



## **MINUTES**

### **CHAPTER TECHNOLOGY TRANSFER COMMITTEE**

**Marriott Kansas City Downtown**

**June 21-22, 2019**

## Attendance

<p><b><u>Members Present</u></b>  Nathan Hart  Thursten Simonsen  Charles Bertuch  Daniel Robert  Tracey Jumper  Christopher Adams  Carl Schultz  Andrew Babler  David Ballard  Peter Sudbeck  Russell Pratt  Kevin Blankemeier  Heric Holmes  Walter Lenzi  Bing-Chwen Yang  Serafin Grana  Mohammad Al Tassi  Stephen Piccolo  Andrew Reilman</p> <p><b><u>Members Absent</u></b>  Farhan Mehboob</p>	<p><b><u>Guests</u></b>  Daniel Redmond  Jeffrey Gilbeau  Renjie Jerry Huang  Ahmad Saleh Nour  Mark Abertin  Charles Hon  R. Christopher Mathis  Karine Leblanc  Keith Reihl  Mark Miller  Ashish Rakheja  Donald Brandt  Edward Bricker  Pat Marks  Samir Traboulsi  Elise Backstrom  Marites Calad  John Constantinide</p> <p><b><u>Staff</u></b>  Candace DeVaughn  Chandrias Jacobs  Joyce Abrams  Eunice Njeru</p>
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## PRINCIPAL APPROVED MOTIONS

No. – Pg.	Motion
1 – 3	That the minutes of the CTTC meeting held January 11-12, 2019 in Atlanta be approved.
2 – 4	That the changes to the DL introductory slides, as noted in ATTACHMENT 1, be approved.
3 – 8	That the name of the ‘ASHRAE Webcast’ be changed to ‘ASHRAE Tech Hour.’
4 – 9	That the annual DL allocations per Region be reviewed and voted on at the annual meeting, using area assigned members as of February 15 for that year.
5 – 9	To decline to create a DL Emeritus program or any other additional DL related programs.
6 - 10	That Members Council consider reviewing and implementing the addition of diversity and inclusion into the PAOE criteria to allow for chapters to receive an additional ‘add-on’ award similar to the Sustainability Award that can currently be earned, for their associated diversity and inclusion activities throughout the Society year.

## **ACTION ITEMS – June 2019**

<b># - Page</b>	<b>Responsibility</b>	<b>Summary of Action</b>
<b>1 – 3</b>	<b>Regional Statistics Ad Hoc</b>	Conduct 1-2 conference calls prior to the fall subcommittee check-in conference calls.
<b>2 – 4</b>	<b>Regional Statistics Ad Hoc</b>	Submit recommendations 2 weeks before fall subcommittee check-in conference calls.
<b>3 – 4</b>	<b>Regional Statistics Ad Hoc</b>	Have at least one Ad Hoc member participate in each of the fall subcommittee check-in conference calls.
<b>4 – 4</b>	<b>Staff</b>	Find out how many clicks each CTTC Keynotes article receives.
<b>5 – 6</b>	<b>Staff</b>	Work with Marketing to update the Liaison Talking Points document and distribute to RVCs via email when completed.
<b>6 – 8</b>	<b>Simonsen</b>	Update the CTTC Resource Manual to reflect the changes to the annual Webcast program.
<b>7 – 8</b>	<b>Hart and Holmes</b>	Take the lead on the November 2019 Tech Hour program, to cover the topic of humidity.
<b>8 – 8</b>	<b>Piccolo and Simonsen</b>	Take the lead on the February 2020 Tech Hour, to cover the topic of ethics.
<b>9 – 8</b>	<b>Piccolo and Simonsen</b>	Reach out to TC members to find potential speakers for the February 2020 Tech Hour program.
<b>10 – 8</b>	<b>Ballard and Al Tassi</b>	Take the lead on the May 2020 Tech Hour program, to cover the topic of commissioning or losses in hydronic piping.
<b>11 – 8</b>	<b>Piccolo and Staff</b>	Schedule a conference call for the entire Tech Hour Ad Hoc for July 2019, to finalize production schedule.
<b>12 – 9</b>	<b>Staff</b>	Provide notification in March regarding tentative DL allocations for the upcoming Society year to the RVCs.
<b>13 – 9</b>	<b>Reilman</b>	Respond to the retired DL who submitted the proposal and advise him of the Committee's decision but also encourage him to reach out to their local Chapter CTTC Chair and CTTC RVC and advise of his desire to continue to serve as a non-DL speaker.
<b>14 – 9</b>	<b>Staff</b>	Provide information on refreshment options for the Orlando DL Mixer at the mid-year conference calls.
<b>15 – 10</b>	<b>Member Services Subcommittee</b>	Revise the associated informational items in the Resource Manual related to the Dan Mills award to include additional instructions to the Judging Panel that "Along with the review of the point criteria and other submitted items the Judging Panel shall consider the applicants activities as it relates to other areas of chapter importance such as sustainability, diversity and inclusion, etc."
<b>16 – 10</b>	<b>Sudbeck, Lenzi, Huang, Grana, and Nour</b>	Review the MBO#5 Ad Hoc PowerPoint presentation and bring acknowledgement of the programs to Chapters and for discussion at the CRCs.
<b>17 – 11</b>	<b>Staff</b>	Send reminders to RVCs from previous Society year, with a CC to current RVCs, regarding the submittal of CTTC award submissions.
<b>18 – 12</b>	<b>Lenzi</b>	Coordinate the Friday evening CTTC dinner for the January 2020 Winter Conference in Orlando.

## MINUTES

### **I. Call to Order**

Mr. Hart called the meeting to order at 7:59 am.

### **II. Roll Call/Introduction of Guests**

Committee Members and guests introduced themselves.

### **III. ASHRAE Code of Ethics Commitment**

Mr. Hart read the ASHRAE Code of Ethics.

