



MINUTES

EXECUTIVE COMMITTEE MEETING
PALMER HOUSE HILTON HOTEL
CHICAGO, ILLINOIS
JANUARY 20, 24 AND 25, 2018

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Executive Committee.

TABLE OF CONTENTS
 Executive Committee Meeting
 January 20, 24 and 25, 2018

| | |
|---|-----------|
| Call to Order | 1 |
| Review of the Agenda | 1 |
| Approval of Minutes | 2 |
| Review of Action Items | 2 |
| Report of the Treasurer | 2 |
| 2017-2018 Financial Update | 2 |
| Report of Bodies Reporting to ExCom | 3 |
| President-Elect Advisory Committee | 3 |
| Foundation Trustees | 3 |
| Scholarship Trustees | 3 |
| College of Fellows..... | 4 |
| Life Members Club..... | 4 |
| Joint Expo Policy Committee..... | 4 |
| Unfinished Business | 4 |
| ASHRAE/REHVA Task Force Update | 4 |
| Privacy Policy Update | 5 |
| Antitrust Training Module..... | 5 |
| MOU Policy for Chapters..... | 5 |
| AIVC Proposal..... | 5 |
| IEQ-GA Strategic Plan | 6 |
| Definition of Major Organizational Change..... | 6 |
| ASHRAE Response to Natural Disasters..... | 6 |
| New Business | 6 |
| ASHRAE/AiCARR Memorandum of Understanding..... | 6 |
| Rule of the Board 3.910 – Staff Manual | 6 |
| KIAEBS (Korean Architects) Application to AASA | 7 |
| ASHRAE Comment on PINS for ASABE EP653 | 7 |
| Restructuring of PEC | 7 |
| International Well Building Institute..... | 7 |
| IAQA Performance Monitoring..... | 8 |
| Draft Schedule for the March Meetings in Atlanta..... | 8 |
| Discussion on legal feasibility of grow room research efforts | 8 |
| Building Performance Award..... | 9 |
| Feedback on Forum on Standards and Standards Business Model Ad Hoc from Technology Council | 9 |
| CRC Motion 24 – Membership Benefits | 9 |
| ASHRAE Marketing – Location with organizational structure, prioritization of tasks, interaction with committees | 9 |
| Historical Committee – Purpose, Scope, Location within organizational structure | 10 |
| Consider the renaming of GGAC for greater appeal and understanding by the global community. . | 10 |
| Sponsorship Guidelines | 10 |
| Significant Spenditures Tracking | 10 |
| Report of the President | 10 |
| Reports of Officers’CRC and Intersociety Visits | 10 |
| Reports of ASHRAE Representatives – For Information Only | 10 |
| NCEES | 10 |
| NATE..... | 11 |
| AEDG Steering Committee..... | 11 |

| | |
|--|-----------|
| Western HVAC Performance Alliance..... | 11 |
| U.N. Report on Environment Meeting: Montreal Protocol..... | 11 |
| Global Cold Chain Alliance (GCCA) Report..... | 11 |
| Executive Session..... | 11 |
| Adjournment..... | 12 |

Principal Motions
Board of Directors Meeting
January 20, 24 and 25, 2018

- | <u>No – Pg.</u> | <u>Motion</u> |
|-----------------|---|
| 1 – 3 | that ExCom approve the allocation of \$25,000 of the FY 17-18 Opportunity Fund to send Handbooks via FedEx in June 2018 to all countries outside of the U.S., Canada, and Europe. |
| 2 – 3 | that the Executive Committee and Board of Directors approve revisions to the Scholarship Guidelines in Attachment A of the Scholarship Trustees Report to the Executive Committee |
| 3 – 3 | that the Executive Committee approves the revisions to the Scholarship MOP as noted in Attachment B. of the Scholarship Trustees Report to the Executive Committee. |
| 4 – 4 | that the Executive Committee and Board of Directors approve revising 3.2.4 of the Scholarship Guidelines as follows: 3.2.4 All funds for scholarships shall be invested separately from other ASHRAE investments and shall be deposited into the ASHRAE <u>Foundation</u> headquarters interest-bearing account . Separate accounting records shall be maintained for each scholarship fund. |
| 5 – 6 | that the memorandum of understanding between the Associazione Italiana Condizionamento dell’Aria Riscaldamento Refrigerazione (AiCARR)/ASHRAE) be approved. (See Attachment N.) |

