



MINUTES

**MEMBERS COUNCIL
ATLANTA, GEORGIA
OCTOBER 24, 2010**

These minutes were approved by Members Council January 31, 2011.

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MO# PG# MAJOR MOTIONS – ATLANTA, GA – OCTOBER 24, 2010

- 2 1 That consent items A through I be approved.
- A. That the charter of the Colombia Chapter, located in Bogota, Colombia whose boundaries will cover the country of Colombia be approved.
 - B. That the charter of the University of Moratuwa Student Branch, located in Katubedda, Sri Lanka and sponsored by the Sri Lankan Chapter be approved.
 - C. That the charter of the Higher National Diploma in Engineering Student Branch, located in Colombo, Sri Lanka and sponsored by the Sri Lankan Chapter be approved.
 - D. That the charter of the Manav Rachno International University Student Branch, located in Haryana, India and sponsored by the India Chapter be approved.
 - E. That the charter of the California State University-Fresno Student Branch, located in Fresno, California and sponsored by the San Joaquin Chapter be approved.
 - F. That the charter of the Hariri Canadian University Student Branch, located in Meshref, Lebanon and sponsored by the Lebanese Chapter be approved.
 - G. That the charter of the Oakland Community College Student Branch, located in Auburn Hills, Michigan and sponsored by the Detroit Chapter be approved.
 - H. That the charter of the Paraguay Section, located in Asunción City, Paraguay and sponsored by the Argentina Chapter be approved.
 - I. That the charters of the following chapter sections be dissolved:
 - Region II – Kingston Section (Ottawa Valley Chapter)
 - Region IV – Wilmington Section (Triangle Chapter)
 - Region V – Youngstown Section (Akron/Canton Chapter)
 - Region V – Calumet Section (Northern Indian Chapter)
 - Region VIII – Laguna Section (Monterrey Chapter)
- 15 11 That Society provide a direct deposit option directly into chapter bank accounts in lieu of mailed check. This direct deposit could be on a quarterly or monthly basis as determined by Society.
- 20 12 That monetary transactions that occur between Society and the local chapters be offered to be done electronically.
- 27 19 That Society establish a system to issue annual certificates of appreciation to all chapter BOGs and officers at the end of their service term.
- 28 19 That Society establish a system to send certificates of continued membership recognition, which can contribute to reduce delinquent membership.
- 31 21 That Article VIII, Committees be revised in paragraphs 8.3.1.3 through 8.3.1.7

(Student Activities Committee, Membership Promotion Committee, Research Promotion Committee, Chapter Technology Transfer Committee and Historical Committee) by removing the words “or a designated substitute” from each paragraph and that paragraph 8.3.1.5 Research Promotion Committee be further amended as shown in Attachment B.

- 32 22 That Article VIII, Committees, 8.3.2.2 Refrigeration Committee of the Chapter Constitution and Bylaws be revised as shown below:

8.3.2.2 Refrigeration Committee. The Refrigeration Committee shall promote the refrigeration activities of the Society by promoting the interests and endeavors of those members whose primary concern is refrigeration; shall provide or arrange technical talks on refrigeration to the members at regular chapter meetings; shall promote chapter-sponsored seminars on refrigeration and shall arrange for continuing education in the refrigeration field. The activities of the Refrigeration Committee shall be coordinated with the Chapter Technology Transfer Committee, and if there is no Refrigeration Committee the activities described above shall be handled by the Chapter Technology Transfer Committee. ~~The chair of this committee, or a designated substitute, is expected to attend the CRC Meeting.~~

- 33 23 That Section 3.16, Removal of Deceased Members from Membership Rolls of the Manual for Chapter Operations be revised as shown below.

3.16 Removal of Deceased Members from Membership Rolls

The following procedures are used to notify Society headquarters of the death of chapter members. Before any names can be removed from the rolls, Society must have some ~~official documentation~~ notification of the death, such as the following: ~~Newspaper Obituary; Written Notification from Family Member; Returned mailing indicating “ADDRESSEE DECEASED;” Copy of Death Certificate; Written notification from the Chapter President approved by the Director and Regional Chair (98-06-21-23B). If these documents are unavailable, contact ASHRAE Membership Manager for further direction.~~ email or call from a chapter officer or membership promotion chair, newspaper obituary; written notification from family member; returned mailing indicating “addressee deceased;” or copy of death certificate.

- 46 31 That Section 12, Guidelines for Sponsored Chapters and Newly Chartered Chapters of the Manual for Chapter Operations be revised as shown in Attachment F. (double underline indicates addition; ~~strike through~~ indicates deletion)

- 47 32 That Sub Regions B (Europe) & C (UK & Ireland) be combined into one Sub Region and that this Sub Region be defined as Sub Region B – (Europe) and that Sub Region D be renamed Sub Region C.

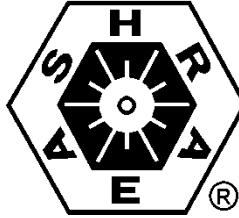
- 50 35 That the revisions to the Conferences and Expositions Committee ROB (2.431.001–2.431.005) be approved as shown in Attachment I.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA – 10/10
1	1	Staff	01/11	Open	To correct the Members Council minutes from Albuquerque to show Pat Kempf as present at the Tuesday meeting.
2	4	Staff	01/11	Open	To include the YEA Regional Coordinator position in Appendix HH, Sections I, II and III of the Manual for Chapter Operations.
3	4	Staff	01/11	Open	To investigate and issue instructions on “how to” import the software email programs such as Microsoft "Outlook," Microsoft "Live Mail," Apple "Mail," IBM "Lotus Notes," Yahoo! "Mail," and Mozilla "Thunderbird" and determine if there is significant fiscal impact to do this.
4	5	Staff	01/11	Open	To determine if the certification report can be posted in the secure area of the chapter reports on the website and report back at the Las Vegas meeting.
5	6	Staff	01/11	Open	To determine the fiscal impact in Motion 7 to allow assignment of multiple chapters for both the online and paper versions of the membership application and dues notice on a member's record and report on this at the Las Vegas meeting.
6	7	Staff	01/11	Open	To make available the instructions for chapters to change the date format in their chapter reports and communicate this to the chapters via email and publish this information in the Frequently Asked Questions and chapter report section on the website.
7	8	Staff	01/11	Open	To refer Motion 10 to the Honors and Awards Committee for consideration on the level of points with an endorsement from Members Council.
8	9	Staff	01/11	Open	To refer Motion 11 to the Honors and Awards Committee for consideration on the level of points with an endorsement from Members Council.
9	10	Staff	01/11	Open	To refer Motion 12 to the Chapter Technology Transfer Committee (CTTC) for consideration with an endorsement from Members Council.
10	16	Staff	01/11	Open	To refer Motion 13 to CTTC for consideration.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA – 10/10
11	11	Staff	01/11	Open	To refer Motion 14 to CTTC for further investigation to determine if these forms are available for the chapter's use electronically.
12	11	Wayne Reedy-Chair, Mike Brandemuehl, Eckhard Groll & Kevin Fallin	01/11	Open	To develop procedures to handle CRC motions that: <ul style="list-style-type: none"> • relate to actions already implemented or is in the process of being implemented • are similar to other CRC motions • are motions with good intent but cannot be approved as written
13	12	Staff	01/11	Open	To notify accounting section of approved Motion 15 for implementation.
14	14	Staff	01/11	Open	To refer Motion 18 to the Electronic Communications Committee for consideration because ASHRAE is a global organization and should have multi-languages available to its global community.
15	15	Staff	01/11	Open	To notify accounting section of approved Motion 20 for implementation.
16	17	Staff	01/11	Open	To notify chapters of where the presentation resources are located on the ASHRAE website.
17	18	Staff	01/11	Open	To refer Motion 24 to the Membership Promotion Committee to investigate if students in developing countries should have the same benefit of the discounted dues rate as we do now for the members in those countries.
18	18	PAOE Subcommittee	01/11	Open	To investigate a process for all chapters to recycle their older publications for the student branches that need them and earn PAOE points for their donations.
19	19	Staff	01/11	Open	To identify what types of presentations are available now that chapters could use for training purposes.
20	19	Staff	01/11	Open	To develop a template for a certificate of appreciation with the Society President's signature and send to the DRCs to distribute to their chapters.
21	20	Staff	01/11	Open	To determine if notification is already being sent to members informing them of an

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA – 10/10
					expected delivery date (e.g. ...your ASHRAE Handbook should arrive within 6-8 weeks). If this is not being done, staff to investigate a process to do this.
22	21	Staff	01/11	Open	To revise Appendix DD1, Article VIII of the Manual for Chapter Operations as indicated in Motion 31.
23	22	Staff	01/11	Open	To include in the revisions of Appendix DD1, Article VIII (paragraphs 8.3.1.3 through 8.3.1.7) of the Manual for Chapter Operations, “(for spring CRCs, the incoming chair).”
24	22	Staff	01/11	Open	To revise Appendix DD1, Article VIII of the Manual for Chapter Operations as indicated in Motion 32.
25	22	Pat Kempf-Chair, Bill Malphus & Randy Jones	01/11	Open	To review the current target date schedule (see Attachment C), and revise as needed to ensure that the schedule still applies to all regions and future CRCs and report on this in Las Vegas.
26	23	Staff	01/11	Open	To revise Section 3.16, Removal of Deceased Members from Membership Rolls of the Manual for Chapter Operations as indicated in Motion 33.
27	24	Staff	01/11	Open	To investigate reducing the credit card fee for CRCs and recommending a vendor for the chapters to use for their chapter monthly meetings.
28	25	Staff	01/11	Open	To refer Motion 35 to the Conferences and Expositions Committee for consideration of the 2015 Annual Conference in Atlanta.
29	27	Staff	01/11	Open	To refer Motion 37 to the Conferences and Expositions Committee for consideration.
30	29	Staff	01/11	Open	To refer Motion 40 to the Publishing and Education Council for consideration with an endorsement from Members Council.
31	29	Staff	01/11	Open	To refer Motion 41 to Technology Council for consideration.
32	30	Staff	01/11	Open	To investigate centralized distribution of the monthly ASHRAE Journals and annual Handbooks for the three ASHRAE Pakistan Chapters and make a recommendation at the Las Vegas meeting in January.

AI#	PG#	DUTY	DUE DATE	STATUS	ACTION ITEMS – ATLANTA, GA – 10/10
33	31	Staff	01/11	Open	To revise Section 12, Guidelines for Sponsored Chapters and Newly Chartered Chapters of the Manual for Chapter Operations as indicated in Motion 34.
34	32	Staff	01/11	Open	To reassign Sub Regions B and C and rename Sub Region D to Sub Region C as indicated in Motion 47.
35	33	Jack Zarour	01/11	Open	To submit Attachment G (Travel Reimbursement Policy) to the Society Rules Committee (SRC) for review and comment before the Las Vegas meeting.
36	33	Ken Fulk	01/11	Open	To ensure that the correct wording issued by the State Department is used in the document (e.g. travel warning vs. travel alert; travel alert vs. travel advisory, etc.) before submitting it to SRC. Mr. Jarnagin also asked that the correct web link is listed on the document from the State Department for members to use.
37	34	Jack Zarour	01/11	Open	To submit Attachment H, ROB 3.100 Conferences, Guidelines for ASHRAE Conferences to SRC for their review and comments before the Las Vegas meeting.
38	35	Jack Zarour	01/11	Open	To submit Attachment I, Conferences and Expositions Committee ROB to SRC before the Las Vegas meeting in January for the Board of Directors' approval.
39	35	Staff	01/11	Open	To notify the Honors and Awards Committee that there are no recommended revisions to the John F. James International Award ROB.
40	36	Erich Binder	01/11	Open	To discuss the CRC PAOE motion from the Ottawa Valley Chapter with the Regional Historian before the Las Vegas meeting in January.
41	36	Erich Binder	01/11	Open	To discuss the CRC PAOE motion from the Hong Kong Chapter with the Research Promotion Committee before the Las Vegas meeting in January.
42	36	Members Council	01/11	Open	To use the template for new programs if there are any programs coming forward and to submit the council's budget to Finance Committee for review before it goes for final approval to the BOD.



**MINUTES
MEMBERS COUNCIL
ATLANTA, GEORGIA
OCTOBER 24, 2010**

I. Call to Order

The 2010 Fall Meeting of Members Council was called to order by Ronald Jarnagin, Chair on Sunday, October 24, 2010 at 8:10am in the ASHRAE Foundation Learning Center of ASHRAE Headquarters. Those in attendance are listed in **Attachment A** of these minutes.

In the absence of Guy Perreault, DRC Region II and Lee Millies, DRC Region V, DRC Alternates, Isabelle Lavoie, Region II and Douglas Fick Region V represented the two regions on Members Council with both voice and vote.

II. Approval of Draft Minutes

It was moved by Mr. Groll and seconded:

- (1) That the draft minutes from the June 27-29, 2010 Annual Meeting of Members Council be approved.

It was noted by Ms. Kempf that her name is marked as absent on the attendance list for the Tuesday meeting and she asked that the attachment be corrected.

- (1A) That the draft minutes from the June 27-29, 2010 Annual Meeting of Members Council be approved with the correction as noted.

Motion 1A Passed. (15-0-4, CNV)

- AI 1 Staff to correct the Members Council minutes from Albuquerque to show Pat Kempf as present at their Tuesday meeting.

III. Chapters, Sections and Student Branches

Mr. Jarnagin presented consent items A-I of the Members Council agenda.

It was moved by Mr. Reedy and seconded:

- (2) That consent motions A-I be approved:
- A. That the charter of the Colombia Chapter, located in Bogota, Colombia whose



boundaries will cover the country of Colombia be approved.

- B. That the charter of the University of Moratuwa Student Branch, located in Katubedda, Sri Lanka and sponsored by the Sri Lankan Chapter be approved.
- C. That the charter of the Higher National Diploma in Engineering Student Branch, located in Colombo, Sri Lanka and sponsored by the Sri Lankan Chapter be approved.
- D. That the charter of the Manav Rachno International University Student Branch, located in Haryana, India and sponsored by the India Chapter be approved.
- E. That the charter of the California State University-Fresno Student Branch, located in Fresno, California and sponsored by the San Joaquin Chapter be approved.
- F. That the charter of the Hariri Canadian University Student Branch, located in Meshref, Lebanon and sponsored by the Lebanese Chapter be approved.
- G. That the charter of the Oakland Community College Student Branch, located in Auburn Hills, Michigan and sponsored by the Detroit Chapter be approved.
- H. That the charter of the Paraguay Section, located in Asunción City, Paraguay and sponsored by the Argentina Chapter be approved.
- I. That the charters of the following chapter sections be dissolved:
 - Region II – Kingston Section (Ottawa Valley Chapter)
 - Region IV – Wilmington Section (Triangle Chapter)
 - Region V – Youngstown Section (Akron/Canton Chapter)
 - Region V – Calumet Section (Northern Indian Chapter)
 - Region VIII – Laguna Section (Monterrey Chapter)

Background: During an email solicitation for information regarding chapter sections and one CRC motion (Region II), it was reported that the above chapter sections are no longer active.

Motion 2 Passed. (unanimous voice vote)

Mr. Jarnagin reported the following as an information item:

Members Council approved by letter ballot emailed on July 20, 2010, a recommendation from the Honors and Awards Committee nominations for one candidate to receive the E.K. Campbell Award (William A. Ryan) and one candidate to receive the Distinguished Fifty-Year Member Award (Richard Wright). The final vote count for both awards was 12-0-6, CNV recorded July 26, 2010.

Background for the two awards: 1.) The Life Members Club did not make a recommendation for the E.K. Campbell Award in Albuquerque. The H&A Committee



approved this recommendation via letter ballot to the committee and the award will be presented in Las Vegas during the ASHRAE 2011 Winter Meeting. 2.) Richard Wright was eligible to receive the Distinguished Fifty-Year Member Award in 2005, but as a Member of the H&A Committee, he could not be considered. The H&A Committee approved this recommendation via letter ballot to the committee and the award will be presented in Montreal during the ASHRAE 2011 Annual Meeting.

IV. Members Council Subcommittee and Ad Hoc Committee Reports

A. Region Operations Subcommittee Report

The following information was reported by Richard Rose, Region Operations Subcommittee Chair.

1. 2010 Fall CRC Motions

Region I (New Jersey Chapter):

It was moved by Mr. Rose and seconded:

- (3) That effective fiscal year 2011-12, the position of YEA Regional Coordinator (YRC) be included in the list of eligible positions for transportation expense reimbursement, as listed in the Manual of Chapter Operations, Appendix HH, Sections I, II and III.

Background: The Society Board of Directors at their meeting held in Albuquerque on June 30, 2010, approved that the composition of the YEA Committee to include a voting member on committee from each Region. This new “YEA Regional Coordinator”, or “YRC”, will be recommended to and appointed by the ASHRAE President Elect beginning with the 2011-12 fiscal year.

The purpose of this motion is to include the YRC as eligible to receive transportation reimbursement from Society to their respective CRC, Regional Planning Meeting and Chapter Visits as is currently provided for other regional positions listed in Appendix HH.

Fiscal Impact: Including all 13 ASHRAE Regions, plus the Region At Large = 14 YEA Regional Representatives, Estimated per each YRC: Regional Planning meeting - \$300.00, Chapter Visits (no additional cost, as the total number of visits allowed will not change), CRC - \$300.00 = \$600.00 per YRC, equals \$8400.00 total additional annual Society cost.

Mr. Rose reported that since Members Council and the Board of Directors approved the YEA position in Albuquerque (June 2010), that an additional motion was not needed to include this in Appendix HH of the Manual for Chapter Operations. He also pointed out that the fiscal impact from the YEA Committee was approved for \$19,500 which is more than half of what is estimated in the above motion.

Motion 3 was defeated because this was already approved by Members Council and the BOD. (0-17-1, CNV)



- AI 2 Staff to include the YEA Regional Coordinator position in Appendix HH, Sections I, II and III of the Manual for Chapter Operations.

Region I (Northeast Chapter):

It was moved by Mr. Rose and seconded:

- (4) That Society create electronic member contact information that is provided for all area assigned members in their respective ASHRAE Chapters. The electronic contact information should be provided in a format that can be used by popular E-Mail programs (such as Microsoft "Outlook," Microsoft "Live Mail," Apple "Mail," IBM "Lotus Notes," Yahoo! "Mail," & Mozilla "Thunderbird").

Background: As it is currently, membership information is only available for download via an Excel spread sheet. It would be a benefit for our Chapter Presidents, Membership Promotion Committees and Electronics Communication Committees to be able to update E-Mail distribution lists more readily into their E-Mail software.

Fiscal Impact: Exact cost to be determined based on the amount of software programming required to extract this information from the Society Membership Database, and to put it into the proper E-Mail software formats.

Secretary's Note: Excel can be downloaded into most of the products mentioned above.

Motion 4 was defeated because of the secretary's note; Members Council agrees in principle with the request and will provide instructions for the chapters' use. (0-17-1, CNV)

- AI 3 Staff to investigate and issue instructions on "how to" import the software email programs such as Microsoft "Outlook," Microsoft "Live Mail," Apple "Mail," IBM "Lotus Notes," Yahoo! "Mail," and Mozilla "Thunderbird" and determine if there is significant fiscal impact to do this.

Region I (Northeast Chapter):

It was moved by Mr. Rose and seconded:

- (5) That Society create a query that allows chapter presidents to run reports to see who has earned or renewed any ASHRAE certifications over a set period of time.

Background: Chapter members who have earned or renewed their ASHRAE certifications, earn their chapter PAOE points in Chapter Operations. In addition, it would be of benefit for Chapters to know what certifications their members currently hold. There does not appear to be any way that Chapters can easily track this information.

Fiscal Impact: Exact cost to be determined based on the amount of software programming required to create a query that extracts this information from the Society Membership & Certification databases.



There was discussion that this report is already available and that many chapters call headquarters to get the results of the certification earned for PAOE points but it is not available to the chapters in the chapter reports on the website. It was noted that many chapters do not know where this information is located or who to call to get it.

It was moved by Mr. Rose and seconded:

- (5A) That Motion 5 be postponed for consideration until the Las Vegas meeting in January.

Motion 5A (to postpone) Passed. (unanimous voice vote)

- AI 4 Staff to determine if the certification report can be posted in the secure area of the chapter reports on the website and report back at the Las Vegas meeting.

Region I (Northeast Chapter):

It was moved by Mr. Rose and seconded:

- (6) That ASHRAE revise the Manual of Chapter Operations (MCO) Appendix HH, "Transportation Reimbursement Policy for Regions" Paragraph III by adding "Chapter Electronics Communications Chair" to the list of those reimbursed for transportation associated with attendance at the Chapters Regional Conference.

Background: As the MCO reads currently, Society pays the transportation costs to and from the CRC for Membership Promotion, Student Activities, and CTTC Chairs. With the evolution of electronic communications both on the Society, and the Chapter levels in just the past year alone (eg- PURLs, Online CIQ, PAOE entering, various new email distributions, Chapter websites, paperless newsletters...), having a central point of contact for each chapter to keep up to date on the latest tools and their user policies (eg-commercialism) is paramount.

Fiscal Impact: Cost is estimated to be equal to similar Society reimbursement for other Chapter chairs. Society uses default amount of \$500 per trip. $\$500 \times 186 \text{ Chapters} = \$93,000$ per year if all Chapter ECCs attend their respective CRC.

Mr. Rose reported that ECC is not included in the transportation reimbursement for CRCs but could be approved by the DRC for an allotted visit to attend. He also stated that this would be a huge and significant fiscal impact if treated as a separate position to attend the CRC. It was suggested that webinars could be made available for training.

Motion 6 was defeated because of the fiscal impact. (0-17-1, CNV)

Region I (New York City Chapter):

It was moved by Mr. Rose and seconded:

- (7) That the membership applications (both online and paper versions) be revised to allow renewing and prospective members to be assigned to multiple chapters.



Background: The membership of the New York Chapter is geographically very diverse. We have many people who live outside of our territory of NYC (e.g. New Jersey, Long Island, Westchester, Connecticut, Pennsylvania) who are active members of the New York Chapter, and many of whom are also active with other chapters. We also have several NY Chapter members assigned to other chapters that decide to stay involved with our chapter after they have relocated/retired/etc...Allowing people to check off multiple chapters would greatly enhance the ability of chapters to track dues paying members.