### **IV. Review of Agenda**

The agenda was reviewed by Mr. Hart.

Dinner arrangements and Action Items would be discussed after Special Reports, so as not to keep visiting members too long.

### **V. Approval of Minutes**

It was moved and seconded

**(1) That the minutes of the CTTC meeting held January 11-12 in Atlanta be approved.**

**MOTION (1) PASSED.** (Vote: 16:0:0 CNV)

### **VI. Review of Action Items**

Action items were reported as complete or in process.

The Regional Statistics Ad Hoc was created to review the current spreadsheet and make recommendations regarding the information that is collected and the format it is presented in. Mr. Bertuch will Chair the Ad Hoc and Mr. Lenzi and Mr. Babler will serve as members.

The hope is that the Ad Hoc will be able to present final recommendations to the full Committee via letter ballot, before the January 2020 meeting. This timeline will allow the new format or presentation to be used at the January meeting.

**Action Item (1-3)** assigned to the Regional Statistics Ad Hoc to conduct 1-2 conference calls prior to the fall subcommittee check-in conference calls.

**Action Item (2-4)** assigned to the Regional Statistics Ad Hoc to submit recommendations 2 weeks before fall subcommittee check-in conference calls.

**Action Item (3-4)** assigned to the Regional Statistics Ad Hoc to have at least one Ad Hoc member participate in each of the fall subcommittee check-in conference calls.

**Action Item (4-4)** assigned to staff to find out how many clicks each CTTC Keynotes article receives.

It was moved and seconded

**(2) That the changes to the DL introductory slides, as noted in ATTACHMENT 1, be approved.**

**MOTION (2) PASSED.** (Vote: 18:0:0 CNV).

## **VII. Dinner Arrangements**

Arrangements for the joint CTTC/GAC dinner at AFFARE were confirmed by Mr. Pratt.

## **VIII. Special Reports**

### **A. Professional Development Committee**

Mr. Reihl reported that there will be lots of instructor led courses at the Kansas City Conference, five of which are new or revamped. There is also currently a course that helps to prepare individuals for the HVAC credentials exam.

It was suggested that DL presentations that serve as hour “teasers” of ALL courses be created and used to help generate interest.

PDC is always looking for ways to improve and welcomes input from CTTC members and the Chapters. CTTC members are welcome to attend PDC’s meeting on Monday morning from 8:00 am until noon.

### **B. Certification Committee – Roger Jones**

Mr. Bettin reported that the 7<sup>th</sup> Certification program – Certified HVAC Designer – was launched on June 3<sup>rd</sup>. This new program is all computer-based testing. Thus far, there have been over 4,000 downloads of the exam guide. The design of the exam came out of a 2016 survey that indicated that it would be a very useful and meaningful certification for ASHRAE to create.

Mr. Hart shared that he felt the new Certification was a good idea for Region VIII, specifically the Chapters in Mexico. ASHRAE Certifications are seen as very prestigious.

Several RVCs expressed an interest in hosting a Certification course at their CRC. Mr. Bettin reported that he will take this suggestion back to the Certification Committee.

### **C. Technical Activities Committee**

A written report was provided to the Committee from the Technical Activities Committee.

### **D. Refrigeration Committee – Charles Hon**

Mr. Hon reported that the Refrigeration Committee is being reworked; this includes a rebranding and a more specific definition of the Committee's purpose. There is hope that this reorganization will bring more focused attention to the Society's refrigeration activities.

A new group of state regulators has begun to review the activities of past regulators. California regulations are being implemented in states where regulations were previously removed by the courts.

Mr. Hart reported that the 2019 CTTC Webcast focused on refrigeration and the issues surrounding percentage of use. Various refrigeration standards do not have time to be updated to govern the new refrigerants on the market.

Mr. Hon added that almost all handbooks are not up to date compared to the guidelines that are currently out and in use.

### **E. ELearning – Eunice Njeru**

Ms. Njeru reported that since the Atlanta meeting, 35 coupons have been distributed. Coupons are for members only.

It was clarified that eLearning courses are free for Chapters and 50% off for individual members.

Ms. Njeru explained that ASHRAE 365 is used to advertise training but training cannot be completed in the app. The eLearning system is complex and the app cannot fully support the detailed features that are needed.

### **F. Residential Building Committee**

A written report was provided to the Committee by the Residential Building Committee.

## **IX. DL Presentation**

Ms. Leblanc made her DL presentation “Everyone Communicates, Few Connect.”

## **X. Review of Regional Statistics**

The Committee reviewed and discussed the regional spreadsheet.

The importance of having Chapter Chairs attend CRC training was discussed. Chairs that do not attend training need significantly more support throughout the year. In addition to attending CTTC training, Chapter Chairs should also understand the importance of attending president-elect training.

RVCs were reminded to tell Chapter Chairs about PAOE points for members who earn or renew a Certification.

Several RVCs suggested coordinating their Chapter visits with a DL presentation.

## **XI. Liaison Talking Points**

Mr. Hart reviewed the Liaison Talking Points document.

The new Webcast format should be added to the Liaison Talking Points.

Mr. Simonsen reported on updates to TCs. A plan is still in the works to downsize TCs, overall TC structure, and new names for TCs. The reorganization may eliminate TC numbers that correspond with region numbers. If this happens, the Committee may have to reorganize the way TC liaisons are assigned.

The TC section breakfast has been combined for all TC Chairs and Vice Chairs and is no longer a separate meeting for each section. The section breakfast will be an hour and a half long. Liaisons may want to skip the Sunday meeting in Kansas City because the agenda will be very full.

**Action Item (5-6)** assigned to staff to work with Marketing to update the Liaison Talking Points document and distribute to RVCs via email when completed.

## **XII. Winter Meeting Technical Program Report**

The report was provided to the Committee for review and use throughout the upcoming Society year.

The meeting was recessed at 12:05 pm and members attended subcommittee meetings in the afternoon.