Action Items
Executive Committee Meeting
January 20, 24 and 25, 2018

| <u>No – Pg.</u> | <u>Responsibility</u> | <u>Summary of Action</u> | <u>Status</u> |
|-----------------|-----------------------|---|-----------------|
| 1 – 2 | Littleton | (Carryover) Reapply as a partner to CCAC, instead of as an actor. (Update: 1/2017 – Ongoing. 3/2017- Ongoing. 6/2017- Ongoing. 11/2017- Ongoing. 1/2018 – Ongoing. | _____ |
| 2 – 2 | Littleton | (Carryover) Work with staff and Mr. Wentz to produce a new antitrust electronic training module. (Update: 6/2017 - Ongoing. 11/2017- Ongoing. 2/2018 – Ongoing. | _____ |
| 3 – 2 | Littleton | (Carryover) Develop a list of opportunities to collaborate with ASPE. (Update: 1/2018 – Ongoing.) | _____ |
| 4 – 2 | ExCom | (Carryover) Post the intersociety visit reports on the ExCom Basecamp. (Update: 1/2018 – Ongoing.) | _____ |
| 5 – 5 | Scoggins | Report back to ExCom about what Standards is doing on antitrust training. | _____ |
| 6 – 5 | Hayter | Refer the Chapter MOU Policy back to Members Council for their final input. | <u>Complete</u> |
| 7 – 5 | Hayter | Discuss with Members Council whether a Regions' MOU Policy is needed. | <u>Complete</u> |
| 8 – 5 | Littleton | Notify Peter Wouters, AIVC that ASHRAE will not be proceeding with their proposal. | _____ |
| 9 – 6 | Hayter | Include discussion of a “major organizational change” into the Board Orientation. | <u>Complete</u> |
| 10 – 6 | Littleton | Notify Ben Skelton, Chair of the DRC Forum, to add to the forum agenda a discussion of DRCs alerting ASHRAE staff of natural disasters in their areas so information can be sent to them. | _____ |
| 11 – 6 | Keen | Work with SRC on the Staff Manual in the Rules of the Board 3.910 to make recommendations to ExCom for revising, eliminating and editing. | _____ |
| 12 – 7 | Littleton | Notify KIAEBS of their application approval to AASA and notify AASA of their new member. | _____ |
| 13 – 8 | Littleton | Set up a meeting in Houston with IAQA including Stephanie Sears and the IAQA ExCom with ASHRAE ExCom to discuss IAQA goals and a process for updating ASHRAE on their progress. | _____ |
| 14 – 8 | Littleton | Research the original goals for IAQA at the time of the IAQA/ASHRAE merger and present to ExCom. | _____ |
| 15 – 8 | Littleton | Distribute information to ExCom from the IAQA Long Beach Report. | _____ |

