \(PDF\)](#)
 - [DL Evaluation Form \(PDF\)](#), which should be used for DL presentations

- Versions of the above surveys could be created by the Chapter on Google Forms or Survey Monkey.

Event Promotion

Virtual events present both benefits and challenges to event hosts. Below are some best practices in promoting your virtual event to drive attendance and engagement.

- **Consider incentives** for members to attend the meeting live, such as a raffle or giveaway.
- **Share virtual meeting details with other groups.** Other chapters in your region, “sister chapters”, or other industry organizations could be interested in co-hosting or sharing event information with their groups.
- **Publicize the event on multiple platforms** - consider using email, social media, messaging applications, and Basecamp. Make sure appropriate link and login information is publicized.

Tips for the Day of and During Your Virtual Chapter Meeting

- **Before the Meeting**
 - Send an email confirming meeting arrival time with organizers and presenters.
 - Send an email reminding registered attendees about the meeting.
 - The [Host](#) should follow facilitation responsibilities and ensure that the speaker and presenters are prepared.
 - If a speaker or presenter cancels, consider presenting a topic suggested on the [CTTC Program Resources webpage](#) as your backup plan.
- **During the Meeting**
 - Start on-time. Make use of a countdown timer such as [Big Timer](#) to indicate start time as attendees arrive.
 - If you are using a shared meeting platform, be sure to change the name displayed to be your name and not that of the last person who used the platform.
 - Be sure to take screenshots of the meeting for Chapter history.
 - Always start with [housekeeping notes](#).
 - End the meeting on time.
 - For closing remarks, thank the speakers and presenters for their time and ensure attendees are made aware of event survey distribution and how to obtain PDH certificates if applicable.
- **After the Meeting**
 - If you used a shared meeting platform with common login information, log out of the platform and change the name back to what it was, if applicable.
 - Email event survey to attendees.
 - For DL presentations, the CTTC Chair should complete the DL Event Summary Critique Form summarizing all meeting feedback.
 - Email PDH certificates if applicable. Chapters may use the [template PDH certificate](#) provided by Society CTTC.
 - Publish recorded presentation if you have permission. Recorded presentations can be uploaded to Basecamp and distributed through a public link.

- Some platforms offer reports and analytics on attendance, interest, and participation. If desired, access and share this data with chapter leadership.

CRCs and Other Virtual Conferences

This section covers tips for a virtual event with several individual events (such as workshops, meetings, presentations, and networking events).

- **Administration & Logistics**

- Determine the start time, end time, and host for all events. Ensure all event hosts are comfortable with meeting platform. Be cognizant of time zone differences among attendees.
- Plan ahead for technical issues: who can event leads contact if they cannot log in to the meeting? What happens if attendees cannot get into the meetings?
- Create a master attendance online form to capture attendance for individual events. The link to the same form can be used by the host for each event, with all attendance being captured in a single spreadsheet for easy reference.
- Consider hosting a tips & training session for all those who will be leading a virtual session, particularly if it will be their first time leading a virtual event.
- If your meeting platform supports it, create a virtual backdrop for the conference that all event leads can use.

- **Sponsorship**

- Consider how sponsors can participate in your event. You can offer many opportunities:
 - Stream a video during large-group events.
 - Display logo or slide during large group events.
 - Have a rotating slide deck with sponsors for event arrival and break time
 - Send out daily agenda emails to attendees (ex: "Here's What's Happening at CRC Day 1!") with sponsorship info ("today's events are sponsored by XYZ").
 - Offer a networking event with break-out rooms to visit specific sponsors.
 - Offer sponsors the opportunity to host a technical session (be sure to review presentations for commercialism).
 - Allow sponsors thirty seconds during large-group events.
 - Verbally recognize sponsors during events.
 - Sponsor raffles or games during networking events.
 - Put together a virtual swag bag or one you mail to attendees.

- **Event Scheduling**

- Consider what a successful virtual CRC looks like to you. What kind of event experience do **you** want attendees to have?
- One person should be in charge of setting up all the virtual meetings and creating a master list of event joining information. ASHRAE Staff can support this effort.
- If possible, avoid events overlapping one another. A benefit of a virtual event is that you are not limited by physical space (meeting rooms) or venue requirements.

- **Chapter Workshop Training Tips**

- Consider what a successful virtual workshop looks like to you. What do **you** want attendees to have gained from attending the meeting? Design your workshop with this in mind.
- Encourage attendees to turn on video.
- Limit workshop length to improve attendance and engagement; make sure to plan for breaks every 40 minutes.
- If a workshop contains lengthy (more than 10 minutes) training presentations, record training ahead of time and ask attendees to view videos before attending the workshop. Recordings should always be done as micro-trainings of 5 minutes or less for each video.
- Focus workshop on discussion, questions, and sharing of best practices.
- Consider formatting discussion as a game to improve participation. Use a tool such as [kahoot](#) for virtual polling. Use tools such as [miro](#) or [easyretroboard](#) to facilitate collaboration.
- If available, use break out rooms to encourage attendees to network. For example, assign attendees to break out rooms by state, by language spoken, or by the topic they want to hear more about. Make sure to assign each break out room a leader (“whomever’s birthday is coming next”, “whomever has been an ASHRAE member the longest”)
- Invite “all-star” past chapter chairs who may not normally attend an in-person CRC to participate in the event and contribute to discussion.
- Distribute an online form for feedback and/or quiz on information.

- **Business Meeting Tips**

- Many of the tips in the [ASHRAE Business Meeting](#) section apply to this meeting type.
- Consider limiting agenda to only items that require discussion. Presentation-based topics (chapter reports, RVC reports, etc.) can be distributed in written form or pre-recorded as videos.
- The DRC should establish clear rules and guidelines for managing discussion of motions.

- **Nominating Committee, Caucus, Executive Sessions**

- Meetings with strict attendee requirements or confidential discussions should have meeting information that is not published publicly.
- Consider using a platform or meeting type that can gate attendees. For example, require event attendees to register for the meeting such that their attendance link is unique to them and cannot be forwarded. Another option may be to a feature where an event host must manually admit attendees (“waiting room” feature).
- If available and depending on group size, virtual break out rooms can be useful for sidebar conversations or to allow certain attendees to step out of the room momentarily.

- **Technical Sessions**

- Many of the tips in the [ASHRAE Chapter Meeting and Other Presentations](#) section apply to this meeting type.

- **Awards Ceremony**

- Many of the tips in the [Virtual Special Occasion](#) section apply to this meeting type.
- Consider shipping boxes with awards to chapters in advance and having chapter leaders open awards on-camera.
- Use video spotlight feature to announce or feature winners.
- **Networking Events and Participant Engagement**
 - Host at least one special event! Many of the tips in the [Virtual Special Occasion](#) can be helpful.
 - Consider hosting a chapter history game night in place of history displays. Have chapter historians submit questions for a trivia game.
 - Send registered attendees daily emails to help your multi-day event feel connected rather than multiple individual “meetings”.
 - Consider theming days of the conference and encouraging attendees to use virtual backgrounds or dress/decorate in theme. Theme ideas include: chapter pride day (celebrating the city/location), alumni pride day (celebrating attendees’ alma maters), 80s day, etc.

Hosting a Virtual Special Occasion ASHRAE Event

- **Designate a [Meeting Host](#)**
- **Create an Agenda**
 - It may not be a meeting, but you still need structure! Take a look at the [run of show agenda](#) for ideas.
 - Remember that virtual events are more engaging with more speakers. Ensure that there are plenty of pass-offs.
 - Designate a clear “end time” and plan how to close out the event on a high note.
- **Consider a platform you are familiar with** that provides options such as break-out rooms, which can be renamed as “Tables” to allow small group gatherings.
- **Slide Deck –**
 - Use the [opening slides template](#) with housekeeping items.
 - Add plenty of photos of those being recognized at the event or other memories.
- **Attire** – Encourage attendees to dress up for the occasion.
- **Theme** – Consider an event theme like superheroes, 80s, under the sea, and encourage people to decorate and dress accordingly.
- **Group Picture** – Make plans to take a group picture via screenshot (of award winners, or all attendees).
- **Music** – Create a playlist and sharing music upon entry.
- **Presentation of Physical Items** – Ship items as needed (plaques, trophies, etc.) with the express instructions to NOT open the box, but to be prepared to open the box during the meeting.
- **Activity** – Consider a group activity to engage people. Some ideas:
 - Trivia (e.g. ASHRAE history) using built-in polling or another tool like [Poll Everywhere](#) or [Mentimeter](#)
 - Scavenger Hunt (“Show us something with the ASHRAE logo!”)
 - Bingo

- Beer tasting from a local Microbrewery: You can invite the master brewer and do a beer tasting.
 - Wine tasting: If you have a local winery, you can get the various samples and do a Virtual Wine Tasting.
 - Hire a Professional Comedian or Live Music
 - Have a chef provide an online cooking class to make a meal together.
 - Virtual Dance Party; for example, [learn a line dance!](#)
- **Extend the Invite** – Extend the invite to family, friends, and pets!
- **Virtual Happy Hour** – If your event would normal be accompanied by a happy hour, consider one of these ideas:
 - Have a themed cocktail and mocktail recipe that you have sent ahead of time to attendees.
 - Encourage attendees to bring their favorite beverage to the event.
 - Plan opportunities for toasts or cheers.
- **Meals** – If your event would normal be accompanied by a meal, consider one of these ideas:
 - Send a suggested menu with recipes and encourage attendees to prepare ahead of time and eat on the call.
 - If you have sponsors, you can have a food delivery service (DoorDash, Uber Eats, Postmates, etc.) delivered to the attendees so they can all share a meal or have a drink.
 - If you have sponsors, you can have sponsors issue gift cards to a food delivery service (DoorDash, Uber Eats, Postmates, etc.) and have attendees order after the meeting.
 - Utilize your platform's "break out room" function so people can talk together like they are sitting at a round table at the event for real. Provide prompt questions for people to discuss at their breakout.

Tips for Hybrid Events

These tips are for events that will be held virtually and in-person simultaneously.

- Take extra care to test audio and video ahead of time to ensure an excellent experience for all attendees.
- Ensure that equipment and logistics are in place to maximize virtual participation at the in-person event.
- Assign a volunteer to facilitate the virtual meeting from the on-site location to assist with any audio or video problems or to ask questions on behalf of virtual attendees.
- Announce to in-person attendees that the event is taking place virtually as well. Make any special requests, such as using the microphone for questions or taking any side questions outside to help with audio.
- Ensure your speaker is comfortable with tailoring their presentation for both in-person and virtual audiences.
- Debrief speakers and organizers on virtual logistics. For example, if a speaker needs to stand in a specific location for A/V purposes. Ask the speaker to repeat any questions from the audience. How will the speaker get questions from the virtual attendees?
- Determine how screensharing will work. Consider if the speaker on whether or not the speaker needs access to see or use their computer during the presentation (to play videos or launch links, etc.).
- Ensure that any paper distributed to attendees (flyers, surveys, certificates) are made available to virtual attendees.

Tips for Speakers and Presenters

Before the Meeting

- **Video**
 - Check our webcam video tips in the [Appendix](#).
- **Audio**
 - **Ensure high quality** audio from your microphone by testing ahead of time with the meeting organizers.
- **Test**
 - Use the platform setup to adjust your camera BEFORE the meeting.
 - Some platforms have test connections to do this when convenient.
- **Confirm Logistics**
 - Confirm logistics for screen sharing.
 - Confirm with meeting organizers how Q&A will work.
 - Determine who to “pass” the presentation back to once you are done presenting.
- **Prepare Presentation**
 - Concise presentations are more successful.
 - A virtual presentation can extend longer than a live presentation.
 - A good rule of thumb for virtual presentations is 2 minutes per slide. That is 30 slides maximum for a 60-minute presentation.
 - Maintaining audience engagement is more difficult in a virtual presentation.
 - Use built-in polls in GoToMeeting or responses in chat to encourage engagement during your presentation.
 - Plan for an engagement activity once every 5 minutes.
- **Rehearse**
 - Look at camera, not computer.
 - Record yourself to check your audio and video quality.

Speaking

- Ensure the presentation file is the version approved by the meeting organizers that is in compliance with the [ASHRAE Commercialism Policy](#)
- **Consider standing** during the presentation.
- **Eye Contact**
 - Look at camera as much as possible.
 - Add a sticky note to your camera with a friendly reminder that says, "look here!"
- **Keep it Engaging and Read the Proverbial “Room”**
 - Ask for written feedback, “Type yes into the chat if you agree”
 - Ask for visual feedback, “Give a thumbs up to the camera if you agree”
- **Q&A**
 - Build in “question pauses” in the presentation to ask and answer questions
 - Know that questions will be at the end of the presentation

Additional Resources

- [CTTC Program Resources](#)
- [ASHRAE Commercialism and Guidelines](#)
- [ASHRAE eMeetings Page](#)
- [Internet Speed Test](#)

Appendix

- [Template: Run of Show Agenda](#)
- [Template: Email to Attendees with Virtual Meeting Tips](#)
- [Tips for Successful Video in Virtual Meetings](#)
- [More Tips for Hosting a Successful Virtual Meeting](#)

Template: Run of Show Agenda

Below is an example of a run of show agenda, where the sequence of events is given time slots. A run of show agenda helps the presenters and organizers stay informed about what should happen, when it should happen, and who should be doing it. This is particularly important for virtual meetings, since the meeting presenters and organizers are in different physical locations.

Time	Responsible	Details
11:15am-11:30am	Host	Entry – before meeting starts - Display Welcome slide and share screen to attendees - Verify attendees can see the shared screen - Welcome people as they arrive. - Announce meeting start - on time
11:30am-11:35am	Programs Chair	Housekeeping Announcements - Discuss virtual meeting housekeeping announcements. - When finished, introduce the next presenter, “Now I’d like to pass it off to, <volunteer name>”
11:35am-11:40am	Chapter President	Welcome and Meeting Announcements - Make remarks. - When finished, introduce the next presenter, “Now I’d like to pass it off to, <volunteer name>”
11:40am-11:45am	Programs Chair	Introduce Speaker - Make remarks. - During introduction, Host gives access for speaker to share their screen. - Remind attendees to mute themselves and type questions in the chat. - When finished, the programs chair says, “It looks like we can see the presentation deck, so now I’d like to pass it off to, <speaker name>”
11:45am-12:40pm	Speaker	Presentation Deliver presentation.
12:40-12:45pm	Host	Q&A - Host asks questions from chat as time allows. - If needed, changes “share screen” from presenter back to Technical Moderator, to share the final “Concluding Remarks”. - When finished, says, “That’s all the time we have for questions. I’d like to turn it over to <volunteer name> for some final remarks.”
12:45pm-12:50pm	Programs Chair	Concluding Remarks - Makes final remarks, including information about event survey distribution and, if applicable, PDH certificates Host ends the meeting for all attendees

Template: Email to Attendees with Virtual Meeting Tips

We will be hosting our upcoming meeting virtually. <Enter information here on how to join the meeting, like the hyperlink>.

Here are tips to help make the meeting successful for everyone:

Audio:

- **Connection Type:** ensure the meeting control panel is set to the correct audio input and output device.
- **Ensure clear audio.** Use a connected or Bluetooth headset or earbud with microphone.
- **There is no need to announce your arrival to the meeting.** We will do a roll call and when your name is called, please unmute yourself to reply.
- **Ensure you are muted** unless you need to speak. Always keep the mute on even if you think you are not making noise, the group can hear everything. Use the mute function within the meeting platform instead of any mute functions on your audio hardware. A host may mute your line for you if the audio is distracting to the meeting.

Video:

- **Webcam video is encouraged.**
- **Adjust your Camera Height** – Camera height should be eye level. Use books, boxes, or a laptop stand to raise the height of your camera.
- **There is no need to get fancy.** Wear something you would not be embarrassed by if you ran into your boss at the grocery store!

Chat:

- **Use Chat instead of speaking when:**
 - For quick replies (yes, no, agree, disagree.)
 - Stepping away from the meeting
 - Sharing a hyperlink
 - Audio or video quality problems

Finally, be sure to check all your settings before joining the meeting!