## **XII. Call to Order**

Mr. Hart called the meeting to order at 8:04 am on June 22, 2019.

## **XIII. Roll Call/Introduction of Guests**

Guests introduced themselves.

## **XIV. Remarks**

### **A. BOD Ex-Officio – Essam Khalil**

Mr. Khalil was absent from the CTTC meeting.

Mr. Rakheja, incoming BOD Ex-Officio, addressed the Committee and made the Society update presentation.

### **B. Coordinating Officer – Darryl Boyce**

Mr. Boyce was absent from the CTTC meeting.

## **XV. Acknowledgement of 2019 Donald A. Siller Refrigeration Award**

Mr. Hart provided background information on the 2019 Donald A.Siller Refrigeration Award recipient and presented Mr. Ed Bricker with his plaque.

## **XVI. Subcommittee Reports**

### **A. Operations Subcommittee – Thursten Simonsen**

Mr. Hart reported for the Operations Subcommittee (see ATTACHMENT 2 for written report).

Mr. Simonsen led a discussion on the changes to the Annual Webcast program. The new format will cut costs dramatically while providing more technical content, and engaging more people with ASHRAE 365. Even though the videos will be available exclusively in the app at first, viewers will have an opportunity to view them online as well.

Mr. Hart added that feedback has been received over the past several years that participants want to watch the program on their time and that most viewers watched the



program individually.

It was suggested that PAOE be evaluated to ensure that the new webcast format is addressed properly.

The Subcommittee recommends changing the name from not only a branding standpoint, but also, because the new format will not be a webcast.

It was moved

**(3) That the name of the 'ASHRAE Webcast' be changed to 'ASHRAE Tech Hour.'**

**MOTION (3) PASSED.** (Vote: 18:0:0 CNV)

**Action Item (6-8)** assigned to Mr. Simonsen to update the CTTC Resource Manual to reflect the changes to the annual Webcast program.

**Action Item (7-8)** assigned to Mr. Hart and Mr. Holmes to take the lead on the November 2019 Tech Hour program, to cover the topic of humidity.

**Action Item (8-8)** assigned to Mr. Piccolo and Mr. Simonsen to take the lead on the February 2020 Tech Hour, to cover the topic of ethics.

**Action Items (9-8)** assigned to Mr. Piccolo and Mr. Simonsen to reach out to TC members to find potential speakers for the February 2020 Tech Hour program.

**Action Item (10-8)** assigned to Mr. Ballard and Mr. Al Tassi to take the lead on the May 2020 Tech Hour program, to cover the topic of commissioning or losses in hydronic piping.

**Action Item (11-8)** assigned to Mr. Piccolo and staff to schedule a conference call for the entire Tech Hour Ad Hoc for July 2019, to finalize the production schedule.

## **B. Member Services Subcommittee – Nathan Hart**

Mr. Hart reported for the Member Services Subcommittee (see ATTACHMENT 3 for written report).

Mr. Hart reported that area assigned member numbers used to calculate PAOE are run in February of each year. This way, final numbers can be shared with Regions who have spring CRCs. The only time area assigned members is changed throughout the Society year is when a Chapter is created or dissolved. Chapters can be created or dissolved any time Members Council meets.

It was moved

- (4) That the annual DL allocations per Region be reviewed and voted on at the annual meeting, using area assigned members as of February 15 for that year.**

**MOTION 4 PASSED (Vote: 18:0:0 CNV).**

**Action Item (12-9)** assigned to staff to provide notification in March regarding tentative DL allocations for the upcoming Society year to the RVCs.

Mr. Hart led a discussion of a proposal put forward by a retired DL to maintain a DL Emeritus list that Chapters could use for Chapter programs.

There was concern that a program similar to the DL program may cause confusion with the Chapters. The consensus of the Committee was that no other program should be created that resembles the DL program.

It was moved

- (5) To decline to create a DL Emeritus program or any other additional DL related programs.**

**MOTION (5) PASSED (Vote: 18:0:0 CNV).**

**Action Item (13-9)** assigned to Mr. Reilman to respond to the retired DL who submitted the proposal and advise him of the Committee's decision but also encourage him to reach out to their local Chapter CTTC Chair and CTTC RVC and advise of his desire to continue to serve as a non-DL speaker.

**Action Item (14-9)** assigned to staff to provide information on refreshment options for the Orlando DL Mixer at the mid-year conference calls.

Proposed changes to include a diversity and inclusion component of the Dan Mills Award were discussed.

RVCs expressed that recognition is currently not present for Chapter Chairs making an effort to promote diversity and inclusion within ASHRAE. Mr. Holmes added that in Region XI he has received frequent feedback regarding the value of diversity and inclusion and how they can be included more and align with the strategic mission.

Ms. Jumper added that she sees more benefit in women serving in ASHRAE and being recognized as engineers instead of 'women engineers.'

It was moved

- (6) **That Members Council consider reviewing and implementing the addition of diversity and inclusion into the PAOE criteria to allow for chapters to receive an additional ‘add-on’ award similar to the Sustainability Award that can currently be earned, for their associated diversity and inclusion activities throughout the Society year.**

**MOTION (6) PASSED (Vote: 7:6:5 CNV).**

**Action Item (15-10)** assigned to Member Services Subcommittee to revise the associated informational items in the Resource Manual related to the Dan Mills award to include additional instructions to the Judging Panel that “Along with the review of the point criteria and other submitted items the Judging Panel shall consider the applicants activities as it relates to other areas of chapter importance such as sustainability, diversity and inclusion, etc.”

## **XVII. Report from Ad Hoc**

### **A. MBO#1 – Hart**

Mr. Hart reported that the Ad Hoc concluded that no matter how correspondence is sent, the most effective way to come along side CTTC Chapter Chairs is to meet with them face-to-face or have multiple conference calls. This communication style is most important with struggling Chapters.