Fiscal Impact: Revisions to software programming. Unknown financial impact.

It was moved by Mr. Rose and seconded:

- (7A) That Motion 7 be postponed for consideration until the Las Vegas meeting in January.

Motion 7A (to postpone) Passed. (unanimous voice vote)

- AI 5 Staff to determine the fiscal impact in Motion 7 to allow assignment of multiple chapters for both the online and paper versions of the membership application and dues notice on a member's record and report on this at the Las Vegas meeting.

Region II (London Chapter):

It was moved by Mr. Rose and seconded:

- (8) That ASHRAE allow on-line web access to handbooks to full ASHRAE members in good standing through their ASHRAE membership fees at no extra charge.

Background: Currently the ASHRAE website allows members to access on-line handbooks for a fee of \$49.00 per year. The motivation behind this motion is to promote membership into ASHRAE by providing a better access to ASHRAE information to members. In addition, making this information more available on-line, supports ASHRAE's commitment to sustainability. The on-line web access may be suspended when a member becomes delinquent and this may be a useful tool in reducing delinquency as well.

Fiscal Impact: Unknown (lost of revenue from the fee of \$49.00 may be partially or fully offset by additional dues from an increase in the number of members)

Secretary's Note: The fiscal impact estimate for this fiscal year would be approximately \$100,000. If student membership access was also provided, the negative fiscal impact would increase to at least \$125,000. That represents about 90K in lost revenue from handbook online subscription sales and approximately \$20K in increased cost for servicing all 50,000 members. Student sales for the Handbook range from 30K to 40K per year depending on where we are in the Fundamentals cycle. Next year, the fiscal impact would be greater since this is a subscription based product and there should be renewal sales along with new sales. Gross revenue is expected to be 135K which would mean a total fiscal impact of 160K if student members were given free access. PEC's



lowering of the subscription price to \$49 last year had a negative budget impact of roughly \$50K.

Motion 8 was defeated because of the fiscal impact represented in the secretary's note. (0-17-1, CNV)

Region II (Ottawa Valley Chapter):

It was moved by Mr. Rose and seconded:

- (9) That Society change the date format on the Chapter Master List report form month/day/year to year/month/day.

Background: When sorting the members' list by date of birth or election date, it is currently difficult because the dates are entered in the MM/DD/YYYY format. It would be more useful to sort if the format used was the internationally more common YYYY/MM/DD format.

Fiscal Impact: Staff time to implement changes.

Secretary's Note: Each chapter who wants this can easily do this themselves: You can select the column, right click, format cells and have a choice of what you are changing, pick custom and type in YYYY/MM/DD and it is changed. Not all chapters would want this change so it is better for those who need it this way change their reports themselves.

Motion 9 was defeated because of the secretary's note and an action item was assigned to staff to assist the chapters. (1-16-1, CNV)

- AI 6 Staff to make available the instructions for chapters to change the date format in their chapter reports and communicate this to the chapters via email and publish this information in the Frequently Asked Questions and chapter report section on the website.

Region II (Hamilton Chapter):

It was moved by Mr. Rose and seconded:

- (10) That the Society Honors and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE Life Members serving on the Executive Board of the ASHRAE Life Members Club [LMC] with 1 point for a year's service as the Chair, 1 point per year's service as Secretary; ½ point per year as Vice-Chair; ½ point per year as Treasurer and ¼ point for each the of the other directors.

Background: The Life Members Club [LMC] purpose is to solicit contributions from all ASHRAE Life Members – members who have been full paid Society Members for 30 years and have reached the age of 65 years of age. These Life Members are exempt from Society dues. The Club was formed to solicit contributions and to use those



contributions to underwrite at least one or two \$10,000 Grant-In Aids and to award \$10,000 annually as the E.K. Campbell Award to a full-time educator in recognition of their outstanding service and achievement in teaching and/or research in subjects relating to the industry and professions represented by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). For the past few years, \$30,000 has been awarded annually with an additional contribution to the ASHRAE Foundation as income permits. The Executive Committee and the various subcommittees meet at the two Society Meetings Annually with extensive work by all Directors between meetings. All of this activity has not been recognized in the DSA/ESA criteria.

Fiscal Impact: None.

It was moved by Mr. Rose and seconded:

- (10A) That Motion 10 be approved and then referred to the Honors and Awards Committee for consideration on level of points.

Motion 10A Passed. (16-0-2, CNV)

- AI 7 Staff to refer Motion 10 to the Honors and Awards Committee for consideration on the level of points with an endorsement from Members Council.

Region II (Hamilton Chapter):

It was moved by Mr. Rose and seconded:

- (11) That the Society Honors and Awards Committee expand Category E “General Activities” criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE members serving on the Executive of ASHRAE Research Canada [ARC] with 1 point for a year’s service as the President, ½ point for a year’s service as Secretary; and ¼ point for each of the other three Class “A” Directors.

Background: There are five directors elected annually by CRC Delegates as Class A directors who serve on ARC. They meet 3 times a year – at a Region 2 or 11 CRC, and at the two Society meetings held each year. They meet to discuss the needs and issues with ARC – a Canadian Corporation that works with the Society’s Research Promotion Committee and the Treasurer of the Society to ensure all the Canadian contributors operating as a business in Canada have an opportunity to use their investment in ASHRAE research as a tax deduction. In addition, the Class A directors track Canadian research activities, Canadian projects and encourage participation in future research projects. To date their extensive work for ASHRAE is not recognized in the DSA/ESA criteria.

Fiscal Impact: None.

It was moved by Mr. Rose and seconded:



- (11A) That Motion 11 be referred to the Honors and Awards Committee for consideration on level of points with an endorsement from Members Council.

Motion 11A (to refer) Passed. (unanimous voice vote)

- AI 8 Staff to refer Motion 11 to the Honors and Awards Committee for consideration on the level of points with an endorsement from Members Council.

There was concern that approved Motion 10A should be referred to the committee and not approved by the council but endorsed by the council.

It was moved by Mr. Chakroun and seconded:

- (10B) That Motion 10A be reconsidered.

Motion 10A (to reconsider) Passed. (unanimous voice vote)

It was moved by Mr. Rose and seconded:

- (10C) That Motion 10A be amended by removing the words “approved and then” from the motion and adding the words “with an endorsement from Members Council.”

Motion 10C (to amend) Passed. (unanimous voice vote)

It was moved by Mr. Rose and seconded:

- (10D) That Motion 10 be referred to the Honors and Awards Committee for consideration on the level of points with an endorsement from Members Council.

Amended Motion 10D Passed. (17-0-1, CNV)

Region III (National Capital Chapter):

It was moved by Mr. Rose and seconded:

- (12) That ASHRAE modify the policy for Technology Awards whereby the design firm, and/or the engineer of record, is recognized for the innovative technological design concept.

Background: The current policy requires that all entries must be submitted by ASHRAE members who had a significant role in the design or development of the project entered. In order for a project to be submitted, the entrant would generally need to be employed with the firm responsible for the engineering of the project for 3-4 years from the inception of the project. (This assumes 1 year of design, 1-2 years of construction, and 1 year of operation.) Based on a 2001 Bureau of Labor and Statistics survey, engineers stay with the same employer for an average of only 4.8 years. Considering that the Technology Award is intended to be an individual award, there is no incentive for firms to commit overhead in aiding former employees in preparing award submissions. Consequently, a number of projects that would otherwise qualify for submission are without a champion.



Fiscal Impact: None.

It was moved by Mr. Rose and seconded:

- (12A) That Motion 12 be referred to the Chapter Technology Transfer Committee (CTTC) for consideration with an endorsement from Members Council.
- AI 9 Staff to refer Motion 12 to the Chapter Technology Transfer Committee (CTTC) for consideration with an endorsement from Members Council.

Region III (National Capital Chapter):

It was moved by Mr. Rose and seconded:

- (13) That ASHRAE modify the policy for Technology Awards where any ASHRAE member, with the written consent of the Engineer of Record and/or the Director of Engineering at the time of the design, may author the application for submission on behalf of the party responsible for the project.

Background: The current policy requires that all entries must be submitted by ASHRAE members who had a significant role in the design or development of the project entered. In order for a project to be submitted, the entrant would generally need to be employed with the firm responsible for the engineering of the project for 3-4 years from the inception of the project. (This assumes 1 year of design, 1-2 years of construction, and 1 year of operation.) Based on a 2001 Bureau of Labor and Statistics survey, engineers stay with the same employer for an average of only 4.8 years. If the primary person responsible for the design leaves the design firm prior to the collection of operational data, there is no incentive for the design firm to collaborate with the engineer of record to submit the project. Consequently, a number of projects that would otherwise qualify for submission are without a champion.

Fiscal Impact: None.

Mr. Rose reported that the motion should be defeated because there is no definition of the responsible party and there is discrepancy with the words “and/or” between the Engineer of Record and Director of Engineering.

There was discussion that motions 12 and 13 seem to be similar and it may not be necessary to have both motions. It was suggested that CTTC review both motions because they may have a different perspective; the committee is always looking for other ways to get applications for the Technology Awards. It was also added that if the engineer no longer works for the company then the design firm cannot submit the project.

It was moved by Mr. Brandemuehl and seconded:

- (13A) That Motion 13 be referred to CTTC for consideration.

Motion 13A (to refer) Passed. (unanimous voice vote)



AI 10 Staff to refer Motion 13 to CTTC for consideration.

Region III (National Capital Chapter):

It was moved by Mr. Rose and seconded:

- (14) That ASHRAE modify the policy for Technology Awards where ASHRAE adopts an electronic application form and submission process to better align with the Society's sustainability values.

Background: While ASHRAE moves to adopt and promote sustainability, the Society has enacted an Electronic Communications Committee, and endorses paperless meetings, the ASHRAE Technology Award is mired in an outdated process that involves application forms that must be typed or hand written. Migrating to an electronic process will continue ASHRAE's commitment to sustainability.

Fiscal Impact: Unknown.

Mr. Rose reported that the Society-level and Regional-level Technology Awards Application can be downloaded from the CTTC website in electronic form and suggested that the motion be defeated because this is already being done. It was suggested that the chapters are requesting this for a reason and may be unaware that this is available.

It was moved by Mr. Fallin and seconded:

- (14A) That Motion 14 be referred to CTTC for further investigation to determine if these forms are available for the chapters' use electronically.

Motion 14A (to refer) Passed. (unanimous voice vote)

AI 11 Staff to refer Motion 14 to CTTC for further investigation to determine if these forms are available for the chapter's use electronically.

AI 12 Mr. Jarnagin expressed concerned about how the CRC motions are handled when a motion is defeated, referred or the way a motion is written and cannot be approved even though the intent maybe good. He assigned an action item to Wayne Reedy, Mike Brandemuehl, Eckhard Groll and Kevin Fallin to develop procedures to handle CRC motions that:

- relate to actions already implemented or is in the process of being implemented
- are similar to other CRC motions
- are motions with good intent but cannot be approved as written

Region IX (Wichita Chapter):

It was moved by Mr. Rose and seconded:

- (15) That Society provide a direct deposit option directly into chapter bank accounts in lieu of mailed check. This direct deposit could be on a quarterly or monthly basis as determined



by Society.

Background: Direct deposit would reduce the time and expense of depositing paper checks into each chapters account.

Fiscal Impact: Society would save mailing and printing costs.

Secretary's Note: ASHRAE will implement this shortly and notify the chapters. There will be a fee charged by the bank to ASHRAE and the chapters which may be a percentage of the total of each transaction.

Motion 15 Passed. (unanimous voice vote)

AI 13 Staff to notify accounting section of approved Motion 15 for implementation.

Region X (Northern Nevada Chapter):

It was moved by Mr. Rose and seconded:

(16) That Research Promotion Workshop be held at each CRC.

Background: Doing so will support the purpose of the RP Chair attendance at the CRC, to introduce the program personally and have those attendees realize the values of an ASHRAE member. This event will benefit the local Chapter by the expectation of more attendees at the CRC therefore more donations toward a financially successful event. It was a surprise to Northern Nevada Chapter to learn that all Society MP RVCs voted to approve centralized training at the Orlando Winter Meeting and will have detrimental effects towards the Reno CRC success. Staff is now creating the changes that will disperse all functions that are normally done by volunteers at a regional level. The result will be increased dues and the grassroots will not exist.

Fiscal Impact: There should be no fiscal impact to the Society. Nonetheless, each region & its host chapter should improve their cash flows as a result of the participation from the RP chairpersons plus their immediate family members.

Secretary's Note: The RP Committee fully supports the attendance of RP Chairs at CRCs and encourages those Volunteers attendance by offering a \$100 incentive to those who go to both the CRC and Centralized Training. The CRCs are valuable in terms of Regional relationship building, networking, socializing with other members but have been proven to be ill suited and ineffective for RP Training.

Since the 2005-06 Campaign when RP began society-wide centralized training for the vast majority of Regions (with the exception of Region XIII and RAL), the RP Campaign has increased funding by more than \$300,000 (20% increase) and an increased number of chairs trained (86 in 2004-05 vs. 112 for 2010-11. The increased number of chairs trained creates a large, positive ripple effect through-out the RP Campaign and all Chapter Meetings, benefitting all members of ASHRAE.

The RP Committee is unaware of any RP training that limits or reduces the job of the



RVC, thus creating changes that will hurt the Grassroots Committees or cause dues to increase. All RP RVCs attend Centralized Training and fully participate in the Training, both the main training as well as separate Regional Breakouts.

Mr. Jones added that he is a past RP Chair and was involved the Research Promotion centralized training for several years and stated that the training should not be discontinued because of their success rate.

Motion 16 was defeated because of the proven success of having centralized training. (unanimous voice vote)

Region X (Northern Nevada Chapter):

It was moved by Mr. Rose and seconded:

- (17) That Membership Promotion Workshop be held at each CRC.

Background: Doing so will support the purpose of the MP Chair attendance at the CRC, to introduce the program personally and have those attendees realize the values of an ASHRAE member. This event will benefit the local Chapter by the expectation of more attendees at the CRC therefore more donations toward a financially successful event. It was a surprise to Northern Nevada Chapter to learn that all Society MP RVCs voted to approve centralized training at the Orlando Winter Meeting and will have detrimental effects towards the Reno CRC success. Staff is now creating the changes that will disperse all functions that are normally done by volunteers at a regional level. The result will be increased dues and the grassroots will not exist.

Fiscal Impact: There should be no fiscal impact to the Society. Nonetheless, each region & its host chapter should improve their cash flow as a result of the participation from the MP chairpersons plus their immediate family members.

Secretary's Note from MPC ExCom: The MP Committee fully supports the attendance of MP Chairs at CRCs and believes that CRCs are good and that they represent a good opportunity for a region to network, socialize and strategize for the future. The goal of MP annual training is to provide the best tools and best equip the chairs for their ASHRAE MP year. A healthy membership will help us grow stronger as a Society. Although MP Centralized training is new, being held for the first time last September, the feedback received lets us believe it is creating a positive effect among the participants by better preparing them for the work they are required to do in their role. This training also allows to cover key and sensitive MP subjects in a more efficient manner. At the end of the day, this is benefitting all members of ASHRAE.

The MP Committee is unaware of any MP training that would limit or reduce the job of the RVC, thus creating changes that will hurt the grassroots committees or cause an increase in membership fees. Those two concepts are not connected. MP RVCs attend Centralized Training and fully participate in the training, both the main training as well as separate regional breakouts.

Ms. Lavoie added that Membership Promotion does not have the number to compare



that Research Promotion has for tracking but the committee received positive feedback from those who attended their first centralized training. She stated that we need to decide what is best for ASHRAE when it comes to training, attracting and retaining members.

Motion 17 was defeated because of the proven success that can happen with centralized training. (0-17-1, CNV)

Region XII (Argentina Chapter):

It was moved by Mr. Rose and seconded:

- (18) That ASHRAE have its main page, www.ashrae.org in Spanish as well as it's original in English, and that the original in English would have a Spanish option for the "Renew Membership" link. This way it would be easier for Spanish speakers to join and renew their membership. Effective June 30, 2011.

Background: It has been proved that many ASHRAE members, at least in Argentina, are not too familiar with the English language, except for the technical issues.

Fiscal Impact: These changes should have a minimal fiscal impact and will improve the dues payment by Spanish speaking members.

Mr. Rose reported that Google offers translations of different languages that converts an entire website by using the URL of an intended website. He suggested the motion be referred to ECC for consideration.

Mr. Chakroun spoke against the motion because of the many languages that would have to be translated; Mr. Binder spoke against the motion because there should be a link on the website for translations; Mr. Fulk spoke against the motion because it would change the appearance of the ASHRAE website homepage; Mr. Reedy spoke against the motion because of the way it is written; Mr. Watson spoke against the motion but agrees with the concept; and Mr. Brandemuehl was in favor of the motion because other professional organizations are already doing this.

It was moved by Mr. Rose and seconded:

- (18A) That Motion 18 be referred to the Electronic Communications Committee for consideration.

Background: ASHRAE as a global organization should have multi-languages available to its global community.

Motion 18A (to refer) Passed. (unanimous voice vote)

- AI 14 Staff to refer Motion 18 to the Electronic Communications Committee for consideration because ASHRAE is a global organization and should have multi-languages available to its global community.



Region XII (Argentina Chapter):

It was moved by Mr. Rose and seconded:

- (19) That ASHRAE pay transportation costs for the attendance and participation of one member representing each Section at CRCs effective fiscal year 2011-2012.

Background: It is important to help Sections afford to attend the CRC. This would be a way to allow them to participate and get them more involved in Society and Region activities.

Fiscal Impact: \$500 per section as an average cost.

Secretary’s Note: ASHRAE currently has 47 chapter sections of which 5 will be proposed for dissolution during this meeting because the sections are no longer active. Listed below are the number of sections in each region (42 sections x \$500 = \$21,000).

Region II (2)	Region VI (3)	Region X (3)	Region-At-Large (4)
Region III (1)	Region VII (1)	Region XI (4)	
Region IV (5)	Region VIII (6)	Region XII (9)	
Region V (3)	Region IX (3)	Region XIII (2)	

Motion 19 was defeated because there is no definition that states what role this person will have at CRC or its cost vs. the value for attending. (0-16-2, CNV)

Region XII (Gold Coast Chapter):

It was moved by Mr. Rose and seconded:

- (20) That monetary transactions that occur between Society and the local chapters be offered to be done electronically.

Background: By offering the option of having direct deposit we can streamline the payment process. This would eliminate the use of paper, issue of lost checks, and postage. Statements would be provided to the chapters electronically for those chapters that chose this option help reconcile their accounts.

Fiscal Impact: Negligible.

Secretary’s Note: ASHRAE is going to implement this shortly and notify the chapters. There will be a fee charged by the bank to ASHRAE and the chapters which may be a percentage of the total of each transaction (see also, Region IX Wichita Chapter, Motion 15.)

Motion 20 Passed. (unanimous voice vote)

- AI 15 Staff to notify accounting section of approved Motion 20 for implementation.



Region XII (Central Florida Chapter):

It was moved by Mr. Rose and seconded:

- (21) That ASHRAE continue to collect chapter dues at the time of annual Society membership renewal with limited option for the member to opt out. If the member opts out of paying chapter dues, that member is assigned directly to ASHRAE Society and not as an “area-assigned” chapter member.

Background: Chapter dues are an important revenue source to the chapter treasury. The monies collected help run the chapter more effectively, providing quality programs, events and offerings back to the chapter membership. The current ASHRAE renewal setup allows the member to opt out by a single click of a button. This is the easy way out and is the path taken by a majority of the chapter membership.

Collecting these monies in the past has been very cumbersome and time consuming with the chapter leadership having to spend time and money going after these members (phone calling committees, mailing lists, etc.). Multiple individual member renewal (not a single day like it was in the past, July 1), dates adds to the chapter’s pain. We propose the chapter membership dues be directly added to the ASHRAE Society membership dues as a “grand total” cost of membership. If the member does not wish to be included as part of a chapter he/she will only pay society dues and his name will not appear on the chapter roster. The chapter will hence not be required to pay this members regional dues or provide service to this member.

Fiscal Impact: \$3,000 for website modifications and software upgrades.

Secretary’s Note: If this issue is about regional assessments, the region should just change the rule that they charge on chapter dues paying members rather than area assigned. The chapters don’t want to lose contact with prospects. Just because someone doesn’t pay chapter dues at the time of renewal doesn’t mean they won’t if contacted with a good chapter program lineup.

Motion 21 was defeated because the MCO, Section 14, Regional Operations offers the choice to access area assigned members or chapter dues paying members. (unanimous voice vote)

Region XIII (Hong Kong Chapter):

It was moved by Mr. Rose and seconded:

- (22) That ASHRAE revise the membership application procedures so as to enable new ASHRAE members (including Members, Associates and Affiliates) to join the local chapter in Hong Kong and pay the chapter dues in the first year of membership.

Background: At present, new ASHRAE members cannot join local chapter and pay chapter dues easily in the first year of membership. They are only asked to join the local chapter when they renew their membership in the second year. This affects the connection of new ASHRAE members with the local chapter.



Fiscal Impact: Minimal costs for revising the application forms.

Secretary's Note: Society would need to have the vendor reprogram the system and this would be too expensive. Also, the chapter would miss the chance to contact the member and encourage them to participate and give info on the chapter events.

Motion 22 was defeated because of the secretary's note. (0-17-1, CNV)

Region-At-Large (ASHRAE Falcon Chapter):

It was moved by Mr. Rose and seconded:

- (23) That ASHRAE provides the chapters with training guide and training tools including any powerpoint presentations to "Train the Trainers" that will create an internal training for its members and award various ASHRAE certificate effective 1st July 2011.

Background: We have considerable experts within our region who can eventually be trained to become "Distinguished Lecturers" and experts in Training HVAC techniques.

Fiscal Impact: Will encourage participation of members in training groups resulting in membership increase and renewals.

Mr. Rose stated that ASHRAE does not own the rights of a Distinguished Lecturer's presentation. He noted that if a presentation is needed, there are a number of them available on the ASHRAE website for chapters to use.

Motion 23 was defeated because chapters have access to the presentations online and because ASHRAE does not own the rights to a DL's presentation. (0-17-1, CNV)

- AI 16 Staff to notify chapters of where the presentation resources are located on the ASHRAE website.