New to online conferencing? Here are some tips:

Test your equipment with these helpful links (GoToMeeting)

- [Test System Compatibility](#)
- [Test Your Mic and Speakers](#)
- [Test Your Webcam](#)

Joining the Meeting:

- [GoToMeeting Attendee Quick Start](#)

Tips for Successful Video in Virtual Meetings

- **Test** – Test ALL hardware and software prior to presentation!
- **Lighting** – good lighting is key! Make sure you are positioned with enough light.
- **Eye contact** – try to look at camera as much as possible. Add a sticky note to your camera with a friendly reminder that says "look here!".
- **Read the room** - Be intentional about asking people for feedback on specific items. People can give a thumbs up if they agree.
- **Adjust your camera height** – Camera height should be eye level. Use books, boxes, or a laptop stand to raise the height of your camera.
- **Be camera ready** – There is no need to get fancy, but please look presentable. Wear something you wouldn't be embarrassed by if you ran into your boss at the grocery store. Wear pants!

More Tips for Hosting a Successful Virtual Meeting

Avoid FOUM (Fear of Un-Muting) and EUMAO (Everyone Un-Mutes At Once)

Virtual meetings with a lot of people can feel awkward if everyone is muted and they are not sure when to unmute in order to speak. These long pauses, Fear of Un-Muting ("FOUM") can make virtual meetings feel long and labored.

When there is an open ended question ("can everyone see my screen?", "does anyone have any questions?") and a lot of people answer at once, every stops and starts talking at the same time and then tries to cede the floor at the same time. This phenomenon, Everyone Un-Mutes At Once (or "EUMAO") is even worse than FOUM.

It is the job of the meeting host (person doing the presentation at that time) to avoid FOUM and EUMAO.

- **Questions that call on the whole group.**
 - These are questions like, "Are there any questions?", "Is everyone okay with tabling this topic?"
 - Ask people to direct their answers to the chat rather than unmute. "Please reply using chat if you are OK to table this topic."
- **Questions that require someone to chime in:**
 - These are questions like, "Who would like to volunteer?", or "I will entertain a motion..."
 - Instead, ask someone by name if they will take on this task, like "Ken, would you like to make the motion?" or "Kay, can you take on that task?"
- **Use people's names frequently.**
 - Ask for direct feedback by person, "Randy, do you have any comments or questions on this item?"



ASHRAE COMMUNICATIONS COMMITTEE OFFICE HOURS

“Office Hours” Take Place December – July 2021

Links to register embedded within. Any ASHRAE member with interest is encouraged to register for one of more of these free informational sessions.

Unable to attend a live session due to time zone? Contact [Nikos Giannitsanos](#) in Region XIV for assistance.

- **Basecamp** - Hosted by Pam Duffy
Presented live December - 12/17, 11am-12pm CT | [View the Recording](#)
- **Virtual Meetings** - Hosted by Karine Leblanc & Anuj Gupta
Presented live January - 1/14, 11:30am-12:30pm CT | [View the Recording](#)
- **Social Media** - Hosted by Eleazar Rivera Mata & Karine Leblanc
Presented live Feb - 2/18, 11am-12pm CT | [View the Recording](#)
- **Website Templates** - Hosted by Karine Leblanc & Jessica Mangler Presented live Mar - 3/18, 10 am-11 am CT [View the Recording](#)
- **Email** - Hosted by Richard Kimball, Karine Leblanc & Pam Duffy
[View the Recording](#)
- **Technical Committee Websites** - Hosted by Pam Duffy & Anuj Gupta
[View the Recording](#)
- **StarChapter Websites** - Hosted by Pam Duffy & Richard Kimball
[June - 6/17, 3:30pm-4:30pm CT](#)
[Held via Zoom](#)
Meeting ID: 873 8665 4217 Passcode: 834869
- **Communications Committee Resource Overview** - Hosted by Richard Kimball & Karine Leblanc
[July - 7/8, 10am-11am CT](#)
[Held via Zoom](#)
Meeting ID: 975 6527 4377 Passcode: 890881

ASHRAE Communications Committee

MBOs for Society Year 2020-2021

Chair: Pam Duffy **Date:** September 24, 2020

MBO #	Objective	Fiscal Impact	Responsibility	Status
1	Provide recommendations on ASHRAE group communication tasks ownership by 2021.	None	Communications Committee	July 2020 – Full committee meeting to assign adhoc committee membership. September 2020 – Recommendations to CIQ and MCO discussed on full committee call. Need to address TAC next. Dec 2020 – Committee is in process of approving a motion to member's council to change the MCO. Feb 2021 – Motion approved by Member's Council. Staff to implement a majority of the changes. June 2021 – New positions have been added to CIQ. As of 4/29/2021, MCO changes are in a holding pattern along with many other changes from society.
2	Streamline Committee's published resources by June 2021	None	Communications Committee	July 2020 – staff has reviewed existing resources and posted a summary document. Full committee meeting to assign adhoc committee membership. September 2020 – Resources have been reviewed, next step will be to decide which resources to archive and updates and develop a schedule for updating. Dec 2020 – Work has begun. June 2021 – Most resources have been updated, archived, or transitioned to another group who has ownership for the tool now.
3	Implement communication plan for key stakeholders by 2021	None	Communications Committee	July 2020 – posted to committee's FB page; sent 1:1 email to BoardExO and CO re: upcoming meeting; sent email to RCCs re: upcoming meeting. Full committee meeting to assign adhoc committee membership. Communications Committee featured in eSociety. Virtual guidance passed to DLs and GGAC Dec 2020 – Committee is attending TC Chair training live. Committee has implanted monthly "office hours" to support volunteers. Scheduled meeting with Board ExO. We have reached out to key committee (CTTC and MP) to establish lines of communication. June 2021 – "Office hours" implemented and overall a successful concept. Due to the pandemic, our committee received more attention as a result being a society leader in with our virtual meeting guidance and collaboration tools.

Accomplishments:

- July 2020
 - Promotion & publish of virtual meetings guidance document
- August 2020
 - Kick off discussions re: WordPress Templates
- September 2020
 - Improvements to ASHRAE.org – search, links, docs, etc.
 - More chapter requests for Wix template – so far 6 chapters have used this
- October 2020
 - Committee Reference Guide Updated
- November 2020
 - Drafted response to Alaska Chapter re: centralized training
 - Drafted motion to members council re:
 - ASHRAE Instagram established
 - Attended Member's Council meeting
 - Meeting to discuss WordPress themes
- December 2020
 - Approved response to Alaska Chapter re: centralized training
 - Committee Job Description Updated and updated [on the ashrae.org website](https://www.ashrae.org).
 - Clean up of all committee resources – in progress.
 - Hosted first ever virtual office hours – Basecamp topic
 - YTD as of 12/10/2020 – 13 posts on ASHRAE Communications Committee Facebook Page
- January 2021
 - Hosted office hours – Virtual Meetings
 - Supported PEAC Committee Initiatives by attending meetings and providing support
- February 2021
 - Hosted meeting with CTTC, MP, and staff to discuss ownership and future of the ASHRAE 365 app
 - Hosted office hours – Social Media
- March 2021
 - Hosted office hours – website templates
- April 2021

- Provided overview of using Google Docs for collaboration to Society's Planning Committee
 - Hosted office hours - Email
- May 2021
 - RFP for chapter websites Wordpress Template approved by committee
 - Hosted office hours – Technical Committee websites
- June 2021
 - Vendor selection of chapter websites Wordpress Template
 - Revision of Virtual Meeting Guidance to include feedback from CTTC and DRCs (for virtual CRCs)
 - Provided TAC with virtual sign-in sheet
 - Hosted office hours – Star Chapter

ASHRAE Communications Committee

MBOs for Society Year 2021-2022

Chair: Karine Leblanc **Date:** June 17th 2021

MBO #	Objective	Action Items	Fiscal Impact	Responsibility	Status
1	Increase visibility, communication, and awareness of the committee work at society level & grassroots	Monthly office hours: - Sept, Oct, Nov, Jan, Feb, March, April, May (8) - Open format depending of the host - Make interactive and offer ASHRAE prize - Coordinate marketing with Staff	None	Monthly Office hours: - Sept: - Oct: - Nov: - Jan: - Feb: - March: - April: - May:	
2	Increase visibility, communication, and awareness of the committee work at society level & grassroots	Create content for a one-pager with all our committee offerings including the new tools and templates Staff to help with the infographic marketing creation	None		
3	Increase visibility, communication, and awareness of the committee work at society level	Add liaisons from our committee to give updates to at Society meetings: - MP - CTTC - TAC - Publication	None	Need 4 committee members:	

4	Increase visibility, communication, and awareness of the committee work at the grassroots level	Direct outreach to regional communications chairs through basecamp Send them updates after each of our meetings, not the meeting minutes, but bullet points so they have a big picture Block time in the agenda to all them to ask questions, comments, help, or give feedback	None		
5	Increase visibility, communication, and awareness of the committee work at the grassroots level	Create a video tutorial how to use the new Wordpress Template	None		
6	Improve training with the communications regional vice chairs	Quarterly Communication Continuing Education (CCEC) calls with a different topic to discuss specific for the chairs.	None	Karine	
7	Create communications tools for the chapters and regions	Create content only for “marketing” calendar template for chapter and Society email announcements, meetings, events, conference, nomination, newsletter, SM, etc. Create a calendar and check list format, they will have the same content Staff to help with the marketing design	None		
8	Create communications tools for the chapters and regions	Create Canva Templates content only for the chapters and region to use • Instagram • Facebook post • PowerPoint • YouTube thumbnail	None		

		Email Banner Staff to help with the marketing design			
9	Make the CRC workshop training more interactive	Use the training that we have and add hands-on exercises and real-time implementation	None	Karine	
10	Address TAC request to add a disclaimer for the everyone that uses Basecamp	Look for a way to add a disclaimer for the existing Basecamp members and for the new members that will be added	None		

1- Communications Committee Goal

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

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

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

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

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

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

Vision: A healthy and sustainable built environment for all.

4- Align our MBO's with ASHRAE Strategic Plan

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

5- Who do we serve?

1- Grassroots

- 200+ Chapters
- 15 Regions

2- Society

- Members Council
- Tech Council
- Pub Ed Council

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

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

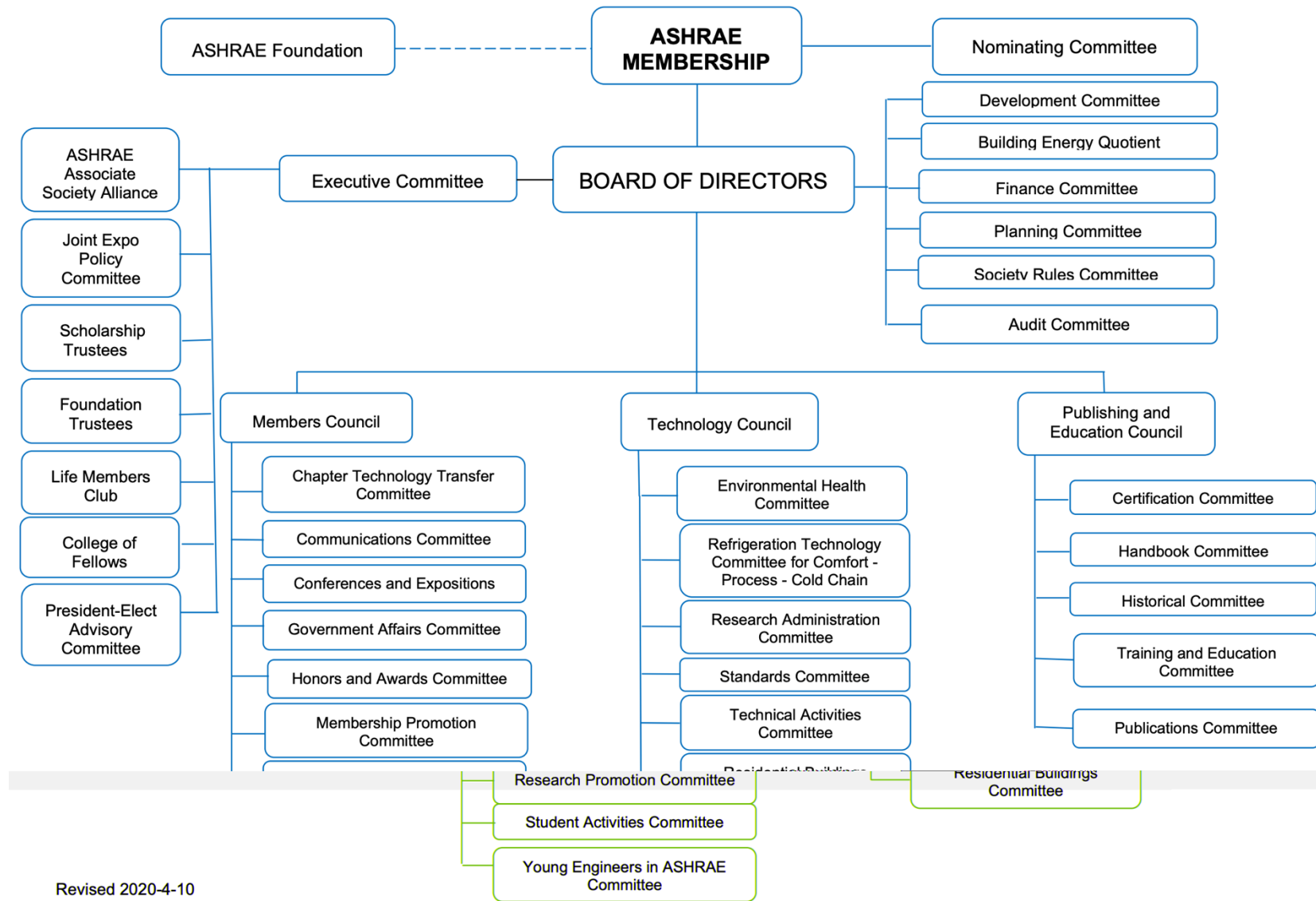
7- Communications Committee Team 2021-2022:

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

*New Member/ New Appointed Position



ASHRAE STRUCTURE



Revised 2020-4-10

2021-22 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

COMMUNICATIONS CATEGORY

MINIMUM: 300 POINTS		PAR: 700 POINTS
Presidential Initiatives:		
CC1	25 points; (25 points maximum)	For posting a narrative and link for the current ASHRAE Society Theme on the chapter website
CC2	5 points; (100 points maximum)	For each chapter social media posting, with photo, supporting the current ASHRAE Society Theme
CC3	50 points; (no maximum)	For each chapter member who is interviewed on a broadcast media regarding ASHRAE
CC4	50 points; (no maximum)	For each podcast of at least 10 minutes with a chapter member who is 50 years or older
CC5	50 points each; (no maximum)	For each presentation/podcast/panel discussion between two individuals, one involved in grassroots and the other technical, sharing why people should be involved in both aspects of ASHRAE
Efficient use of volunteers' time:		
		WEBSITE:
CC6.1	50 points; (50 points maximum)	For updating the chapter website with current officer information by October 1
CC6.2	50 points; (50 points maximum)	For updating the chapter website with chapter program schedule for the year by October 1
CC6.3	50 points; (50 points maximum)	For listing a contact email address on the chapter's website in an obvious location, such as the footer or a Contact page
CC6.4	20 points; (200 points maximum)	For each month that updated information, news, or images are posted to the chapter's homepage. Excludes posting the chapter newsletter or social media widgets
CC6.5	10 points; (100 points maximum)	For posting a monthly newsletter to the website within 15 days of publishing
CC6.6	10 points; (50 points maximum)	For promotion of Society events, certifications, or products on the chapter website using the materials available in Marketing Central at ASHRAE.org
		SOCIAL MEDIA:
CC7.1	50 points; (50 points maximum)	For a chapter social media channel with more than 100 followers
CC7.2	20 points; (200 points maximum)	For each month there is at least one post featuring an event photo from the last 30 days (20 points per month)
CC7.3	10 points; (100 points maximum)	For public posts that tag or mention Society accounts in the post message
CC7.4	10 points per post; (50 points maximum)	For public post that uses the hashtag #myashrae
CC7.5	25 points; (no maximum)	For each social media post where a member illustrates how certification has helped their career
CC7.6	10 points; (100 points maximum)	For each post on chapter's social media forum by a chapter member who is 50 years or older
		COLLABORATION TOOLS:
CC8.1	100 points; (100 points maximum)	For using Society-provided Basecamp tool for chapter leadership business in place of other digital collaboration tools (email, GoogleDrive, Box, DropBox, etc.)
CC8.2	20 points; (100 points maximum)	For adding every month the chapter meeting agenda to Basecamp
		EMAIL DISTRIBUTION:
CC9.1	20 points per month; (200 points maximum)	For distributing a chapter newsletter via email on a monthly basis
CC9.2	10 points; (200 points maximum)	For distributing an announcement that prominently features an upcoming event that is distributed via email at least 2 weeks prior to the event
CC9.3	25 points; (100 points maximum)	For promotion of Society events, certifications, or products in chapter emails or newsletters using the materials available in Marketing Central at ASHRAE.org
		KNOWLEDGE TRANSFER:
CC10.1	100 points; (100 points maximum)	For creating or updating a procedural document for chapter communications, such as instructions on updating the chapter website and sharing with RCC
CC10.2	100 points; (100 points maximum)	For holding a transition meeting with the incoming chapter Communications Chair by June 1 st
CC11	50 points; (50 points maximum)	VIRTUAL: For offering a hybrid option to the chapter members to attend the chapter meetings virtually
RCC Assigns/Enters the following points:		
CC12	100 points; (100 points maximum)	For Chapter Communications Chair who attends the CRC Communications workshop

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2021-22 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CC13	100 points; (150 points maximum)	For planning/goal setting session with RCC by October 1 or 2 weeks after the CRC, whichever is later (50 point bonus if planning/ goal setting session takes place during CRC)
CC14	100 points; (100 points maximum)	For achieving goals established in goal-setting session with RCC
CC15	50 points; (50 points maximum)	For listing Disclaimer on homepage as specifically listed in the current ASHRAE Web Policy document with www.ashrae.org address linked to the Society homepage. The disclaimer is as follows: This web site is maintained by the (name of Chapter, Section or Student Branch) of ASHRAE. It does not present official positions of the Society nor reflect Society policy. ASHRAE chapters may not act for the Society and the information presented here has not had Society review. To learn more about ASHRAE activities on an international level, contact the ASHRAE home page at http://www.ashrae.org ."