### **B. MBO#5 – Al Tassi**

Mr. Al Tassi presented the Ad Hoc’s report and final conclusions.

Mr. Hart encouraged a member of the Ad Hoc to attend the PDC meeting and remind them of what CTTC is looking for.

It was also suggested that a member of the Ad Hoc reach out to SA RVCs in those Regions to let them know that CTTC needs more.

**Action Item (16-10)** assigned to Mr. Sudbeck, Mr. Lenzi, Mr. Huang, Mr. Grana, and Mr. Nour to review the MBO#5 Ad Hoc PowerPoint presentation and bring acknowledgement of the programs to Chapters and for discussion at the CRCs.

### **C. CTTC Awards - Simonsen**

Mr. Simonsen presented an update of the Ad Hoc’s findings.

The intent is that each Region will submit one nomination for consideration, to total 15 submissions. Outgoing RVCs should submit recommendations, the task of compiling and submitting nominations should not be passed to incoming RVCs.

**Action Item (17-11)** assigned to staff to send reminders to RVCs from previous Society year, with a CC to current RVCs, regarding the submittal of CTTC award submissions.

## **XVIII. Status of 2018-19 MBOs – Hart**

Mr. Hart reviewed the 2018-19 MBOs (see ATTACHMENT 4).

## **XIX. New and Old Business – Hart**

### **A. OLD – Tech Awards Judging Panel on the DSA/ESA Point Tally Form**

Mr. Hart reported that the DSA/ESA Point Tally Form was amended to add additional instructions for Section B reading: For the purposes of line items B.2 and B.4 only, Standing Committee points for service on the Technology Awards Judges Panel subcommittee of CTTC may be claimed by members of that subcommittee who are not otherwise members of CTTC, using the following point schedule. Points shall not be duplicated for both CTTC and the Technology Awards Judges Panel subcommittee in the same year(s).

### **B. OLD – ECC Guidance**

ECC advised the Committee that ECC has a full policy for videos that can be found online. Videos that are technical in nature should be sent to the ASHRAE Marketig team for vetting and posting on the main ASHRAE YouTube channel, which a chapter can then share on their various communication platforms. In doing so, the ASHRAE channel becomes a single repository of vetted videos.

ECC recommends that CTTC develop and distribute a standard media release form for Chapter Chairs that want to record and publish presentations. This form would ensure the speaker gives his/her consent to be recorded and materials reproduced.

The Online DL Content Form Ad Hoc was created to develop a form for Chapters to complete when they are interested in posted a DL presentation online. Mr. Lenzi will Chair the Ad Hoc and Mr. Redmond and Mr. Holmes will serve as members.

The form will need to take into consideration the consent of the DL as well as notification and approval of ASHRAE Marketing.

## **XX. Change of Chair – Hart**

Mr. Piccolo recognized the members of the Webcast Ad Hoc and thanked them for their service.

Mr. Hart recognized outgoing members Mr. Robert, Ms. Jumper, and Mr. Yang. The RVCs were thanked for their service and dedication to the Committee.

## **XXI. 2019-20 MBOs and Assignments**

Mr. Hart reviewed the 2019-20 MBOs and assignments (see ATTACHMENT 5).

## **XXII. Next Meeting**

January 2019 – Orlando

**Action Item (18-12)** assigned to Mr. Lenzi to coordinate the Friday evening CTTC dinner for the January 2020 Winter Conference in Orlando.

## **XXIII. Adjournment**

The meeting was adjourned at 12:00 pm.

## **ATTACHMENTS**

1. Introductory DL Slide Edits
2. Operations Subcommittee Report
3. Member Services Subcommittee Report
4. 2018-19 MBOs
5. 2019-20 MBOs



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- ❖ Chapter Technology Transfer



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## CTTC Operations Sub-Committee Report

Kansas City, MO (USA) – June 21, 2019

<b><u>Attendees:</u></b>	<b>Thursten Simonsen (Chair)</b>
<b>Steve Piccolo</b>	<b>Kevin Blankemeier</b>
<b>Andrew Babler</b>	<b>Walter Lenzi</b>
<b>David Ballard</b>	<b>Mohammad Al Tassi</b>
<b>Russell Pratt</b>	<b>*Serafin Grana</b>
<b>Jerry Huang Renjie</b>	<b>Ahmad Nour</b>
<b>Chandrias Jacobs (ASHRAE Staff)</b>	<b>Anne Wilson (ASHRAE Marketing)</b>

### Status of Subcommittee Action Items assigned for (*Society Year*)

Action Items	Due Date	Status
Explore with Marketing ways to increase participation in the Webcast topic survey (Piccolo)	6-21-2019	Some great ideas were discussed, but need to coordinate with the new recommendations for the webcast program/ASHRAE tech hour, will fold this action item into the new ASHRAE tech hour assignments
Reach out to Victor Goldschmidt on TAC to determine a course of action with the intent to have an article on TC needs sometime in spring 2019 (Simonsen)	5-1-2019	TC article was published in June 2019 Keynotes. Complete  With the reorganization of the TC's occurring this next year, will consider a new action item to write up an article on the TC reorganization for Spring 2020.
Draft an article in March Keynotes on the eLearning 50% off coupons available to Chapters (Lenzi)	3-1-2019	Walter Lenzi to summarize the handout provided by November 2019
Follow-up on the 2019 Webcast Results and the new broadcast format (Piccolo)	6-21-2019	See status in Webcast agenda item below



Draft an article for April Keynotes on self-directed group learning (Blankemeier)	4-1-2019	Published in June 2019, complete.
Update the MOP and Resource Manual to reflect changes to Dan Mills Award pending approval (Piccolo)	6-21-2019	Award changes were approved, and staff updated the MOP, Resource Manual and Website. Complete.
Update CRC training deck to reflect DL speaking at training and the purpose/benefits of Keynotes (Ballard/Tassi)	6-21-2019	Complete, and website updated

**Agenda Item: Webcast**

1. Feedback on 2019 Webcast
2. Webcast Format

**Discussion/Conclusions:**

Steve Piccolo reviewed the feedback on the 2019 webcast. The format change did not provide any measurable improvement in viewership or participation from outside North America or within North America. The webcast is a great benefit, but we want to make changes to dramatically reduce the cost per viewer, by reducing costs and increasing or maintaining viewership.