Region-At-Large (ASHRAE Nigeria Chapter):

It was moved by Mr. Rose and seconded:

- (24) That student registration fees be given a concession to pay low rate.

Background: The students in Nigeria cannot afford the current rate due to the economical situation in the country. We believe this would help in the encouragement of the student membership growth and establishment of our student branches over the countries geographical spread.

Fiscal Impact: Unknown.

It was moved by Mr. Rose and seconded:

- (24A) That Motion 24 be referred to the Membership Promotion Committee to investigate if



students in developing countries should have the same benefit of the discounted dues rate as we do now for the members in those countries.

Motion 24A (to refer) Passed. (unanimous voice vote)

- AI 17 Staff to refer Motion 24 to the Membership Promotion Committee to investigate if students in developing countries should have the same benefit of the discounted dues rate as we do now for the members in those countries.

Region-At-Large (ASHRAE Nigeria Chapter):

It was moved by Mr. Rose and seconded:

- (25) That Society help the chapter to provide student training books to create a library for each student branch.

Background: This would help the students in referencing the correct standard codes in their projects and guide them in developing interest in the HVAC profession.

Fiscal Impact: Unknown.

Mr. Binder suggested that chapters could distribute their old publications to the student branches. Mr. Fick commented that the information could be posted online for members to donate their older publication copies to student branches as some regions are doing this now.

Motion 25 was defeated because there are no current resources to do this for all ASHRAE student branches. (0-17-1, CNV)

- AI 18 Mr. Jarnagin assigned an action item to the PAOE Subcommittee to investigate a process for all chapters to recycle their older publications for the student branches that need them and earn PAOE points for their donations.

Region-At-Large (Lebanese Chapter):

It was moved by Mr. Rose and seconded:

- (26) That Society video record the workshops run at the CRC and equip the participating Committee Chairs (of all Chapters) with instant copies so they can share with their colleagues upon their returns.

Background: A maximum of four Committee Chairs in each Chapter are attending the workshops. To ensure proper dissemination of information received at the workshops to their members, videos tools would be the best. It will prepare for future webinar sessions or direct broadcasting and better training.

Fiscal Impact:

Estimated cost:

4 videos (workshops) x 2 hrs x \$ 20 = \$160



25 DVD copies x \$20 = \$500

Total estimated cost = \$ 660

50% of the cost of making the DVD and copying will be borne by the RAL Fund, and the other 50% by the Society.

Secretary's Note: This type of DVD recording has been done in the past and the product was very poor and not used. To get a good training product the DVD would need to be produced professionally and could cost \$5,000 per subject. A better way of training is to implement CTTC's training method of breaking the training into short segments with power points and voice-over and put on the ASHRAE website as self-directed learning module. Cost: \$700-\$800 per module.

Motion 26 was defeated because of the quality to produce a presentation for DVD/website and fiscal impact. (0-17-1, CNV)

- AI 19 Staff was assigned an action item to identify what types of presentations are available now that chapters could use for training purposes.

Region-At-Large (Qatar Oryx Chapter):

It was moved by Mr. Rose and seconded:

- (27) That Society establish a system to issue annual certificates of appreciation to all chapter BOGs and officers at the end of their service term.

Background: While the Chapter can issue the certificates of appreciation to its Officers and BOG members, Society issued certificates would have stronger "positive" impact that contribute toward boosting the current members' contribution. If the Chapter distributes these certificates during local members meeting, it can contribute toward encouraging other ASHRAE members to serve at the Chapter level.

Fiscal Impact: Nil.

Motion 27 Passed. (unanimous voice vote)

- AI 20 Staff to develop a template for a certificate of appreciation with the Society President's signature and send to the DRCs to distribute to their chapters.

Region-At-Large (Qatar Oryx Chapter):

It was moved by Mr. Rose and seconded:

- (28) That Society establish a system to send certificates of continued membership recognition, which can contribute to reduce delinquent membership.

Background: The idea is to issue certificates of continued membership recognition to members for 5, 10 and 15 continuous membership. The certificates can have different color coding (Silver, Gold and Platinum). These certificates may contribute toward reducing the number of delinquent members. To avoid creating heavy administration



work on the Society, current members receive one certificate that reflects their current number of ASHRAE membership years (i.e. 5, 10 or 15). The process continue then after.

Fiscal Impact: Adds some administration effort on the Society. Some financial cost is included.

Secretary's Note: During the Albuquerque meeting, Members Council approved the following motion from the Membership Promotion Committee beginning 2011-12:

Approved Motion 27B (06/29/10): That a recognition program be approved (to be implemented by MPC) in the form of presentation of an ASHRAE lapel pin and certificate bearing the number of years of continuous Society membership for milestones of 10 years, 15 years, 20 years and 25 years.

Motion 28 Passed. (unanimous voice vote)

Region-At-Large (Western India Chapter):

It was moved by Mr. Rose and seconded:

- (29) That ASHRAE Publication (HQ) department to notify the schedule of dispatch of handbook (and likely date of receipt) to member and chapter president/secretary.

Background: Many ASHRAE members do enquire to ASHRAE chapter Office- Bearers that – “When am I going to get my ASHRAE Handbook. Office-Bearer’s are clueless & unable to answer & hence serve the Member.

The above mentioned notification will definitely help to resolve the problem.

Fiscal Impact: Negligible/Nil.

It was moved by Mr. Reedy and seconded:

- (29A) That Motion 29 be postponed for consideration until the Las Vegas meeting in January.

Motion 29A (to postpone) Passed. (unanimous voice vote)

- AI 21 Staff to determine if notification is already being sent to members informing them of an expected delivery date (e.g. ...your ASHRAE Handbook should arrive within 6-8 weeks). If this is not being done, staff to investigate a process to do this.

Region-At-Large (Pune Chapter):

It was moved by Mr. Rose and seconded:

- (30) That Society should establish the post of RVC for Refrigeration.

Background: At Society, many regions have RVC for the Refrigeration. Refrigeration is



very backbone of HVACR industry. RAL has very good number activities for the refrigeration. Having the RVC for the Refrigeration will bring a lot of technical movements related to refrigeration science.

Fiscal Impact: The society requires to bear the transportation expenses to attend the RAL CRC & meetings.

Motion 30 was defeated because it would be cost prohibitive. (0-17-1, CNV)

2. Regional Awards

Action Item 3 (06/10): Staff to investigate if the chapter co-chair positions are listed on the award tally forms (Regional Award of Merit and Chapter Service Award), and if so, determine the amount of points a co-chair will earn each year. **(Complete, see response below.)**

Answer: There are no co-chair positions listed on the Chapter Service Award (CSA) except for a CRC co-chair under CRC Activities. The CSA also lists “Other Chapter Activities,” under General Activities which could imply points for a co-chair position. There are no co-chair positions listed on the Regional Award of Merit (RAOM) except “Other Chapter Position” under Chapter Points which could imply points for a co-chair position.

If the volunteer enters chapter activity as a co-chair position on their biographical record then they should receive points as indicated above. The co-chair positions should not be part of the CIQ.

3. Chapter Constitution and Bylaws

It was moved by Mr. Rose and seconded:

- (31) That Article VIII, Committees be revised in paragraphs 8.3.1.3 through 8.3.1.7 (Student Activities Committee, Membership Promotion Committee, Research Promotion Committee, Chapter Technology Transfer Committee and Historical Committee) by removing the words “or a designated substitute” from each paragraph and that paragraph 8.3.1.5 Research Promotion Committee be further amended as shown in **Attachment B**.

Background: This is a housekeeping item. In the committee section of the Chapter Constitution and Bylaws, it is stated in each paragraph for specific committee chairs that the chair is expected to attend the CRC or a designated substitute. The “no substitute” rule has been applied for the last several years, but was not removed from the Chapter Constitution and Bylaws. The committee chair listed on the CIQ is the official chair and is reimbursed for transportation which is where the no substitute rule is applied.

Motion 31 Passed. (unanimous voice vote)

- AI 22 Staff to revise Appendix DD1, Article VIII of the Manual for Chapter Operations as indicated in Motion 31.



- AI 23 Staff to include in the revisions of Appendix DD1, Article VIII (paragraphs 8.3.1.3 through 8.3.1.7) of the Manual for Chapter Operations, “(for spring CRCs, the incoming chair).”

It was moved by Mr. Rose and seconded:

- (32) That Article VIII, Committees, 8.3.2.2 Refrigeration Committee of the Chapter Constitution and Bylaws be revised as shown below:

8.3.2.2 Refrigeration Committee. The Refrigeration Committee shall promote the refrigeration activities of the Society by promoting the interests and endeavors of those members whose primary concern is refrigeration; shall provide or arrange technical talks on refrigeration to the members at regular chapter meetings; shall promote chapter-sponsored seminars on refrigeration and shall arrange for continuing education in the refrigeration field. The activities of the Refrigeration Committee shall be coordinated with the Chapter Technology Transfer Committee, and if there is no Refrigeration Committee the activities described above shall be handled by the Chapter Technology Transfer Committee. ~~The chair of this committee, or a designated substitute, is expected to attend the CRC Meeting.~~

Motion 32 Passed. (unanimous voice vote)

- AI 24 Staff to revise Appendix DD1, Article VIII of the Manual for Chapter Operations as indicated in Motion 32.

4. CRC Target Dates

- AI 25 Mr. Rose assigned an ad hoc committee (Pat Kempf-Chair, Bill Malphus and Randy Jones) to review the current target date schedule (**see Attachment C**), and revise as needed to ensure that the schedule still applies to all regions and future CRCs and report on this in Las Vegas.

5. Future Subcommittee Meeting Agenda Items

Action Item 19 (06/10): Region Operations Subcommittee members to consider other regional operations issues for consideration of future agenda items for the subcommittee. **(Complete, the subcommittee will continue to send regional issues to staff for discussion at their meetings.)**

6. CRC Location

Action Item 22 (06/10): Staff to investigate if it is documented in the ROB or MCO that the DRC has the final word on a region’s CRC location. **(Complete, see response below.)**

Answer: In the CRC Manual, this information is located in the following area:

Section C, Headquarters Hotel

The selection of the location, hotel and activities should be determined by both the DRC and the CRC Committee to make sure that the cost to the attendees is



reasonable.

7. Manual for Chapter Operations

It was moved by Mr. Rose and seconded:

- (33) That Section 3.16, Removal of Deceased Members from Membership Rolls of the Manual for Chapter Operations be revised as shown below.

3.16 Removal of Deceased Members from Membership Rolls

The following procedures are used to notify Society headquarters of the death of chapter members. Before any names can be removed from the rolls, Society must have some official documentation notification of the death, such as the following: ~~Newspaper Obituary; Written Notification from Family Member; Returned mailing indicating "ADDRESSEE DECEASED;" Copy of Death Certificate; Written notification from the Chapter President approved by the Director and Regional Chair (98-06-21-23B).~~ If these documents are unavailable, contact ASHRAE Membership Manager for further direction. email or call from a chapter officer or membership promotion chair, newspaper obituary; written notification from family member; returned mailing indicating "addressee deceased;" or copy of death certificate.

Background: This request came from MPC ExCom, they think this is necessary so that it doesn't create more work for the chapter.

Fiscal Impact: None.

Motion 33 Passed. (unanimous voice vote)

- AI 26 Staff to revise Section 3.16, Removal of Deceased Members from Membership Rolls of the Manual for Chapter Operations as indicated in Motion 33.

8. CRC/Centralized Training Attendance

In his conclusion, Mr. Rose reported as an information item to the council the trends in CRC and centralized training attendance by the grass roots committee chairs as shown in **Attachment D**.

B. Planning Subcommittee Report

The following information was reported by Walid Chakroun, Planning Subcommittee Chair.

1. 2010 Fall CRC Motions

Region II (Ottawa Valley Chapter):

That Society dissolve the chapter section; Kingston, Ontario, Canada sponsored by the Ottawa Valley Chapter.



Background: The Kingston Chapter Section has been inactive for 8 years.

Fiscal Impact: None.

Mr. Chakroun reported that this chapter section is on the list of sections on the Members Council agenda to be dissolved and will have already been voted on by the council, so no action is needed for this motion.

Region III (Philadelphia Chapter):

It was moved by Mr. Chakroun and seconded:

- (34) That Society investigate available electronic meeting registration and payment systems for Chapters and Regions to utilize at their option. The results are to be reported at the end of ASHRAE Program Year 2011-2012.

Background: This system would be used by each chapter within society to reduce the number of no-shows” to meetings that cost the Chapter money for dinners not used, provide ease of registering for meetings and activities, and provide feedback on how the activity is performed.

Fiscal Impact: No cost to ASHRAE.

It was moved by Mr. Chakroun and seconded:

- (34A) That Motion 34 be postponed for consideration until the Las Vegas meeting in January.

Motion 34A (to postpone) Passed. (unanimous voice vote)

- AI 27 Staff to investigate reducing the credit card fee for CRCs and recommending a vendor for the chapters to use for their chapter monthly meetings.

Region IV (North Piedmont Chapter):

It was moved by Mr. Chakroun and seconded:

- (35) That the Conferences and Expositions Committee (CEC) and ASHRAE staff be directed to schedule the Society Winter and/or Annual Meetings such that each region has the opportunity to host a meeting within their region on a rotational basis.

Background: At one time there was an unwritten rule that each region would host one of the Society meetings, but this “rule” is no longer a part of the procedure for site selection. All regions have facilities for hosting the Annual meeting though some may not have facilities large enough to accommodate the AHR Expo held in conjunction with the Winter meeting. Each region should be given the chance to participate in the economic benefits of hosting a Society meeting for at least one of these meetings on a rotation basis.

Fiscal Impact: None.



Secretary’s Note: Since the winter meeting location is determined by the exposition, we do look at all regions for the annual meetings based on the cities that have the space and location needed. The annual meeting is usually booked 5-6 years out. We are now booked through 2014 and are looking at space for 2015 and will be glad to consider Atlanta in Region IV for that meeting.

It was moved by Mr. Chakroun and seconded:

- (35A) That Motion 35 be referred to the Conferences and Expositions Committee for consideration of the 2015 Annual Conference in Atlanta.

Motion 35A (to refer) Passed. (unanimous voice vote)

- AI 28 Staff to refer Motion 35 to the Conferences and Expositions Committee for consideration of the 2015 Annual Conference in Atlanta.

Region VII (Northwest Florida Chapter):

It was moved by Mr. Chakroun and seconded:

- (36) That ASHRAE’s Education Staff make contact with all State Contractor and Engineer Licensing Boards and pursue acceptance of ASHRAE Society and Chapter educational programs to meet all state requirements for CEUs, PDHs and other program requirements for educational training.

Background: In the State of Florida there are agencies that require prior approval of educational training to approve programs that will be authorized as accredited educational training for engineers, contractors and professionals.

Fiscal Impact: Unknown.

Secretary’s Note: While we certainly do our best to meet the needs of our customers, contacting all state contractor and engineer licensing boards to determine what their requirements are and pursuing acceptance of all Society and Chapter programs to meet all requirements would be an enormous undertaking, both in staff time and in financial resources. I estimate that doing so would cost thousands of dollars in hard costs alone, given the large number of courses and programs that would be involved. Some related issues would include:

- Maintaining records of course/program submission and approval; in addition to “normal” submission and approval processes, someone would have to be responsible for determining which activities are appropriate for which licenses, because not all activities/courses are appropriate for all licenses
- Maintaining records of attendance
- Ensuring that our information regarding each set of requirements is kept up-to-date; boards sometimes change their requirements and we would become responsible for ensuring that we are following the most current sets of requirements for each of them



- If the boards have conflicting requirements, deciding which ones to accommodate and which ones to ignore
- Keeping abreast of what each chapter is offering at all times and “policing” them to ensure that they submit required documentation in a timely fashion; some boards require pre-approval of courses/activities and some boards require that attendance records be submitted within a given number of hours or days following the course/activity

Fairly recently, I investigated what would be involved in pursuing the approval of our courses with the FLA contractor licensing board. Even though our courses are approved for FLA PE license renewal, the engineering board and the contractor board do not recognize each other’s providers or courses. So, we’d have to pay separately and submit the courses separately for each board even within just that one state. (BTW: The FLA PE license board requires the course provider – i.e., us! – to input each individual licensee’s attendance information into the state’s continuing education system. This one aspect of the process can take hours of staff time following the Winter Conference, for example – and must be completed within something like 72 hours after the end of the conference.)

If ASHRAE were to decide to get into the business of ensuring that all activities at the Society and Chapter level meet each relevant licensing board’s requirements, tracking the submission and approval processes for each, and maintaining records of attendance, we would need additional staff specifically dedicated to this endeavor and a budget for it. The now permanently frozen Certification Coordinator position handled responsibilities related to continuing education credits not only for the ALI, but also for technical sessions, Webcasts, and chapter programs. This position would have been a logical starting point for extending the reach of our efforts in this area. However, since this position no longer exists, my reduced staff and I are doing the best we can to stay on top of the processes for AIA (and NY PE), FLA PE, NC PE, USGBC, and RCEP.

Motion 36 was defeated because ASHRAE does not have the finances or staff resources to implement. (unanimous voice vote)

Region X (Hawaii Chapter):

It was moved by Mr. Chakroun and seconded:

- (37) That the 2020 ASHRAE Annual Meeting be held in Honolulu, Island of Oahu, State of Hawaii.

Background: Hawaii Chapter will be celebrating its 50th anniversary in 2020. We would like to share this occasion with Society worldwide.

Fiscal Impact: To be determined by Society Conferences and Expositions Committee.

Secretary’s Note: The last time we held the meeting in Hawaii we were down about 200 attendees and not all TC members could get permission from their employer to attend. If this is referred to CEC they will be glad to review the possibility.



It was moved by Mr. Chakroun and seconded:

- (37A) That Motion 37 be referred to the Conferences and Expositions Committee for consideration.

Motion 37A (to refer) Passed. (unanimous voice vote)

- AI 29 Staff to refer Motion 37 to the Conferences and Expositions Committee for consideration.

- **Executive Session**

Members Council went into executive session from 11:00am until 11:50am.

Region XII (Argentina Chapter):

It was moved by Mr. Chakroun and seconded:

- (38) That ASHRAE should create a new Ibero-American Region that includes all existing and future Ibero-American (Spanish and Portuguese speaking) Chapters and Regions, starting June 2012.

Background: For over 400 years, there have been meetings of the Ibero American countries under one umbrella name, Ibero-Americano. It has been a tradition of culture, customs, language and business. We will need to ask for a waiver of the ROB because the # of members available in these countries involved is approximately 900 and 1500 is the # required for a new region. It could include Spain and Portugal, and other countries that ask for it in a future date.

Fiscal Impact: The fiscal impact would be the same administrative first cost involved in the foundation of any new Region, approximately \$25K, but with the future savings on travel expenses caused by shorter regional trips to CRCs and chapter visits by the DRC.

Secretary's Note: During the Albuquerque meeting an action item was assigned to the Members Council Planning Subcommittee to review the current geographic boundaries of the Region-At-Large, Region XII and Region VIII to determine if restructuring of the boundaries is needed. The Planning Subcommittee Chair appointed an ad hoc committee to review the policies for the formation of chapters and regions and consider whether the current boundaries and rules need to be revised; consider rules for new chapters or sections as a spin-off from an existing chapter; possibility of membership growth; how other organizations handle chapters from other countries; and boundaries of IBERO for Spanish speaking chapters. The ad hoc committee will not make any recommendations concerning the grouping of Spanish speaking chapters into one region. It is still the opinion of the ad hoc committee that language not be the reason for the grouping of chapters; geographical location is more important so the members can attend the chapter and regional meetings and the expense to the member and the Society will be more reasonable.



Motion 38 was defeated because it does not meet the current criteria for the formation of a region; a similar recommendation was also defeated by Members Council during the Albuquerque meeting. (0-17-1, CNV)

Region XII (Argentina Chapter):

It was moved by Mr. Chakroun and seconded:

- (39) That ASHRAE provide preferential membership fee discounts (50%) to new members who are joined during certain events, such as ASHRAE membership nights and webcast transmissions. This would be a great tool to capture new members.

Background: It would be an idea to allow special pricing for only 1-2 special events per year, valid at that meeting time only, to make a membership drive.

Fiscal Impact: There would be no fiscal impact, and the advantage of a new income generated by the new members' payment.

Secretary's Note: Actually, for winter/annual we allow non-members to join for a year free if they pay non-member fees and we allow first time meeting attendees to come at a much discounted price –which is the same thing as a new member discount but better. The CTTC webcasts have offered membership discounts. The majority of marketing data indicates that lowering your membership is okay for reducing prices on products or events, but reducing the membership (the bread and butter of the organization) means devaluing it. Also members who join at discount rates usually do not come back the next year at the regular rate. Cutting membership fees by 50% with no guarantee the person will continue to renew over time is taking a risk at a financial loss.

Motion 39 was defeated because normally these members are not retained after the first year. Membership Promotion does take into consideration the offering of discounts when merited but should not be mandatory for all events. (unanimous voice vote)

Region XII (Argentina Chapter):

It was moved by Mr. Chakroun and seconded:

- (40) That ASHRAE would provide e-learning courses in other languages other than English.

Background: Again, many ASHRAE members and nonmembers are not absolutely comfortable with the English language; it would be another tool to capture more members.

Fiscal Impact: The costs generated by this implementation would be paid by the assistants, as it is done with the original e-learning courses these days.

It was moved by Mr. Chakroun and seconded:

- (40A) That Motion 40 be referred to the Publishing and Education Council for consideration



with an endorsement from Members Council.

Motion 40A (to refer) Passed. (unanimous voice vote)

- AI 30 Staff to refer Motion 40 to the Publishing and Education Council for consideration with an endorsement from Members Council.

Region XII (Central Florida Chapter):

It was moved by Mr. Chakroun and seconded:

- (41) That ASHRAE publish design climate data for Colombian city of Medellin in the Fundamentals Handbook, resulting in increased member services to our members in South America.

Background: Colombian design engineers need the information for their work.

Fiscal Impact: \$1,000 for document searches and data collection from existing sites.

It was moved by Mr. Chakroun and seconded:

- (41A) That Motion 41 be referred to Technology Council for consideration.

Motion 41A (to refer) Passed. (unanimous voice vote)

- AI 31 Staff to refer Motion 41 to Technology Council for consideration.