Honors and Awards Committee
Report to Members Council
From Meeting of June 11 and 17, 2021

Members Present	Members Absent	Guests	Staff
Don Colliver	Daniel Dettmers	David Branson	Rhiannon Masterson
Nicolas Lemire			Anastasia Meadows
Sherry Abbot-Adkins			
Eduardo Donoso			
Alyse Falconer			
Ng Yong Kong			
Jake Kopocis			
Isabelle Lavoie			
Ben Leppard			
Tom Phoenix			
Devin Abellon			
Mick Schwedler			
*Adam Davis			
*Daniel Rogers			
*Mohammad Sajid			

*2021-22 Incoming Members

Motions

Motion 1: Motion: That the Honors & Awards (H&A) Manual of Operating Procedures (MOP) be updated as follows, effective immediately.

4. Committee Membership

1. This committee shall consist of eleven (11) voting members, including a Chair~~man~~ and Vice Chair~~man~~; in addition, a BOD ex-officio member and a coordinating officer are assigned.

5. Duties of Chair, Vice Chair, Staff Liaison & Director At Large

5.2 Duties of the Vice Chair shall include the following:

- b) In the event the Chair is unable to perform ~~his~~ their duties, the Vice Chair shall assume all of the duties of the Chair until a successor is selected.
- d) The Vice Chair shall perform other duties which may be assigned to ~~him/her~~ them by the Chair.

5.4 Duties of the Director-at-Large shall include the following:

- a) A director-at-large shall be assigned as an ex officio member to the Honors and Awards Committee. ~~He~~ They shall keep the Coordinating Officer informed of any deliberations or resolutions of the committee which may affect the general policies of Society.

10. Committee Objectives (MBOs)

- 10.2 If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex Officio) is responsible for contacting the incoming committee chair and working with ~~him/her~~ them to complete objectives.

15. Pass-Through Award Recommendation Committees/Councils

15.1 This committee shall receive recommendations from the following committees and councils for awards, and recommend them to Members Council for approval:

Award	Recommending Committee/Council
Milton W. Garland Commemorative Refrigeration <u>Comfort – Process – Cold Chain</u> Award for Project Excellence	Refrigeration
Comfort-Cooling Award for Project Excellence	Refrigeration
<u>Young Engineers in ASHRAE (YEA) Inspirational Leader Award</u>	<u>Young Engineers in ASHRAE</u>
<u>Energy Genius Award</u>	<u>Building EQ Committee</u>

16. Personal Honors

16.2 Fellow Grade

16.2.1.4 Distinction is interpreted to mean: seen by ~~his/her~~ their peers in the industry as a person of excellence

16.10 YEA Inspirational Leader Award

16.10.1 This award is established to recognize a Young Engineer in ASHRAE (YEA) member who has gone above and beyond to make considerable contributions to the industry and community.

16.10.2 The Young Engineers in ASHRAE (YEA) Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Conference. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval.

16.10.3 Presentation of the award is made at the Plenary during the Winter Conference.

16.10.4 The form of the award is a plaque.

17. Personal Awards for General Society Activities

17.1 Distinguished Service Award

17.1.1 The BOD approves the establishment of the Distinguished Service Award to recognize a member who has served ASHRAE faithfully as a member of committees or otherwise giving freely of ~~his/her~~ their time and talent on behalf of the Society.

17.4 Distinguished 75-Year Member Award

17.4.1 The BOD approves the establishment of the Distinguished 75-Year Member Award to recognize a member who has been a member for a minimum of 75 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.

17.4.2 Candidates for the Distinguished 75-Year Member Award shall be recommended to Members Council by the Honors and Awards Committee. Four or more negative votes by Members Council shall defeat the nomination.

17.4.3 Form of the award is a plaque and lapel pin.

18. Personal Awards for Specific Society Activities

18.6 Milton W. Garland Commemorative ~~Refrigeration~~ Comfort – Process – Cold Chain Award for Project Excellence

18.6.1 The Board approves the establishment of the Milton W. Garland Commemorative ~~Refrigeration~~ Comfort – Process – Cold Chain Award for Project Excellence to recognize a ~~non-comfort cooling refrigeration~~ comfort, process or cold chain application which highlights innovation and/or new technologies.

~~18.7 Comfort Cooling Award for Project Excellence~~

~~18.7.1 The Board approves the establishment of the Comfort Cooling Award for Project Excellence to encourage those studying it to expand their interest in and appreciation for comfort cooling applications.~~

~~18.7.2 The Refrigeration Committee will submit the name of the recipient to the Honors and Awards Committee at the Annual Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented at the Winter Meeting.~~

~~18.6.3 The form of the award is a plaque and transportation to attend the award presentation. The plaque and transportation expenses will be paid for by the Refrigeration Committee.~~

18.21 Energy Genius Award

18.21.1 The Energy Genius Award assesses building energy performance through the use of the ASHRAE Building EQ Portal program and Building EQ assessment process.

18.21.2 The Building EQ Committee will submit the name of the recipient to the Honors and Awards Committee at the Winter Meeting. The Honors and Awards Committee shall forward the name of the candidate to Members Council for final approval. The award will be presented during a Building EQ Committee meeting

18.21.3 The award plaque will be included in the Building EQ Committee budget.

19. Paper Awards

19.4 Willis H. Carrier Award

19.4.3 The winner, if any, shall be selected from the top 12 papers for the year, presented at either a Technical Paper Session or an ASHRAE Poster Session, beginning with the highest ranking paper (from the PRSP). The individual receiving this honor shall have been a member of ASHRAE at the time the paper was presented, even though ~~his/her~~ their membership may have been later dropped.

Background: Housekeeping updates, including the addition of new awards, deletion of former awards, and gender-neutral updates (ie Chairman to Chair, he/she to they).

Vote: 6-0-1 CNV

Fiscal Impact: None

Motion 2: The Honors and Awards Committee recommends to Members Council that the Rules of the Board section 2.411.003.4 be edited as follows:

T. The Achievements in Residential Buildings Award is established to recognize excellence in volunteer service focused on Residential Building issues.

Background: This award recommendation from the Residential Building Committee would be assigned to Category C: Personal Awards for Specific Society Activities. It will serve to heighten general membership awareness of, and interest in, Residential Building activities.

The award is open to ASHRAE members and non-members who have demonstrated outstanding achievement in ASHRAE activities related to the residential building sector. Residential Building Committee Members and Technology Council members are ineligible for receipt of the Achievements in Residential Buildings Award during the terms they serve on the respective committees.

Award applications should include a letter of nomination outlining eligibility and a nomination form.

Each year the Residential Building Committee will recognize the outstanding efforts of a single volunteer in the area of Residential Buildings activities for the previous two Society Years. This pass-through award would be presented during the Residential Building Committee at the ASHRAE Winter Conference.

Vote: 7-0-0 CNV

Fiscal Impact: Cost of one plaque, approximately \$50

Information Items

1. We reviewed nominees for the Distinguished Service Award (DSA) and Exceptional Service Award (ESA), which will be presented to Members Council at the 2022 ASHRAE Winter Conference.
2. The recommendations for the Louise & Bill Holladay Distinguished Fellow Award and the Andrew T. Boggs Service Award will be made to the Board in accordance with the Rules of the Board.

Attachments

Attachment A – 2020-21 H&A MBOs

Attachment B – 2021-22 H&A MBOs

Attachment C – Executive Session Motion

Management by Objectives
Honors and Awards Committee
ASHRAE Society Year 2020-2021
Don Colliver, Chair

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

Management by Objectives
Honors and Awards Committee
ASHRAE Society Year 2021-2022
Nicolas Lemire, Chair

MBO	Status	Due Date	Assigned To	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Louise and Bill Holladay, Honorary Member, and Hall of Fame)		December 1, 2021 and May 1, 2022	Personal Awards Subcommittee	Reach out to regional Nominating Members by July 15 for Fall CRCs and April 15 for Spring CRCs
2. Provide global awareness of H&A awards via ASHRAE <i>Insights</i> and <i>Key Notes</i> , and targeted communication to Chapter leaders		March 1, 2022	Media Subcommittee	Help by advertising/promoting personal awards before their due dates Provide an article in Insights
3. Update H&A PowerPoint Presentation and distribute to Nominating Committee members & Chapter Presidents/ Delegates		February and July 2022	Staff & Planning Subcommittee	Include list of award recipients by chapter for each region - this is very helpful for DRC's & Chapters to acknowledge members
4. Send reminder to Committee Chairs of Pass Through Awards		December 1, 2021	Pass Through Awards Subcommittee	
5. Review all award documentation to ensure the requirements and wording include "diversity" and "inclusivity"		June 30, 2022	Planning Subcommittee	
6. Elaborate a plan of action to Increase awareness and improve the quantity of submission for awards by members from all origin or gender		June 30, 2022	Planning Subcommittee	
7. Create a social network campaign to promote and encourage submission of personal awards.		November 2021 and April 2022	Media Subcommittee	The campaign should occur the month prior to two award submission deadlines of May 1 and December 1

MBO #1 – “Explore frequent use of digital live trainings for Grassroots”

October 25, 2020

Team Members: Eric Sturm, Region VI; Bill Walter, Region I; Joe Sanders Region VIII

2020-2021 Members Council Planning Subcommittee

Recommendations and Conclusions:

- Grassroot digital training is effective as a supplement, but is not recommended as a total replacement of in-person training.
- Distribute the Communication Committee’s “ASHRAE Virtual Meeting Guidance: Tips for Hosting a Successful Virtual Event” to all hosts prior to event. This document should be updated as lessons are learned, and virtual meeting technologies evolve.
- Presenters should have training using the meeting software and on how to run effective training, including how to actively encourage participation.
- Someone other than the trainer should be assigned to monitor and/or respond to online chat.
- Software should have “break-out room” capability as an option.

Value to Members:

Providing greater access to training for our grassroots committee chairs and co-chairs should increase the capabilities of those chair to serve our members. Thus far, virtual training has proven to be an effective means to reach more of our chapters’ Grassroots committee chairs as many of those chairs are unable to travel to in-person training.

Expected Improvement:

The RVCs report a greater turnout of the actual chapter chairs to grassroots training at this year’s virtual CRCs. In most cases, 100% or near 100% attendance was reported in our surveys. This is in comparison to an estimated 25-30% when training is held exclusively in-person. Effective training should lead to an increase in effective chapter chairs, meaning better meetings, better government outreach, more effective research and membership promotion campaigns, etc.

Additional Tasks Needed:

Society or the Communications Committee may need to explore whether our current software for virtual training continues to be the best product for our needs. For instance, many RVCs would like breakout room capabilities that some software offers, but GoToMeeting does not at this time.

Society should also provide training to each RVC on how to conduct an effective virtual training session.

Motions Needed:

Future motions may be necessary to implement any changes to the virtual training software.

Concerns:

After surveying the RVCs of multiple regions, the chairs each grassroots committee, and the communications committee, it is clear that virtual training is beneficial for our committees. The feedback indicated that attendance by the incoming chairs far exceeded the attendance numbers in the past. Most RVCs reported nearly 100% attendance for training during this year's virtual CRCs; in recent years many chapters struggle to get a number of their chairs to attend the CRC and other members may attend the training in their place. The ability to reach the actual chairs increases the effectiveness of the training. Virtual training, when scheduled without overlapping sessions, allow for regional and chapter leadership to attend multiple sessions as well.

There are concerns when providing virtual training. The top concern amongst those surveyed was keeping the participants engaged. The Communications Committee has written an excellent document with many tips and tricks to providing effective training, all RVCs should be provided and familiar with this document. Many of the recommendations refer to virtual meeting software features, such as break out room capabilities, that our current platform does not support. It is recommended that society explore other platforms and confirm that it is the best option for grassroots training.

The other major concern is that providing virtual training will negatively impact the attendance at CRCs, centralized training, annual, and winter meetings. Involvement in the grassroots committees is often the driver in getting a member to their first CRC or society meeting. These in-person meetings provide a much-needed avenue to building relationships and networking that are essential to a strong professional society. Therefore, each committee should explore how to best utilize virtual training as a supplement to CRC or centralized training.



ASHRAE Virtual Meeting Guidance

Tips for Hosting a Successful Virtual Event

Prepared by: ASHRAE Communications Committee

Approved for Distribution: 5/29/2020

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General Tips

- ☐ Have a **Virtual Meeting Housekeeping** agenda item at the beginning to address virtual meeting protocol. See guidelines below under Hosting a Virtual ASHRAE Business Meeting.
- ☐ **Video/webcam use is strongly encouraged** - it allows attendees to see visual cues such as body language and engagement. Webcam usage and video transmission can cause Internet connections to slow down. Meetings of 20 or more should limit webcam usage to key speakers.
- ☐ **Mute** – Remind attendees to mute themselves unless they need to speak. Optionally, the meeting facilitator can mute everyone to start and announce how to make comments.
- ☐ **Listening/speaking** – use headset or earpiece to minimize your ambient noise interference when unmuted.
- ☐ **Designate a Facilitator** - Good facilitation is critical to a successful virtual meeting. See below under Meeting Facilitator.
- ☐ **Use Chat** – For quick answers (yes, no, agree, disagree, etc.) and other comments.
- ☐ **Meeting Length** – Trim your agenda and take breaks every 40 minutes. It is more difficult for most people to stay engaged during a long virtual meeting.

Meeting Facilitator

Good facilitation is critical to a successful meeting. Decide ahead of time who will facilitate your virtual event. For smaller meetings, the person chairing the event may be able to facilitate. Meetings larger than 10 people should have a dedicated facilitator.

Facilitator responsibilities:

- ☐ Join meeting 30 minutes ahead of time
- ☐ Confirms arrival of all presenters, especially speakers
- ☐ Test sound, video, and mute functions for all presenters
- ☐ Share screen for introduction slideshow, and advances slides as needed
- ☐ Manages the “pass off” between presenters if needed
- ☐ Handle mute/unmute of attendees as necessary
- ☐ Monitor chat
- ☐ Monitor agenda, ensure people are stepping in when necessary
- ☐ Monitor meeting elapsed time
- ☐ Review/prepare “welcome/housekeeping slides”

Who makes a great facilitator?