| | | | |
|---------|-------------------------|---|-----------------|
| 16 – 8 | Scoggins/ Schwedler | Review items #1 and #3 from the IAQA Long Beach Report and give a status update to ExCom. | _____ |
| 17 – 8 | Littleton | Obtain legal advice on cannabis research by ASHRAE. | _____ |
| 18 – 9 | Tsui | Discuss with CAR their interest in working with CCHVC on a Building Performance Award. | _____ |
| 19 – 9 | Scoggins | Contact Standards Committee and find out the recommended path forward for International Standards Integration. | _____ |
| 20 – 9 | Littleton | Define the scope of an ad hoc looking at a business model for membership. | <u>Complete</u> |
| 21 – 9 | Olesen | Contact Chuck Gullede to serve as chair of an ad hoc to work on a business model for membership and for him to appoint members to the ad hoc committee. | <u>Complete</u> |
| 22 – 9 | Hayter/Littleton | Meet with the Marketing director to come up with a way to help the Marketing team prioritize their tasks and improve communication with committees. | _____ |
| 23 – 10 | Keen | Develop a clear definition from the Publishing and Education Director and Membership Services Director of the current duties of the Historical Committee and how its responsibilities may change in the future. | _____ |
| 24 – 10 | Hayter/Boyce | Discuss with the GGAC chair regarding a proposed committee name change. | <u>Complete</u> |
| 25 – 10 | Littleton | Write a draft Sponsorship Guidelines Policy. | _____ |
| 26 – 10 | Schwedler/ Littleton | Develop a process for how to track significant decisions and expenditures. | _____ |
| 27 – 10 | ExCom | Complete reports on intersociety visits and put them in the Basecamp folder. | _____ |
| 28 – 11 | Hayter | Name a replacement for the NCEES Representative from ASHRAE during the appointments process. | _____ |



MINUTES
EXECUTIVE COMMITTEE MEETING
January 20, 24 and 25, 2018

MEMBERS PRESENT:

Bjarne W. Olesen, President
Sheila J. Hayter, President-Elect
Darryl K. Boyce, Treasurer
Julia A. Keen, Vice President
Mick C. A. Schwedler, Vice President
M. Ginger Scoggins, Vice President
Edward K.C. Tsui, Vice President

GUESTS PRESENT:

| | |
|----------------------|------------------|
| Christopher Albright | Omar Rojas |
| Matt Clark | Marianna Vallejo |
| Ahmed Alaa Eldin | Tom Phoenix |

STAFF PRESENT:

Jeff H. Littleton, Executive Vice President
Mary D. Townsend, Executive Assistant
Steve Comstock, Director of Publishing and Education
Vanita Gupta, Director of Marketing
Kim Mitchell, Chief Development Officer
Stephanie Reiniche, Director of Technology
Craig Wright, Director of Administrative Services
Nicole Blount, Senior Manager of Development
Lilas Pratt, Manager of Special Projects
Ayah Said, Coordinator – Global Training Center: Dubai

Call to Order

President Olesen called the meeting to order on Saturday, January 20, 2018 at 7:30 AM. ExCom members, guests and staff attended as listed above. Introductions were made and Ms. Ayah Said, Coordinator of the Global Training Center in Dubai gave a short overview of operations at the Dubai training center, class offering overview and some of their objectives for the near future.

Review of the Agenda

The following items were added to the agenda under New Business:

- Draft Schedule for the March Meetings in Atlanta
- U.S. Chemical Safety Board Releases Final Report into Chemical Release at MGPI Industries-Report Emphasizes Key Safety Lessons to Prevent Future Inadvertent Mixing Incidents
- Discussion on the legal feasibility of grow room research efforts
- Building Performance Award

- Feedback on Forum on Standards and Standards Business Model Ad Hoc from Technology Council
- CRC Motion 24 – Region IX would like the ability to choose something else besides the handbook as their member benefit.
- ASHRAE Marketing – Location with organizational structure, prioritization of tasks, interaction with committees.
- Historical Committee – purpose, scope, location within organizational structure
- Consider renaming GGAC for greater appeal and understanding by the global community.
- Sponsorship Guidelines
- Significant Expenditures Tracking

Approval of Minutes

Ms. Keen moved:

that the minutes from the November 5 and 6, 2017 ExCom meeting be approved.

MOTION PASSED (Unanimous, CNV)

Review of Action Items

Action items 1-4 are ongoing and included in the action item list at the beginning of the minutes. Updates are included where possible.

AI 1-4

Report of the Treasurer Attachment A**2017-2018 Financial Update**

Mr. Boyce reviewed the financial update that will be presented to the BOD and reported that consolidated net assets as of December 31, 2017 have increased as compared to the prior 12 months and continue to grow. This is primarily due to the large gains in ASHRAE's investment reserve funds which were up 13%. Mr. Boyce also discussed the General Fund forecast for Society Year 17-18. The budget was presented in June 2017 with a deficit of \$301.2K and the current forecast is a deficit of \$328.6K.