Region XIII (Malaysia Chapter):

It was moved by Mr. Chakroun and seconded:

- (42) That ASHRAE HQ **commence a study** with respect to membership affordability in countries outside US-Canada, in respect to **membership growth**. This is to prevent exclusion of talents due to affordability issues.

Background: Hypothesis: Salary scale, affordability, employees/organizations willingness to cover are key factors to membership growth. High as the percentage of expenses as compared to disposable income hinders membership growth.

Fiscal Impact: Results of study can be used to retain members and spur higher membership growth rate outside US-Canada, which indirectly increases research and uptake of ASHRAE standards.

Motion 42 was defeated because the Membership Promotion Committee studied this extensively before determining using the World Bank designation and has done a thorough job on the economic factor. The fiscal impact could result in a decrease in member fees. (0-17-1, CNV)



Region-At-Large (ASHRAE Falcon Chapter):

It was moved by Mr. Chakroun and seconded:

- (43) That ASHRAE form an independent District Cooling Committee effective 1st July 2011.

Background: The expansion of district cooling market in our region. This action will increase the sustainable and energy efficiency in project to help building construction to become greener.

Fiscal Impact: None.

Motion 43 was defeated because ASHRAE already has Technical Committee 6.2 on District Energy. (unanimous voice vote)

Region-At-Large (Pakistan Chapter):

It was moved by Mr. Chakroun and seconded:

- (44) That ASHRAE centralize distribution of monthly ASHRAE Journals and yearly Handbooks in bulk by FedEx for preferably 3 Pakistan chapters thru its ASHRAE Pakistan Chapter, Karachi, Pakistan, who will then in turn mail to each member monthly journals and yearly handbook thru local courier service on their own resources.

Background: Presently more than 50% of the journals and handbooks are lost in the mail in Pakistan resulting in loss of interest in ASHRAE by its members. The financial impact can be borne by the 3 chapters in Pakistan if \$2000 per year is a considerable amount for ASHRAE.

Fiscal Impact:

1. Cost of 100 Journals (21 Kg.) by FedEx is Approx \$250 x 12 Months =	\$ 3,000/Yr
2. Cost of 100 Handbooks (210 Kg.) by FedEx is Approx \$ 2500	\$ 2,500/Yr
Total	\$ 5,500/Yr
3. Less cost being incurred by ASHRAE (Approx.)	\$ 3,500/Yr
Financial Impact:	\$ 2,000/Yr

It was moved by Mr. Chakroun and seconded:

- (44A) That Motion 44 be postponed for consideration until the Las Vegas meeting in January.

Motion 44A (to postpone) Passed. (unanimous voice vote)

- AI 32 Staff to investigate centralized distribution of the monthly ASHRAE Journals and annual Handbooks for the three ASHRAE Pakistan Chapters and make a recommendation at the Las Vegas meeting in January.

Region-At-Large (Lebanese Chapter):

It was moved by Mr. Chakroun and seconded:



- (45) That the Society shall inform the RAL about all the motions on Society-level that could be related to, or could affect the RAL operations before making final decisions about them.

Background: Currently the RAL is not informed about such changes.

Fiscal Impact: Nil.

Secretary's Note: The DRC should report on CRC, Members Council and Board motions and actions in their report at the CRC. All motions presented to Members Council are on the website indicating any action taken. The Board approved motions are also on the website.

Motion 45 was defeated because of the secretary's note. (1-16-1, CNV)

2. 10/11 Financials (Attachment E)

The Planning Subcommittee reviewed the major variations for the 10/11 financial statements and found no cause for concern. They will be reviewing the prioritized programs and the 11/12 budget between now and the Las Vegas meeting. Mr. Watson congratulated Members Council on doing an excellent job of Program Based Budgeting.

3. Region and Chapter Formation Ad Hoc Committee

Action Item 4 (01/10): Planning Subcommittee to consider creating a Rule of the Board that states if a new chapter or section forms as a spin-off from an existing chapter, the original chapter must remain a certain size. **(Complete, see motion below.)**

It was moved by Mr. Chakroun and seconded:

- (46) That Section 12, Guidelines for Sponsored Chapters and Newly Chartered Chapters of the Manual for Chapter Operations be revised as shown in **Attachment F**. (double underline indicates addition; ~~strike through~~ indicates deletion)

Background: The Planning Subcommittee Chair assigned this ad hoc to consider creating a Rule of the Board that states if a new chapter or section forms as a spin-off from an existing chapter, the original chapter must remain a certain size. These revisions will help the new and existing chapters maintain a healthy and productive membership.

Motion 46 Passed. (17-1-0, CNV)

- AI 33 Staff to revise Section 12, Guidelines for Sponsored Chapters and Newly Chartered Chapters of the Manual for Chapter Operations as indicated in Motion 34.

Action Item 24 (06/10): Planning Subcommittee to review the current geographic boundaries of the Region-At-Large, Region XIII and Region VIII to determine if restructuring of the boundaries is needed. **(Complete, see motion below.)**

It was moved by Mr. Chakroun and seconded:



- (47) That Sub Regions B (Europe) & C (UK & Ireland) be combined into one Sub Region and that this Sub Region be defined as Sub Region B – (Europe) and that Sub Region D be renamed Sub Region C.

Background: The boundaries of the regions were reviewed and the following decisions were made:

- The ad hoc committee will not make any recommendations concerning the grouping of Spanish speaking chapters into one region. It is still the opinion of the ad hoc committee that language not be the reason for the grouping of chapters; geographical location is more important so the members can attend the chapter and regional meetings and the expense to the member and the Society will be more reasonable.
- The ad hoc committee reviewed the listings and maps of the countries and members in each region. The consensus of the group was that Sub-region B & C should be combined so that the European Countries can grow members and chapters with the goal of becoming a region. This would also enable ASHRAE to give better service to its members in those areas. Presently Sub-region C has 801 total members (including students, etc.) and 740 paid and unpaid (Members & Associates). The rules for sub-regions require a minimum of a 1,000 members. It was suggested that Walid discuss this suggestion with the RAL Regional Planning Committee.
- It was the consensus of the ad hoc committee that the present requirements for the formation of a region (1800 Society members (Member and Associate Member in good standing) and a minimum of 6 chapters) are still sufficient and applicable. No revisions are necessary at this time.

Mr. Chakroun reported that he did discuss this change with the RAL during their CRC and no one was against doing this. He stated that Sub-Region C has not attended the RAL CRC in the last two years.

Motion 47 Passed. (unanimous voice vote)

- AI 34 Staff to reassign Sub Regions B and C and rename Sub Region D to Sub Region C as indicated in Motion 47.

4. Travel Policy Ad Hoc Committee

It was moved Mr. Fulk and seconded:

- (48) That the revisions to ROB 1.201.027, Travel Reimbursement Policy as shown in **Attachment G** be adopted and added as ROB 1.201.027.6, State Department Travel Warning.

Background: ExCom Action Item 4 (03/19/10): Planning Subcommittee to draft a policy on travel to Society orchestrated events in countries or regions where there is a State Department Travel Warning; include countries on the Office of Federal Asset Control



List. In light of the recent need to cancel a CRC due to the state department travel warning, there was discussion by the Society Executive Committee about the safety of individuals attending the event, ASHRAE's liability in holding the event in a city where a warning had been issued and the chapter's financial exposure if it is canceled. The following questions were identified:

- Who should cancel the CRC? The Society Executive Committee; the Society Members Council; the Region Executive Committee; the DRC, the chapter?
- Should the Society underwrite the cost to cancel, including the fees incurred by the hotel contract and the airline transportation for those members who have already made their non-refundable airline reservations?
- Should ASHRAE have a policy on not holding a CRC or other conferences in a country or region that is on the State Department's travel warning list?
- Should the policy be based on US rules?
- Should the policy apply to all ASHRAE members?
- Should the policy apply to the AHR Mexico Show?

AI 35 Mr. Jarnagin assigned an action item to Jack Zarour to submit Attachment G to the Society Rules Committee (SRC) for review and comment before the Las Vegas meeting.

AI 36 Mr. Jarnagin asked Mr. Fulk to ensure that the correct wording issued by the State Department is used in the document (e.g. travel warning vs. travel alert; travel alert vs. travel advisory, etc.) before submitting it to SRC. Mr. Jarnagin also asked that the correct web link is listed on the document from the State Department for members to use.

It was moved by Mr. Groll and seconded:

(48A) That Motion 48 be tabled.

Motion 48 (to table) Passed. (unanimous voice vote)

5. Policy on ASHRAE/Chapter Revenue Sharing Ad Hoc Committee

ExCom Action Item 8 (03/10): Planning Subcommittee to draft a recommendation on endorsement and negotiation of revenue sharing of services for chapter, regional and Society-level conferences. **(Complete, see motion below.)**

Action Item 2 (01/10): Planning Subcommittee to take under consideration, compensation for ASHRAE's participation of endorsing conferences overseas (this was previously assigned to CEC in Orlando.) **(Complete, see motion below.)**

It was moved by Mr. Laksanakorn and seconded:

(49) That the revisions to ROB 3.100 Conferences, Guidelines for ASHRAE Conferences be revised as shown in **Attachment H**.

Background:



The ASHRAE Executive Committee requested Members Council to draft a recommendation on endorsement and negotiation of revenue sharing of services for chapter, region and Society level conferences.

- First section, Conferences in which ASHRAE is the Lead Organization: The revisions update this document to the current procedures since the creation of the Conferences and Expositions Committee (CEC)
- Second section, Conferences in which ASHRAE is Not the Lead Organization (proposed title change as a cosponsor): ASHRAE as a professional society is occasionally requested to offer co-sponsorship to a conference. Co-sponsorship of such events may enhance the visibility of the Society and contribute to its strategic goals and to publicize the existence and activities of ASHRAE so as to attract new memberships. Traditionally, ASHRAE has cosponsored many events by allowing organizations to use the ASHRAE logo, without any financial contribution. This revision provides guidance as to the extent and nature of co-sponsorship that ASHRAE can offer which includes financial support to ASHRAE.
- Third section, Conferences in which ASHRAE is the Endorser (new section): ASHRAE as a professional society is occasionally requested to offer endorsement to a conference. Endorsement of such events may enhance the visibility of the Society and contribute to its strategic goals and to publicize the existence and activities of ASHRAE so as to attract new memberships. Traditionally, ASHRAE has endorsed many events by allowing organizations to use the ASHRAE logo, without any financial contribution. This addition provides guidance as to the extent and nature of endorsement that ASHRAE can offer which includes financial support to ASHRAE.

Fiscal Impact: Positive. ASHRAE could earn income for endorsement and for cosponsoring per conference.

It was moved by Mr. Groll and seconded:

(49A) That Motion 49 be postponed for consideration until the Las Vegas meeting in January.

Motion 49A (to postpone) Passed. (unanimous voice vote)

AI 37 Mr. Zarour to submit Attachment H, ROB 3.100 Conferences, Guidelines for ASHRAE Conferences to SRC for their review and comments before the Las Vegas meeting.

6. Corporate Membership

Action Item 24 (01/10): Staff to send the corporate membership report that was done two years ago to the Planning Subcommittee for further review and recommendation.

Mr. Chakroun reported that this is not applicable because the society officers determined that it was too soon to reconsider this and no further action is necessary.



7. ROB Recommendations for Conferences and Exposition Committee

It was moved by Mr. Chakroun and seconded:

- (50) That the revisions to the Conferences and Expositions Committee ROB (2.431.001–2.431.005) be approved as shown in **Attachment I**.

Background: These Rules of the Board reflect the new Conference and Expositions Committee policies and procedures. The committee is aware that there should not be the same rule in two places in the Rules of the Board so this document reflects the removal of ROB 2.104.105 from its current location and renumbering it 2.431.004 in the committee's Rules of the Board.

Motion 50 Passed. (unanimous voice vote)

- AI 38 Mr. Zarour to submit Attachment I, Conferences and Expositions Committee ROB to SRC before the Las Vegas meeting in January for the Board of Directors' approval.

8. Honors and Awards

Action Item 29 (06/10): Planning Subcommittee to review the Honors and Awards selection procedures for awards to support the committee's guidelines process.

2.411.003.3 Board-Approved Awards Named for Individuals 520-134-005

The Board approves the establishment of the John F. James International Award to recognize a member who has given freely of his time and talent to enhance the Society's international activities. (83-06-30-32/86-06-25-16/96-06-26-31A)

Mr. Chakroun reported that the Planning Subcommittee reviewed the guidelines for the John F. James International Award and recommends no revisions.

- AI 39 Staff to notify the Honors and Awards Committee that there are no recommended revisions to the John F. James International Award ROB.

C. PAOE Subcommittee

The following information was reported by Erich Binder, PAOE Subcommittee Chair.

Mr. Binder reported the two CRC motions listed below will be taken into consideration when making recommendations for Society President-Elect Ronald Jarnagin's 2011-2012 PAOE.

Region II (Ottawa Valley Chapter):

That the Society President-Elect update PAOE criteria and point values for History to encourage efforts focused on ensuring preservation and accessibility of chapter historical data.



Background: The current criteria does not recognize the importance of preserving the material, and opportunities presented by the digital age with only 25 points awarded for digitizing this material. This is far too low when compared to the other categories. We need to strengthen the need to digitize valuable documents.

Fiscal Impact: None.

- AI 40 Mr. Binder to discuss the above CRC Motion with the Regional Historian before the Las Vegas meeting in January.

Region XIII (Hong Kong Chapter):

That one (1) criteria be added related to the absolute dollar donated under Option 1 in calculating Research Promotion PAOE: i.e. "Add so many points per \$1,000 donated" and the amount of points/\$ donated shall be determined by HQ.

Background: At present, the Research Promotion PAOE criteria under Option 1, only focus on the % of the increment from the target, and no focus on absolute dollar donated. In order to encourage more donations, it is suggested to add the captioned additional criteria.

Fiscal Impact: Minimal costs for revising the RP PAOE calculation method.

Secretary's Note: The RP Committee will certainly take this under advisement while reviewing suggestions to the 2011-12 RP PAOE Formula. Currently, Option 1 is focused on Percent Raised of Goal, the amount asked of the Chapter to raise by the DRC and RP-RVC. The RP Committee is concerned about how to make any set 'points per \$1,000 donated' fair for small chapters who might reach their RP potential and raise \$2,000 and large chapters who reach their full potential and raise \$50,000. Currently, the % of Goal criteria can be personalized and adjusted for Chapters of all size, abilities and financial situations.

- AI 41 Mr. Binder to discuss the above CRC Motion with the Research Promotion Committee before the Las Vegas meeting in January.

Mr. Binder reported that the PAOE Subcommittee had an informal meeting with Mr. Jarnagin to discuss ideas for his presidential year. Mr. Jarnagin's presidential theme will focus on leadership at the Society, Regional and Chapter levels as well as the young engineers in society. The PAOE Subcommittee will take the initiatives from their discussion with Mr. Jarnagin and will meet with the PAOE representatives from the grass roots and other committees in Las Vegas. The subcommittee's final recommendations for the 2011-12 PAOE will be submitted to Mr. Jarnagin after the winter conference.

V. Old Business

A. Finance Committee

- AI 42 Mr. Watson reported there was a positive increase in the council's budget due to the \$45,000 in sponsorships for the 2011 webcast. He commented that we are doing well



financially and that he is here to help the councils do their job better. Mr. Watson asked that Members Council use the template for new programs if there are any programs coming forward. He also advised the council to make sure the Finance Committee review their budget after it is completed before it goes for final approval.

B. Review of Action Items (Attachment J)

The following action items were reported as still open:

Action Item 1 (06/10)	Action Item 3 (01/10)
Action Item 2 (06/10)	Action Item 12 (01/10)

- Action Items 1 and 2 (06/10) were reassigned to Randy Jones; Ross Montgomery was previously assigned to them but is no longer on the council.
- Action Item 3 (01/10) was reassigned to the Planning Subcommittee; Ginger Scoggins was assigned to it but is no longer the CEC Chair reporting to Members Council.
- Action Item 12 (01/10) Erich Binder was reassigned as the chair of the ad hoc since Fred Betz is no longer on the council but can still participate with the group on this action item.

C. Status of Referrals from Members Council (Attachment K)

The following referred motions were reported as still open:

Motion 8 (06/28/10) Saskatoon Chapter – referred to Technology Council
Motion 12 (06/28/10) Regina Chapter – referred to Advocacy Committee

D. CRC Schedules (Attachment L)

The following revisions were made to the CRC schedules:

2011-12 CRC: Region III – added CRC dates of August 12-13
2011-12 CRC: Region V – added CRC dates of August 12-13; added CRC General Chair, A.J. Wilkerson
2011-12 CRC: Region VII – changed CRC dates to August 25-28
2011-12 CRC: Region-At-Large – changed CRC location to Dubai
2011-12 CRC: Region XI – added CRC dates of May 10-12
2012-13 CRC: Region III – added Lehigh Valley Chapter as alternate chapter and Bethlehem, PA as the location
2012-13 CRC: Region VII – changed CRC target week to 3rd week and added dates of August 17-18
2012-13 CRC: Region VIII – added Arkansas Chapter as alternate chapter
2012-13 CRC: Region XI – added CRC dates of May 2-4

E. Referred Action Item from Publishing and Education Council (06/10)

Mr. Jarnagin reported the following as an information item from Publishing and Education Council:



The Professional Development Committee (PDC) requests CTTC to help communicate to DLs the distinctions between the DL program and courses and seminars given by the ASHRAE Learning Institute (ALI). PDC and PEC fully support the DL program. They recognize it as an important benefit to chapters.

However, because of significant overlap between ALI course presenters/ instructors and DLs, as well as between ALI course topics and DL presentation topics, chapters may be confused about the differences between these programs. Chapter requests for multi-hour workshops on topics for which the ALI already offers one or more courses, should be directed to the PDC rather than to DLs. PDC will work with chapters to offer a cost effective delivery of the ALI course(s).

As background on this, some chapters have asked DLs to give multi-hour presentations. It has been brought to the attention of PDC that at times these multi hour presentations given by DLs are the ALI course for which the DL is also an instructor. PDC offers significant discounts to chapters for the presentation of ALI courses and has budget objectives to meet for revenue. The hope is that the distinction between DL program and ALI courses can be communicated to DLs, ALI instructors and chapters to promote clarity. Perhaps an annual reminder to DLs would be helpful in this regard.

Answer: The Chapter Technology Transfer Committee (CTTC) is preparing several reminders to communicate to DLs this month (July) as soon as the 2010-11 roster is confirmed. The concern raised is important and will be brought to the attention of CTTC and included in the update to DLs. Thank you for bringing this to the attention of CTTC. **(see Attachment M)**

VI. New Business

- A. ExCom Action Item 17 (07/1/10): Ron Jarnagin through Members Council, address the issue of rules not being followed regarding free meeting registrations and ASHRAE libraries. Include Publishing and Education Council and the ASHRAE Associate Societies in discussions. **(Complete, Ms. Kettering reported the first part is about the Conferences and Expositions Committee getting free registration to the meetings; the AASA Presidents have free registration to the ASHRAE winter meetings.)**
- B. Society Rules Committee (07/26/10): Tom Werkema to send a note to Council chairs, DALs and DRCs suggesting that they include acronyms list in MOPs. **(Complete, it was reported that the acronym list was developed by SRC to include in the council and committee MOPs.)**
- C. Society Rules Committee (07/26/10): Jack Zarour to contact Members Council regarding the appointment of a non-SRC member to be its liaison to SRC. **(Complete, Mr. Jarnagin appointed Members Council member Tina Brueckner as liaison to the Society Rules Committee.)**

VII. Next Meeting

Mr. Jarnagin reported the next Members Council meeting is scheduled January 31-



February 1, 2011 at the Las Vegas Hilton Hotel in Las Vegas, Nevada and the subcommittees may choose to have a conference call before the meeting. The Members Council and subcommittee meetings schedule is as follows:

Meeting	Day/Date	Time
Region Operations Subcommittee	Saturday/January 29, 2011	8:00am – 12:30pm
Planning Subcommittee	Sunday/January 30, 2011	8:00am – Noon
Members Council	Monday/January 31, 2011	8:00am – Noon
PAOE Subcommittee	Monday/January 31, 2011	2:30pm – 4:00pm
Members Council	Tuesday/February 1, 2011	8:00am - Noon

VIII. Adjournment

Mr. Jarnagin adjourned the 2010 Fall Meeting of Members Council at 2:02pm.

**MEMBERS COUNCIL,
2010 FALL MEETING – ASHRAE HEADQUARTERS
ATLANTA, GEORGIA – OCTOBER 24, 2010**

Members Present:

Ronald E. Jarnagin, Chair
Thomas E. Watson, Treasurer
Michael J. Brandemuehl, DAL
Eckhard A. Groll, DAL
Wayne R. Reedy, DAL
Spencer Morasch, DRC Region I
Kevin W. Fallin, DRC Region III
T. Randall Jones, DRC Region IV
Tina M. Brueckner, DRC Region VI
Patricia G. Kempf, DRC Region VII
Kenneth M. Fulk, DRC Region VIII
Richard M. Rose, DRC Region IX
Jack H. Zarour, DRC Region X
Erich Binder, DRC Region XI
William W. Malphus, DRC Region XII
Wichai Laksanakorn, DRC Region XIII
Walid Chakroun, DRC Region-At-Large
Isabelle Lavoie, DRC Alternate, Region II
Douglas D. Fick, DRC Alternate, Region V

Voting Members Absent:

Guy Perreault, DRC Region II
R. Lee Millies, DRC Region V

Guest:

Richard Bowman, ARC Region IX

Staff Present:

Carolyn Kettering
Vickie Grant
Jeanie Kirksey
Ashley Pruet

ATTACHMENT B

ARTICLE VIII – COMMITTEES

8.3.1.3 Student Activities Committee. The Student Activities Committee shall assist and cooperate with other technical and scientific organizations to influence pre-college (K-12) education in math and science; shall assist in the formation and/or continuing operation of student branches of the chapter; and shall assist with chapter participation in continuing education courses and related activities. The Chair of this Committee, ~~or a designated substitute,~~ is expected to attend the CRC Meeting.

8.3.1.4 Membership Promotion Committee. The Membership Promotion Committee shall encourage applications by persons qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society. The Chair of this Committee, ~~or a designated substitute,~~ is expected to attend the CRC Meeting.