- ☐ Well-versed in meeting software
- ☐ Familiar with the content of the meeting
- ☐ Examples:
 - For a TC Meeting – Secretary or Vice-Chair
 - For a Chapter Event – CTTC Chair or Programs Chair
 - For a Society Committee Meeting – Staff Member

Hosting a Virtual ASHRAE Business Meeting

Before the Meeting

- ☐ Send [virtual meeting tips](#) to attendees
- ☐ Identify [meeting facilitator](#)
- ☐ Establish break times and lengths

During the Meeting:

- ☐ **Start with Virtual Meeting Housekeeping** – explain these items:
 - Ask people to identify themselves anytime they speak
 - "This is Pam Duffy from Region VIII"
 - How to mute and unmute on your platform.
 - "We can hear very tiny noises like keyboard typing."
 - Attendees may be asked to mute, or that the facilitator may mute them
 - "Jessica, we can still hear your audio. Can you please mute your line?"
 - "Jessica, I muted your audio."
 - Use the Chat box instead of speaking when:
 - For quick answers (yes, no, agree, disagree....) or sharing a hyperlink
 - Stepping away from the meeting
 - Audio or video quality problems
- ☐ **Taking Attendance**
 - Use the Member Roster and compare with the platform attendee list to identify attendance. Ask attendees to turn on audio and video when their name is called.
 - "Heather, I see you're online. Are you connected to audio?"
 - Have attendees to use the chat function to provide feedback to the moderator/speaker
 - "Your audio is quiet; can you try to adjust your settings?" I'll come back to you shortly to try again."
- ☐ **Motions and Voting**
 - Acknowledge specific individuals by name for discussion.
 - "Karine, would you like to comment on this topic?"
 - "Ken, would you like to make the motion?"
 - Call for the vote.
 - Voice vote – "All in favor, say 'aye.' All opposed, say, 'no.'" There is no need to ask these questions separately.
 - Roll call vote – Any voting member (including chair) can request a roll call vote.
- ☐ **Timing**
 - The chair should be cognizant of the time and make periodic announcements.
- ☐ **Breaks**
 - Instruct people to mute/turn off video during breaks.
 - Put break end time up on the screen.

Hosting a Virtual ASHRAE Meetings with a Main Presentation

Three Weeks Before Meeting

- ☐ **Assign a [Facilitator](#)**
- ☐ **Confirm the platform to be used**
 - GoToMeeting and GoToWebinar are available free of charge from ASHRAE.
 - Learn more about how to reserve: <https://www.ashrae.org/emeetings>
 - If the platform has a cap on the number of attendees, add a cap on your event registration.
 - If the platform requires attendee registration, include registration information in promotional materials.
- ☐ **Confirm how attendees will receive the joining information.** Will it be sent automatically from the platform or will a volunteer need to send?
- ☐ **Consider** incentives for members to attend the meeting live, like a raffle or giveaway.
- ☐ **Share** virtual meeting details with “sister” chapters or other chapters in your region that may be interested.

1 Week Before Meeting

- ☐ Create an **Event Agenda** (see template below) and confirm details with all participants.
- ☐ **Speaker Coordination**
 - Remind speaker to join the virtual meeting 30 minutes before start time for a technical test.
 - Confirm if recording the presentation is acceptable and get permission in writing.
 - Share technical agenda with speaker.
 - Discuss how questions will be handled. Using chat for Q&A is recommended.
 - Request presentation for [commercialism review](#). Refer to the [Manual of Chapter Operations](#) Appendix 5A to understand possible challenges. Ensure the [facilitator](#) has the ability end the live presentation if necessary.
- ☐ **Create online event survey** (Google Forms, Survey Monkey)
 - Look for an option to make a downloadable PDF available upon survey completion. This way, event attendees must fill out the survey to receive their PDH.

Day Before the Meeting

- ☐ Re-confirm agenda with speaker and presenters.
 - Introduction and conclusion
 - How pass-offs will happen
 - Q&A
- ☐ Email virtual meeting tips to attendees.

After the Meeting

- ☐ If you used a shared meeting platform with common login information, log out of the platform.
- ☐ Email the event survey.
- ☐ Email PDH certificates.
- ☐ Publish recorded presentation if you have permission.

Tips for Speakers and Presenters

Before the Meeting

- **Video**
 - Check our webcam video tips in the [Appendix](#)
- **Audio**
 - **Ensure high quality** audio from your microphone by testing ahead of time with the meeting organizers.
- **Test**
 - Use the platform setup to adjust your camera BEFORE the meeting.
 - Some platforms have test connections to do this when convenient.
- **Confirm Logistics**
 - Confirm logistics for screen sharing.
 - Confirm with meeting organizers how Q&A will work.
 - Determine who to “pass” the presentation back to once you are done presenting.
- **Prepare Presentation**
 - Concise presentations are more successful.
 - A virtual presentation can extend longer than a live presentation.
 - A good rule of thumb for virtual presentations is 2 minutes per slide. That is 30 slides maximum for a 60-minute presentation.
 - Maintaining audience engagement is more difficult in a virtual presentation.
 - Use built-in polls in GoToMeeting or responses in chat to encourage engagement during your presentation.
 - Plan for an engagement activity once every 5 minutes.
- **Rehearse**
 - Look at camera, not computer.
 - Record yourself to check your audio and video quality.

Speaking

- Ensure the presentation file is the version approved by the meeting organizers that is in compliance with the [ASHRAE Commercialism Policy](#)
- **Consider standing** during the presentation.
- **Eye Contact**
 - Look at camera as much as possible.
 - Add a sticky note to your camera with a friendly reminder that says, "look here!"
- **Keep it Engaging and Read the Proverbial “Room”**
 - Ask for written feedback, “Type yes into the chat if you agree”
 - Ask for visual feedback, “Give a thumbs up to the camera if you agree”
- **Q&A**
 - Build in "question pauses" in the presentation to ask and answer questions
 - Know that questions will be at the end of the presentation

Hosting a Virtual Special Occasion ASHRAE Event

- ☐ **Designate a [Meeting Facilitator](#)**
- ☐ **Create an Agenda**
 - It may not be a meeting, but you still need structure! Take a look at the [technical agenda](#) for ideas.
 - Remember that virtual events are more engaging with more speakers. Ensure that there are plenty of pass-offs.
 - Designate a clear “end time” and plan how to close out the event on a high note.
- ☐ **Slide Deck –**
 - Use the [opening slides template](#) with housekeeping items.
 - Add plenty of photos of those being recognized at the event or other memories.
- ☐ **Attire** – Encourage attendees to dress up for the occasion.
- ☐ **Theme** – Consider an event theme like superheroes, 80s, under the sea, and encourage people to decorate and dress accordingly.
- ☐ **Group Picture** – Make plans to take a group picture via screenshot (of award winners, or all attendees).
- ☐ **Music** – Create a playlist and sharing music upon entry.
- ☐ **Presentation of Physical Items** – Ship items as needed (plaques, trophies, etc.) with the express instructions to NOT open the box, but to be prepared to open the box during the meeting.
- ☐ **Activity** – Consider a group activity to engage people. Some ideas:
 - Trivia using built-in polling or another tool like [Poll Everywhere](#)
 - Scavenger Hunt (“Show us something with the ASHRAE logo!”)
 - Bingo
 - Hire a Professional Comedian or Live Music
 - Virtual Dance Party; for example, [learn a line dance!](#)
- ☐ **Extend the Invite** – Extend the invite to family, friends, and pets!
- ☐ **Drinks** – If your event would normal be accompanied by a happy hour, consider one of these ideas:
 - Have a themed cocktail and mocktail recipe that you have sent ahead of time to attendees.
 - Encourage attendees to bring their favorite beverage to the event.
 - Plan opportunities for toasts or cheers.
- ☐ **Meals** – If your event would normal be accompanied by a meal, consider one of these ideas:
 - Send a suggested menu with recipes and encourage attendees to prepare ahead of time and eat on the call.
 - If you have sponsors, you can have a food delivery service (DoorDash, Uber Eats, Postmates, etc.) delivered to the attendees so they can all share a meal or have a drink.
 - If you have sponsors, you can have sponsors issue gift cards to a food delivery service (DoorDash, Uber Eats, Postmates, etc.) and have attendees order after the meeting.
 - Utilize your platform’s “break out room” function so people can talk together like they are sitting at a round table at the event for real. Provide prompt questions for people to discuss at their breakout.

Appendix

- ☐ [Template: Technical Agenda](#)
- ☐ [Template: Email to Attendees with Virtual Meeting Tips](#)
- ☐ [Tips for Successful Video in Virtual Meetings](#)
- ☐ [More Tips for Hosting a Successful Virtual Meeting](#)

Template: Technical Agenda

	Responsible	Details
Entry – before meeting starts	Facilitator	☐ Display Welcome slide and share screen to attendees ☐ Verify attendees can see the shared screen ☐ Welcome people as they arrive. ☐ Announce meeting start - on time
Housekeeping Announcements	Presenter	☐ Discuss virtual meeting housekeeping announcements. ☐ When finished, introduce the next presenter, “Now I’d like to pass it off to, <volunteer name>”
Welcome and Meeting Announcements	Presenter	☐ Make remarks. ☐ When finished, introduce the next presenter, “Now I’d like to pass it off to, <volunteer name>”
Introduce Speaker	Presenter	☐ Make remarks. ☐ During introduction, Facilitator gives access for speaker to share their screen ☐ When finished, the programs chair says, “It looks like we can see the presentation deck, so now I’d like to pass it off to, <speaker name>”
Presentation	Speaker	☐ Make presentation.
Q&A	Facilitator	☐ Facilitator asks questions from chat as time allows. ☐ If needed, changes “share screen” from presenter back to Technical Moderator, to share the final “Concluding Remarks”. ☐ When finished, says, “That’s all the time we have for questions. I’d like to turn it over to <volunteer name> for some final remarks.”
Concluding Remarks	Presenter	☐ Makes final remarks ☐ Facilitator ends the meeting for all attendees

Template: Email to Attendees with Virtual Meeting Tips

We will be hosting our upcoming meeting virtually. <Enter information here on how to join the meeting, like the hyperlink>.

Here are tips to help make the meeting successful for everyone:

Audio:

- ☐ **Connection Type:** ensure the meeting control panel is set to the correct audio input and output device.
- ☐ **Ensure clear audio.** Use a connected or Bluetooth headset or earbud with microphone.
- ☐ **There is no need to announce your arrival to the meeting.** We will do a roll call and when your name is called, please unmute yourself to reply.
- ☐ **Ensure you are muted** unless you need to speak. Always keep the mute on even if you think you are not making noise, the group can hear everything. Use the mute function within the meeting platform instead of any mute functions on your audio hardware. A facilitator may mute your line for you if the audio is distracting to the meeting.

Video:

- ☐ **Webcam video is encouraged.**
- ☐ **Adjust your Camera Height** – Camera height should be eye level. Use books, boxes, or a laptop stand to raise the height of your camera.
- ☐ **There is no need to get fancy.** Wear something you would not be embarrassed by if you ran into your boss at the grocery store!

Chat:

- ☐ **Use Chat** instead of speaking when:
 - For quick replies (yes, no, agree, disagree.)
 - Stepping away from the meeting
 - Sharing a hyperlink
 - Audio or video quality problems

Finally, be sure to check all your settings before joining the meeting!

New to online conferencing? Here are some tips:

Test your equipment with these helpful links (GoToMeeting)

- ☐ [Test System Compatibility](#)
- ☐ [Test Your Mic and Speakers](#)
- ☐ [Test Your Webcam](#)

Joining the Meeting:

- ☐ [GoToMeeting Attendee Quick Start](#)

Tips for Successful Video in Virtual Meetings

- ❑ **Lighting** – good lighting is key! Make sure you are positioned with enough light.
- ❑ **Eye Contact** - try to look at camera as much as possible. Add a sticky note to your camera with a friendly reminder that says "look here!".
- ❑ **Read the Room** - Be intentional about asking people for feedback on specific items. People can give a thumbs up if they agree.
- ❑ **Adjust your Camera Height** – Camera height should be eye level. Use books, boxes, or a laptop stand to raise the height of your camera.
- ❑ **Be Camera Ready** – There is no need to get fancy, but please look presentable. Wear something you wouldn't be embarrassed by if you ran into your boss at the grocery store. Wear pants!

More Tips for Hosting a Successful Virtual Meeting

Avoid FOUM (Fear of Un-Muting) and EUMAO (Everyone Un-Mutes At Once)

Virtual meetings with a lot of people can feel awkward if everyone is muted and they are not sure when to unmute in order to speak. These long pauses, Fear of Un-Muting ("FOUM") can make virtual meetings feel long and labored.

When there is an open ended question ("can everyone see my screen?", "does anyone have any questions?") and a lot of people answer at once, every stops and starts talking at the same time and then tries to cede the floor at the same time. This phenomenon, Everyone Un-Mutes At Once (or "EUMAO") is even worse than FOUM.

It is the job of the meeting facilitator (person doing the presentation at that time) to avoid FOUM and EUMAO.

- ❑ **Questions that call on the whole group.**
 - These are questions like, "Are there any questions?", "Is everyone okay with tabling this topic?"
 - Ask people to direct their answers to the chat rather than unmute. "Please reply using chat if you are OK to table this topic."
- ❑ **Questions that require someone to chime in:**
 - These are questions like, "Who would like to volunteer?", or "I will entertain a motion..."
 - Instead, ask someone by name if they will take on this task, like "Ken, would you like to make the motion?" or "Kay, can you take on that task?"
- ❑ **Use people's names frequently.**
 - Ask for direct feedback by person, "Randy, do you have any comments or questions on this item?"

Region I Virtual Training Survey Results

Not reporting: communications, YEA, RP

Question	History Stan Westhoff	SA Chonghui Liu	CTTC Charles Bertuch	MP Jason Urso
1. How many attended your virtual workshop?	13	11	15	20
2. How many of those that attended were committee chairs?	11	8	12	10
3. Were those attending participating by commenting and/or asking questions?	Yes	Yes	Yes. We tried to keep the participants engaged and there was much discussion	Yes. I was able to keep the attendees engaged by asking them to get involved and to participate. Instead of just presenting a ppt for the entire presentation, I tried to make it more of a discussion.
4. What do you see as advantages of virtual training?	Bigger turnout	Easier to share screen, and less traveling logistics.	Greater opportunity for participation of Chapter Chairs. Training is important and this provides good opportunity for increased attendance.	Potentially increase attendance from Chairs
5. What do you see as disadvantages of virtual training?	No opportunity to talk and discuss things on a one on one basis or in small groups	No face-to-face interactions, hard to network.	Lack of face-to-face interaction, loss of networking/bonding opportunities	Lack of face to face interaction and keeping attendees engaged. In my opinion, keeping the attendees engaged and the overall success of a virtual training is highly dependent on the presenter. If they are not able to get the attendees to participate in the training, by encouraging them to ask questions or discussing their experiences, etc., then it is much easier for attendees to disengage from the training compared to in person training.
6. If we have to do virtual training again, what could we do to improve the training?	Not Sure	I would prepare more visual sharing (e.g. show them websites, resources, videos, pictures, etc.)	Perhaps provide more flexibility in scheduling to capture greatest number of chapters participating	I think RVCs should be trained on how to present, or at least given some guidance. A subpar presenter could make the experience for the attendees a poor one and turn Chairs off from attending again and possibly

				leave during the training. This applies to in person training as well, however attendees are less likely to leave in the middle of an in person training session.
7. If we are able to hold an in person CRC in 2021 should we consider hybrid workshops, where those that can't attend in person could connect virtually?	Yes, but I fear possible low in-person attendance	Absolutely!	Yes, but: 1) expect some technology challenges; and 2) I wouldn't be surprised to see minimal attendance from Chapter Chairs for whom this is the only reason for them to attend the CRC.	I think that is a good idea in order to get those that cannot attend to participate in the training, however if signing in virtually is given as an option I feel we will see a lot less in person attendees at the CRC.
8. Please feel free to add any other comments you have regarding virtual training.		I think it's good attendance though being virtual and on Saturday.	Overall, I think it was a success.	Hosting virtual training for the CRCs takes away the comradery that is gained from in person training. It's always more personable to see your Chairs face to face. Interacting with them at the social events at the CRC is another key aspect of building a strong relationship with your Chairs, which virtual training eliminates. What turned me on to volunteering for ASHRAE was attending CRCs. It gives us the opportunity to meet and interact with our peers in ASHRAE in both a business and social setting, be recognized at the awards ceremony for your accomplishments, visit other parts of New England, and get my family involved.