Some of the major variations between the forecast versus the budget are as follows: The 2018 AHR Expo in Chicago will be the largest ever with over 530,000 net square feet generating income of \$147.5K greater than budget. The forecast vs. budget is projected to be lower for publication revenue by \$30K as YTD actuals are trailing the budget but this lag should be offset somewhat by addition of a number of new publications in Chicago, including design guides and a revised textbook.

The Finance Committee is working on a dues increase formula, which includes a risk assessment of increasing the cost of membership, membership trends and the thoughtful communication to membership no matter what final decision is considered.

Mr. Boyce moved:

- (1) that ExCom recommends that the Board of Directors approves the allocation of \$25,000 of the FY 17-18 Opportunity Fund to ship Handbooks via FedEx in June 2018 to all countries outside of the U.S., Canada, and Europe.

MOTION 1 PASSED (Unanimous, CNV)

Report of Bodies Reporting to ExCom

President-Elect Advisory Committee

Ms. Hayter reported that PEAC is making great progress and working on a final tag line and that things are coming together nicely.

Foundation Trustees Attachment B

Ms. Mitchell reported the following information items from the Foundation Trustees:

- Approved funding a matching grant of \$45,000 to support the ASHRAE Presidents' Scholarship.
- Approved the following new rule to be added to the Foundation Manual of Procedures.
3.4 Corporate Representative Trustee Positions: If a corporate representative is no longer affiliated with the represented company their term as a trustee on the Foundation shall be closed. The Foundation Chair will request that the corporation provide a new corporate representative to fill the vacant trustee position.

Note: This will be referred to SRC for their approval.

- The Foundation Board of Trustees approved the Foundation Gift Policies and Guidelines Manual of Procedures.
- Approved the 100th Birthday Proclamation for Mr. Gershon L. Gendler. (See Foundation Trustees Report.)

Scholarship Trustees Attachment C

Mr. Nutter recommended the following motions for the Executive Committee approval.

Ms. Scoggins moved:

- (2) that the Executive Committee and Board of Directors approve revisions to the Scholarship Guidelines in Attachment A of the Scholarship Trustees Report to the Executive Committee.

MOTION 2 PASSED (Unanimous, CNV)

Ms. Scoggins moved:

- (3) that the Executive Committee approve the revisions to the Scholarship MOP as noted in Attachment B of the Scholarship Trustees Report to the Executive Committee.

MOTION 3 PASSED (Unanimous, CNV)

Ms. Scoggins moved:

- (4) that the Executive Committee and Board of Directors approve revising 3.2.4 of the Scholarship Guidelines as follows:
3.2.4 All funds for scholarships shall be invested separately from other ASHRAE investments and shall be deposited in the ASHRAE Foundation ~~headquarters interest~~

~~bearing account.~~ Separate accounting records shall be maintained for each scholarship fund.

MOTION 4 PASSED (Unanimous, CNV)

Mr. Nutter highlighted that the scholarship trustees awarded 24 engineering, regional, chapter, and university-specific scholarships and 4 engineering technology scholarships for the 2018-2019 academic year. The Society's Freshman and High School Senior Scholarships for 2018-2019 will be awarded at the 2018 ASHRAE Annual Conference in June.

College of Fellows Attachment D

Mr. Simmonds reported the following highlights of the meeting:

- The ASHRAE/AIA Task Group came to the COF meeting and expressed their interest in communicating with the Fellows. The COF will provide a list of action items for the TG and is available to assist in pursuing the action items.
- The COF and YEA have created a mentorship program. The COF had six YEA Committee members visit their meeting to discuss moving forward with this program and COF members attended the YEA meetings and mixers.

Life Members Club Attachment E

Ms. Mitchell reported the following highlights from the Life Members meeting:

- A certificate and check were presented to Julia Keen, the 2017-18 E.K. Campbell Award recipient, at the Life Member's Luncheon.
- LMC is happy to report annual giving is in great shape! The Club set a new high at the end of the 2016-17 campaign and is currently up from this time last year and anticipates a new all-time high for donations.