8.3.1.5 Research Promotion Committee. The Research Promotion Committee shall conduct an annual campaign to obtain investments in ASHRAE Research, The ASHRAE Foundation and Education through the ASHRAE Learning Institute. The Chair of this Committee, ~~or a designated substitute,~~ is expected to attend ~~the CRC Meeting~~ Centralized Training and Special Regional Committee Meeting when called by the Regional Vice Chair for Research Promotion.

8.3.1.6 Chapter Technology Transfer Committee. The Chapter Technology Transfer Committee shall develop liaison on technical issues with local levels of government, promote and administer the chapter technology and government activities awards programs, make arrangements for speakers for programs and technical sessions at chapter meetings, including speaker's requirements for equipment, accommodations and travel arrangements and act as host throughout the meetings. The committee shall coordinate the efforts of the chapter by making arrangements with area educational institutions for continuing education courses, and develop an active "Speakers Bureau" to present talks and seminars to chapters and regions. The committee shall submit PAOE points related to chapter programs, and technical and government activities. The committee shall provide timely reports to the regional vice chair. The chair of this committee, ~~or a designated substitute,~~ is expected to attend the CRC Meeting.

8.3.1.7 Historical Committee. The Historical Committee shall collect and safeguard facts, photographs, records and other memorabilia pertinent to the history of the Chapter. The Chair of this committee, ~~or a designated substitute,~~ is expected to attend the CRC Meeting.

ASHRAE CRC Scheduling - Attachment C

Fall CRCs												
Year	I	II	III	IV	V	VII	IX	X	XII	XIII	RAL	Conflicts
2005	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Sep 2nd	Aug 2nd	N/A	Aug 3rd	Aug 4th	Sep 4th	no
2006	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Aug 2nd	Aug 2nd	N/A	Aug 3rd	Aug 4th	Nov 1st	yes Aug 2nd
2007	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Aug 4th	Aug 2nd	N/A	Aug 3rd	Aug 1st	Sep 1st	no
2008	Aug 3rd	Aug 4th	Aug 3rd	Aug 3rd	Aug 3rd	Aug 2nd	Aug 3rd	N/A	Aug 2nd	Aug 4th	Oct 2nd	yes Aug 3rd
2009	Aug 4th	Aug 3rd	Aug 2nd	Aug 2nd*	Aug 1st	Aug 1st	Aug 3rd	N/A	Aug 2nd*	Aug 4th	Oct 1st	no
2010	Aug 3rd			Aug 1st			Aug 2nd	Aug 4th	Aug 3rd			
2011	Aug 3rd			Aug 2nd								
2012				Aug 3rd			Aug 2nd					
2013				Aug 3rd								
Target	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Aug 2nd	Aug 2nd	Aug 4th	Aug 3rd	Aug 4th	Sep 4th	
Backup	Aug 4th	Aug 3rd	Aug 3rd	Aug 1st	Aug 1st	Aug 3rd	Aug 3rd	Aug 2nd	Aug 2nd	Aug 1st	Oct 1st	

Aug 1st	1st weekend in August
Aug 2nd	2nd weekend in August
Aug 3rd	3rd weekend in August
Aug 4th	4th weekend in August

Notes:

1. Data for 2005-2008 are historical.
2. Data for 2009 and beyond are scheduled.
3. A Region may schedule a CRC on the Target Weekend; approval by the DRC is required before signing a hotel contract.
4. If the Target Weekend is unavailable, the CRC may be scheduled on the Backup Weekend, but contact the DRC first, who will coordinate with other DRCs and Regions. Approval by the DRC is required before signing a hotel contract.
5. * equals Region IV and Region XII joint CRC
6. Region X moves to Fall CRC beginning 2010

ASHRAE CRC Scheduling - Attachment C

Spring CRCs					
Year	VI	VIII	X	XI	Conflicts
2005	Apr 4th	Apr 3rd	May 1st*	May 1st*	no
2006	Apr 4th	Apr 4th	May 1st	May 2nd	no
2007	May 1st	Apr 2nd	May 1st	May 2nd	no
2008	May 3rd	Apr 4th	May 2nd	May 2nd	no
2009	May 2nd	Apr 4th	May 1st	May 2nd	no
2010		Apr 3rd	N/A	May 2nd	no
2011		Apr 3rd			
2012					
2013					
Target	Apr 4th	Apr 3rd	May 1st	May 2nd	no
Backup	May 1st	Apr 4th	May 2nd	May 1st	no

Apr 3rd	3rd weekend in April
Apr 4th	4th weekend in April
May 1st	1st weekend in May
May 2nd	2nd weekend in May

- Notes:
1. Data for 2005-2008 are historical.
 2. Data for 2009 and beyond are scheduled.
 3. A Region may schedule a CRC on the Target Weekend; approval by the DRC is required before signing a hote contract.
 4. If the Target Weekend is unavailable, the CRC may be scheduled on the Backup Weekend, but contact the DRC first, who will coordinate with other DRCs and Regions. Approval by the DRC is required before signing a hotel contract.
 5. * equals Region X and Region XI joint CRC
 6. Region X moves to Fall CRC beginning 2010

Comparison of CTTC Chapter Chair CRC Attendance

Updated 10/18/10

Below is reported attendance by incoming CTTC Chairs at 2010 CTTC CRC Workshops. The 2010 data is compiled from CTTC CRC Workshop Sign-In Sheets and CIQs.

Region	2008 - % of Incoming CTTC Chairs	2009 - % of Incoming CTTC Chairs	2010 - % of Incoming CTTC Chairs
Region I	7 of 15 (47%)	9 of 15 (60%)	10 of 15 (67%)
Region II	6 of 9 (67%)	8 of 9 (89%)	8 of 9 (88%)
Region III	7 of 12 (58%)	6 of 12 (50%)	5 of 12 (42%)
Region IV	6 of 7 (86%)	3 of 7 (43%)	5 of 7 (71%)
Region V	4 of 13 (30%)	4 of 13 (31%)	7 of 13 (54%)
Region VI	2 of 12 (17%)	1 of 12 (8%)	7 of 12 (58%)
Region VII	9 of 13 (69%)	9 of 13 (69%)	10 of 13 (77%)
Region VIII	7 of 15 (47%)	2 of 15 (13%)	5 of 15 (33%)
Region IX	5 of 13 (38%)	7 of 13 (54%)	8 of 13 (62%)
Region X	4 of 14 (29%)	3 of 14 (21%)	7 of 14 (50%)
Region XI	6 of 12 (50%)	8 of 12 (67%)	10 of 12 (83%)
Region XII	7 of 11 (64%)	8 of 11 (73%)	10 of 11 (91%)
Region XIII	7 of 7 (100%)	6 of 7 (86%)	6 of 7 (86%)
RAL	7 of 18 (55%)	7 of 19 (39%)	15 of 19 (79%)
Total	84 (49%)	86 (50%)	113 (65%)

Comparison of 2009 & 2010 MP Chapter Chair CRC Attendance

Below is reported attendance by incoming MP Chairs at 2009 and 2010 MP CRC Workshops. In 2010, Centralized Training was included. The data is compiled from CRC Workshop Sign-In Sheets and CIQs.

Region	2009 - % of Incoming MP Chairs	2010 - % of Incoming MP Chairs
Region I	7 of 15 (47%)	7 of 15 (%)
Region II	7 of 9 (78%)	9 of 9 (%)
Region III	7 of 12 (58%)	11 of 12 (%)
Region IV	4 of 7 (57%)	7 of 7 (%)
Region V	4 of 13 (31%)	6 of 13 (%)
Region VI	2 of 12 (17%)	3 of 11 (%)
Region VII	13 of 13 (100%)	4 of 13 (%)
Region VIII	2 of 15 (13%)	5 of 15 (%)
Region IX	7 of 13 (54%)	7 of 13 (%)
Region X	3 of 14 (21%)	7 of 14 (%)
Region XI	5 of 12 (42%)	4 of 12 (%)
Region XII	10 of 11 (91%)	7 of 10 (%)
Region XIII	5 of 7 (71%)	7 of 7 (%)
RAL	8 of 18 (44%)	13 of 23 (%)
Total	84 (49%)	97 (56%)
	171	174

Comparison of RP Chapter Chair Centralized Training Attendance

Updated 10/5/10

Below is reported attendance by RP Chairs at the various 2010 Centralized Trainings. All Regions with the exception of II, XIII and RAL were trained during one of three group training sessions. Regions II, XIII and RAL were trained at their CRCs with II and RAL training being conducted by Staff and the RVC in extended training sessions (4+ hrs)

Region	2008-09 - % of Incoming RP Chairs	2009-10 - % of Incoming RP Chairs	2010-11 - % of Incoming RP Chairs
Region I	80%	66%	60%
Region II	100%	100%	100%
Region III	75%	58%	75%
Region IV	57%	100%	86%
Region V	54%	31%	23%
Region VI	83%	83%	50%
Region VII	15%	69%	31%
Region VIII	42%	58%	42%
Region IX	85%	92%	77%
Region X	93%	43%	36%
Region XI	75%	83%	67%
Region XII	40%	63%	63%
Region XIII	88%	86%	86%
RAL	No data	36%	50%
Total	100	102	109

Comparison of SA Chapter Chair CRC Attendance

Updated 10/15/10

Below is reported attendance by incoming SA Chairs at 2010 CRC Workshops. The 2010 data is compiled from SA CRC Workshop Sign-In Sheets and CIQs.

Region	2008 - % of Incoming CTTC Chairs	2009 - % of Incoming CTTC Chairs	2010 - % of Incoming CTTC Chairs
Region I	4 of 15 (27%)	10 of 15 (67%)	9 of 15 (60%)
Region II	3 of 9 (33%)	8 of 9 (89%)	8 of 9 (89%)
Region III	1 of 12 (8%)	8 of 12 (67%)	7 of 12 (58%)
Region IV	1 of 7 (14%)	4 of 7 (57%)	5 of 7 (71%)
Region V	0 of 13 (0%)	0 of 13 (0%)	0 of 13 (0%)
Region VI	0 of 12 (0%)	8 of 12 (67%)	2 of 12 (17%)
Region VII	0 of 13 (0%)	8 of 13 (62%)	2 of 13 (16%)
Region VIII	2 of 15 (13%)	2 of 15 (13%)	4 of 15 (27%)
Region IX	1 of 13 (8%)	3 of 13 (23%)	4 of 13 (31%)
Region X	1 of 14 (7%)	4 of 14 (29%)	3 of 14 (21%)
Region XI	5 of 12 (42%)	6 of 12 (50%)	6 of 12 (50%)
Region XII	0 of 11 (0%)	8 of 11 (73%)	7 of 11 (64%)
Region XIII	5 of 7 (71%)	6 of 7 (86%)	6 of 7 (86%)
RAL	8 of 18 (44%)	9 of 19 (47%)	14 of 23 (61%)
Total	31/171 (18%)	84/172 (49%)	77/176 (44%)

MEMBERS COUNCIL (2-2nn & 2-8nn)
STATEMENT OF REVENUES & EXPENSES
For the Three Months Ending September 30, 2010

in thousands US dollars

MONTH OF SEP			YTD Through Month of SEP			
Actual	Actual	Budget	Actual	Budget	Actual	Budget
FY 09-10	FY 10-11	FY 10-11	FY 09-10	FY 09-10	FY 10-11	FY 10-11
\$497.9	\$530.8	\$528.5	\$1,436.2	\$1,423.9	\$1,541.4	\$1,546.6
16.4	11.1	20.0	20.7	24.7	23.2	20.1
(0.9)	3.4	(0.9)	30.0		27.8	27.2
			10.0	10.0	10.0	10.0
1.5	(8.5)	1.5	4.2	4.0	3.6	4.2
514.9	536.8	549.1	1,501.1	1,462.6	1,606.0	1,608.1
66.4	75.4	71.3	226.8	232.8	257.5	246.9
21.5	27.2	22.6	71.2	74.7	82.3	74.8
22.0	6.9	21.0	69.7	62.9	46.5	49.6
3.7	2.7	7.6	10.2	(4.3)	7.3	21.2
63.4	40.9	80.5	111.0	170.2	112.7	165.5
1.2	2.4	(13.7)	10.5	7.4	5.8	4.0
(1.0)		3.6	61.2	67.7	63.4	67.0
10.4	8.3	8.5	58.7	65.0	46.4	57.0
0.3	(4.8)	2.2	6.5	31.8	4.9	3.5
17.6	14.1	14.3	48.9	57.7	37.1	41.0
	(1.0)				(1.0)	
94.4	106.0	104.7	276.3	318.2	305.3	314.1
299.9	278.1	322.6	951.0	1,084.1	968.2	1,044.6
215.0	258.7	226.5	550.1	378.5	637.8	563.5
215.0	258.7	226.5	550.1	378.5	637.8	563.5

roll up
 acct / Description

REVENUES

31 Membership Dues Earned Income	\$5,887.9	\$6,204.5	\$6,323.6	\$6,306.5	\$6,748.4	\$6,748.4
35.1 Meeting & Seminar Income	1,432.9	1,355.7	1,480.6	1,340.7	1,536.8	1,536.8
38 Contribution Income	6.5	(2.2)	6.8	36.5	39.6	39.6
41.2 Contributions and Matching Gifts	10.0	10.0	10.0	10.0	10.0	10.0
46 Miscellaneous Income	107.8	84.9	100.0	116.8	78.0	58.0

TOTAL REVENUES

EXPENSES:

51 Salary Expense	699.8	837.9	864.7	880.6	950.8	934.2
52 Payroll Taxes, Benefits, Personnel Exp	320.7	317.2	287.7	316.6	302.7	322.3
61 Publication, Communication, Promotion Exp	418.9	179.4	263.8	245.3	278.9	278.9
64 Meetings & Conferences Expense	1,184.1	1,122.9	1,137.6	1,153.2	1,259.7	1,262.1
66 Travel Expense	440.5	503.3	479.9	413.3	498.6	506.8
68 Awards, Certif, Logo Cost of Goods Sold	88.3	33.4	80.0	91.5	68.4	68.4
71 Research Projects & Grants Expense	115.4	64.7	65.0	61.3	67.0	67.0
82 Office Expense and Organizational Dues	350.1	270.6	226.8	296.8	322.2	314.1
84 Outside Services Expense	69.0	104.2	112.7	146.7	166.1	157.3
88 Other Expense	254.7	213.7	244.2	208.0	231.7	231.7
88.1 Prepaid Expense (contra acct)	(8.0)	8.0			11.2	11.2
89 Opportunity Fund	20.1	10.1				
91 Allocation of Overhead & BOD	957.4	1,159.8	1,264.9	1,198.2	1,256.3	1,256.3

TOTAL EXPENSES

SURPLUS (DEFICIT) before reserve income

OVERALL SURPLUS (DEFICIT) after reserve income

TWELVE MONTHS ENDING JUNE 30					
Actual	Actual	Budget	Actual	Forecast	Budget
FY 07-08	FY 08-09	FY 09-10	FY 09-10	FY 10-11	FY 10-11
\$5,887.9	\$6,204.5	\$6,323.6	\$6,306.5	\$6,748.4	\$6,748.4
1,432.9	1,355.7	1,480.6	1,340.7	1,536.8	1,536.8
6.5	(2.2)	6.8	36.5	39.6	39.6
10.0	10.0	10.0	10.0	10.0	10.0
107.8	84.9	100.0	116.8	78.0	58.0
7,445.1	7,652.9	7,921.0	7,810.5	8,412.8	8,392.8
699.8	837.9	864.7	880.6	950.8	934.2
320.7	317.2	287.7	316.6	302.7	322.3
418.9	179.4	263.8	245.3	278.9	278.9
1,184.1	1,122.9	1,137.6	1,153.2	1,259.7	1,262.1
440.5	503.3	479.9	413.3	498.6	506.8
88.3	33.4	80.0	91.5	68.4	68.4
115.4	64.7	65.0	61.3	67.0	67.0
350.1	270.6	226.8	296.8	322.2	314.1
69.0	104.2	112.7	146.7	166.1	157.3
254.7	213.7	244.2	208.0	231.7	231.7
(8.0)	8.0			11.2	11.2
20.1	10.1				
957.4	1,159.8	1,264.9	1,198.2	1,256.3	1,256.3
4,911.0	4,825.2	5,027.3	5,011.5	5,413.6	5,410.3
2,534.1	2,827.7	2,893.7	2,799.0	2,999.2	2,982.5
2,534.1	2,827.7	2,893.7	2,799.0	2,999.2	2,982.5

\$20.0 Sold sponsorships for the Satellite Broadcast

\$16.6 Reclass for part-time position from temp staff
 (\$19.6) Reclass for part-time position from temp staff

(\$2.4)

(\$8.2)

\$0.0

\$0.0

\$8.1

\$8.8

\$0.0

\$0.0

\$0.0

\$3.3

MEMBERS COUNCIL (2-2nn & 2-8nn)
STATEMENT OF REVENUES & EXPENSES
For the Three Months Ending September 30, 2010

Attachment E

in thousands US dollars

MONTH OF SEP			YTD Through Month of SEP			
Actual FY 09-10	Actual FY 10-11	Budget FY 10-11	Actual FY 09-10	Budget FY 09-10	Actual FY 10-11	Budget FY 10-11
\$497.9	\$530.8	\$528.5	\$1,436.2	\$1,423.9	\$1,541.4	\$1,546.6
16.4	11.1	20.0	20.7	24.7	23.2	20.1
(0.9)	3.4	(0.9)	30.0	27.8	27.8	27.2
			10.0	10.0	10.0	10.0
1.5	(8.5)	1.5	4.2	4.0	3.6	4.2
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514.9	536.8	549.1	1,501.1	1,462.6	1,606.0	1,608.1
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66.4	75.4	71.3	226.8	232.8	257.5	246.9
21.5	27.2	22.6	71.2	74.7	82.3	74.8
22.0	6.9	21.0	69.7	62.9	46.5	49.6
3.7	2.7	7.6	10.2	(4.3)	7.3	21.2
63.4	40.9	80.5	111.0	170.2	112.7	165.5
1.2	2.4	(13.7)	10.5	7.4	5.8	4.0
(1.0)		3.6	61.2	67.7	63.4	67.0
10.4	8.3	8.5	58.7	65.0	46.4	57.0
0.3	(4.8)	2.2	6.5	31.8	4.9	3.5
17.6	14.1	14.3	48.9	57.7	37.1	41.0
	(1.0)				(1.0)	
94.4	106.0	104.7	276.3	318.2	305.3	314.1
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299.9	278.1	322.6	951.0	1,084.1	968.2	1,044.6
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215.0	258.7	226.5	550.1	378.5	637.8	563.5
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215.0	258.7	226.5	550.1	378.5	637.8	563.5

roll up
acct / Description

TWELVE MONTHS ENDING JUNE 30						
Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Actual FY 09-10	Forecast FY 10-11	Budget FY 10-11	
REVENUES						
31	Membership Dues Earned Income	\$5,887.9	\$6,204.5	\$6,323.6	\$6,306.5	\$6,748.4
35.1	Meeting & Seminar Income	1,432.9	1,355.7	1,480.6	1,340.7	1,536.8
38	Contribution Income	6.5	(2.2)	6.8	36.5	39.6
41.2	Contributions and Matching Gifts	10.0	10.0	10.0	10.0	10.0
46	Miscellaneous Income	107.8	84.9	100.0	116.8	78.0
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	TOTAL REVENUES	7,445.1	7,652.9	7,921.0	7,810.5	8,412.8
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EXPENSES:						
51	Salary Expense	699.8	837.9	864.7	880.6	950.8
52	Payroll Taxes, Benefits, Personnel Exp	320.7	317.2	287.7	316.6	302.7
61	Publication, Communication, Promotion Exp	418.9	179.4	263.8	245.3	278.9
64	Meetings & Conferences Expense	1,184.1	1,122.9	1,137.6	1,153.2	1,259.7
66	Travel Expense	440.5	503.3	479.9	413.3	498.6
68	Awards, Certif, Logo Cost of Goods Sold	88.3	33.4	80.0	91.5	68.4
71	Research Projects & Grants Expense	115.4	64.7	65.0	61.3	67.0
82	Office Expense and Organizational Dues	350.1	270.6	226.8	296.8	322.2
84	Outside Services Expense	69.0	104.2	112.7	146.7	166.1
88	Other Expense	254.7	213.7	244.2	208.0	231.7
88.1	Prepaid Expense (contra acct)	(8.0)	8.0			11.2
89	Opportunity Fund	20.1	10.1			
91	Allocation of Overhead & BOD	957.4	1,159.8	1,264.9	1,198.2	1,256.3
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	TOTAL EXPENSES	4,911.0	4,825.2	5,027.3	5,011.5	5,413.6
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	SURPLUS (DEFICIT) before reserve income	2,534.1	2,827.7	2,893.7	2,799.0	2,999.2
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	OVERALL SURPLUS (DEFICIT) after reserve income	2,534.1	2,827.7	2,893.7	2,799.0	2,999.2

RESEARCH (funds 3 & 4)
STATEMENT OF REVENUES & EXPENSES
For the Three Months Ending September 30, 2010