Region VIII CRC Training Responses

Region VIII CRC Training Responses							
Question # 1: What worked?	The virtual meeting worked well. It was set up by an ASHRAE society person so that's what worked for me. I didn't have to know how to create the meeting. We had a very good turnout, actually more than would have attended in person probably. I believe it was almost as effective as in person.	I definitely I had the highest attendance yet and I loved doing the event virtually so more people (and the right people, not stand-ins) could attend.	I think the CRC online training went great except for a technical issue that a few of the RVCs had, but I just moved ours to a teams call at the last minute. Most of the chapters were in attendance. We had two hours and it was more than enough time to go through everything.	I did have almost 100% attendance and it actually was all the GAC chairs. For some of them, that was my first contact with them all year. It was effective to connect, but as far as training, not sure. There was input from a small group of attendees. I should have sent a follow up survey to get feedback.	It made it more able for folks to attend, ALL people. I think we should have a virtual option even if we do in person. Many RVC and board positions are not paid travel so its on their dime.	I think it was the best option to reach out to them and for training.	
Question # 2: What didn't work?	The Q&A at the end was not as good as it would have been in person, in my opinion. Also, I didn't know how to operate the presenter controls very well. Otherwise, everything went well.	What I have experienced myself and heard from others is that the presenters feel much more awkward than the attendees. Presenters feel like it doesn't go well if no one is chiming in or seems extremely engaged or if they cannot foster discussion digitally.	A couple of things from the RP centralized training perspective. We split ours into three different sessions (5 hours total) and it was not explained well that people needed to attend each one so some only signed up for one session and are having to watch videos of the others. They are getting credit for attending if they watch the videos and do a quiz. Its frustrating because we still don't have last weeks video to send out and the next training is tomorrow.	I think what didn't work is that people were not participating voluntarily. I had to pull some comments out of people whereas I think in person in a more relaxed environment, people are most likely to add comments to other comments. I also think the drawback to virtual is people just blocked out an hour out of their day and there are still lots of distractions. At the in person CRC, if they are there, they are fully committed to it and sitting in the room.	As with any presentation people may check out. With online it is harder to keep them engaged. However, there are ways to do this and tools such as what Pam has used for quick surveys. I'd also say technical issues can be an issue, connection ect.	The lack of face to face is an issue, as a presenter you do not know if the public is engaged or not if they do not ask questions and usually the people who ask questions are the ones who already know you and feel comfortable asking virtually.	Centralized Training is unilaterally "death by PowerPoint". It would be better for the committee chair if Centralized Training was held virtually in 1/2 hour segments with Q&A.

Question #3: What improvements could be made by presenters, attendees, and/or society?	A better way to handle the sign in sheet. I was having to just make notes of who was attending and I didn't know what chapter some of them were with.	I think the best practice is to record micro-training videos in advance for people to watch and reserve the training for discussion and Q&A. That way, the micro trainings can be linked as answers to questions in the future	I recommend that if they split up the training into multiple sessions, send out the video of the first session well in advance of the second session so people have time to watch. It can work especially with training that is mostly via powerpoint anyway. Maybe have the option for breakout sessions for smaller group discussions.	It would be good to have some type of interactive function that requires their attention while the virtual meeting is going on to get them more focused on the training at hand.	A few things. Maybe a 101 about tricks and tips of our online software and presentations. I also mentioned a way to real time survey people like Pam has used in the past. I'd also say that maybe recording the presos and making them available online for review at a later time would be good. Finally, I had several folks say deciding between what to go to was an issue. If were virtual, maybe we spread it out over a few days.	It might help that everybody has their camara on so we can read the room and adapt our presentation. I have been asking that now that we have been reviewing their MBOs and that has helped a lot. I do not know how to achieve that in a group presentation, so far I have only done it 1 on 1.	Attending all the webinars or watching the recorded videos could be a PAOE requirement. Having virtual content could lead to improved training for chapter co-chairs, etc. and much-needed interaction with the RVC.
Question 4: Do you have any comments or personal feedback not addressed in previous questions?	I would still prefer in person meetings	I think anyone leading the sessions should receive training about how to have an engaging training session. There are many options besides death by powerpoint.	People will probably be multitasking in the background, but they are probably doing this during large group in person training too.	What we do is to record the complete training so the attendee can review it when they can and at the end there is a test where you have to score 80% in order to take it as complete.	With the opportunity to run successful virtual CRCs and annual conference it clearly changes the dynamic of how we CAN do meetings. The question I want to put in front of you guys is how do we shift to a virtual working community and maintain any semblance of a social community? A lot of relationships are formed at the host hotel bar or at the hospitality suite.		

Grassroots Committee Feedback

Research Promotion Chair – Tiffany Abruzzo (2020.09.22)

From: Tiffany Bates Abruzzo < >
Sent: Tuesday, September 22, 2020 5:15 PM
To: Abrams, Joyce
Cc: Sturm, Eric
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots
Attachments: How to set up a virtual event.docx

Hi Joyce & Eric- I hope you are staying well & Joyce- hope you are excited for the big move!

Please see my comments below.

Thank you both!

Best Regards,
Tiff

Tiffany Bates Abruzzo
Regional Account Manager
ClimateMaster, Inc.



Referenced RP Committee Document Attachment (How to setup a virtual event.docx)

How to set up a virtual meeting or event

1. What type of event are you having? What kind of participation do you want or expect from your attendees? Is it important that everyone who attends gets the chance to participate with video and audio, or is it more important that attendees watch a speaker? The type of event will inform what meeting platform you use.
2. Solicit sponsors. Your annual donors will still want to participate in events/meetings and you can still give them the time or space they are wanting virtually. You can involve them as speakers, on slideshow presentations, or just with their logo on a virtual sign.
3. Make sure you have access to a computer or another device with a microphone and webcam.
4. Choose a meeting platform.
 - a. There are many hosting platforms out there to choose from, with pricing ranging from free to monthly or yearly subscription plans. Check to see if any of your chapter officers already have a subscription to a meeting platform.
 - b. Zoom is a popular option. It's an easy to use and robust platform supported by many operating systems and it's free for up to 100 attendees for a 40-minute meeting. For unlimited time, you can subscribe to a yearly plan. Zoom is popular right now in education and community events and it's easy to find online resources to help you plan your Zoom meeting.
 - c. Skype is another popular app that almost everyone has on their business device, and it supports group calls of up to 50 participants for free.
 - d. ASHRAE also has the capability to host your meeting or event on GoToMeeting or GoToWebinar. To schedule, or for more information, email Regioninfo@ashrae.org.

5. Invite your attendees. Make sure to include registration instructions, if any, and information about logging in. Set the invite to remind participants the day of the event/meeting. If that is not an option, be sure to send out a reminder shortly before the event/meeting begins.
6. Practice. Get familiar and comfortable with your platform to minimize the risk of hiccups during your event. Set up a short meeting with your chapter board or volunteer committee and have everyone test the various features of your chosen platform.
7. Recognize your sponsors or donors. You can be as elaborate or simple as you want. Use powerpoint or another program to create slides thanking sponsors or donors and run it during your event. You can also mention your event is “sponsored by” in your invite or follow-up communications.
8. On the day of the event, assign one person to deal with any issues from attendees like trouble logging in, sending the link, issues with their interface, etc.
9. Follow-up. Send a thank you to the attendees and sponsors. Ask for feedback so you can correct anything before your next event or meeting and keep the attendee involved. If you already have the next one scheduled, include that information.

Student Activities Vice-Chair – Jared Larson (2020.09.22)

From: Jared Larson <>
Sent: Tuesday, September 22, 2020 7:33 PM
To: Sturm, Eric
Subject: FW: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Eric;

We held our centralized training all virtually this year. I also chaired a debrief meeting afterward to discuss the training. See my answers below. The effectiveness of training is really demonstrated in the engagement of chapter chairs by increased membership or increased PAOE. Given the revamped PAOE, we cannot compare years, and the pandemic will affect things outside. I may send out a survey monkey at the end of the year to see if they felt the training helped or not. All the answers below in **RED** are based on feedback, and surveys to attendees after the event.

Our format was to limit a 2 hour training window. Prior to training our committee made about fifteen 3 minute videos they were to watch before CT. These videos are made available all year as refreshers. During our training we held kahoot to keep it interactive. The questions were formed around the videos, and pulled out the major topics of the videos. After each question, the presenter would elaborate on the question. At the end of the Kahoots, we did a wind up discussion, and opened up live Q&A on that topic. The committee for years has had strong feedback to eliminate death by power point, and we felt this was our opportunity.

- What has worked well?

-Interactive. Virtual training has to be very interactive. We had generally positive feedback on the kahoots, both from attendees and from those leading the training.

-In our wrap up meeting, it was mentioned that Break out meetings in smaller groups lead by one RVC would be better. (and was used by some CRC's) Go To meeting does not have this function. You need to use Zoom. Not sure about google or teams.

-expanded audience. Many people indicated that they could not attend CT in person, due to limited employer support. We had a record high attendance of 92. Normally we are 40-60. Any training is better than no training.

- Rehearsal. We had 2 practice sessions. These were important for transition, and adding delays in for interactive.

- What hasn't worked well?

-Interaction between chairs. Whether we do it in person or virtual, the complaint has been not enough interaction and sharing of ideas. The collaboration of minds and networking is HUGE in ashrae. I think you will get this feedback on many virtual platforms. I think structured breakout rooms will be vital.

- Sometimes bandwidth is an issue for people.

- not having face to face in training. Usually for bandwidth, people mute their devices and hide the camera. This would improve the item above.

- some people did not like the Kahoot games as they felt the games were to elementary, and they wanted more discussion. These people tended to critique the event a little harder.

- Should we be doing more or fewer virtual trainings?

-I think if we can make it more meaningful, and better ability to network, that this will address many challenges we are facing. I still feel that in person CT is better and more value, but maybe there is an option of virtual, or a way people can join virtually. There was a surprisingly high response who indicated that the location will dictate whether they attend CT.

- What best practices should be shared among the committees?

- We need break out rooms.

- In training, interaction with viewers every 5 minutes will keep people from multitasking during the presentations. Whether using poll anywhere, or kahoot, or another interactive platform.

- Better AV connections to allow / encourage face to face.
- Orientations before larger training events (complete a certain task prior to the event.)
- If ashrae could get some accounts for these interactive platforms, we could share and collaborate with other presenters. Several RVC's ended up using the kahoots from centralized training in their CRC training. Maybe there are some better forums.
- My daughter is started university this year, and its all virtual. One thing the university did was a web scavenger hunt where they had to answer 10 questions each day for a week about the University. It forced them to navigate the website to find the answers. This gave them some familiarity with the website. And there were prizes for the winners.

Jared Larson, P.Eng
 MacPherson Engineering Inc.
<http://www.macphersonengineering.com/>

From: Thomson, Katie < >
Sent: September 22, 2020 6:23 AM
To: Jared Larson < >
Subject: FW: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

[EXTERNAL]
 Hi Jared,

I wasn't sure if you received this email as well or if it just went to Megan. Since you were leading the CT charge when we went all virtual for the Annual Meeting, I figured you would be able to provide more insight. I can pass along our CT survey results to Eric and provide my two cents but feel free to send any additional feedback.

Katie



Katie Thomson
Assistant Manager of Student Activities

1791 Tullie Circle NE
 Atlanta, GA 30329
 Tel: 678-539-1212
KThomson@ashrae.org

ashrae.org/365

For a full list of ASHRAE's available resources on COVID-19 visit ashrae.org/covid19

Student Activities Staff Liaison – Katie Thomson (2020.09.24)

From: Thomson, Katie < >
Sent: Thursday, September 24, 2020 9:12 AM
To: Sturm, Eric
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Eric,

I agree with Jared's comments below. We normally have around 30-40 individuals attend in person but had almost 100 attend the virtual session. We invited SBAs and other chapter officers interested in Student Activities since we weren't limited to who we could reimburse for travel. We made the on-demand videos for SA Chairs to watch ahead of the live Q&A session and although most of the participants watched them, not everyone had the time so they couldn't participate in the interactive kahoot sessions. I think it would be worthwhile to an extra live session which is just a discussion/sharing best practices or even quarterly catch up sessions, particularly this society year as so many branches and chapters are having to adapt to less travel and in-person meetings. We have a Basecamp group for SA Chairs but the discussion usually fizzles out. We recorded the live training session and have also kept the on-demand videos on the website so that SA Chairs can utilize them throughout their terms. The on-demand videos are broken up into topics that are fairly short and can easily be updated if anything changes year to year. For years we've talked about doing separate sessions for new vs returning chairs and I think this would be easier to accomplish virtually in the future with breakout sessions or different dates for interested volunteers.

Kind regards,
Katie



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Built Environment Today

ashrae.org

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Membership Promotion Chair PDF responses – Erik Sanchez (2020.09.24)

Date: September 24, 2020

To: Eric Sturm, Region VI RMCR

Re: Members Council to explore frequent use of digital live trainings for Grassroots

The following responses are for the questions provided to all grassroots committees on Monday, September 21, 2020 to help address a Members Council MBO to “explore feedback frequent use of digital live trainings for grassroots.” The Membership Promotion Committee provided two virtual Centralized Training (CT) sessions on Friday, July 19, 2020 from 12pm – 2pm Central Standard Time and Friday, June 26 from 12 – 2pm Central Standard Time. This was open to all regions across Society and chapter chairs were required to attend both sessions. The committee also decided to conduct a separate International Centralized Training (ICT) on Saturday, August 1 from 3am – 7am Central Standard Time. The intent of ICT was to provide an alternative time that would benefit chapters in Region-At-Large, Region XIII, and Region XIV and the content was the same.

What has worked well?

Our committee was pleased with the amount of volunteers that attended the training. ASHRAE staff helped gather data to determine the amount of people that registered, attended and participated during the training. This is represented in Table 1 below. Our committee did an amazing job of encouraging their chapter leaders to register for both CT sessions. 161 and 140 volunteers attended the first and second CT sessions, respectively. 99 volunteers attended International Centralized Training. The training was conducted by the same dedicated committee members for both CT and ICT. Poll questions were used throughout the presentation to help keep the audience engaged. By comparison, 52 volunteers attended Centralized Training last year during the Annual Conference in Kansas City. 27 volunteers attended International Centralized Training in Malaysia.

Table 1: 2020 Membership Promotion Centralized Training & International Centralized Training Attendance

	Registered	MP Chairs Registered	Attended	MP Chairs Attended	Attended > 50%	MP Chair > 50%	MP Chair > 50% & > 75%
CT Session I	216	126	161	103	115	69	66
CT Session II	213	126	140	95	94	61	57
International	124	44	99	39	93	37	24

Attended > 50% = Those that were viewing the slides at least 50% of the time.

MP Chair > 50% = The MP Chairs* that were viewing the slides at least 50% of the time.

MP Chair > 50% & > 75% of Time = The MP Chairs that were viewing the slides at least 50% of the time and stayed online at least 75% of the entire training.

*MP Chair is only those that indicated they were THE MP Chair, not Co-Chair or Committee members.

[E.S., 2020.09.24: clarification from Dan Gurley, MP Staff Liaison: “The Go To Webinar software has the ability review an attendee report that shows how long attendees were logged in and how much time they had the Webinar screen maximized vs minimized.”]

What hasn't worked well?

There are some challenges with virtual trainings. The opportunity to network with other ASHRAE members during an Annual Conference is one of the most significant benefits that Centralized Training provides. During a live Centralized Training, we provide the audience opportunities to engage in real-case scenarios that MP Chairs may face along the way and allow them to practice questions from members that they may encounter. To conclude our training, we split the audience into teams at the end of the presentation and conduct trivia games with questions about what was discussed

during the training. Unfortunately, virtual conference is not practical to be able to do this. Lastly, the last column in Table 1 shows the number of MP Chairs that were “fully engaged” at least half of the time:

CT Session I: 66 of 103 (64%)

CT Session II: 57 of 95 (60%)

ICT: 24 of 39 (61%)

This data leads us to recognize that virtual training hinders the amount of engagement from our volunteers.

Should we be doing more or fewer virtual trainings?

While virtual trainings provide a cost benefit to both Society and our volunteers, while also providing the comfort of attending events remotely, we believe it is not sustainable. Our centralized training events are much more effective when conducting it live. Ideas, friendships, collaboration often occur before, during and after the live sessions. There is a limitation that virtualized training provides and our committee strongly believes we should maintain our live training sessions.

What best practices should be shared among the committees?

Conducting an effective virtual training requires 3 things: planning, commitment, and willingness to serve.

Planning from the committee to prepare the training.

Commitment from multiple speakers to conduct the training and having trainees who are knowledgeable about the topics they present.

Committees to encourage participation of our chapter leaders and willingness of all our leaders to step up and be ready to face the challenges that lie ahead

We also can not do this without the support of our wonderful ASHRAE staff.

YEA Staff Liaison – Jeanette McCray (2020.09.30)

From: McCray, Jeanette <>
Sent: Wednesday, September 30, 2020 10:32 AM
To: Sturm, Eric
Cc: Abrams, Joyce
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Hi Eric,

I am the staff liaison for YEA and below is what has worked for us in the past few months.