The Ad Hoc, Staff, and ASHRAE Marketing have discussed the webcast format at length over the past few months. Both the Operations and Member Services subcommittees held conference calls in April 2019, and an email ballot followed to proceed with a new format for the CTTC training broadcasts. Anne Wilson (ASHRAE Marketing) provided an overview of how the new format would work with ASHRAE resources and marketing. We will proceed with an ASHRAE focused 1 hour technical video, hosted through the ASHRAE 365 App, with 3 postings in the 2019-20 society year, and a goal for 4 postings in the 2020-21 society year.

Subcommittee discussed changing the name to reflect the new format. Recommend “ASHRAE Tech Hour”. Mohammad Al Tassi moved to name it the “ASHRAE Tech Hour”, seconded by Kevin Blankemeier. Voting was 6 for, 1 against, non abstaining, chair not voting. The subcommittee will bring this motion to the full committee Saturday morning.

**Motion for CTTC Committee: Change the name of the “ASHRAE Webcast” to “ASHRAE Tech Hour”**

For \_\_\_\_\_ Against \_\_\_\_\_ Abstaining \_\_\_\_\_

Subcommittee determined topics and months to post for this year:

November 2019 – Humidity

February 2020 – Ethics

May 2020 – Commissioning or Losses in Hydronic Heating Systems (other possible for Aug 2020)

Based on actions from January, CTTC has already solicited speakers for Humidity. The Webcast Ad Hoc reviewed 4 submissions. Stephanie Taylor and Melanie Derby were the most qualified respondents. The Ad Hoc recommended to notify Stephanie Taylor of her selection and confirm she can meet the new format. If she is unable, then we will reach out to Melanie Derby.

The membership of the Ad Hoc will be adjusted to include the following members: CTTC Chair, CTTC 1<sup>st</sup> Vice Chair, CTTC 2<sup>nd</sup> Vice Chair, Webcast Coordinator, and 2 members of the Operations Subcommittee. For 2019-20 year this will be Heric Holmes and David Ballard.

The Ad Hoc to schedule a July 2019 call with ASHRAE Staff and Darren to set forth the schedule and start preparing for the November 2019 Tech Hour on Humidity.

**Action Items:**

<b>Action Items</b>	<b>Assigned To</b>	<b>Deadline</b>
Take lead on the November 2019 Tech Hour Topic - Humidity	Nathan Hart and Heric Holmes	November 2019
Take lead on the February 2020 Tech Hour Topic – Ethics (reach out to TC for potential speakers)	Steve Piccolo and Thursten Simonsen	February 2020
Take lead on the May 2020 Tech Hour Topic – Commissioning or Losses in Hydronic Piping	David Ballard and Mohammad Al Tassi	May 2020
Schedule a call for the entire Ad Hoc for July 2019 to begin put together the production schedule	Staff and Steve Piccolo	July 2019

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**Agenda Item:** Keynotes Articles

1. Timely CTTC Related Topics for Articles (submissions due to staff by the 10<sup>th</sup> of each month)
2. Previous Articles

**Discussion/Conclusions:**

Thanked everyone for busy activity this spring in publishing several Keynotes articles. No new ideas came out for the Fall, and we'll follow-up with the articles still in action item.

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**Agenda Item: PAOE**

1. Out of cycle, PAOE will be prepped and discussed for January 2020 meeting
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**Agenda Item: CRC Training**

Discussed feedback. There was good feedback on the Co-Chairs being able to attend in place of the Chair for attendance. It was also well received recommending that DL's in attendance be given some time to speak about the DL program. Several RVC's have done this.

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**Agenda Item: New Business**

No new business



**CTTC Member Services Sub-Committee Report**

**Kansas City, KS (USA)**

**June 22, 2019**

**Chair: Nathan Hart**

**Attendees:**

**Andrew Reilman**

**Christopher Adams**

**Tracey Jumper**

**Bing-Chwen Yang**

**Daniel Robert**

**Carl Shultz**

**Peter Sudbeck**

**Chandrias Jacobs (ASHRAE Staff)**

**Heric Holmes**

**Daniel Redmond**

**Charles Bertuch**

**Renjie Jerry Huang**

**Status of Subcommittee Action Items assigned for (Society Year)**

<b>Action Items</b>	<b>Due Date</b>	<b>Status</b>
8-8 New DL and DL Topics Keynotes Article	Prior to Summer Meeting	Not done yet, will be done by August to use as article in September
15-9 Update DL Forms	Prior to Summer Meeting	Completed, voted and approved via e-mail.
16-9 Revise the DL .PPT slides	Prior to Summer Meeting	Updated, multiple e-mail reviews and revisions. Full committee voted to accept most recent version sent.
18-9 Update Technology Award Entry Form to Clarify Member Requirements and Recipients	March 2019	Completed and on web-site. Not updated in Resource Manual, Staff will update after meeting.
19-9 DL trip \$ amount limitation cap	Prior to Summer Meeting	Completed. See discussion below.

20-10 Update DL forms	March	Done. E-mail vote to approve was taken earlier this year.
9-8 (Houston) New DL and DL Topics Keynotes Article	Prior to Summer Meeting	Not done yet, will be done by August to use as article in September (Duplicate Action Item, this one has been removed)

Item 19-9:

The current international limitation is \$3,500.00 and the domestic limitation is \$2,000.00. There was only one instance this past year where any trip exceeded the international limitation and this was only by a few hundred dollars on a longer multi-chapter visit and the DL Ad-Hoc reviewed with staff and approved. The DL Ad-Hoc and larger sub-committee felt that after a review of the calendar year 18-19 visits that there was not a need to modify the threshold at which trips are reviewed by the sub-committee prior to approval. However, the DL Sub-committee will add to their annual review process a review of the \$ amount limitations currently in place for any changes to be made in the value up or down and advise the Member Services Sub-Committee and ultimately overall committee of any recommendations for changes at the summer meeting.