Attachment E

in thousands US dollars

MONTH OF SEP		YTD Through Month of SEP					TWELVE MONTHS ENDING JUNE 30							
Actual FY 09-10	Actual FY 10-11	Budget FY 10-11	Actual FY 09-10	Budget FY 09-10	Actual FY 10-11	Budget FY 10-11	roll up acct / Description	Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Actual FY 09-10	Forecast FY 10-11	Budget FY 10-11	
\$10.0	\$9.1	\$11.2	\$29.2	\$29.4	\$31.5	\$33.5	REVENUES							
6.3			18.8		145.2	144.7	31 Membership Dues Earned Income	\$119.0	\$127.7	\$129.4		\$134.0	\$134.0	\$0.0
46.8	27.8	51.6	125.8	237.6	105.6	139.1	37 Special Project Income	433.0	253.5		48.8	444.2	422.5	\$21.7
							38 Contribution Income	1,998.8	1,897.4	1,980.0	1,885.2	2,043.7	2,043.7	\$0.0
							41.2 Contributions and Matching Gifts	1,634.5	1,705.0	1,998.8	1,998.8	1,897.4	1,897.4	\$0.0
69.5	39.0	42.3	99.7	100.3	117.0	127.0	44 Reserve Transfers	254.8	426.2	401.2	399.0	507.4	547.0	(\$39.6)
		0.2		0.9		0.7	46 Miscellaneous Income	0.1		2.7		2.7	2.7	\$0.0
132.6	75.9	105.3	273.5	368.2	399.3	445.0	TOTAL REVENUES	4,440.2	4,409.8	4,512.1	4,331.8	5,029.4	5,047.3	(\$17.9)
							EXPENSES:							
36.0	33.6	37.8	129.8	129.3	117.7	136.4	51 Salary Expense	381.1	482.2	480.2	476.2	493.3	493.3	\$0.0
10.5	10.3	10.8	35.5	33.9	32.1	36.5	52 Payroll Taxes, Benefits, Personnel Exp	175.1	71.9	126.0	133.2	135.7	135.7	\$0.0
0.2	2.7	1.1	5.7	5.3	6.6	4.6	61 Publication, Communication, Promotion Exp	17.6	24.9	38.5	21.0	24.7	24.7	\$0.0
2.4	0.2	1.8	2.4	4.5	0.5	1.8	64 Meetings & Conferences Expense	13.0	8.4	8.8	9.0	14.0	14.0	\$0.0
8.5	12.6	7.7	29.5	46.6	22.2	27.3	66 Travel Expense	105.4	112.9	109.0	93.8	105.0	105.0	\$0.0
18.8	0.2	20.2	22.4	19.8	13.2	23.3	68 Awards, Certif, Logo Cost of Goods Sold	20.3	44.1	22.1	26.5	27.1	27.1	\$0.0
419.7	659.0	549.6	811.2	1,574.6	1,043.4	914.9	71 Research Projects & Grants Expense	2,480.2	2,436.8	2,924.9	2,816.3	3,004.3	3,022.3	(\$18.0)
					144.7	144.7	73 Special Projects Expense	367.9	437.0		43.8	422.5	422.5	\$0.0
	0.1				0.1		76 Public Relations Expense	0.9			0.2	0.2	0.2	\$0.0
	1.2	0.7	3.2	8.9	9.5	1.9	82 Office Expense and Organizational Dues	32.4	36.3	48.4	45.7	50.0	50.0	\$0.0
1.3	0.7	4.4	8.8	17.7	18.1	13.2	88 Other Expense	59.0	31.7	51.8	41.1	53.3	53.3	\$0.0
54.0	47.2	58.3	161.6	171.3	144.9	174.8	91 Allocation of Overhead & BOD	524.6	689.5	702.4	663.5	699.3	699.3	\$0.0
551.4	767.8	692.4	1,210.1	2,011.9	1,553.0	1,479.4	TOTAL EXPENSES	4,177.5	4,375.7	4,512.1	4,370.3	5,029.4	5,047.4	(\$18.0)
(418.8)	(691.9)	(587.1)	(936.6)	(1,643.7)	(1,153.7)	(1,034.4)	SURPLUS (DEFICIT) before reserve income	262.7	34.1		(38.5)		(0.1)	
							Reserve Investment Income:							
160.3	314.3	94.4	578.8	20.1	394.7	346.3	95 Investmt Income - Reserves (net of exp)	(616.2)	(918.6)	343.5	531.0	290.0	290.0	
(69.5)	(39.0)	(42.3)	(99.7)	(100.3)	(117.0)	(127.0)	96 Transfer Reserves Portion Used Currently	(254.8)	(426.2)	(401.2)	(399.0)	(507.4)	(547.0)	
90.8	275.3	52.1	479.1	(80.2)	277.7	219.3	Remaining Reserve Investment Income	(871.0)	(1,344.8)	(57.7)	132.0	(217.4)	(257.0)	
(328.0)	(416.6)	(535.0)	(457.5)	(1,723.9)	(876.0)	(815.1)	OVERALL SURPLUS (DEFICIT) after reserve income	(608.3)	(1,310.7)	(57.7)	93.5	(217.4)	(257.1)	

RESEARCH (funds 3 & 4)
STATEMENT OF REVENUES & EXPENSES
For the Three Months Ending September 30, 2010

Attachment E

in thousands US dollars

MONTH OF SEP			YTD Through Month of SEP			
Actual FY 09-10	Actual FY 10-11	Budget FY 10-11	Actual FY 09-10	Budget FY 09-10	Actual FY 10-11	Budget FY 10-11
\$10.0	\$9.1	\$11.2	\$29.2	\$29.4	\$31.5	\$33.5
6.3			18.8		145.2	144.7
46.8	27.8	51.6	125.8	237.6	105.6	139.1
69.5	39.0	42.3	99.7	100.3	117.0	127.0
		0.2		0.9		0.7
-----	-----	-----	-----	-----	-----	-----
132.6	75.9	105.3	273.5	368.2	399.3	445.0
-----	-----	-----	-----	-----	-----	-----
36.0	33.6	37.8	129.8	129.3	117.7	136.4
10.5	10.3	10.8	35.5	33.9	32.1	36.5
0.2	2.7	1.1	5.7	5.3	6.6	4.6
2.4	0.2	1.8	2.4	4.5	0.5	1.8
8.5	12.6	7.7	29.5	46.6	22.2	27.3
18.8	0.2	20.2	22.4	19.8	13.2	23.3
419.7	659.0	549.6	811.2	1,574.6	1,043.4	914.9
					144.7	144.7
	0.1				0.1	
	1.2	0.7	3.2	8.9	9.5	1.9
1.3	0.7	4.4	8.8	17.7	18.1	13.2
54.0	47.2	58.3	161.6	171.3	144.9	174.8
-----	-----	-----	-----	-----	-----	-----
551.4	767.8	692.4	1,210.1	2,011.9	1,553.0	1,479.4
-----	-----	-----	-----	-----	-----	-----
(418.8)	(691.9)	(587.1)	(936.6)	(1,643.7)	(1,153.7)	(1,034.4)
-----	-----	-----	-----	-----	-----	-----
160.3	314.3	94.4	578.8	20.1	394.7	346.3
(69.5)	(39.0)	(42.3)	(99.7)	(100.3)	(117.0)	(127.0)
-----	-----	-----	-----	-----	-----	-----
90.8	275.3	52.1	479.1	(80.2)	277.7	219.3
-----	-----	-----	-----	-----	-----	-----
(328.0)	(416.6)	(535.0)	(457.5)	(1,723.9)	(876.0)	(815.1)

roll up
acct / Description

TWELVE MONTHS ENDING JUNE 30					
Actual FY 07-08	Actual FY 08-09	Budget FY 09-10	Actual FY 09-10	Forecast FY 10-11	Budget FY 10-11
\$119.0	\$127.7	\$129.4		\$134.0	\$134.0
433.0	253.5		48.8	444.2	422.5
1,998.8	1,897.4	1,980.0	1,885.2	2,043.7	2,043.7
1,634.5	1,705.0	1,998.8	1,998.8	1,897.4	1,897.4
254.8	426.2	401.2	399.0	507.4	547.0
0.1		2.7		2.7	2.7
-----	-----	-----	-----	-----	-----
4,440.2	4,409.8	4,512.1	4,331.8	5,029.4	5,047.3
-----	-----	-----	-----	-----	-----
381.1	482.2	480.2	476.2	493.3	493.3
175.1	71.9	126.0	133.2	135.7	135.7
17.6	24.9	38.5	21.0	24.7	24.7
13.0	8.4	8.8	9.0	14.0	14.0
105.4	112.9	109.0	93.8	105.0	105.0
20.3	44.1	22.1	26.5	27.1	27.1
2,480.2	2,436.8	2,924.9	2,816.3	3,004.3	3,022.3
367.9	437.0		43.8	422.5	422.5
0.9			0.2	0.2	0.2
32.4	36.3	48.4	45.7	50.0	50.0
59.0	31.7	51.8	41.1	53.3	53.3
524.6	689.5	702.4	663.5	699.3	699.3
-----	-----	-----	-----	-----	-----
4,177.5	4,375.7	4,512.1	4,370.3	5,029.4	5,047.4
-----	-----	-----	-----	-----	-----
262.7	34.1		(38.5)		(0.1)
-----	-----	-----	-----	-----	-----
(616.2)	(918.6)	343.5	531.0	290.0	290.0
(254.8)	(426.2)	(401.2)	(399.0)	(507.4)	(547.0)
-----	-----	-----	-----	-----	-----
(871.0)	(1,344.8)	(57.7)	132.0	(217.4)	(257.0)
-----	-----	-----	-----	-----	-----
(608.3)	(1,310.7)	(57.7)	93.5	(217.4)	(257.1)

MANUAL FOR CHAPTER OPERATIONS

**SECTION 12
GUIDELINES FOR SPONSOR CHAPTERS
AND NEWLY CHARTERED CHAPTERS**

**SECTION 12
GUIDELINES FOR SPONSOR CHAPTER
AND NEWLY CHARTERED CHAPTERS
CHARTERING AN ASHRAE CHAPTER**

12.1 Qualifications for New Chapters

A new chapter may be authorized upon approval by Members Council of a written petition of 40 members of the Society, and the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for chapters, which have been approved by Members Council, (Appendix DD1). It is desirable to have as many signatures on the petition as possible. (02-01-13-24/08-01-21-13)

The objective of forming a new chapter is to better serve our members and to increase ASHRAE membership. ASHRAE members in general geographically belong to different chapters, however in some countries where we do not have a chapter, those members are not assigned to chapters. It is encouraged for those members to get together to form chapters in those areas to be served better by ASHRAE.

As an alternate to a separate chapter, a group in a remote area from an existing chapter may form a section. Consult with the Director and Regional Chair and refer to Section 14 of this manual for details. (02-01-13-24)

The potential membership for a new chapter should be representative of the different segments of the industry in the fields of interest of the Society as defined in the membership application requirement. For instance, there should preferably be representation of consulting engineers, contractors, manufacturers, utilities, educational institutions, industry and sales representatives available to form the basis for a group of broad interests. It is also desirable to have representation from the fields of heating, refrigeration, ventilation and air-conditioning.

The local group should have a high degree of interest in the formation of a new chapter before formal steps are taken to request a charter.

The geographic areas to be served by the new chapter should be examined to make sure that it best serves the interests of the members in that area. The geographical boundaries should be established to have a sufficient number of active members within the geographical proximity of the chapter location to allow the members to participate in the chapters' activities.

Depending on the number of ASHRAE members and potential members in a geographical area, there are three options for consideration:

1. Formation of a new chapter: May be authorized upon approval by Members Council of a written petition of 40 members (Members & Associates in good standing) of the Society, and the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for chapters, which have been approved by Members Council, (Appendix DD1). It is desirable to have as many signatures on the petition as possible. (02-01-13-24/08-01-21-13)
2. Formation of a new chapter evolving from an existing chapter: If Society members (Members and Associates in good standing) from an existing chapter intend to relocate to a newly proposed chapter, the following additional requirements will have to be met:

- 2.1 The new evolved (spin-off) chapter must meet the requirements for the formation of a new chapter.

 MANUAL FOR CHAPTER OPERATIONS

- 2.2 The existing chapter should have been in operation for at least three consecutive years prior to the submission of an application for a new evolved (spin-off) chapter.
- 2.3 The existing chapter should have a positive net growth for the past three years prior to the date of submitting the petition.
- 2.4 There must be a minimum of 50 remaining Society dues paying members (Members & Associates in good standing) in the original existing chapter.
3. Formation of an ASHRAE Section: As an alternate to the formation of a separate chapter, a group of ten (10) or more ASHRAE Members in a remote area from an existing chapter may form a section sponsored by an existing chapter or the region or sub-region . Consult with the Director and Regional Chair and refer to Section 14 of this manual for details. It is encouraged that a section be formed for a minimum of three (3) years prior to spinning off from another chapter. (02-01-13-24)
4. The representatives of the proposed new chapter (or sponsor chapter) evolved (spin-off) chapter, or new section shall contact the Director and Regional Chair initially for direction and concurrence to express its desire to form a new chapter. Guidelines for chartering a new chapter can be obtained from Society Headquarters. When a chapter is chartered, Members Council will assign the chapter to a region. (02-01-13-24/BOD 04-01-23-2J)
- 12.2 Chapter Application Process**
- The Director and Regional Chair should investigate the responsibilities, analyze the needs and explore the interests of the Society members and potential Society members in areas where new chapters appear to be a likely possibility. The Director and Regional Chair will assign a chapter, region or sub-region that is geographically close to the prospective new chapter to act as a sponsoring chapter to help in counseling the prospective new chapter. (02-01-13-24)
- The DRC will negotiate with other chapters in adjacent areas for release of the area to the new chapter and solicit their cooperation in forming the chapter. (02-01-13-24)
- When the local group is ready to proceed and all paperwork is complete, the DRC should present the prospective chapter's formal petition to Members Council for action at its next meeting. (02-01-13-24/ BOD 04-01-23-2J)
- Upon approval of the petition by Members Council and the Board of Directors, the DRC and sponsoring chapter, region or sub-region will assist the Steering Committee in conducting, organizing and preparing for the charter meeting. (02-01-13-24/ BOD 04-01-23-2J)
- The next step is for the sponsoring chapter, region or sub-region to call an exploratory meeting, at which a minimum of ten members from the area should be present. At this meeting, or at the subsequent meetings, a Steering Committee should be formed and temporary officers elected, consisting of a chair, secretary and treasurer.
- The Steering Committee shall request from the Society Director of Member Services the "Guidelines for the Formation and Initial Operation of ASHRAE Chapters" package which includes a petition and questionnaire that must be completed by the Steering Committee of the prospective chapter and returned to the Society Director of Member Services. This "package" will also include a list of ASHRAE members, along with their contact information, who are located in the prospective chapter's geographical area. (02-01-13-24)

MANUAL FOR CHAPTER OPERATIONS

The DRC, the sponsoring chapter, region or sub-region and the Society Director of Member Services will assist the Steering Committee in holding organizational meetings, in determining the geographic area to be served, forming committees, preparing chapter bylaws, conducting a membership drive and preparing a program. (02-01-13-24)

~~The DRC will negotiate with other chapters in adjacent areas for release of the area to the new chapter and solicit their cooperation in forming the chapter. (02-01-13-24)~~

~~When the local group is ready to proceed and all paperwork is complete, the DRC should present the prospective chapter's formal petition to Members Council for action at its next meeting. (02-01-13-24/ BOD-04-01-23-2J)~~

~~Upon approval of the petition by Members Council and the Board of Directors, the DRC and sponsoring chapter will assist the Steering Committee in conducting, organizing and preparing for the charter meeting. (02-01-13-24/ BOD-04-01-23-2J)~~

**REPORT TO THE MEMBERS COUNCIL PLANNING SUBCOMMITTEE FROM THE TRAVEL POLICY
AD HOC COMMITTEE SUNDAY, OCTOBER 24, 2010**

Travel Policy Ad Hoc Committee (Action Item 4 (3/19/10) referral from Society Executive Committee):

Ad Hoc Committee Members

Ken Fulk, Chair
Lee Millies, Region V
Tina Brueckner, Region VI
Walid Chakroun, Region-At-Large
Carolyn Kettering, Staff
Vickie Grant, Staff

Scope: Draft a policy on travel to Society orchestrated events in countries or regions where there is a State Department Travel Warning; include countries on the Office of Federal Asset Control List.

Background: In light of the recent need to cancel a CRC due to the state department travel warning, there was discussion by the Society Executive Committee about the safety of individuals attending the event, ASHRAE's liability in holding the event in a city where a warning had been issued and the chapter's financial exposure if it is canceled. The following questions were identified:

- Who should cancel the CRC? The Society Executive Committee; the Society Members Council; the Region Executive Committee; the DRC, the chapter?
- Should the Society underwrite the cost to cancel, including the fees incurred by the hotel contract and the airline transportation for those members who have already made their non-refundable airline reservations?
- Should ASHRAE have a policy on not holding a CRC or other conferences in a country or region that is on the State Department's travel warning list?
- Should the policy be based on US rules?
- Should the policy apply to all ASHRAE members?
- Should the policy apply to the AHR Mexico Show?

Motion 46: The Ad Hoc Committee on the Society Travel Policy recommends to the Members Council Planning Subcommittee that the following policy be adopted and included in ROB 1.201.027, Travel Reimbursement Policy.

1.201.027 Travel Reimbursement Policy 90-06-10-13A/92-01-26-16/92-07-02-14E/97-01-26-08/97-06-29-18B/98-06-24-07/01-01-31-13B/02-06-23-05/02-06-27-62/03-01-29-09/03-01-29-08/03-06-29-09/06-06-25-04/07-01-31-10/07-03-25-14/07-06-24-04/08-01-20-15/08-01-23-05/09-06-21-14

AI to send this to SRC for review and give us feedback before Las Vegas if possible. Jack assigned to do this.
Postpone for consideration until Las Vegas which will give us time to make further revisions to do this
Tom – could send to the rules committee and give back to council/to ensure that we have addressed all suggestions
Mike – Eckhart to table motion.
To table PVV.

1.201.027.6 State Department Travel Warning

The safety of ASHRAE members is of paramount importance to the Society and when official travel advisories (that recommend travel be restricted due to elevated safety concerns in an area) are issued by the U.S. State Department in a country, or a region of a country, ASHRAE members should consider such warnings in their related travel plans to such events.

- No ASHRAE organized events, at the society or regional level, such as a Chapters Regional Conference (CRC), should be planned in locations where a Travel Advisory (US State Dept. or

ATTACHMENT G

Major Airlines) exists. When planning locations for these events or activities such conditions should be considered. [Check airlines & State Dept. websites to determine if travel advisory has been posted.]

- Should events or activities planned in areas without a “travel advisory” in effect at the time the decision is made on a location for hosting the event have a change in status, upgraded to a travel advisory, then cancelation of the event should be considered.
- Should a natural disaster (i.e. flood, earth quake, hurricane) occur or a warning for such an event be issued by the National Weather Service in the area of an ASHRAE organized event, then cancellation of the event should be considered.
- The decision on when and whether to cancel a CRC is the responsibility of the respective DRC for the region in which the CRC will be conducted. However, the DRC should consult with the ASHRAE staff involved with supporting the CRC and the ASHRAE Executive Committee, as they deem appropriate.
- Hotel and other related event contracts should be reviewed specifically for terms and conditions related to cancelation policies as relates to travel advisories. Chapters sponsoring CRCs should submit any proposed Hotel contracts to ASHRAE staff for their review and comment as it relates to this matter prior to executing such contracts. All hotel contracts should include the following “Force Majeure” statement (the percentage could be negotiable):

Force Majeure:

Performance of this agreement is subject to acts of God, war, government regulation, disaster, fire, strikes, lockouts, civil disorder, weather catastrophes, terrorism, labor disputes, outbreaks of disease, travel advisories, curtailment of transportation facilities or any other extraordinary occurrence having the effect of preventing 25% or more of registrants from attending or unreasonably delayed from attending in the specified time period. If there is information from Homeland Security or the State Department (or any other government agency, including CDC or WHO), that travel is “unadvised” or there is a red or above alert, we reserve the right to cancel or to adjust the block without liability. This agreement may be terminated for any one of such reasons by written notice from one party to the other without prejudice or penalty.

- ASHRAE will consider reimbursement of expenses paid by, or to be paid by, the host CRC chapter when a CRC is canceled due to a travel advisory being put into effect shortly, approximately 90 days or less, before a CRC was to be held. This would primarily be limited to hotel cancelation fees or non-refundable deposits related to the CRC. A detailed accounting of these expenses will be required to be submitted to ASHRAE to confirm what the expenses were and that they were legitimate expenses. Expenses related to hotel cancelation fees will only be reimbursed if the hotel contract includes the Force Majeure specifically listing travel advisories and was first reviewed by ASHRAE staff prior to execution of the contract by the chapter. In other words, due diligence should have occurred with respect to limiting the liability of the chapter in regard to cancelation fees.
- ASHRAE will consider reimbursement of transportation expenses for ASHRAE members in good standing who made transportation (assumes airline) reservations to attend one of these events, specifically a CRC, should the event be canceled approximately 90 days or less prior to the planned date of the event being canceled due to a travel advisory being put into effect at that time. This reimbursement will be limited to those individuals who were authorized transportation reimbursement under the current rules and guidelines of ASHRAE in effect at the time of this occurrence (such as Delegates, Alternate Delegates, etc.). The member seeking reimbursement shall work with ASHRAE staff in rescheduling their transportation to the rescheduled date, when applicable, to avoid an actual expense, or to minimize any added expenses, so as to minimize the

ATTACHMENT G

amount of reimbursement made by ASHRAE for transportation expenses. Many times airline companies will allow the transfer of a ticket for a new travel date and destination for up to 12 months when travel advisories were placed into effect during the original travel dates scheduled.

- The United States State Department Travel Advisory status in the location of the planned event will generally be the basis for consideration of when and if ASHRAE planned events should be scheduled in that location or canceled. Airline advisories should also be checked.
- This policy is intended to be applied only to events planned and conducted by ASHRAE (Society and Regions) when the activities have members traveling from one geographical region to another such that the travel results in members going from an area without a travel advisory to one with a travel advisory.

3.100 CONFERENCES

GUIDELINES FOR ASHRAE CONFERENCES

(Approved by ASHRAE Board of Directors 90-02-15-41)
(Including revisions through 98-01-18-11)

Conferences in which ASHRAE is the Lead Organization

001 GENERAL

ASHRAE may wish to host a conference to explore a subject in greater depth than normally possible during one of its semi-annual meetings. A separate conference provides opportunity to accomplish this goal. ASHRAE may invite other organizations to participate in the planning and conduct of the conference and in financial support of the conference.

002 ~~CO~~-COSPONSORS

One or more organizations may be invited to co-sponsor the conference. ~~Co~~-cosponsors must contribute significantly to support the conference, including financial support when required.

003 COOPERATING ORGANIZATIONS/ENDORSEMENTS

Other organizations may be listed as cooperating organizations. Cooperating organizations are expected to help publicize the conference through ~~articles in~~ their publications, website, mailing lists and/or distribution of brochures provided to them by ASHRAE, and may be requested to assist in other ways.

004 CHARACTERISTICS

- a. ASHRAE controls budget and earns profit or absorbs loss.
- b. ASHRAE staff provides major support for publicity, registration, publications, etc.
- c. ASHRAE has exclusive right to publish proceedings (if any), including discussions of papers. Co-sponsoring organizations may be awarded the right to publish the papers and/or proceedings.
- d. ASHRAE will use its web tool to manage the submission, review, and finalizing the papers.