- What has worked well? **When having virtual trainings or committee meetings, having a Zoom account platform has worked the best because of the functionality available with this platform. Having breakout rooms allows for small groups like the subcommittees to meet while others focus on something else. Also this always for voting to take place when necessary. GoTo Meeting has worked fine for smaller subcommittee meetings and conference calls.**
- What hasn't worked well? **No comments at this time**
- Should we be doing more or fewer virtual trainings? **YEA has started to have more virtual trainings and webinars to take the place of in person events that would normally be happening. It is a good idea to have more virtual trainings so that people will not lose interest or feel lost when they cannot get the information they need that is provided in various trainings.**
- What best practices should be shared among the committees? **Ground rules should be set at the beginning of the virtual meeting as well as put in the invite for the meeting. The presenter or facilitator should go over expectations for the virtual meeting at the beginning of the call , such as always keep your mic muted, wait until you are acknowledged before speaking, when and when not to use the chat, whether to keep the camera on or off, etc.**

Please let me know if you need anything else.

Thanks,
Jeanette



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Jeanette McCray
Assistant Manager, Membership

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Communications Committee Chair – Pam Duffy (2020.10.01)

From: Pam Duffy <>
Sent: Thursday, October 1, 2020 8:39 AM
To: Sturm, Eric
Subject: Re: REMINDER: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Hi Eric,

I have already provided my answers to Joe Sanders at his request (from RVC-SA perspective), but will respond again here (from Communications Committee Chair perspective).

The Communications Committee published a best practices document here: <https://www.ashrae.org/file%20library/communities/committees/standing%20committees/communications%20committee/ashrae-virtual-meeting-guidance.pdf>

It covers hosting a business meeting, a keynote presentation, and special occasion events. There are also many general best practices listed in there.

I am a huge advocate for training virtually. I would like to see all training go virtual, and limit in-person activities to optional best practice sessions.

For training a chapter-level volunteer, there is no reason to have in-person training. Virtual training is far more time and cost-effective for all involved, but especially for the chapter volunteer who will only be in the (volunteer!) role for a year. I have noticed that in some cases the volunteer spends more time in training than actually doing the role throughout the year. Less is more.

I have found my virtual training sessions to be much more well attended than in-person sessions. In particular, chapters that have never shown up to CRC or centralized training showed up to virtual training. We also got the "right" people attending the virtual sessions (sometimes at CRC you get stand-ins).

In my experience in collecting feedback for our best practices document, I believe that a huge majority of **presenters** do not like virtual training, while a huge majority of **attendees** prefer it (again, for time-effectiveness and cost-effectiveness). Presenters have reported feeling awkward and that their message isn't landing, or that there is not enough engagement on the calls, that people don't feel comfortable chiming in. Presenters express difficulty fostering conversation and discussion. Quite frankly - all of these are problems for the presenter, not the attendees. We know this because attendees that are surveyed have positive things to say, usually reporting things like "I'm so glad I was finally able to attend" and "I picked up a few nuggets I didn't know", etc. In short, I think the things that presenters feel are things that we can resolve by doing some "train the trainer" efforts and providing resources for how to facilitate successful and engaging virtual training.

Best practices include:

- * Keep live training short and engaging.
- * Record micro-trainings (5 mins or shorter) for specific task-related items, like showing how to pull a report.
- * Limit video/virtual training to what they really need know to do their job. Anything that is just general knowledge (ex: 1-hour presentations on a topic, for example) just post the doc to the website and point people to RVCs for questions.
- * Presenters should learn engagement techniques (or we can teach them) for live training

I am well-versed in engagement for virtual sessions so if you need help there, let me know.

--

Pam

Communications Committee Staff Liaison – Joslyn Ratcliff (2020.10.05)

From: Ratcliff, Joslyn <>
Sent: Monday, October 5, 2020 7:58 AM
To: Sturm, Eric
Cc: Pam Duffy; Abrams, Joyce
Subject: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Hi Eric,

Thank you for asking about feedback regarding digital live trainings. I've provided some responses below in blue and will sum it up to say that although virtual does not replace face-to-face interaction, it can and is an effective tool (both cost effective and efficient) for meetings and trainings if done with Best Practices in mind.

I've copied Pam on this email as well as this topic is very close to the Communications Committee and many on the committee have extensive experience with it.

Please let me know I (or the Committee) can provide any further information, assistance – or anything at all that's needed! We will be more than happy to help.

Thanks again,
Joslyn



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Joslyn Ratcliff
Senior Manager, Marketing Communications

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From: Abrams, Joyce
Sent: Monday, September 21, 2020 4:23 PM
Cc: Eric Sturm <>
Subject: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

TO: Chairs and Staff Liaisons of Members Council Reporting Committees
FROM: Eric Sturm, Region VI RMCR

Dear Committee Chairs and Staff Liaisons:

On behalf of Members Council Planning Subcommittee, several volunteers are addressing an MBO to "Explore frequent use of digital live trainings for Grassroots" with a goal of obtaining feedback and help to establish 3-5 best practices (Members Council MBO SY 2020-21 #1). **Please take a few moments to consider the questions below and provide a response to Eric Sturm () no later than 9:00 a.m. CDT Monday, October 5, 2020.**

In your experience, when considering virtual training:

- **What has worked well?**

I have not been involved directly in facilitating or attending virtual *training*, however have been involved with attending and facilitating virtual *meetings* – and have discussed virtual trainings, so my responses are based more on *meetings*, although I believe the information would also be applicable to trainings. For meetings, the virtual setting works well for many reasons – there is no travel time/cost, everyone can arrive at the same time (as there is no travel time), when applicable having on-camera meetings is excellent to increase engagement and connectedness during the meetings. In addition, attendance is automatically recorded in via GTM/W (so long as everyone is logged in and applied their PIN), potentially this could reduce the need for paper sign-in sheets for some meetings in some settings. (That would need further investigation.) Also, chat has worked as an additional stream for the meetings in a way that can't happen during in-person meetings due to interrupting the speaker, being potentially off-topic, etc. Instead, I've seen where others that have pertinent information during the conversation are able to add it via chat, essentially creating a "two-stream meeting". Someone monitors the chat during the meeting and responds in real time and/or adds the information verbally to the meeting. After the meeting, the chat log is preserved. A recent example is while the Communications Committee was discussing an image of the committee, the vice chair asked that I make branding guidelines available via Basecamp that contained the appropriate colors and more to use. This ask was made quickly via the chat box. Another thing that's worked well for the Communications Committee is to have a little bit of virtual fun during the meetings to keep the personal aspect intact in the virtual setting. (The Committee has referenced a penguin theme throughout the year that stems from one of their projects – and the theme has added some nice levity as well as cohesiveness and a "Team" feel to the meetings.)

- **What hasn't worked well?**

The in-person experience is difficult to replicate in a virtual setting. However, the groups I have worked with are ones that are already familiar with each other – at least to a degree, so they are able to converse and have discussions similar to those that would take place at the start of an in-person meeting. There is no lingering afterwards during a virtual meeting. (But see the note above about the chat box – perhaps, some of the peripheral / additional / follow-up ideas often discussed in the room after an in-person meeting are migrating to chat during the meeting.) The meetings I've attended have been fortunate to not be plagued with poor Internet connection and everyone follows Best Practices, making the meetings effective and productive. However, if Best Practices aren't followed (someone doesn't mute, poor Internet connection, doesn't know how to share screen, etc.) the virtual meeting's productivity would be impacted.

- **Should we be doing more or fewer virtual trainings?** More! It's a **great** way to connect with individuals on their own time zones, with no need for travel cost/time. It's a perfect way to disseminate information – in an effective way that makes the most of volunteer time. I think this is especially effective in a setting where the individuals have been introduced to one another at least in some setting over the years. If the individuals on the training have never met, a suggestion to do a virtual introduction / ice breaker similar to what's often done during in-person meetings might be appropriate.
- **What best practices should be shared among the committees?** The Communications Committee produced up-to-date, easy-to-read (and implement) **guidance for virtual training** that should be shared among the committees. They have also developed **ASHRAE-branded backgrounds** appropriate for use on the Zoom platform. (Other platforms don't yet have the same capability.) Region X used breakout rooms in Zoom during their CRC, which were *very effective* at facilitating conversation among the attendees since they were broken up into small groups to chat.

CEC Chair – Corey Metzger (2020.10.01)

From: Corey Metzger <>
Sent: Thursday, October 1, 2020 2:19 PM
To: Abrams, Joyce; Sturm, Eric
Cc: Giometti, Tony
Subject: RE: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

Joyce and Eric,

I've tried to address the questions below both from a CEC perspective and from a past-experience perspective. CEC operations are obviously significantly different than many of the other grassroots committees, so some things that work for others won't work for us, and vice versa. Under normal circumstances, CEC does training for new members at our meetings, but we also frequently have virtual training for individuals with specific conference assignments throughout the year. Our members are generally on site at conferences from Friday through Wednesday, so we are normally able to conduct a training session on Saturday afternoon between the completion of our meetings and the beginning of the technical program. We also don't have any direct connections to regional or chapter operations, so the virtual training that occurs is just with our committee members or with others who have assignments for our conferences (TAC reviewers for program submissions, etc.). I think this is probably our biggest difference when compared to most grassroots committees. Please see notes in red after each bullet below and let me know if you have questions, comments, or concerns. As stated below, don't hesitate to disregard or ignore anything that doesn't make sense. Thank you, and have a great afternoon.

Corey

From: Abrams, Joyce <JAbrams@ashrae.org>
Sent: Monday, September 21, 2020 3:23 PM
Cc: Eric Sturm <>
Subject: Your feedback, please: Members Council MBO to explore frequent use of digital live trainings for Grassroots

TO: Chairs and Staff Liaisons of Members Council Reporting Committees
FROM: Eric Sturm, Region VI RMCR

Dear Committee Chairs and Staff Liaisons:

On behalf of Members Council Planning Subcommittee, several volunteers are addressing an MBO to "Explore frequent use of digital live trainings for Grassroots" with a goal of obtaining feedback and help to establish 3-5 best practices (Members Council MBO SY 2020-21 #1). **Please take a few moments to consider the questions below and provide a response to Eric Sturm () no later than 9:00 a.m. CDT Monday, October 5, 2020.**

In your experience, when considering virtual training:

- What has worked well? **For time-sensitive tasks, or tasks that aren't repeatedly completed throughout an individual's tenure on the committee, virtual training has worked very well to review a process that needs to occur in the near future to help our team understand roles, responsibilities, process, and timelines. Advance scheduling to maximize attendance and recording of sessions for follow up or viewing by those unable to attend are recommended.**
- What hasn't worked well? **Virtual training that isn't recorded or well attended has been an issue in some cases. Additionally, depending on the person providing the training, it can be more or less effective (if I'm doing the training, it will be less effective). For longer training sessions it seems that attention by all participants is a consistent issue (while also being possible for in-person training, it is harder to be disengaged). Finally, for initial or major training, the lack of face-to-face contact is a**

concern as those connections may help to keep volunteers engaged and increase their comfort level to reach out for input or assistance when needed.

- Should we be doing more or fewer virtual trainings? I would advocate for both. I think limiting virtual training for initial/major sessions is a good idea, while adding shorter virtual sessions for tasks or topics throughout the year may help with performance on a number of committees. I also think that trying to cover a year's worth of tasks/operations in a single session at a CRC, especially for regions with Spring CRCs, has some significant challenges (this may be true to a lesser extent for something like centralized MP training, but I don't have experience to share on that front). One of my biggest concerns in general with virtual training is a lack of connection between members from different chapters and/or regions. If you don't grab lunch after training or get a drink and chat at some point, how likely are you to form meaningful connections both with other members or the Society at large? Since I don't think CEC is the ideal committee to look at for considering grassroots training across the board, from a CTTC perspective the following might make sense (they may be doing all of this now):
 - Virtual session on chapter program recommendations and requirements each July or August
 - Virtual session on how to schedule a DL every August that is recorded and linked for chapter chairs might be good for CTTC (they could already be doing this, I've been gone for a while)
 - Virtual session on submitting for awards (chapter program star, refrigeration, Milton Garland, etc.)
 - Virtual session on submitting for Technology Awards
 - Virtual session on PAOE sometime in the Spring
 - Feel free to disregard the above feedback, as I have clearly not been the chair of CTTC for a number of years and don't know with any detail what their current training processes are
- What best practices should be shared among the committees? Recording of training sessions and posting for review by individuals who were not able to attend is recommended. This has been useful for process training completed by conference technical chairs to inform others about roles, responsibilities, process, and timelines as mentioned previously. When large group training is necessary, we obviously have the same challenges as other groups related to getting everyone to attend at the same time. This allows for one session to reach a larger group, and may help those who attended to go back for clarification if needed. In general, it may be useful to have select training topics recorded in short videos that can be shared throughout committees, regions, or chapters. Having this for something like

Thank you for your time and consideration.

Regards,
Eric Sturm
Region Members Council Representative
ASHRAE Region VI



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Joyce Abrams
Director of Member Services

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CEC – Lessons Learned from Virtual Conference (2020.08.03)

From: Corey Metzger <>
Sent: Thursday, October 1, 2020 1:37 PM
To: Sturm, Eric
Cc: Giometti, Tony; Abrams, Joyce
Subject: FW: CEC - Lessons Learned from Virtual Conference

Eric,

With respect to the recent virtual conference and the CEC perspective in general, the information below is what we came up with for lessons learned after completing the virtual conference this summer. This likely doesn't directly address your questions related to training, but I wanted you to have it for reference. I'll be sending a separate email in response to Joyce's messages in just a minute. Thank you.

Corey

From: Corey Metzger
Sent: Monday, August 3, 2020 10:11 PM
To: Schwedler, Mick <>
Cc:
Subject: RE: CEC - Lessons Learned from Virtual Conference

Mick,

Thank you for your patience on this response. The following are items CEC ExCom has identified as lessons learned/best practices to consider for potential future virtual or hybrid conferences based on our recent Virtual Conference:

- General:
 - Lesson Learned: Process with presentation reviews was similar to normal meeting (presentation slides were reviewed, but recordings were not able to be reviewed prior to being posted)
 - Lesson Learned: Transition to virtual created significant challenges for speakers and CEC members due to quick turnaround periods required to meet adjusted schedule, such as 10% of speakers dropping out, programs had to be dropped and new ones identified
 - Best Practice Moving Forward: If additional notice can be provided for transition in the future it will reduce stress on speakers and CEC – speakers and committee members demonstrated significant flexibility and willingness to accommodate changes to format and process – CEC will plan for a virtual conference contingency and will adjust accordingly when a decision is made to keep a conference face-to-face or transition to a virtual conference
 - Lesson Learned: By pivoting the annual conference to a virtual conference, CEC and staff gained invaluable experience, which is being put to use for transitioning two topical conferences to virtual
 - Attendance:
 - Lessons Learned: Numbers are being reviewed – consideration will be given as to whether number of live sessions should be increased, decreased, or maintained for future virtual or hybrid conferences
- Pre-Recorded Presentations:
 - Lesson Learned: Pre-recorded presentations (about 250) worked well for virtual conference and should be feasible for future conferences if needed
 - Lesson Learned: General feedback indicated many presentations seemed better organized or smoother in recorded format (compared to typical in-person sessions)
 - Lesson Learned: Minor issues were observed with timing and volume or understanding of a few speakers

- Best Practice Moving Forward: CEC does not envision using this approach when full in-person meetings are able to resume – Additional consideration will be needed for mix of live and/or pre-recorded sessions for hybrid meetings, if they occur
 - Lessons Learned: Created significant schedule challenges for speakers and reviewers on timing
 - Lessons Learned: Provide some challenges that are similar to live sessions – commercialism reviews were completed, but committee doesn't have adequate resources to review all recordings
- Live Sessions:
 - Lessons Learned: Additional consideration will be given by CEC and staff as to how live sessions with additional engagement (workshops, forums, debates) are executed and who leads or moderates these sessions
 - Best Practices Moving Forward: CEC will work to select/assign individuals with suitable skill sets to lead or moderate virtual sessions
 - Lessons Learned: Flexibility of options with how questions and answers are handled for session is limited for virtual sessions (in-person sessions can be handled with Q&A either after each speaker or at end of session – for some session types and session chairs preference is to have Q&A after each speaker)
- Live Questions and Answers Sessions for the On-Demand Sessions:
 - Lessons Learned: Seeding of questions from Session Chair seemed to help engage audience – some sessions had poor/limited activity during questions period
 - Best Practices Moving Forward: Plan to develop list of questions from session chair or speakers moving forward to help engage audience
 - Lessons Learned: One-minute summary of each presentation prior to Q&A also seemed to help engage attendees and encourage additional discussion
 - Best Practices Moving Forward: Have short summary of each presentation prior to Q&A session
- Platform (NTT):
 - Lessons Learned: Overall worked well, especially given short turnaround – would strongly consider using the same platform for future virtual conferences
 - Lessons Learned: This group specializes in hybrid solutions, so may be an option if a hybrid conference is implemented
 - Lessons Learned: Some limitations requiring additional technology (Zoom, GoToMeeting, etc.) to be utilized for interactive sessions
- Networking:
 - Lessons Learned: Seemed to be active engagement with happy hours and leadership moments in particular
- Planning for Chicago Conference:
 - While we don't know if an in-person meeting will be an option, we believe it is likely that at least some normal conference attendees may not be able/willing to attend by the time of the Winter Conference
 - We would like to have decisions made as early as possible regarding delivery method for the conference given the challenges associated with transitioning from an in-person planning process to a hybrid or virtual planning process (understanding decisions will involve the Expo and factors outside of ASHRAE's control)
 - We believe there may be benefit to polling membership (possibly from a list of those who have attended previous or recent conferences) to see if they will attend if the meeting is held in person – if this is feasible and we find that a significant number will not attend, we may look to plan for a hybrid model if that is acceptable to Members Council and the BOD
 - If an in-person conference is feasible, but we utilize a hybrid conference approach, the results of this conference could be used to inform potential changes in format for future conferences (if deemed necessary)

Please let me know if you have questions or comments regarding any of this information. We would certainly be happy to review this information in more detail if it is helpful. I can also put it in a different format if that would be better. Thank you again, and have a great evening.