Joint Expo Policy Committee Attachment F

Ms. Keen reported that the meeting discussion revolved around the Expo and the Annual Meetings moving forward. The goals of having the best space, quality of attendees and the square footage are the main focus. They will meet in Atlanta in Winter and at present the Expo space is already sold out. The hotel is the OMNI Hotel close to the conference center. There is some discussion on the future hotel location for the meetings in Chicago and whether we remain at the Palmer House Hilton.

Discussion included:

- Using an RFID system for tracking.
- Less than 5% of conference attendees go to the Expo.
- Discussion of sharing the show with ACCA.

Unfinished BusinessASHRAE/REHVA Task Force Update Attachment G

Mr. Wentz reported that a memorandum of understanding was signed between ASHRAE/REHVA at Long Beach. As part of that MOU, a task force was created to develop a plan on how ASHRAE chapters and sections can interact successfully and create synergy with the European national societies. At the present time, the task force has approved the first three models. The models are as follows: (1) An MOU template

between an ASHRAE Group and a national association represented by REHVA. (2) An MOU template between an ASHRAE Chapter and a national association represented by REHVA. (3) An MOU template between an ASHRAE Chapter that spans multiple countries that contain national associations represented by REHVA. (4) That situation where there are only members (no ASHRAE chapter, section or groups) in a country that contains a national association represented by REHVA. Model 4 is the last one to complete and then the MOU signed in Long Beach will need to be rewritten so that it includes all of these changes and incorporates the new ASHRAE European Region. Region XIV DRC Costas Balaras has joined the task force. The timeline for completion is the General Assembly of REHVA at the end of April 2018.

Privacy Policy Update Attachment H

Mr. Olesen reported that the Privacy Policy Update was discussed in the committee meeting. It has been reviewed by the King and Spalding legal team and comments are still forthcoming. This will ultimately come to the Board of Directors for discussion and decisions, so this is a priority in order to keep you updated. ASHRAE must be in compliance with GDPR, or General Data Protection Regulation, that goes into effect May 25, 2018. This is a move by the European Union to put regulations in place to protect end users. There are several aspects that require businesses to ensure personal data is protected. This policy will go to Members Council and also will appear on the March Board Meeting agenda.

Antitrust Training Module

Mr. Olesen reported that a new Antitrust Training Module is available to view. This is an important topic for Board members to be aware of and will be added to the new Board Members Orientation agenda. The Antitrust videos may viewed at the link below.

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

Ms. Scoggins will report back to ExCom on what Standards is doing on Antitrust training. AI-5

MOU Policy for Chapters Attachment I

Mr. Littleton reported that there was feedback from Members Council on the MOU Policy and these changes have been incorporated into the final draft.

Ms. Hayter will refer the Chapter MOU Policy back to Members Council for their final input. AI-6

Ms. Hayter will discuss with Members Council whether a Regions' MOU Policy is needed. AI-7

AIVC Proposal Attachment J

Mr. Doug Fick and Mr. Mark Modera have reviewed documents that are online and the documents we are interested in that are already available through Google.

Mr. Littleton will notify Peter Wouters, AIVC that ASHRAE will not be proceeding with their proposal. AI-8

IEQ-GA Strategic Plan Attachment K

Mr. Olesen reported that several societies came together to develop this alliance and that they have a strategic plan. Mr. Don Weeks and an attorney in Brussels, Belgium are looking into what it would take to register this alliance so they would be eligible for O&D liability insurance. Discussions are underway and they meet again in Chicago on Tuesday.

Definition of Major Organizational Change Attachment L

Ms. Keen reported that she took the concern regarding the definition of a major organizational change to Society Rules Committee (SRC). SRC has sent back their response that as clearly defined in the Rule of the Board, it is up to the Board of Directors to declare if something is a major organizational change.

Ms. Hayter will include discussion of a “major organizational change” into the Board Orientation agenda.