**Agenda Item: 19-20 Distinguished Lecturer Formula and Allocations**

**Discussion/Conclusions:**

Discussed that with the e-mail vote approval to increase the number of allocated visits from 195 to 206 based on the three year average travel cost that these allocations need to be reviewed annually. It was agreed that with the increase allotment that there should currently be enough for every chapter in every region to have at least 1 visit per chapter. The spreadsheet allocation data will be updated as of available data provided to staff on June 1 every year for total area assigned members and total number of chapters per region. Staff will then update and have updated DL allocations available for CTTC Member Services Sub-Committee to review and approve, or amend, every year at the summer meeting. The agreed upon list from the summer meeting will be used as the allocations for society for the next society year starting July 1 immediately following the summer meeting.

For the 19-20 society year it was agreed that the current allocations included in the Agenda, under attachment 'L' for Kansas City will be used as the agreed upon allocations for the 19-20 year.

**Motions Considered by Subcommittee:**

Motion: That the annual DL allocations per region be agreed upon and voted on at the summer meeting prior to the upcoming society year.

Background: See above. With the additional DL allocations every region should have a minimum of 1 DL per chapter. The allocations will be revised annually based on data available to staff for total number of chapters per region and area assigned members as of February 15 for that year.

Fiscal Impact: This is anticipated that this will be no cost to ASHRAE

Vote Count:

For   9        Against   0        Abstaining   0  

Chair Voting?      Yes             No   X  

Motion Passed?      Yes   X        No       

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**Agenda Item:**

DL Mixer - Orlando

**Discussion/Conclusions:**

There was a brief discussion of what the DL mixer entailed for incoming members. After this there was a discussion as to what refreshments should be included in the DL mixer. The sub-committee felt that it was of greater benefit to have a cash bar and adult beverages than food at the mixer. As such staff and DL Ad-Hoc will review associated cost to provide this at the Orlando meeting and have this information provided to committee for discussion in mid-year conference calls.

**Action Item:**

<b>Action Items</b>	<b>Assigned To</b>	<b>Deadline</b>
Provide information for refreshments to mid-year conference calls	Staff/DL Ad Hoc	November 1 2019

Additionally, there was some discussion that the committee should try to incorporate other items to keep the mixer interesting and relevant. One suggestion that was discussed was to have a scrolling slide show of pictures from the past year of DL presentations obtained from chapters and DLs. This idea was well received and it was determined that Mr. Reilman will take this as a personal action item to implement for the Orlando meeting and staff will provide the projector to accomplish this.

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**Agenda Item:**

DL Orientation Conference Call

**Discussion/Conclusions:**

Two orientation conference calls took place and the DL Ad-Hoc felt that these were well received and were beneficial. It was agreed to add this to the annual list of DL Ad-Hoc tasks to conduct an orientation conference call every spring.

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**Agenda Item:**

Paperless Correspondence

**Discussion/Conclusions:**

As an informational item, all DL correspondence that society sends to CTTC, DL nominees, and speakers will now be electronic only. No hard copies of nomination letters or acceptance or other correspondence of any type will be hard copy.

There was some discussion about some confusion in the wording of some of this correspondence experienced by some DLs and the Ad Hoc and the DL Ad Hoc would like to review the standard form letters and emails that society sends to understand where this confusion may be coming from or if there are any revisions that could be made. The DL Ad hoc will work directly with staff to review this and resolve this matter.

In addition to the DL discussion, there was a discussion about the potential use of electronic program evaluation forms. Region II noted that they use an electronic "Survey Monkey" form that mimics the CTTC Chapter Meeting Evaluation form and have had good success with getting members to complete this form versus hard copy evaluations. It was agreed that Region II will send this electronic template out to all RVCs on the committee for them to provide to their chapters as desired to try to help promote or give the chapters a means to start with to become paperless from a meeting review standpoint.

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**Agenda Item:**

DL Emeritus

**Discussion/Conclusions:**

There was a proposal put forward by a former DL for society to maintain some type of DL Emeritus list that chapters could be made aware of. It was felt that the wording of the email received from an undisclosed former DL was in the due to this member wanting to continue to contribute in some way to ASHRAE and they were looking for a good conduit to do this. The committee voted on a motion as noted below. The DL Ad-Hoc Chair will respond to the member's e-mail and advise them of the vote but encourage them to reach out to their chapter CTTC chair and Regional CTTC RVC and let them know of their desire to continue to serve and provide speaking topics in much the same way other non-DL speakers are determined for chapter and regional events.

**Motion Considered by Subcommittee:**

Motion: To decline to create a DL Emeritus Program or any other additional DL related program.

Background: The current program allows for up to 70-72 DL presenters per year and has an annual budget approved by the board. The speakers and associated program topics go through a rigorous vetting process and require significant staff and volunteer time to run this program. CTTC does not believe that an additional or competing program is needed and that former DLs can reach out to chapters with their interest in speaking and associated qualifications as needed.

Fiscal Impact: There will be no cost to ASHRAE

Vote Count:

For	<u>  9  </u>	Against	<u>  0  </u>	Abstaining	<u>  0  </u>
Chair Voting?		Yes	<u>      </u>	No	<u>  X  </u>
Motion Passed?		Yes	<u>  X  </u>	No	<u>      </u>

**Agenda Item:**

New Business – Dan Mills Award – Diversity Point Inclusion

**Discussion/Conclusions:**

Region 11 brought forward that a number of chapters in their region had been heavily promoting diversity and inclusion in their associated chapters and were surprised that there were no points associated with the Dan Mills Award related to any of this activity. It was discussed that a number of chapters feel that recognition of diversity and inclusion initiatives within the chapters need to be acknowledged in some form or fashion. There was discussion related to the creation of an additional award, modifying the Dan Mills point structure, etc. Discussion occurred on potential implications of trying to define what diversity and inclusion entails and who determines that. Ultimately there was a motion to refer this item to Member’s Council and also to make a judging description change in the Resource Manual related to this award.