005 OBJECTIVES

All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws:

"Objectives. The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air-conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (BL Sec 1.3)

006 COSTS

The conference ~~should~~ shall be expected to be financially self-sufficient. ~~ASHRAE staff administrative costs relating to the conference may, at the discretion of BOD EXCOM, be absorbed by the Society. Where financial obligations may be incurred, authorization must be obtained from BOD EXCOM prior to the meeting. The Conferences and Expositions Committee will have the authorization and the primary responsibility to develop these conferences, including fiduciary responsibility.~~

007 PUBLICATION

When publishing conference papers, 004C (above) shall apply and the following disclaimer shall be used where appropriate:

"ASHRAE ~~co~~-sponsors (sponsors) this conference to provide a forum for the free exchange of ideas on the state of the art in this field. The ideas expressed are those of the author(s), and do not necessarily represent the opinions or policies of ASHRAE ~~nor has ASHRAE necessarily subjected the papers published herein to its customary technical review.~~"

008 EXPOSITION

If an exposition is to be part of the conference, the contractual obligation of ASHRAE and AHRI with the International Exposition Company shall be considered by each party, and in addition, the terms of the agreement between AHRI and ASHRAE shall be considered.

009 ADMINISTRATION

Proposals for an ASHRAE ~~co~~-sponsored conference ~~should~~ shall be approved by ~~an appropriate standing committee the Conferences and Expositions Committee (CEC), the and reported to Members Council to which the standing committee reports and the Board of Directors.~~ The ~~President~~ Chair of the Conferences and Expositions Committee will appoint the conference steering committee ~~and the Executive Director will assign staff support.~~ These appointments should occur ~~at least~~ approximately 23 months prior to the proposed dates of the conference. A budget must be developed by ~~the lead staff support with the advice of~~ the Meetings Manager, and the Director of Member Services ~~and the Director of Publications/Communications.~~ The budget must incorporate all direct costs and direct income. Attendance fees should be sufficient to make the conference self-supporting at the lowest expected level of attendance. (97-01-26-11)

Conferences in which ASHRAE is ~~NOT the Lead Organization~~ the Cosponsor

001 GENERAL

ASHRAE may agree to ~~co~~-sponsor a conference in which another organization is the lead organization. ASHRAE's role as ~~co~~-sponsor may involve financial support, staff support or volunteer support.

002 CHARACTERISTICS

002.1 ASHRAE AS A CONFERENCE COSPONSOR

- a. The conference sponsor controls the budget and earns profit or is responsible for losses. The conference sponsor must hold ASHRAE harmless in all aspects.
- b. ASHRAE will publicize the conference through its publications, website and/or selective mailings to its members.
- c. ASHRAE will work very closely with the scientific committee and help in the reviewing process of the papers. ASHRAE will be consulted in inviting keynote speakers and will help identifying keynote speakers when requested.
- ~~ed.~~ ASHRAE will provide access to its mailing labels, ~~either at nominal cost or free,~~ of charge and as specified in the agreement to ~~co~~-sponsor the conference.

M 47A Eckhart postponed for consideration until Las Vegas. AI to E. Groll to give editorial changes to ad hoc and speaks against the motion. (staff to send word version to Eckhart so that he can make his changes before it goes to SRC) PVV

Ron thinks SRC should review documents before they go to the BOD especially if there are a number of changes being made to the document.

Erich – there are a lot of changes and should be reviewed by SRC

003 OBJECTIVES

All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws:

"The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air-conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (BL Sec 1.3)

004 COSTS

The conference should be expected to be financially self-sufficient. ~~ASHRAE staff administrative costs relating to the conference may, at its discretion, be absorbed by the Society. Where other financial obligations may be incurred, authorization must be obtained from ExCom prior to the meeting. The services that ASHRAE provides to the conference (listed above) can be offered for financial support determined by the ASHRAE Executive Vice President on a case by case basis~~

005 PUBLICATION

ATTACHMENT H

ASHRAE shall have the right to reproduce and distribute as it wishes any individual papers presented at the conference and/or published in the conference proceedings. (ASHRAE will credit the conference as the source of any papers used.) Also it shall have the right to index and make available any conference papers and discussions published by others. ASHRAE will consider publication of the proceedings of the conference upon request of the lead organization. If such a request is made, an independent agreement between the lead organization and ASHRAE (Publications Department) will be required. (98-01-18-11)

The following disclaimer shall be used:

"ASHRAE ~~co-co~~sponsors ~~(sponsors)~~ this conference to provide a forum for the free exchange of ideas on the state of the art in this field. The ideas expressed are those of the author(s), and do not necessarily represent the opinions or policies of ASHRAE nor has ASHRAE necessarily subjected the papers published herein to its customary technical review."

006 EXPOSITION

If an exposition is to be part of the conference, the contractual obligations of ASHRAE ~~and with~~ AHRI ~~and~~ with the International Exposition Company shall be considered ~~by each party, and in addition, the terms of the agreement between AHRI and ASHRAE shall be considered.~~

007 ADMINISTRATION

Requests ~~for to~~ ASHRAE ~~for~~ co-sponsorship shall be sent to the Executive Vice President of ASHRAE for approval.

~~ASHRAE may participate in the administration of the conference through representation on conference organizing committees. ASHRAE staff will suggest proper coordination with the lead organization's steering committee.~~

If ASHRAE agrees to ~~co-co~~sponsor, it may: (a) publicize the meeting; (b) ~~issue a "call for papers";~~ (c) provide, ~~at cost or~~ free, a selective mailing list; ~~(d) provide sufficient staff support to coordinate ASHRAE participation with other co-sponsoring organizations.~~

ASHRAE may also exercise the following options: (98-01-18-11)

- Distribute in each registrant's registration package an ASHRAE membership application, publications catalog, schedule for upcoming ASHRAE meetings, and submission guidelines for ASHRAE's research journal.
- Participate in opening and closing ceremonies through the presentation of remarks.
- Receive display space as mutually agreeable to the organizer and ASHRAE, in poster areas, registration area, exhibit space or table top exhibit area.
- Receive and use at its discretion complimentary registration for an official Society representative and a press representative.

Information concerning any ~~co-co~~sponsored conferences should be mailed at least 90 days before the meeting, and proper publicity given to ASHRAE.

Conferences in which ASHRAE is an Endorser

001 GENERAL

ASHRAE may agree to endorse a conference in which another organization is the lead organization. ASHRAE's role as endorser may involve financial support, staff support or volunteer support.

002 CHARACTERISTICS

002.1 ASHRAE AS A CONFERENCE ENDORSER

- a. The conference sponsor controls the budget and earns profit or is responsible for losses. The conference sponsor must hold ASHRAE harmless in all aspects.
- b. ASHRAE will publicize the conference through its publications, website and/or selective mailings to its members.
- c. ASHRAE will provide access to its mailing labels free of charge and as specified in the agreement to endorse the conference.

003 OBJECTIVES

All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws:

"The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air-conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (BL Sec 1.3)

004 COSTS

The conference should be expected to be financially self-sufficient. The services that ASHRAE provides to the conference (listed above) can be offered for financial support to ASHRAE as determined by the ASHRAE Executive Vice President on a case by case basis.

005 PUBLICATION

ASHRAE shall have the right to reproduce and distribute as it wishes any individual papers presented at the conference and/or published in the conference proceedings. (ASHRAE will credit the conference as the source of any papers used.) also it shall have the right to index and make available any conference papers and discussions published by others. ASHRAE will consider publication of the proceedings of the conference upon request of the lead organization. If such a request is made, an independent agreement between the lead organization and ASHRAE (Publications Department) will be required. (98-01-18-11) The following disclaimer shall be used:

"ASHRAE endorses this conference to provide a forum for the free exchange of ideas on the state of the art in this field. The ideas expressed are those of the author(s), and do not necessarily represent the opinions or policies of ASHRAE nor has ASHRAE necessarily subjected the papers published herein to its customary technical review."

006 EXPOSITION

If an exposition is to be part of the conference, the contractual obligations of ASHRAE with AHRI and with

the International Exposition Company shall be considered.

007 ADMINISTRATION

Requests to ASHRAE for endorsement shall be sent to the Executive Vice President of ASHRAE for approval.

If ASHRAE agrees to endorse, it may: (a) publicize the meeting; (b) provide free, a selective mailing list.

ASHRAE may also exercise the following options: (98-01-18-11)

- Distribute in each registrant's registration package an ASHRAE membership application, publications catalog, schedule for upcoming ASHRAE meetings, and submission guidelines for ASHRAE's research journal.
- Participate in opening and closing ceremonies through the presentation of remarks.
- Receive display space as mutually agreeable to the organizer and ASHRAE, in poster areas, registration area, exhibit space or table top exhibit area.
- Receive and use at its discretion complimentary registration for an official Society representative and a press representative.

Information concerning any endorsement for conferences should be mailed at least 90 days before the meeting, and proper publicity given to ASHRAE.

CONFERENCES AND EXPOSITIONS COMMITTEE

(Effective July 1, 2008)

2.431.001 SCOPE AND PURPOSE

2.431.001.1 This committee shall provide ASHRAE members and other meeting attendees with fully coordinated, cost effective, ~~home-based~~ meetings experiences with balanced technical and business/professional content. It shall prepare technical presentations and expositions that expand on ASHRAE's position as leader in the HVAC&R industry, provide a venue for general education of people new to the HVAC&R industry and facilitate technology transfer of new innovations in the HVAC&R industry.

2.431.001.2 This committee shall oversee the production of the Winter and Annual Meetings and other ASHRAE conferences and expositions globally. It shall seek technical content for conferences through internal ASHRAE sources and external sources, schedule content delivery, facilitate technical and commercialism review of materials, ~~and~~ study the suitability of locations for the winter and annual meetings, and make recommendations to Members Council. During intervals between scheduled meetings, the CEC leadership, consisting of the Chair, Vice-Chair and Sub-Committee Chairs shall exercise administrative powers of the CEC.

2.431.001.3 This committee shall be the cognizant committee for ASHRAE in the AHR Expo. This committee is responsible for ASHRAE involvement with AHRI and IEC in the Joint ASHRAE/ARI/IEC Expo Policy Committee. The AHR Expo contract shall be managed by the ASHRAE Executive Committee.

2.431.002 MEMBERSHIP

2.431.002.1 Composition

The members of this committee are as follows:

- a) Twenty-one (21) voting members, including a chair, and a vice chair, ~~subcommittee chairs, and the Presidential Member of Joint ASHRAE/AHRI/IEC Exposition Policy Committee.~~
- b) Board ex-officio
- c) Coordinating officer.

2.431.002.2 Qualifications

- a) Members should have an awareness of the current technical information needs of various segments of the HVAC&R industry.
- b) Membership should include broad representation for the HVAC&R industry, ~~including academic, design, construction, facility operations, and manufacturing companies.~~
- c) All members ~~should~~ shall be Associate Member grade or higher.
- d) Members should have previous experience serving on technical or standing committees.
- e) Membership should include several members who have recently served as Ttechnical Committee (TC) ~~(committee)~~ program subcommittee chairs.
- f) Members should have sufficiently high educational and technical background to bring balanced and mature judgment to bear in qualifying technical papers.
- g) Members shall make a commitment to be available during the entire technical program, ~~and~~ the commercialism review sessions and the CEC meetings.

2.431.002.3 Term of Service

Service on this committee is for a three-year period. Appointments are made, however, each year by the President-Elect for the administrative year covered by his/her term as president. The non-voting

ATTACHMENT I

members of the Winter and Annual Meetings Subcommittee are the General Chairs who represent specific conferences (Winter and Annual Meetings). The term of their appointment shall start two years in advance of the specific conference and end when the specific conference is completed.

The chair of the committee shall be a non-voting member of the Members Council. The chair of the committee shall serve as a non-voting member of the ASHRAE/AHRI/IEC Joint Expo Policy Committee.

2.431.003 OPERATION

2.431.003.1 General Requirements

- a) ~~This committee shall be responsible for hotel selection for Winter and Annual Meetings. Conferences and Expositions Committee shall be responsible for hotel selection (based upon staff provided research), for Winter and Annual meetings and site selection for the Annual meeting only, upon approval by Members Council and reported as an information item to the BOD.~~
- b) ~~One of the voting members shall be a liaison to the Technical Activities Committee~~
- e b) This committee shall facilitate the needs and assist in the production of topical joint conferences presented by ASHRAE groups such as the Indoor Air Quality (IAQ) Conference, CLIMA, CIBSE and others as the need arises with other organizations.
- c) Approve program-based budget to ensure fiscal viability of all ASHRAE conferences and expositions.
- d) Communicate to Members Council all conferences and expositions related items requiring action and other pertinent information.
- e) This committee shall schedule meeting space availability for the Annual and Winter meetings based on the following priorities:
 - 1. Society Technical Program Functions
 - 2. Board of Directors/Councils
 - 3. Standing Committees
 - 4. TC/SPC/TG Committees
 - 5. TC/SPC Subcommittees
- f) Registration fees for the Annual and Winter Meetings shall be set annually by the Conferences and Expositions Committee to offset the full cost of the meeting, approved by Members Council and reported to the Board of Directors as an information item.
- g) Solicit appropriate technical and business oriented content to be presented at any proposed conference that meets the needs of the membership from both internal and external sources. Internal sources include ASHRAE Technical Committees, Research Activities, Standing Committees, Standards Project Committees and Steering Committees' Project Committees. External sources include but are not limited to technical societies, trade associations HVAC&R industry organizations and organizations having a Memorandum of Understanding (MOU) with ASHRAE.
- h) Sales of merchandise of any type at the Annual and Winter Conference will only be permitted by prior approval of the Conferences and Expositions Committee and any surplus merchandise will go to the Society.

2.104.015 2.431.004 MEETING REGISTRATION FEES 98-06-25-36/99-01-24-27/06-06-28-07
10-01-27-09

All attendees at Society winter and annual meetings shall pay the applicable meeting registration fees except that the following shall be exempt from paying these fees: Life Members, Presidential Members, speakers, host committee members, students, session chairs, Conferences and Expositions Committee members, special invitees, and press.

2.431.004 5 STRATEGIC PLAN

09-06-21-12C

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the annual meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

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2.431.005 6 POLICIES, MANUALS AND PROCEDURES

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

Guidelines for ASHRAE Conferences

CEC Rules of the Board

CEC Manual of Procedures

CEC Reference Manual

Commercialism Policy as defined in ROB 1.201.009

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2010 MEMBERS COUNCIL ANNUAL MEETING (JUNE 27-29, 2010)					
1	2	Ross Montgomery	10/10	Open	To create a list which better defines the duties of the ARC; the list can be modified each year by the DRC and kept in the DRC regional documents. Reassigned to Randy Jones.
2	2	Ross Montgomery	10/10	Open	To provide more details in Options 2 and 3 of Attachment C and present to Members Council at fall meeting. Reassigned to Randy Jones.
3	10	Staff	10/10	Complete	To investigate if the chapter co-chair positions are listed on the award tally forms (Regional Award of Merit and Chapter Service Award), and if so, determine the amount of points a co-chair will earn each year.
4	11	Staff	10/10	Complete	To develop guidelines for chapters that will enhance chapter reports for chapter dues. Answer: Guidelines and instructions are on the ASHRAE website.
5	11	Staff	10/10	Complete	To publish the Chapter Financial Risk Management presentation on the ASHRAE website and notify chapters that this is available. The information about annual dues will also be added to this presentation.
6	13	Staff	10/10	Complete	To refer Motion 8 to Technology Council to investigate the possibility of fulfilling the request in Motion 8 or to find out if such documentation or related documentation currently exists and include chapter's contact information in the referral letter.
7	14	Staff	10/10	Complete	To refer Motion 10 to the Honors and Awards Committee for implementation.
8	15	Staff	10/10	Complete	To refer Motion 11 to the Scholarship Trustees to consider for implementation.
9	15	Staff	10/10	Complete	To refer Motion 12 to the Advocacy Committee to investigate the possibility of responding to the request, include what is required to allow this to happen and determine the real fiscal impact associated

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					with such action.
10	16	Staff	10/10	Complete	To post on the FTP site for downloading the presentations developed by both ad hoc groups in Action Items 9 and 10 for DRCs' feedback on using presentations as training tools for chapters during workshops or online training.
11	17	Staff	10/10	Complete	To revise the CRC Executive Session Worksheet as shown in Attachment G.
12	17	DRCs	10/10	Complete	To consider recognition of Life members during their CRCs or chapter meetings. It was suggested that Life Members who attend CRCs should be recognized even if just asking them to stand and applauding their participation and contributions over the last 30 years and possibly letting them state why they joined ASHRAE and what they received over their 30 years. This could also be very motivating for younger members.
13	18	Staff	10/10	Complete	To edit the schematics in Appendix C and label microphones or use different designation for microphones vs. people (see Attachment H1, #18).
14	18	Staff	10/10	Complete	To revise the CRC Manual as shown in Attachment H and ensure that the manual is updated and distributed before the fall CRCs begin.
15	18	Staff Liaison of ECC	10/10	Complete	To investigate how members at a CRC can make a video taped presentation while presenting a CRC workshop and include the process involved as well as the cost for consideration at the fall meeting. Answer: Staff has investigated and video-taped presentations have not been successful in the past unless they are done professionally. CTTC has produced a PowerPoint with audio that is much more effective and less costly. This is what we should develop for CRC training and put on website.
16	18	Publishing and Education Council	10/10	Complete	(as an information item) Place the Gold Ribbon Award recipients on the same schedule as the PAOE Award recipients and update Regional and Chapter Historian's Guide with suggested changes.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
17	19	Staff	10/10	Complete	To notify chapters with a spring CRC of the new deadline date of February 15 for submitting their CIQs.
18	21	Staff	10/10	Complete	To revise Section 8.5 of the Manual for Chapter Operations as indicated in Motion 16.
19	21	Region Operations Subcommittee	10/10	Complete	Each DRC and DAL member of the subcommittee to consider other region operation issues for consideration as future agenda items for the subcommittee.
20	21	Staff	10/10	Complete	To determine if Society provides business cards for DRCs and to determine what restrictions exist in regard to the use of business cards by ASHRAE volunteers and specifically BOD members. Answer: Business cards are not provided to the BOD except to ExCom. The rules and restrictions for business card use are listed in the Rules of the Board (1.201.025, Business Card Policy) and Appendix PP of the Manual for Chapter Operations (MCO).
21	22	Staff	10/10	Complete	To include a section on “safety” in the CRC Ad Hoc Committee’s final report.
22	22	Staff	10/10	Complete	To investigate if it is documented in the ROB or MCO that the DRC has the final word on a region’s CRC location.
23	22	Staff	10/10	Complete	To send the final report of the CRC Ad Hoc Committee (Attachment I) to the CRC General Chairs and post the report on the website as a white paper from the ad hoc committee so that these ideas and suggestions may be used as a way to reduce the costs of CRCs and to improve the quality of the CRCs. In addition, to publishing on the website and sending by email, staff will add a statement noting that these are ideas and suggestions for consideration.
24	24	Planning Subcommittee	10/10	Complete	To review the current geographic boundaries of the Region-At-Large, Region XII and Region VIII to determine if restructuring of the boundaries is needed.
25	25	Staff	10/10	Complete	To revise the Members Council and reporting committees’ Manual of Procedures as

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					indicated in Motion 21.
26	26	Planning Subcommittee	06/10	Complete	To bring approved Motion 22 back to Members Council at the Tuesday meeting: 1) to include in the statement of the background as optional; 2) to include the AASA ROB membership requirements as part of the background; and 3) to include in the fiscal impact the cost savings to ASHRAE.
27	27	Planning Subcommittee	06/10	Complete	To bring Motion 23 back to the Tuesday meeting of Members Council and determine: 1) the requirements the chapters would have to meet in order to receive a complimentary library and 2) the fiscal impact to ASHRAE.
28	31	Staff	10/10	Complete	To revise the DSA/ESA point tally form by including the Regional Treasurer and adding ½ point per year for this position.
29	31	Planning Subcommittee	10/10	Complete	To review the Honors and Awards Committee selection procedures for awards to support the committee's guidelines process.
30	40	Members Council	10/10	Complete	To request ExCom to review the AASA rules for clarification of renewing MOU agreements regarding Rights and Privileges.
31	46	Ron Jarnagin	10/10	Complete	To communicate with Technology Council and find out the status of the three referred motions that remain open (see Attachment S).
32	46	Members Council	10/10	Complete	To send all CRC schedule changes to vgrant@ashrae.org.

2010 MEMBERS COUNCIL WINTER MEETING (JANUARY 23, 25-26, 2010)

3	2	Ginger Scoggins	06/10	Open	To take under consideration, compensation for ASHRAE's participation of endorsing conferences overseas. Reassigned to Planning Subcommittee.
4	4	Planning Subcommittee	06/10	Complete	To consider creating a Rule of the Board that states if a new chapter or section forms as a spin-off from an existing chapter, the original chapter must remain a certain size.
12	13	Betz-Chair, Binder & Zarour	06/10	Open	To review the Manual for Chapter Operations for consistency; many parts of the manual are out dated or hard to locate

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
					and several sections concerning CRC should be moved to more appropriate locations in the manual.
					Erich Binder reassigned as Chair.
14	15	Staff	06/10	Complete	To develop an FTP site to post regional materials such as presentation slides for regions to use as templates. Staff will take the materials furnished as examples and develop a generic slide presentation to be made available to DRCs and RVCs (as well as any other regional officer) to be used during a chapter visit if they so choose. The slides will highlight current ASHRAE activities, publications and other actions of interest to chapter members. This should also include slides on general information about a region (fill in the blank) to include the chapter and section make-up of the region (possibly number of members, student members, etc.), within the region and slides on similar information about ASHRAE overall. Each region may customize this presentation to suit their purposes. This presentation should be updated approximately every 6 months but no less than once every year.
15	15	Staff	06/10	Complete	To develop a presentation for the FTP site that highlights the benefits of the formation of an ASHRAE chapter.
32	27	Jason Alphonso	06/10	Complete	To send Ken Fulk the slide presentation on YEA for chapter visits.
33	27	Staff	06/10	Complete	To develop a report that will track the impact of activities of YEA members as a result from attending the YEA Leadership Weekend. Answer: YEA is just beginning to have enough information to keep track of Leadership Weekend “graduates” and will definitely be making an effort to keep in touch with former participants as they believe it will only improve YEA’s reputation AND help us market Leadership Weekend in the future!
38	32	Planning Subcommittee	06/10	Complete	To review the recommendations from the Society Rules Committee to make the decisions n the dues structure and to be the final decision maker on all of the awards that are currently approved by the BOD.