AI-9

ASHRAE Response to Natural Disasters

Mr. Littleton will notify Ben Skelton, Chair of the DRC Forum, to add to the forum agenda a discussion of DRCs alerting ASHRAE staff of natural disasters in their areas so information can be sent to them.

AI-10

New Business

ASHRAE/AiCARR Memorandum of Understanding Attachment M

Mr. Boyce moved:

- (5) that ExCom recommends to the Board of Directors that the memorandum of understanding between the Associazione Italiana Condizionamento dell’Aria Riscaldamento Refrigerazione (AiCARR)/ASHRAE be approved. (See Attachment M.)

MOTION 5 PASSED (Unanimous, CNV)

Rule of the Board 3.910 – Staff Manual Attachment N

Ms. Keen reported that SRC has reviewed this section of the ROB and recommends eliminating redundancy and has questioned the necessity of it as a section of the ROB.

Ms. Keen will work with SRC on the Staff Manual in the Rules of the Board 3.910 to make recommendations to ExCom for revising, eliminating and editing.

AI-11

KIAEBS (Korean Architects) Application to AASA Attachment O

Ms. Scoggins moved:

- (6) that the Korean Institute of Architectural Sustainable Environment and Building Systems (KIAEBS) application to AASA be accepted.

MOTION 6 PASSED (Unanimous, CNV)

Mr. Littleton will notify KIAEBS of their application approval to AASA and notify AASA of their new member. AI-12

ASHRAE Comment on PINS for ASABE EP653 Attachment P

Ms. Scoggins reported that there is an agreement with Standard 90.1 and TC 2.2 to meet on this issue. The ASABE standard EP653 provides the following information, "Indoor Agricultural Growth – This engineering practice will provide recommendations and guidelines to calculate energy-saving benefits, security and performance characteristics for HVAC products used for indoor plant growth facilities and plant development in a controlled environment. "

Discussion included:

- Volunteering to host meetings and also be a co-sponsor of the ASABE EP653 standard
- Develop a partnership with ASHRAE and ASABE
- Coordinate people who would be interested in working on this project.
- Place on the Standards Committee agenda.

Restructuring of PEC Attachment Q

Ms. Keen reported that she has been tasked with looking into the restructuring of PEC with a small ad hoc. This issue was raised because of the concern that items have been submitted that don't fit under a committee in PubEd. This would include university courses and the new training centers as an example. There is a short three-slide powerpoint that will provide an overview of first steps and a proposed structure change. The Historical Committee is not represented on the presentation; therefore, it would need to be moved to a potentially new area. This is being introduced to PEC along with a request for input from them by March 12, 2018. The projected implementation of a change would be at the Houston Annual Meeting.

International Well Building Institute (IWBI)

Mr. Olesen reported that this group is interested in working with ASHRAE and IEQ-GA. They could be affiliate members without voting rights. IWBI is a for profit LEED-type program for indoor environments and buildings. We have had several meetings and have received many suggestions on how they could collaborate with ASHRAE. There was discussion on IWBI and what would be advantages for ASHRAE, including whether there is a standard they need that we can develop or whether we should have a "wellness standard."

IAQA Performance Monitoring Attachment R

Mr. Olesen reported that IAQA reported to the Board at the Wednesday meeting and there are attachments that include information about their current status. He reported that the desire is for the Association to be self-sustaining in the long term but that we are slightly subsidizing their loss of income from exposition space limitations.

The discussion included:

- How long do we subsidize?
- Are we doing well keeping up with their progress?
- Have we optimized the potential interaction of the two organizations?
- What are the long term plans for the two organizations' interaction?
- Include them in the ASHRAE Strategic Planning Board Meeting in March.

Mr. Littleton will set up a meeting in Houston with IAQA including Stephanie Sears and the IAQA ExCom with ASHRAE ExCom to discuss IAQA goals and a process for updating ASHRAE on their progress.

AI-13

Mr. Littleton will research the original goals for IAQA at the time of the IAQA/ASHRAE merger and present to ExCom.

AI-14

Mr. Littleton will distribute information to ExCom from the IAQA Long Beach Report.