**Motion Considered by Subcommittee:**

Motion: For Members Council to review and implement the addition of “Diversity and Inclusion” points in the PAOE criteria to allow for chapters to receive an additional “add-on” award similar to the Sustainability Award that can currently be earned, for their associated Diversity and Inclusion activities throughout the society year.

Fiscal Impact: Unknown

Vote Count:

For	<u>  7  </u>	Against	<u>  0  </u>	Abstaining	<u>  2  </u>
Chair Voting?		Yes	<u>      </u>	No	<u>  X  </u>
Motion Passed?		Yes	<u>  X  </u>	No	<u>      </u>



**Action Item:**

<b>Action Items</b>	<b>Assigned To</b>	<b>Deadline</b>
Revise the associated informational items in the Resource Manual related to the Dan Mills award to include additional instructions to the Judging Panel that "Along with the review of the point criteria and other submitted items the judging panel shall consider the applicants activities as it relates to other areas of chapter importance such as Sustainability, Diversity and Inclusion, etc."	Member Services Sub-Committee – Dan Mills Sub-Committee	Winter 2020 meeting

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New Business – Dan Mills Award – Inclusion of Programs Chair Position

**Discussion/Conclusions:**

The RMCR from Region 10 advised CTTC that the current Dan Mills Award criteria does not allow for anyone other than the CTTC Chair or Vice Chair for a chapter to receive this award. Previously the Chapter Star Award allowed for the Chapter Programs Chair to receive an award. Region 10 would like for the eligible recipients to be modified to include the Chapter Programs Chair. There was some discussion on this topic and it was noted that some chapters have a programs chair and some do not and that this is on some chapter CIQs but not on others. Members also noted that the Chapter Programs Chair is not a standard drop-down option on the CIQ from sent from society. Additional discussion occurred related to chapters that have the President-Elect responsible for the programs and how they could receive this award. The committee felt that since there was a CTTC Chair and CTTC Vice Chair that anyone on the committee could be designated as a Vice Chair and no revisions are needed.

**Motion Considered by Subcommittee:**

Motion: That the criteria and current eligible award recipients remain as currently noted in the Dan Mills point criteria.

Background: The Dan Mills point criteria currently allows for either the CTTC Chair or Vice Chair to receive this award and it is felt that with the multiple point categories of this award that the leader of the CTTC committee is the person that should receive this award. Additionally, there was a Chapter Programs Star Award program for a number of years that received little to no entries and this is one of the reasons the two awards were combined into one.

Fiscal Impact: None.

Vote Count:

For   9        Against   0        Abstaining   0    
Chair Voting?      Yes             No   X    
Motion Passed?      Yes   X        No

**MANAGEMENT BY OBJECTIVES**  
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE  
 ASHRAE SOCIETY YEAR 2018-19  
 FARHAN MEHBOOB, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
<p>1. Review existing CTTC communication processes and their effectiveness and impact with respect to members at grassroots level</p>	<p align="center">Closed</p>	<p align="center">June 2019</p>	<p align="center">Full Committee, Staff (possible Ad Hoc)</p>	<p>There are areas where we can further enhance engagement with chapters/ members.</p> <p>The objective is to review how CTTC communicates and engages with chapters and members and see if we can do anything differently to increase engagement and to better our programs, awards and offerings based on members' feedback.</p> <p>This aligns with the strategic plan's initiative 2A: Organizational efficiency.</p> <p>The most effective way to interact with CTTC Chapter Chairs is to meet with them face-to-face or have multiple conference calls; this is especially important with struggling Chapters.</p>
<p>2. Conduct a minimum of five chapter meetings with a residential theme in collaboration with key organizations and/or stakeholders</p>	<p align="center">Closed</p>	<p align="center">June 2019</p>	<p align="center">All RVCs</p>	<p>Key organizations and stakeholders may be akin to USGBC chapters, an association of residential developers or the like.</p> <p>The objective is to find ways to collaborate and provide bi-directional feedback: stakeholders are made aware of relevant ASHRAE offerings,</p>

				<p>and ASHRAE receives information to understand market needs both locally and internationally.</p> <p>This supports Strategic Plan initiative 2C and 5A: align with existing organizations and collaborate with key organizations in the residential sector.</p> <p>RVCs were asked to visit three chapters in the Region that were struggling the most. It was intended that this should be an in-person meeting but conference calls were acceptable if time and/or cost were a factor.</p>
<p>3. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large</p>	<p>Open</p>	<p>June 2019</p>	<p>All RVCs</p>	<p>Recent changes in the Tech Awards Judging Panel Criteria are meant to encourage international representation, but submissions will help us better understand how to better serve the global community with this program.</p> <p>This supports Strategic Plan Initiative 4: ASHRAE's Role in the Global Community</p> <p>No Regional entries were received for Region XIV or RAL. Region XIII submitted three entries to Society competition.</p> <p>This MBO will be carried over for 2019-20 and will also include Region</p>