Corey



Memorandum of Understanding [ASHRAE Chapter] and [Org]

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

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

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

CONSISTENT LEADERSHIP COMMUNICATION

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

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

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

For [ASHRAE Chapter]:

[NAME]

[TITLE]

For [ORG]:

[NAME]

[TITLE]

CHAPTER COLLABORATION

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

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

ADVOCACY

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

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

TERMINATION

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

TERM

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

LEGAL STANDING

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

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

FOR [ASHRAE CHAPTER]

Printed Name/Title

Signature

Date

FOR [ORG]

Printed Name/Title

Signature

Date

Chapter Health Assessment Checklist

This checklist could be used to check a Chapter's health and compared with others in the region or as available. Can be used once a year, by the DRC (or Regional officer assigned by the DRC) or compared as an ongoing measurement to detect trends. This may be shared with the Chapter as an individual evaluation so improvements in their operation could be made in their chapter. Partial points may be added at the discretion of DRC

1. Chapter CIQ filed
 - a. By May 15th (Fall CRCs)/Feb 15th (Spring CRCs) 15 points
 - b. By June 1st 10 points
 - c. By June 15th after 1st notice by DRC 5 points
 - d. By July 1st after 2nd notice by DRC 0 points
2. CIQ positions filled
 - a. All officers and BOG, and grassroots chairs 15 points
 - b. All officers, BOG 10 points
 - c. Some openings for key positions 5 points
 - d. Many openings for key positions 0 points
3. Chapter meetings and special events
 - a. Full schedule of meetings (8 or more) 15 points
 - b. 6 or 7 meetings 10 points
 - c. 4 or 5 meetings 5 points
 - d. Less than 4 0 points
4. PAOE points
 - a. PAR in all categories 15 points
 - b. Minimum in 5 of 6 categories 10 points
 - c. Minimum in 4 categories 5 points
 - d. Minimum in less than 4 categories 0 points
5. Research Promotion
 - a. 1 point for every 10% of goal, 100% = 10 points
6. Membership Promotion
 - a. 1 point for every 10% of goal, 100% = 10 points
- ~~7. Communication with Society~~
 - ~~a. By date required by Society 15 points~~
 - ~~b. Responds after 1st inquiry 10 points~~
 - ~~c. Responds after 2nd inquiry 5 points~~
 - ~~d. Lack of response 0 points~~
8. Communication with DRC
 - a. More than six contacts in a year (new topics) 15 points
 - b. More than four contacts and responsive 10 points
 - c. Less than four. Less responsive 5 points
 - d. Lack of response 0 points

ATTACHMENT L

9. Communication with Regional Officers
 - a. Responds quickly within 24 hours 15 points
 - b. Responds within 48 hours 10 points
 - c. Responds after 2nd contact 5 points
 - d. Lack of response 0 points
10. ~~Complete Audit~~ (Files taxes and required State forms ~~—as required~~)
 - a. On time with copy to Region 15 points
 - b. On time but no copy to Region 10 points
 - c. Completed 5 points
 - d. Not Completed 0 points
11. CRC Participation
 - a. Full participation by Chapter Chairs 15 points
 - b. Delegate and Alternate fully participate 10 points
 - c. Delegate or Alternate only 5 points
 - d. Delegate and Alternate not present 0 points
12. Chapter Communication
 - a. Regular Monthly communication and digital content current 15 points
 - b. Quarterly communication and digital content current 10 points
 - c. Meeting invites only 5 points
 - d. No communications 0 points
13. Regional Dues paid
 - a. By date required by Region 15 points
 - b. Responds after 1st inquiry 10 points
 - c. Responds after 2nd inquiry 5 points
 - d. Lack of response 0 points
14. President Elect Training Participation
 - ~~a. PE and another chapter officer attends 15 points~~
 - b. President Elect attends training 10 points
 - ~~c. President Elect notifies DRC of conflict 5 points~~
 - d. Totally misses training 0 points
15. YEA Member Participation
 - a. YEA Programs planned and attended 15 points
 - b. YEA Chair and contact database established 10 points
 - ~~c. YEA member attends meetings, but no other 5 points~~
 - d. No information on YEA 0 points

Point total:

~~210 to 150~~

135 to 195 **Normal Chapter** – No further action required.

~~100 to 149~~

85 to 134 **Struggling Chapter** - DRC should review chapter operations with Chapter officers and committee chairs. Together, the DRC and Chapter leaders will develop a course of action to improve the Chapter's performance. A follow-on review will occur prior to the Winter Conference, and a final review will occur on or about 1 June of the following year. If the Chapter is still deemed to be a Struggling Chapter in June, it will be reported to Members Council for further planning and assistance. The DRC will continue the biennial review process of the Struggling Chapter for three years to verify improved performance.

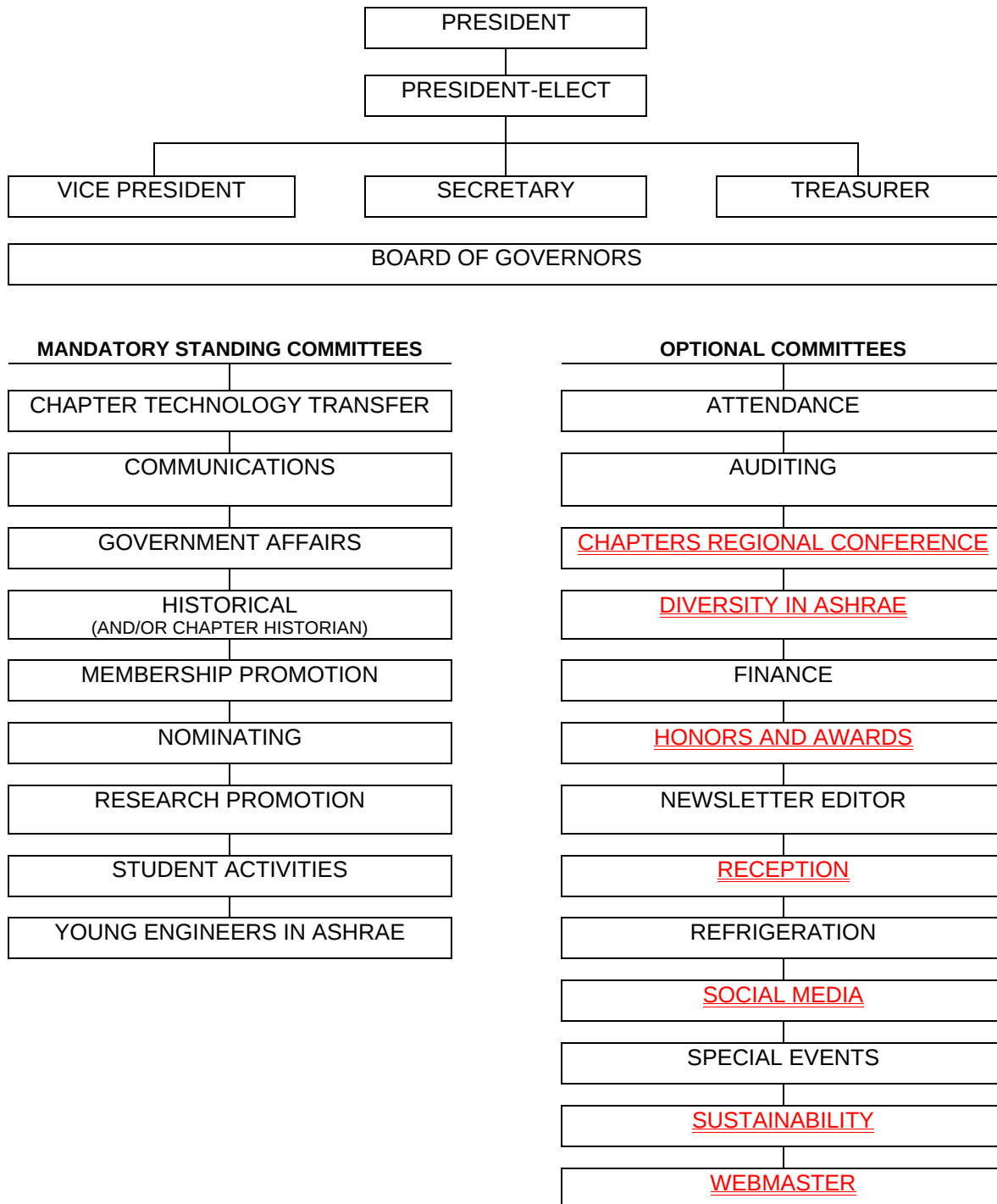
~~50 to 99~~

35 to 84 **Weak Chapter** – DRC shall review chapter's operation with Chapter, Region, and Members Council leadership to attempt to revive the chapter and make a determination as to whether the Chapter should become a Section of a healthier nearby Chapter. A follow-on review will occur prior to the Winter Conference, and a final review will occur on or about 1 June of the following year. If the Chapter is still deemed to be a Weak Chapter in June, a recommendation will be forwarded by the DRC to Members Council for the Chapter to be converted to a Section and attached to either a nearby Chapter or to the Region. The DRC will continue the biennial review process of the Chapter-turned-Section for three years and recommend a return to Chapter status when performance improves.

~~Less than 50~~

Less than 35 **Failing Chapter** – DRC should recommend to Members Council that the Chapter's Charter be revoked.

Appendix 2A: Suggested Chapter Organization Chart



The above committees should have a Chair, Vice-Chair and at least one other member. Flow-of-authority may vary from chapter to chapter, although each committee should be under the supervision of at least one chapter officer.

ATTACHMENT N

POINT SCORE FOR THE CHAPTER SERVICE AWARD (12 POINT REQUIREMENT)					
NAME:		Member #:		Chapter #:	
CATEGORIES					
CHAPTER OFFICERS ¹ :		POINTS/YEAR		TOTAL	
President		3/yr			
President Elect or Vice President		2/yr			
Other Officers		1/yr			
Board of Governors Member		½/yr			
Section Representative		1/yr			
CHAPTER STANDING COMMITTEES: (RP, CTT, MP, SA, GGA , YEA, HIST, REF , COMM , NOM): <i>(Refrigeration is an optional committee and should be removed; Communications and Nominating are mandatory committees and should be added.)</i>					
Committee Chair		1/yr			
Committee Member		½/yr			
CRC ACTIVITY ² :					
Conference Chair		3/yr			
Conference Co-Chair		2/yr			
Committee Chair		1/yr			
Committee Member		½ /yr			
Technical Speaker		½/yr			
GENERAL ACTIVITIES ¹ :					
Chapter Meeting Speaker/Panel Member		¼/yr			
Sports Affair Coordinator		¼/yr			
Faculty Advisor		¼/yr			
Newsletter Editor		½/yr			
Honors & Awards Chair		¼/yr			
Greetings Committee		¼/yr			
Joint Engineers Council Representative		¼/yr			
Chapter Webmaster		½/yr			
Other Chapter Committee Chair		¼/yr			
Other Chapter Activities		¼/yr			
TOTAL POINTS					

¹ Chapter activity maximum of three points per Society year

² CRC activity maximum of three points per event

ATTACHMENT O

POINT SCORE FOR THE REGIONAL AWARD OF MERIT (10 POINT REQUIREMENT) (98-10-24-27B/02-10-19-12B/02-10-19-29B/02-10-19-45/03-06-29-40/BOD 03-06-27-1C/04-10-09-14/06-09-30-44D)					
NAME:		Member #:		Chapter #:	
NOTE: CHAPTER ACTIVITIES: SOCIETY/REGIONAL ACTIVITIES: MAXIMUM 6 POINTS MAXIMUM 6 POINTS					
A. CHAPTER POINTS		POINTS/YEAR		TOTAL	
President		2/yr			
Vice-President (or President Elect)		1/yr			
Secretary		½/yr			
Treasurer		½/yr			
Chapter Chair:					
Membership Promotion, Student Activities, Research Promotion, Chapter Technology Transfer, Government Affairs, Programs, Refrigeration, and Historical		½/yr			
Chapter Board of Governors		½/yr			
Seminar Chair or Instructor		1/yr			
Newsletter Editor		½/yr			
Chapter Webmaster		½/yr			
Other Chapter Position		¼/yr			
Section Representative		1/yr			
Student Branch Advisor		1/yr			
(Max 2 per year)					
B. REGIONAL CONFERENCE (CRC)					
General Chair (Conference)		2/CRC			
CRC Program Chair		1/CRC			
CRC Technical Session Speaker		½/CRC			
CRC Committee Chair (other than Program Chair)		½/CRC			
(Max 2 per CRC)					

ATTACHMENT O

C. REGIONAL/SOCIETY ACTIVITY		
Regional Chair	2/yr	
Region Members Council Representative	1/yr	
Assistant Regional Chair	½/yr	
DAL involved in Region (CRC, Regional Planning, etc.)	½/yr	
CRC Delegate	1/yr	
CRC Alternate	½/yr	
Regional Vice Chair	1/yr	
Regional Officers:		
Regional Historian	½/yr	
Regional Webmaster	½/yr	
Regional Refrigeration	½/yr	
Regional Chapter Programs	½/yr	
Regional Secretary	½/yr	
Regional Treasurer	½/yr	
Regional ECC	½/yr	
Regional Newsletter/communication	½/yr	
Nominating Committee Member	1/yr	
Nominating Committee Alternate	½/yr	
*Other Regional Positions	½/yr	
<u>Regional ad hoc or special assignment committee chair</u>	<u>½/one-time only</u>	
<u>Chair of regional event that supports Society ideals, such as technical sessions, seminars, sporting or social events</u>	<u>½/one-time only</u>	
<u>Regional Technology or Paper award recipient</u>	<u>½/one-time only</u>	
*Example of other regional positions: e.g. DRC Alternate who serves at a Society meeting for DRC.		
(Max 2 per year)		
TOTAL POINTS		

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

Task A – “Examine the MCO to determine if it provides the proper guidance in terms of Chapter Sponsorships”

January 25, 2021

Team Members: Joe Sanders, Richie Mittal, Nate Boyd

2020-2021 Members Council Planning Subcommittee

(Referred to Region Operations Subcommittee (06/04/2021))

Recommendations and Conclusions:

- Sponsorship instructions in the MCO are limited primarily to the subject of RP and technical meetings.
- Training on sponsorship rules and best practices tends to be tribal knowledge of each Chapter and Region, resulting in inconsistencies.
- Regional instructions for sponsorships in the ROM are also severely limited and pertain exclusively to sponsorships regarding the ASHRAE Winter or Annual Meetings.
- Both the MCO and ROM are due for a rewrite to consolidate and standardize the instructions for sponsorships.
- Best practices from Chapters and Regions should be compiled and included in the updates to these documents.

Value to Members:

Providing greater access to standardized rules and best practices for sponsorships should increase the capabilities of Chapters and Regions to effectively and properly fundraise. Thus far, sponsorships have proven to be an effective means to fund more of our chapters' and regional activities as many of those chapters and regions cannot effectively meet their mission on dues alone.