AI-15

Ms. Scoggins and Mr. Schwedler will review items #1 and #3 from the IAQA Long Beach Report and give a status update to ExCom.

AI-16

Draft Schedule for the March Meetings in Atlanta Attachment S

The draft schedule for the meetings during the first week of March were reviewed and approved.

U.S. Chemical Safety Board Releases Final Report into Chemical Release at MGPI Industries- Report Emphasizes Key Safety Lessons to Prevent Future Inadvertent Mixing Incidents

Ms. Scoggins reported that this issue is resolved and that the TC has prepared eight of the ten chapters' but are still awaiting their final publication status.

Discussion on legal feasibility of grow room research efforts

Ms. Scoggins reported that there is growing interest in grow room research efforts and in particular with cannabis. If research is conducted, it must be determined whether it would be illegal by federal standards.

Discussion included:

- Developing a larger data base.
- Indoor agriculture standard.

Mr. Littleton will obtain legal advice on cannabis research by ASHRAE.

AI-17

Building Performance Award

Mr. Tsui reported that the Building Performance Award was discussed during the CIBSE meetings. Mr. Tsui was approached about working with CAR on this type of award in Hong Kong and/or China.

Mr. Tsui will discuss with CAR regarding their interest in working with CCHVC on a Building Performance Award.

AI-18

Feedback on Forum on Standards and Standards Business Model Ad Hoc from Technology Council

Ms. Scoggins reported an overview of the Standards Forum held in Chicago. There was a general consensus that standards should be free and make other benefits available to members. Some concerns and items of discussion included:

- Standards should not be as U.S. based but more global.
- If Building Codes are referenced, they should be available and free to print.
- Volunteers creating the standard, why should they pay for them?
- Reduce verbiage in standard and place more focus on user manuals with more information.
- Discussion of making the few changes that keep the ASHRAE standards and the ISO standards from being similar.

Ms. Scoggins will contact Standards Committee and determine the recommended path forward for International Standards Integration.

AI-19

Region IX CRC Motion 24 – Member Benefits

Ms. Keen reported that there is a motion from the Rocky Mountain Chapter in Region IX that they would like the ability to choose something else besides the handbook as their member benefit. This is related to a bigger issue of membership value and time to reevaluate ASHRAE's organizational membership structure and adding membership levels. This could include assessing what members prefer and offering different levels of membership.

Mr. Littleton will define the scope of an ad hoc looking at a business model for marketing.

AI-20

Mr. Olesen will contact Chuck Gullede to serve as chair of an ad hoc to work on a business model for membership and for him to appoint members to the ad hoc committee.

AI-21

ASHRAE Marketing – Location with organizational structure, prioritization of tasks, interaction with committees

Ms. Keen reported that there is interest growing regarding some type of oversight of the Marketing Department and potential volunteer input.

Ms. Hayter and Mr. Littleton will meet with the Marketing director to discuss a way to help the Marketing team prioritize their tasks and improve communication with committees.

AI-22

Historical Committee – Purpose, Scope, Location within organizational structure

Ms. Keen reported that there is growing concern about the purpose, scope and reporting structure of the Historical Committee. Questions include: What is their purpose? Who are they supposed to be and should they potentially serve more than one Council?

Ms. Keen will develop a clear definition from the PubEd Director and Membership Services Director of the current duties and responsibilities of the Historical Committee and how these may change in the future.

AI-23

Consider the renaming of GGAC for greater appeal and understanding by the global community.

Ms. Keen reported that there is concern that the Grassroots Government Advocacy Committee should consider a committee name change, as the current name is not viewed as good from a global perspective.

Ms. Hayter and Mr. Boyce will discuss with the GGAC chair the idea about a proposed committee name change.

AI-24

Sponsorship Guidelines

Mr. Olesen reported that there should be some guidelines written for the sponsorship of the Plenary speaker. It appears that the guidelines for the Chapters and Society sponsorship are different. The current Commercialism Policy is more about technical issues than sponsorship guidelines.

Mr. Littleton will write a draft Sponsorship Guidelines Policy.