				VIII so that Chapters in Mexico are included.
4. Submit 3 Applications for each of the Dan Mills Technical Award, Donald A. Siller Refrigeration Award, and the Chapter Programs Star Award	Closed	November	All RVCs	<p>The ASHRAE Awards program recognizes excellence in chapter endeavors and identifies future leaders in ASHRAE. Many CRCs have similar awards in alignment with the three awards programs. RVCs to work with CRC award recipients to submit for Society Awards.</p> <p>Applications received for all CTTC awards.</p>
5. Conduct a minimum of 5 meetings with key organizations in 'Developing Economies' countries to understand the impact of ASHRAE Chapter programs and technical offerings at the grassroots level and to help determine the needs of the local Chapters and Members.	Ongoing	June 2019	All RVC's	<p>Many ASHRAE products, chapter programs and technical offerings are North American centric and these encounters with organizations in "Developing Economies" will assist in gaining an understanding of the impact of ASHRAE products and offerings at the grassroots level in these markets; and how CTTC and ASHRAE at large can better serve these members and the local HVAC&amp;R community, while simultaneously increasing membership, enhancing member benefits, and increasing ASHRAE's position as a technical leader.</p> <p>This is in line with the Strategic Plan's initiatives 1B and 4A.</p> <p>Members were encouraged to reach out to PDC and Student Activities for additional suggestions.</p>

				RVCs from Region VIII, XIII, XIV, and RAL were charged to take the PPT presentation to their CRCs for review and discussion.
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**MANAGEMENT BY OBJECTIVES**  
 CHAPTER TECHNOLOGY TRANSFER COMMITTEE  
 ASHRAE SOCIETY YEAR 2019-20  
 NATHAN HART, CHAIR

MBO	Status	Due Date	Assigned To	MBO Comments
<p>1. RVCs to coordinate with chapter programs chairs to conduct a minimum of three (3) Indoor Environmental Quality (IEQ) focused meetings per Region over the society year. This equates to a minimum of 45 IEQ themed presentations over the 19-20 society year.</p>	<p align="center">Open</p>	<p align="center">June 2020</p>	<p align="center">All RVCs</p>	<p>ASHRAE Strategic Plan item 2 is a greater focus on IEQ over the next 5 years. Most regions have between 6 and 20+ chapters that conduct at least 8 meetings per year. This equates to only 7% or less of the overall meetings in a region (less than 1 per chapter) that need to be related to IEQ. This is a very attainable goal and will help fulfill Strategic Plan items 2 and 4 while providing greater member benefits.</p>
<p>2. All RVCs to work with their DRC, RMCR, Regional planning committee, and nominating committee to identify and implement a Regional CTTC RVC committee comprised of a minimum of 3 members. Preferably, the committee would consist of the current RVC, past RVC and 1-2 potential future RVCs.</p>	<p align="center">Open</p>	<p align="center">December 2019</p>	<p align="center">All RVCs</p>	<p>There has been an issue in many regions with identifying future candidates for a RVC position and likewise some uncertainty from incoming RVCs as to their responsibilities on the committee. Having a regional CTTC RVC committee will help retain outgoing knowledge and prepare future RVCs for the responsibilities of this position while providing the current RVC additional resources to help share the work load of this position and the many associated responsibilities.</p> <p>This aligns with ASHRAE Strategic Plan item 3 and 4 which is organizational</p>

				streamlining and improve chapter engagement, capacity and support.
3. RVCs to visit the three chapters in their region struggling the most. This intended to be an in-person visit, but if time and cost are an issue, a minimum of three additional phone calls (per chapter) to the CTTC or Programs chair for the struggling chapter can substitute.	Open	March 2020	All RVCs	<p>One of the items that was highlighted through the Ad Hoc committee responsible for last year's MBO No. 1 was that it is difficult to get good communication from struggling chapters and additional electronic communication does not seem to be addressing the issues. The best way to make sure that the Region understands the issues the struggling chapters are facing and help them overcome these issues is to meet with them in person.</p> <p>This supports Strategic Plan Item 4 – Improve chapter engagement, capacity and support.</p>
4. Operations Sub-Committee and Web Broadcast Sub-Committee to establish three webcast topics, dates and formats for the new webcast series. These committees shall assign a minimum of three (3) different members from Operations and ExCom to be responsible for each of the three webcasts for a total of nine (9) members involved.	Open	October 2019	Operations Sub-Committee & Web Broadcast Sub-Committee	<p>The web broadcast has been a good conduit to disseminate information to the membership for the past 10+ years. The previous format has reached a point where it is not economically feasible to continue for the cost per viewer. A new format was tried this year and did not receive any additional traction. It was felt that multiple smaller webcasts throughout the year would provide better benefit with less production cost. However, to accomplish this will require more committee member involvement to spread out the responsibility for multiple webcasts.</p>

				This supports Strategic Plan Items 3 and 4 – Organizational streamlining and improved chapter engagement.
5. Work with our international members to have a minimum of one ASHRAE Technology Award submission from Region VIII (Mexico), Region XII (South America), Region XIII, Region XIV, as well as, Region-at-Large for a minimum of 5 total from outside North America.	Open	June 2020	All RVCs	International submissions to this award have been low for a number of years and this is an ongoing commitment of the committee to try and increase participation in these awards from engineers and owners outside North America. RVCs to work with CRC award recipients to submit for Society Awards.  This supports Strategic Plan Initiative 1, 2 and 4: Resilient Buildings, IEQ and Improve Chapter Engagement.
6. Submit 3 Applications for each of the Dan Mills Chapter Programs Award and the Donald A. Siller Refrigeration Award	Open	September 2019	All RVCs	The Dan Mills Program Award recognizes the best programs chair in the society which helps improve chapter engagement by acknowledging future chapter and society leaders. This supports Strategic Plan Item 4. The Donald Siller Refrigeration Award recognizes outstanding refrigeration projects and aligns with Strategic Plan items 1 and 2 – Resilient buildings and IEQ.
7. Full Sub-Committees (Operations and Member Services) to have individual conference calls mid-way between each meeting – total 2 per year per full sub-committee	Open	November 2019 & March 2020	Member Services & Operations	This was something that our previous chair, Mr. Mehboob, initiated between the summer and winter meetings last year. This has helped to increase communication and maximize volunteer time and effort. This aligns with ASHRAE strategic Plan item 3.