Expected Improvement:

There are certain chapters and regions that perform significantly better in fundraising than others, and it is not entirely a matter of sponsor base. In most cases, the chapters and regions that are the most effective at fundraising are the ones that have established well-documented and matured best-practices. This is in comparison to relatively young chapters or spread-out regions that have not been provided much guidance and so are going about it in their own way. Effective sponsorship training should lead to an increase in chapter and regional operating funds and RP collection, meaning better meetings, better outreach, more effective research and membership promotion campaigns, etc.

Additional Tasks Needed:

Both the MCO and the ROM are lacking in both instruction and best practices for how chapters and regions should go about soliciting and utilizing sponsorships. Each of these guiding documents needs to be rewritten such that the critical subject of sponsorships is treated as its own chapter or topic heading for ease of reference.

Society should also provide training to each Chapter and Region on how to effectively solicit and utilize sponsorships.

Motions Needed:

A draft motion has been created by Planning Subcommittee for presentation at the 2021 Winter Meeting.

Concerns:

After reviewing both the MCO and the ROM, it is clear that updated guidance documentation and sponsorship training will be beneficial for our chapters, regions and indeed society as a whole. The financial situation for chapters, regions and society has been negatively impacted by the global pandemic of SARS-COVID-19; some more so than others. In the recently passed year and current society year, many chapters are likely struggling to maintain a strong financial standing. The ability to reach actual sponsors increases the effectiveness of the chapter.

There are concerns when providing sponsorship training. There are certain legalities that come into play outside of ASHRAE with respect to local, provincial or national laws that may be a factor in what is and is not allowed. This should be treated carefully and clearly in any written document with tips and tricks to securing sponsorships, and all Chapter and Regional officers should be provided training once the MCO and ROM are updated. It is recommended that society explore resources and experience that other committees may be able to offer (such as Government Advocacy) that may also be a substantial contributor to updating these procedures.

The other major concern is that standardizing sponsorship procedures will negatively impact the revenues at CRCs and chapter meetings. The chapters or regions that aren't currently "doing it by the book" may find themselves in the position of having to make significant changes to their business model. Therefore, each document should explore how to best secure and utilize sponsorships as a supplement to CRC or chapter revenue generation.

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/2016	71	That the Handbook includes a chapter on ventilation for the textile and garment industries. (Region-At-Large, Bangladesh Chapter – 2016 Fall CRC)	Technical Activities Committee	08/20/2021 Technology Council apologizes for the delay in a final response. We appreciate the intent of the motion. The Chapter and Region may not be aware that all topics included within a Handbook must be covered by an ASHRAE standard. One way to get a topic included in the Handbook is to determine that it falls within an existing ASHRAE standard. In this case, ventilation for the textile and garment industries may fall within the scope of ASHRAE Standard 62.1. That Standard is available for review at https://ashrae.iwrapper.com/ASHRAE_PREVIEW_ONLY_STANDARDS/STD_62.1_2019. If you believe Standard 62.1 does cover this topic, you can submit a request to update the handbook at https://www.ashrae.org/technical-resources/publication-errata-and-updates. If after review you need an interpretation as to whether this topic would be covered, please contact Stephanie Reiniche (sreiniche@ashrae.org) for additional assistance. If a topic does not fall within an existing ASHRAE standard, you can submit a proposal to create a new one, using the form at https://www.ashrae.org/file%20library/technical%20resources/standards%20and%20guidelines/pes%20toolkit/new-std-qdl-proposal-form-october-2020.doc. If you have questions about this process or want guidance, please send an email to tmislis@ashrae.org. For future reference, anyone can request a change to a Handbook at any time through the process outlined at https://www.ashrae.org/technical-resources/publication-errata-and-updates. For questions related to the Handbook process please send an email to hkennedy@ashrae.org. Because this process is in place, a CRC motion is not necessary and the request will be handled directly instead of through the CRC motion process. In any case, we will keep the topic of ventilation for the textile and garment industries in mind for future publications or research. COMPLETE
Atlanta – 11/2018	32	That ASHRAE include as an addition to the next climatic data update which is scheduled to be published in the 2021 version of the ASHRAE Handbook, Fundamentals with updated data for the locations as included in the ASHRAE CLIMATIC DATA FOR REGION X is the American Society of Heating, Refrigerating and Air-Conditioning Engineers document titled "ASHRAE Climatic Data for Region X, Arizona, California, Hawaii and Nevada," Publication SPCDX, 1982 and "Supplement," 1994. (Region X – Tucson Chapter – 2018 Fall CRC)	Technology Council	02/21/2019 – Technology Council referred this motion to TC 4.2 through RAC and TAC who recommends submitting this as a research project. COMPLETE
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	21	That Society hold one HVAC Essentials course in Region II per year. Region II – Toronto Chapter – 2019 Fall CRC)	Professional Development Committee	OPEN
Atlanta – 11/2019	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	5B	That Society Nominating Committee appoint an <u>ad hoc committee</u> to explore revising the Nominating Process and Ballot, for presenting "multiple candidates" on the annual	Nominating Committee	06/22/2021 – An ad hoc was appointed and they began their work and reported during the Annual Meeting. The Nominating Committee

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY - DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
		membership ballot form for the offices of Society President-Elect, Treasurer, Vice Presidents, and Directors at Large. The process of the current President Elect automatically moving to the President position, as well as the current DRC process, remains unchanged. (Region XII – Florida West Coast Chapter – 2020 Virtual CRC)		presented the following motion to the ASHRAE Board of Directors (BOD), that a Nominating Process Subcommittee be created. The BOD approved the motion. (See background below.) "Background: There have been numerous member comments directed at ASHRAE's nominating process. Most recently, an ad hoc committee was formed to review the nominating process, specifically multiple candidates, in response to Motion 5B from the Florida West Coast Chapter. In 2017, another ad hoc was formed to review the entire Nominating Committee operations with the final report issued April 2018. Due to the continual nature of comments on the nominating process, the purpose of the subcommittee would be to take a systemic and gradual approach to modifying the nomination process. The committee would be provided the time, unlike the previous ad hoc committees, to generate actions such as educational directives and/or surveys. The impact of these gradual changes could be studied and trended to determine if the core issues are addressed. This data and analysis can be presented to the Nominating Committee to confirm the core issues are being addressed." COMPLETE
Virtual – 11/20	6.f	That ASHRAE covers transportation of Region XIV leadership to the Brussels office for their task to facilitate the work of the Brussels office in order to create and/or enhance close ties with the European Commission and other Europe based organizations for collaboration in research and allied fields. (Region XIV – Hellenic Chapter – 2020 Virtual CRC)	Society Executive Committee	This motion was referred to the Society Executive Committee (ExCom). The consensus was that ExCom was in favor of the spirit of the motion and felt that it would serve our members well. The details of engagement will be finalized by ExCom. COMPLETE
Virtual – 11/20	10B	That donation to ASHRAE Foundation scholarships from a Canadian chapter or a Canadian Member are recognized by Society in Canadian dollars in order to use the same currency as ASHRAE Research Canada objectives be referred to the Foundation Trustees for consideration with copy to the RP Committee as an information item. (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

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2021 MEMBERS COUNCIL WINTER MEETING (02/02/2021)					
1	8	Staff	06/21	Complete	To update the Manual for Chapter Operations as indicated in Amended Motion 4B and to add "full member," contingent upon approval of the proposed bylaws change.
2	10	Macauley	02/21	Complete	To send Motions 5 and 6 to the Society Rules Committee so that the motions can go to the Board of Directors during the virtual conference.
3	11	Staff	06/21	Complete	To provide access annually of member bios to the Honors and Awards chapter chairs.
4	11	Staff	06/21	Complete	To send Student Activities Committee comments of referred Motion 10.e to Publishing and Education Council.
5	15	Staff	6/21	Complete	To update Manual for Chapter Operations as indicated in Motion 8 (02/02/2021).
6	16	Staff	06/21	Complete	To refer Motion 11 (02/02/2021) to Communications Committee staff for consideration.
7	19	Staff	06/21	Complete	To send communications document developed for COVID-19 to the Kuwait Chapter.
8	20	Planning Region Ops,SubC	06/21	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.
9	21	Staff	06/21	Complete	To report results of Motion 16 (02/02/2021) to the Florida West Coast Chapter and publish on the website.
10	23	Region Operations Subcommittee	06/21	Complete	To investigate and publish in the MCO laws that could threaten not-for-profit status for chapters regarding gambling and raffle laws

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					which was tied to the Society through the exemption letter. Can you please work with Members Council to add something to the MCO noting that Chapters conducting raffles need to check on local gambling laws (if it was not already there)?
11	23	Macauley-Chair, Rakheja & Peach	06/21	Complete	To investigate the best path to move forward with Motion 15 (06/25/2020): "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit point tally sheet with one point per year for their work as Section head." and make recommendation at June meeting.
12	23	Macauley	06/21	Complete	To follow up on recommended MCO revisions concerning delegates and alternates with the Society Rules Committee and report back at the annual meeting. The delegate and alternate take office on July 1 and serve for a period of one year. <u>For Regions with spring CRCs, the delegate and alternate take office at the CRC and serve until the next spring CRC.</u>

2020 MEMBERS COUNCIL FALL MEETING 11/9-10/2020

23	20	Manual Subcommittee	02/21	Complete	To review Motion 10.b (11/10/2020) from the Florida West Coast Chapter for consideration.
39	25	Manual Subcommittee	02/21	Complete	To review CRC Motion 4 from the Halifax Chapter and use the same verbiage of electronic voting that is currently in the ROB and MCO since this is already available.
45	26	Staff	02/21	Complete	To report the results of CRC Motion 19 to the Florida West Coast Chapter and include a note to chapter of which Section officer positions are available in the CIQ and MCO and to let them know that the section positions as shown above with strikethrough are not available for the CIQ.
46	26	Manual Subcommittee	02/21	Complete	To address the attached MOU form not currently in the MCO or published on the

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					website as a standalone document.
47	27	Manual Subcommittee	02/21	Complete	To review and establish a step-by-step guide for evaluating if a chapter is struggling or not.
50	30	Staff	02/21	Complete	In regards to Action Item 28 (11/19): "Staff to develop a comprehensive list of training activities to publish on the website in one location," to notify the Alaska Chapter that this list is available on the website and to provide the weblink to the chapter of where this information is located.
51	30	RMCRs	02/21	Complete	To provide CRC schedule updates to Grant and Abrams.
52	30	Reporting Committee Chairs and Staff Liaisons	02/21	Complete	To review lean assessment from his presentation and report back with recommendations in two weeks (November 24).

2019 MEMBERS COUNCIL FALL MEETING (11/14-15/2019)

41	21	Staff	01/20	Complete	To work on a database that will track motions and their status that could be used at the Regional and Society levels and make available on the website as indicated in Motion 29.
43	22	Staff	01/20	Complete	To work on a database that will improve the method of tracking motions, documenting historical records by category and topic as indicated in Motion 30.

2019 MEMBERS COUNCIL ANNUAL MEETING (06/25/2019)

32	37	Manual Subcommittee	11/19	Complete	To review chapter financial accountability, policies and procedures when dissolving chapters and edit or add to the MCO.
37	39	Manual Subcommittee	11/19	Complete	To make recommendation on Region XI, Alaska Chapter, 2019 Spring CRC Motion 5, "That Members Council include points for Chapter Section heads into the Chapter Service Award and Regional Award of Merit

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					point tally sheet with one point per year for their work as Section head."
38	39	Manual Subcommittee	11/19	Complete	To review award point structure for Chapter Service Award and Regional Award of Merit and make recommendation.



CRC SCHEDULE 2021-2022

ATTACHMENT T

<u>FALL 2021</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	MAINE LEWISTON, ME	GRANITE STATE MANCHESTER, NH	AUGUST 3 RD WEEK	AUGUST 18-20	SCHWEDLER MACAULEY	NO STAFF TRAVEL	CHRIS PHELAN
REGION II	QUEBEC QUEBEC, PQ	LONDON LONDON, ON	AUGUST 4 TH WEEK	AUGUST 19-22	BRANDT MCGINN	NO STAFF TRAVEL	GUY PERREAULT (VIRTUAL WILL OCCUR AUGUST 19-20)
REGION III	CEN PENNSYLVANIA HARRISBURG, PA	ANTHRACITE SCRANTON, PA	AUGUST 2 ND WEEK	AUGUST 12-14	SCHWEDLER BRANDT	NO STAFF TRAVEL	GEORGE THOMPSON HYBRID
REGION IV	GREENVILLE GREENVILLE, SC	CHARLESTON CHARLESTON, SC	AUGUST 2 ND WEEK	AUGUST 12-14	SCOGGINS MACAULEY	NO STAFF TRAVEL	BILL KNIGHT (WILL BE IN PERSON)
REGION V	FORT WAYNE		JULY 4 TH WEEK	JULY 29-31	SCHWEDLER MCGINN	NO STAFF TRAVEL	MATTHEW KLOK (VIRTUAL)
REGION VII	NWFL/MOBILE/ MS/ NOLA BILOXI, MS	EAST TENNESSEE KNOXVILLE, TN	JULY 4 TH WEEK	JULY 21-25	SCHWEDLER MASTON	NO STAFF TRAVEL	SHANNON HOLDERFIELD NWFL (HYBRID)
REGION IX	PIKES PEAK COLORADO SPRINGS, CO	UTAH SALT LAKE CITY, UT	AUGUST 1 ST WEEK	AUGUST 4-7	SCHWEDLER MACAULEY	NO STAFF TRAVEL	MICHELLE SWANSON JOHN STUMPF (IN PERSON)
REGION X	ORANGE EMPIRE	NORTHERN NEVADA RENO, NV	AUGUST 3 RD WEEK	AUGUST 22-24	MEHBOOB GLESNE (DRC)	NO STAFF TRAVEL	JEFF CONRAD (VIRTUAL)
REGION XII	CENTRAL FLORIDA ORLANDO, FL		AUGUST 2 ND WEEK	AUGUST 11-15	MEHBOOB MASTON	NO STAFF TRAVEL	NATE BOYD (HYBRID)
REGION XIII	INDONESIA JAKARTA, IDN	JAPAN TOKYO, JPN	AUGUST 4 TH WEEK	AUGUST 20-22	SCOGGINS MASTON	NO STAFF TRAVEL	RYOZO OOKA (HYBRID)
REGION XIV	SPAIN MADRID, SPAIN		SEPTEMBER 3 RD WEEK	SEPTEMBER 24-26	SCHWEDLER BRANDT	NO STAFF TRAVEL	(LEANING IN PERSON)
RAL	PYRAMIDS LUXOR, EGYPT		SEPTEMBER 3 RD WEEK	OCTOBER 7-9	SCHWEDLER MEHBOOB	NO STAFF TRAVEL	MAGED FOUAD (IN PERSON, MAYBE DECEMBER)
<u>SPRING 2022</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	MINNESOTA MINNEAPOLIS, MN	LA CROSSE AREA LA CROSSE, WI	MAY 1 ST WEEK	MAY 18-20	SCHWEDLER (CONFLICT WITH DATE CHANGE) MEHBOOB	NO STAFF TRAVEL	DAN CHUDECKE
REGION VIII	HOUSTON HOUSTON, TX		APRIL 4 TH WEEK	APRIL 27-MAY 1	MEHBOOB MCGINN	NO STAFF TRAVEL	
REGION XI	REGINA REGINA, SK	NORTHERN ALBERTA EDMONTON, AB	MAY 2 ND WEEK	MAY 4-7	MEHBOOB MASTON	NO STAFF TRAVEL	PIERRE RANGER

Additions and/or revisions are shaded.

Revised: June 16, 2021

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ATTACHMENT U

2021-22 Members Council Subcommittees		
Planning	Region Operations	PAOE
Chair: Jim Arnold	Chair: Eric Sturm	Chair: Bryan Holcomb
Scott Peach	Joe Sanders	Bill Wang
Kevin Amende	Buzz Wright	Scott Peach
Ioan Silviu Dobosi	Nate Boyd	Joe Sanders
Ronald Gagnon	Devin Abellon	Sherry Abbott-Adkins
Ashish Rakheja	Robin Bryant	Danny Castellan
Kishor Khankari	Ken Fulk	Andrew Reilman, CTTC Rep
Bassel Anbari	Charles Bertuch	Jessica Mangler, COM Rep
Sherry Abbott-Adkins	Danny Castellan	Darryl Boyce, GAC Rep
Bill Wang	Bryan Holcomb	Genevieve Lussier, MPC Rep
Rob Craddock		Matt Rowe, RPC Rep
		Jared Larson, SAC Rep
		Madison Schultz, YEA Rep