AI#	PG#	DUTY	DUE DATE	STATUS	CARRYOVER ACTION ITEMS
2009 MEMBERS COUNCIL FALL MEETING (OCTOBER 23 & 25, 2009)					
28	29	Staff	06/10	Complete	<p>To investigate the option of having electronic transfer funds available to chapter and report back to Members Council in Albuquerque.</p> <p>Answer: Yes. ASHRAE is going to implement this shortly and notify the chapters. There will be a fee charged by the bank to ASHRAE and the chapters which may be a percentage of the total of each transaction.</p>
40	38	Publishing and Education Council	01/10	Complete	<p>To consider regional based pricing for printed and electronic publications.</p> <p>Answer: The bookstore functionality does not provide for regionally based pricing. We will always keep it as a item to consider when we make modifications to the store but it is quite complicated to do this.</p>

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Chicago – 01/09	3	That Members Council recommends to Technology Council that its reporting committees (TCs, TGs, TRGs, SSPCs, SPCs) add an action item in their Manual of Procedures to require that an update of their most important activities be provided to the CTTTC Liaison for the respective committee. This information would be provided in April and December of each Society year. (Chapter Technology Transfer Committee)	Technology Council	10/15/10 – CTTTC is working directly with Technology Council to resolve this issue. Chapter Presidents have been added to the listserv and have received the latest Members First Newsletter. COMPLETE
Louisville – 06/09	8	That ASHRAE develop and publish a "COLD CLIMATE DESIGN GUIDE" to assist designers to optimally select systems and technologies which provide robust and maintainable HVAC&R systems in moderate to severe winter climates. (Region XI, Manitoba Chapter – 2009 Spring CRC)	Technology Council	10/26/10 – In regards to Members Council Cold Climate Design Guide referral: We have consulted with the TCs and there appears to be insufficient expertise at the TC level to write a regional specific guide. A previous, TG4.Cold Climate Design, was disbanded in the 1990s for the same reason. It is suggested that the region instead consider developing this guide internally. COMPLETE
Atlanta – 10/09	36	That Society develop a Green Life Cycle Cost Analysis Guide, so sustainable practices can be implemented into buildings life cycle cost analyses. This motion should have a neutral fiscal impact, since the guide can be developed by volunteers. (Region XII, Puerto Rico Chapter – 2009 Fall CRC)	Technology Council	06/10 – (Tech Council Report to the BOD) Motion 36 is being transferred to TC 2.8 Section Head and will report back if their version of the Green Guide meets this request. COMPLETE
Albuquerque – 06/10	8	That ASHRAE publish an industrial building energy-saving design guide. (Region XI, Saskatoon Chapter – 2010 Spring CRC)	Technology Council	 OPEN
Albuquerque – 06/10	11	That the ASHRAE scholarship program be extended to make scholarships available to students who enroll in technical schools or community colleges related to the HVAC&R technicians and maintenance fields. (Region XI, Mid-Columbia Chapter – 2010 Spring CRC)	Scholarship Trustees	10/21/10 – The Scholarship Trustees appreciate, and are in full accord with the intent of the subject motion. The Scholarship Trustees did address this concern, which is based on a real shortage and weakness in the link between design and use of a building. As part of that discussion we noted the following: a) as an engineering professional society our main effort in the form of scholarships is to aid students in engineering and engineering-related programs. Currently, the number of very qualified applicants far exceeds the available funds. We do offer scholarships to "engineering technology" students, some of which are in two-year programs; however, these do not address the constituency noted in the motion from the Mid Columbia Chapter, and b) we have encouraged ASHRAE to partner with other organizations such as AHRI, NATE, RSES, PHCC in addressing methods to overcome the shortage of well trained technicians. We would be delighted to have a representative from the Mid-Columbia Chapter meet with the Scholarship trustees and discuss potential strategies and approaches to meet the worthy goal of enhancing the training of technicians. Maybe this could be scheduled for Las Vegas. COMPLETE
Albuquerque – 06/10	12	That ASHRAE establish a Canadian office or a Canadian mailing address for ASHRAE to use for Advocacy within Canada. Once this location is established, create a subcommittee of the Advocacy Committee with representatives from both regions in Canada. (Region XI, Regina Chapter – 2010 Spring CRC)	Advocacy Committee	 OPEN
Atlanta – 10/10	10	That the Society Honors and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE Life Members serving on the Executive Board of the ASHRAE Life Members Club [LMC] with 1 point for a year's service as the Chair, 1 point per year's service as Secretary; ½ point per year as Vice-Chair; ½ point per year as Treasurer and ¼ point for each the of the other directors. (Region II, Hamilton Chapter – 2010 Fall CRC)	Honors and Awards Committee	 OPEN

STATUS OF REFERRALS FROM MEMBERS COUNCIL TO OTHER COUNCILS/COMMITTEES

CITY DATE	MOTION #	MOTION	REFERRED TO	RESPONSE
Atlanta – 10/10	11	That the Society Honors and Awards Committee expand Category E "General Activities" criteria for the Distinguished Service Award and the associated Exceptional Service Award to include points for those ASHRAE members serving on the Executive of ASHRAE Research Canada [ARC] with 1 point for a year's service as the President, ½ point for a year's service as Secretary; and ¼ point for each of the other three Class "A" Directors. (Region II, Hamilton Chapter – 2010 Fall CRC)	Honors and Awards Committee	OPEN
Atlanta – 10/10	12	That ASHRAE modify the policy for Technology Awards whereby the design firm, and/or the engineer of record, is recognized for the innovative technological design concept. (Region III, National Capital Chapter – 2010 Fall CRC)	Chapter Technology Transfer Committee	OPEN
Atlanta – 10/10	13	That ASHRAE modify the policy for Technology Awards where any ASHRAE member, with the written consent of the Engineer of Record and/or the Director of Engineering at the time of the design, may author the application for submission on behalf of the party responsible for the project. (Region III, National Capital Chapter – 2010 Fall CRC)	Chapter Technology Transfer Committee	OPEN
Atlanta – 10/10	14	That ASHRAE modify the policy for Technology Awards where ASHRAE adopts an electronic application form and submission process to better align with the Society's sustainability values. (Region III, National Capital Chapter – 2010 Fall CRC)	Chapter Technology Transfer Committee	OPEN
Atlanta – 10/10	18	That ASHRAE have its main page, www.ashrae.org in Spanish as well as it's original in English, and that the original in English would have a Spanish option for the "Renew Membership" link. This way it would be easier for Spanish speakers to join and renew their membership. Effective June 30, 2011. (Region XII, Argentina Chapter – 2010 Fall CRC)	Electronic Communications Committee	OPEN
Atlanta – 10/10	24	That student registration fees be given a concession to pay low rate. (Region-At-Large, ASHRAE Nigeria Chapter – 2010 Fall CRC)	Membership Promotion Committee	OPEN
Atlanta – 10/10	35	That the Conferences and Expositions Committee (CEC) and ASHRAE staff be directed to schedule the Society Winter and/or Annual Meetings such that each region has the opportunity to host a meeting within their region on a rotational basis. (Region IV, North Piedmont Chapter – 2010 Fall CRC)	Conferences and Expositions Committee	OPEN
Atlanta – 10/10	37	That the 2020 ASHRAE Annual Meeting be held in Honolulu, Island of Oahu, State of Hawaii. (Region X, Hawaii Chapter – 2010 Fall CRC)	Conferences and Expositions Committee	OPEN
Atlanta – 10/10	40	That ASHRAE would provide e-learning courses in other languages other than English. (Region XII, Argentina Chapter – 2010 Fall CRC)	Publishing and Education Council	OPEN
Atlanta – 10/10	41	That ASHRAE publish design climate data for Colombian city of Medellin in the Fundamentals Handbook, resulting in increased member services to our members in South America. (Region XII, Central Florida Chapter – 2010 Fall CRC)	Technology Council	OPEN



CRC SCHEDULE 2009-2010

<u>FALL 2009</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NORTHEAST ALBANY, NY	TWIN TIERS OWEGO, NY	AUGUST 3 RD WEEK	AUGUST 27-29	BELLENGER	SIMMONS	STAN WESTHOFF
REGION II	WINDSOR WINDSOR, ON	HALIFAX HALIFAX, NS	AUGUST 4 TH WEEK	AUGUST 21-23	BELLENGER	ABRAMS	DAN CASTELLAN
REGION III	NATIONAL CAPITAL WASHINGTON, DC	DELAWARE WILMINGTON, DE	AUGUST 2 ND WEEK	AUGUST 13-15	WATSON	READ	DUNSTAN MACAULEY STEPHANIE MAGES
REGION IV**	FLORIDA WEST COAST TAMPA, FL		AUGUST 3 RD WEEK	AUGUST 6-8	HOLNESS FIELDS	KETTERING PRUETT	JENNIFER ISENBECK DEBORAH HORSEY PAM IMMEKUS BRANDT WILLIAMS
REGION V	AKRON/CANTON AKRON, OH	CINCINNATI CINCINNATI, OH	AUGUST 2 ND WEEK	JULY 31 – AUGUST 1	HOLNESS	HUNN	GREG DRENSKY
REGION VII	MOBILE MOBILE, AL	NEW ORLEANS NEW ORLEANS, LA	AUGUST 1 ST WEEK	JULY 29-AUGUST 2	JARNAGIN	DOUGLAS	CLIFTON NELSON
REGION IX	UTAH SALT LAKE CITY, UT	OZARKS SPRINGFIELD, MO	AUGUST 2 ND WEEK	AUGUST 13-15	HAYTER	RAMSPECK	JIM PATTERSON
REGION XII**	FLORIDA WEST COAST TAMPA, FL	CENTRAL FLORIDA ORLANDO, FL	AUGUST 3 RD WEEK	AUGUST 6-8	HOLNESS FIELDS	KETTERING PRUETT	JENNIFER ISENBECK DEBORAH HORSEY PAM IMMEKUS BRANDT WILLIAMS
REGION XIII	THAILAND BANGKOK	SINGAPORE SINGAPORE	AUGUST 4 TH WEEK	AUGUST 21-22	HOLNESS	COMSTOCK	PIYA CHONGVATANA
RAL	KUWAIT KUWAIT CITY, KUWAIT	LEBANESE BEIRUT, LEBANON	SEPTEMBER 3 RD WEEK	OCTOBER 3-5	HOLNESS	LITTLETON	SOROUR AL OTAIBI
<u>SPRING 2010</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	WISCONSIN MILWAUKEE, WI	CENTRAL ILLINOIS BLOOMINGTON, IL	MAY 1 ST WEEK	MAY 13 - 15	JARNAGIN	PRUETT	MICHAEL JAHNER
REGION VIII	HOUSTON HOUSTON, TX	DALLAS DALLAS, TX	APRIL 4 TH WEEK	MAY 6-8	BELLENGER	OWEN	RICHARD BURR
REGION XI	REGINA REGINA, SK	OREGON PORTLAND, OR	MAY 2 ND WEEK	MAY 5-8	JARNAGIN	KETTERING	N. JERRY BOULANGER

ATTACHMENT L

** Joint CRC Regions IV and XII; – Additions and/or revisions are shaded. **Region X moves to 2010 Fall CRC with dates of August 26-28, 2010**

Revised: March 25, 2010

Distribution: EXCOM, DRCS, LITTLETON, COFER, COMSTOCK, SIMMONS, KETTERING, HUNN, READ, RAMSPECK, ADELMANN, DOUGLAS, PRUETT, GRANT, HOLMAN, ABRAMS, HUFFMAN, OWEN



CRC SCHEDULE 2010-2011

<u>FALL 2010</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	TWIN TIERS WATKINS GLEN, NY	NEW YORK NEW YORK CITY, NY	AUGUST 3 RD WEEK	AUGUST 19 - 21	BELLENGER WATSON	COMSTOCK	SHIRLEY J. BERGMAN
REGION II	HALIFAX HALIFAX, NS	QUEBEC CITY QUEBEC, PQ	AUGUST 4 TH WEEK	AUGUST 27-29	UNDERWOOD	READ	JAMES TSE
REGION III	DELAWARE WILMINGTON, DE	ANTHRACITE WILKES BARRE, PA	AUGUST 2 ND WEEK	AUGUST 12-14	BAHNFLETH	OWEN	LARRY HUGHES JUDY HUGHES
REGION IV	NORTH PIEDMONT GREENSBORO, NC	GREENVILLE GREENVILLE, SC	AUGUST 3 RD WEEK	AUGUST 5-7	HAYTER	RAMSPECK	BRYAN LAMPLEY
REGION V	CINCINNATI CINCINNATI, OH	CENTRAL INDIANA INDIANAPOLIS, IN	AUGUST 2 ND WEEK	AUGUST 12-14	WATSON	SIMMONS	DAN BOHL
REGION VII	NEW ORLEANS NEW ORLEANS	BLUEGRASS LEXINGTON, KY	AUGUST 1 ST WEEK	AUGUST 5-7	JARNAGIN	KETTERING HUFFMAN	DAMIEN SERAUSKAS FRANK SCHAMBACH
REGION IX	OZARKS SPRINGFIELD, MO	EL PASO EL PASO, TX	AUGUST 2 ND WEEK	AUGUST 12-14	HAYTER MONTGOMERY	PRUETT	JACOB NELSON
REGION X	NORTHERN NEVADA RENO, NV	CENTRAL ARIZONA PHOENIX, AZ	AUGUST 1 ST WEEK	AUGUST 26-28	WATSON	LITTLETON	CANDICE GEORGE
REGION XII	CENTRAL FLORIDA ORLANDO, FL	BRASIL RIO DE JANIERO	AUGUST 3 RD WEEK	AUGUST 18 -21	JARNAGIN MONTGOMERY	LITTLETON	W. MIKE DILLARD
REGION XIII	SINGAPORE SINGAPORE	HONG KONG HONG KONG	AUGUST 4 TH WEEK	AUGUST 27-29	BELLENGER	RAMSPECK	RAYMOND WONG
RAL	CAIRO CAIRO, EGYPT	SOUTH INDIA BANGALORE, INDIA	SEPTEMBER 3 RD WEEK	SEPTEMBER 30- OCTOBER 3	BELLENGER	COMSTOCK	MAHMOUD FOUAD
<u>SPRING 2011</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	NE WISCONSIN GREENBAY, WI	MINNESOTA MINNEAPOLIS, MN	MAY 1 ST WEEK	APRIL 14-16	BAHNFLETH	ABRAMS	STEVE MARTHALER
REGION VIII	DALLAS DALLAS, TX	NE OKLAHOMA TULSA, OK	APRIL 4 TH WEEK	APRIL 14-16	JARNAGIN	KETTERING	JEANINE BOUNDS
REGION XI	OREGON PORTLAND, OR	MANITOBA WINNIPEG, MB	MAY 2 ND WEEK	MAY 11-14	HAYTER JARNAGIN	DOUGLAS	KEITH YELTON

ATTACHMENT L

Additions and/or revisions are shaded.

Revised: October 26, 2010

Distribution: EXCOM, DRCS, LITTLETON, COFER, COMSTOCK, SIMMONS, KETTERING, HUNN, READ, RAMSPECK, ADELMANN, DOUGLAS, PRUETT, GRANT, HOLMAN, ABRAMS, HUFFMAN, OWEN



CRC SCHEDULE 2011-2012

<u>FALL 2011</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NEW YORK NEW YORK CITY, NY	BOSTON BOSTON, MA	AUGUST 3 RD WEEK	AUGUST 18-20			BILL LAU
REGION II	QUEBEC CITY QUEBEC, PQ	OTTAWA VALLEY OTTAWA, ON	AUGUST 4 TH WEEK	AUGUST 26-28			CHARLES-ANDRE MUNGER
REGION III	ANTHRACITE WILKES BARRE, PA	BALTIMORE BALTIMORE, MD	AUGUST 2 ND WEEK	AUGUST 12-13			WALT JANUS
REGION IV	SOUTH CAROLINA COLUMBIA, SC	GREENVILLE GREENVILLE, SC	AUGUST 1 ST WEEK	AUGUST 4-6			
REGION V	CENTRAL INDIANA INDIANAPOLIS, IN	CLEVELAND CLEVELAND, OH	AUGUST 2 ND WEEK	AUGUST 12-13			A.J. WILKERSON
REGION VII	BLUEGRASS LEXINGTON, KY	EAST TENNESSEE KNOXVILLE, TN	AUGUST 1 ST WEEK	AUGUST 4-5			GRANT PAGE ART HALLSTROM
REGION IX	EL PASO EL PASO, TX	BIG SKY BILLINGS, MT	AUGUST 1 ST WEEK	AUGUST 4-6			MEL GLASS
REGION X	CENTRAL ARIZONA PHOENIX, AZ	SACRAMENTO VALLEY SACRAMENTO, CA	AUGUST 1 ST WEEK	AUGUST 25-28			GARY NELSON
REGION XII	FLORIDA WEST COAST COSTA RICA	MIAMI MIAMI, FL	AUGUST 3 RD WEEK	AUGUST 10-13			JENNIFER ISENBECK
REGION XIII	HONG KONG HONG KONG		AUGUST 4 TH WEEK	AUGUST 19-20			
RAL	ASHRAE FALCON DUBAI, UAE		SEPTEMBER 3 RD WEEK	OCTOBER 2-5			AHMED ALAA ELDIN MOHAMED
<u>SPRING 2012</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	MINNESOTA MINNEAPOLIS, MN		MAY 1 ST WEEK	MAY 3-6			RICK HERMANS JOHN RIEKE
REGION VIII	NE OKLAHOMA TULSA, OK	AUSTIN AUSTIN, TX	APRIL 4 TH WEEK	APRIL 26-28			DAN OWENS KEITH BROWNE
REGION XI	MANITOBA WINNIPEG, MB	BRITISH COLUMBIA VANCOUVER, BC	MAY 2 ND WEEK	MAY 10-12			

ATTACHMENT L

Additions and/or revisions are shaded.

Revised: December 6, 2010

Distribution: EXCOM, DRCS, LITTLETON, COFER, COMSTOCK, SIMMONS, KETTERING, HUNN, READ, RAMSPECK, ADELMANN, DOUGLAS, PRUETT, GRANT, HOLMAN, ABRAMS, HUFFMAN, OWEN

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Email Reminder to Continuing DL's – June 2010

As the 2010-11 Society year approaches, the Chapter Technology Transfer Committee (CTTC) would like to provide you with the following reminders to ensure the success of your chapter visits:

1. The DL Expense Reimbursement Policy and Expense Reimbursement Form are attached. **Please discuss housing, ground transportation, meals, parking and miscellaneous expenses with the chapter prior to confirming your visit. Only transportation expenses are reimbursed by ASHRAE Headquarters. Your completed Expense Reimbursement Form and DL Critique Form are both due two (2) weeks after completion of each visit.**
2. DL visits are confirmed by ASHRAE Headquarters via email upon receipt of the “DL Participation Form.” The form is completed by the chapter and approved by the Chapter Technology Transfer Regional Vice-Chair after written confirmation is sent to the lecturer. This Participation Form **is required** for DL travel reimbursement by ASHRAE Headquarters. Your confirmation by the chapter and Headquarters should be received **before** you make travel arrangements for visits which will be reimbursed by ASHRAE.
3. **CTTC requests that you maximize your availability during each visit by coordinating activities with other chapters, student branches, and colleagues in the area.**
4. You may make travel arrangements via American Express One for visits which have been confirmed by ASHRAE Headquarters. Call (800) 872-9954 or email columbiamdctn@aexp.com. Whether you are using the services of American Express One or your own travel agent, it is important that you adhere to the DL Expense Reimbursement Policy.
5. **Please notify us of chapter visits that are not reimbursed by ASHRAE.** A short email to chapterprograms@ashrae.org with the chapter names and dates for each non-reimbursed visit will assist us in maintaining records for all DL chapter visits completed.
6. Please remember that ASHRAE's Commercialism Policy (available at <http://www.ashrae.org/DistinguishedLecturers>) applies to your speaking engagements.
7. Your presentations must be at least 45 minutes in length and you may not speak as a DL on topics other than those approved by CTTC. However, DL's may speak on any subject at any time to any audience as long as they are not doing it under the banner of the DL Program. Please include a notice in your presentation that the information you are presenting does not necessarily reflect the views of ASHRAE.

ATTACHMENT M

8. If you serve as both a DL and an ASHRAE Learning Institute (ALI) instructor, please make distinction between the DL program and ALI courses clear in your communications with chapters. Chapter requests for multi-hour workshops on topics for which the ALI already offers one or more courses, should be directed to the Professional Development Committee (PDC) rather than to DLs. PDC offers significant discounts to chapters for the presentation of ALI courses and has budget objectives to meet for revenue.
9. **Any changes or additions to your topics/abstracts must be approved by CTTC. Any requests for approval of new topics will be reviewed on a quarterly basis (January 30, April 30, July 30, and October 30).** Please forward revisions to chapterprograms@ashrae.org
10. CTTC reviews DL performance and chapter feedback on a continuous basis and reserves the right to terminate a Distinguished Lecturers term at any time.
11. CTTC has developed the three PowerPoint slides for chapters and DL's to use to start the DL presentation for chapter visits. The slides introduce the DL Program, encourage participation in ASHRAE activities, and request that DL evaluations be completed at the end of each lecture. Chapters will be asked in the visit confirmation to download the slides and have them ready on their AV equipment for your presentation. The slides are available at <http://www.ashrae.org/distinguishedlecturers>. Please copy the slides to your computer as a backup should chapters not be prepared.

Please review the attached guidelines for the Distinguished Lecturers Program:

- Checklist for Distinguished Lecturers
- DL Expense Reimbursement Policy
- DL Expense Reimbursement Form
- Lecturer Critique Form
- Tips for Speakers
- Instructions for Host Chapter Chairs

Thank you for your continued support of the ASHRAE Distinguished Lecturer Program. If you have any questions, please contact rdouglas@ashrae.org.