AI-25

Significant Expenditures Tracking

Mr. Schwedler reported that there should be some development of a process for making major financial decisions.

Mr. Schwedler and Mr. Littleton will develop a process for how to track significant decisions and expenditures.

AI-26

Report of the President Attachment T**Reports of Officers' CRC and Intersociety Visits**

The Executive Committee will complete reports on intersociety visits and post them in the Basecamp folder.

AI-27

Reports of ASHRAE Representatives – For Information OnlyNCEES

Mr. Hayter reported that he is the ASHRAE representative on the NCEES Board, which is a non-governmental agency. ASHRAE has consistently had a representative on the Board. NCEES has a representative from each state in the United States and territory and each of

these entities can create their own requirements for education and experience for engineers. There is nothing new on the horizon but we continue to watch any lobbying effort to encourage states to adopt changes and create uniformity among states.

Ms. Hayter will name a replacement for the NCEES Representative from ASHRAE during the Appointments process. AI-28

NATE Attachment U

AEDG Steering Committee Attachment V

Mr. Phoenix reported that AEDG is announcing that the latest guide is now finished and available for sale. It is the first in a series, Zero Energy Buildings – K-12 Zero Energy Guides. This has been a very productive group and they have approved the next guide which will be the second in the series, Small to Medium-Sized Offices' Zero Energy Guide. The major work begins at the next meeting.

Mr. Schwedler reported that one of the group's MBOs is to reach a goal of 600,000 downloads and they are nearing that goal. Please visit www.ashrae.org/free/AEDG to help them reach the goal.

Western HVAC Performance Alliance Attachment W

U.N. Report on Environment Meeting: Montreal Protocol Attachment X

Global Cold Chain Alliance (GCCA) Report Attachment Y

Executive Session

The executive session was held during the three-day meeting and minutes were taken and submitted separately from the open session minutes.

Upcoming Meetings

ExCom Spring Meeting in Antwerp, Belgium
Wednesday, April 18 to Saturday, April 21, 2018

ExAIL Calls – 9:00 AM Eastern time
Scheduled for: December 4th, January 8th, February 5th, March 5th, April 3rd at 10 AM,
May 1st at 8:00 AM and June 4th.

Adjournment

Mr. Olesen thanked everyone for attending. The meeting was adjourned at 11:00 AM on January 25, 2018.



Jeff H. Littleton, Secretary

mdt/2018/02/28

Distribution: Board of Directors
Staff Directors

- Attachments:
- A. Report of the Treasurer
 - B. Foundation Trustees Report
 - C. Scholarship Trustees Report
 - D. College of Fellows Report
 - E. Life Members Club
 - F. Joint Expo Policy Committee Report
 - G. ASHRAE/REHVA Task Force Report
 - H. Privacy Policy Update
 - I. MOU Policy for Chapters
 - J. AIVC Proposal
 - K. IEQ-GA Strategic Plan
 - L. Definition of Major Organizational Change
 - M. ASHRAE/AiCARR Memorandum of Understanding
 - N. Rule of the Board 3.910 – Staff Manual
 - O. KIAEBS Application to AASA
 - P. ASHRAE Comment on PINS for ASABE EP653
 - Q. Restructuring of PEC
 - R. IAQA Performance Monitoring
 - S. Draft Schedule for the March Meetings in Atlanta
 - T. Report of the President
 - U. NATE Report
 - V. AEDG Steering Committee
 - W. Western HVAC Performance Alliance
 - X. U.N. Report on Environment Meeting: Montreal Protocol
 - Y. Global Cold Chain Alliance (GCCA) Report

ASHRAE
GENERAL (Fund 2)
For the Six Months Ending Sunday, December 31, 2017

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | DRAFT | DRAFT | DRAFT | |
|---------------------------------|------------------|------------------|------------------|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Actual | Budget | Actual | Budget | roll up | Actual | Actual | Budget | Actual | Forecast | Budget | Budget | Budget | |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
| | | | | REVENUES | | | | | | | | | |
| \$3,720.9 | \$3,871.8 | \$3,783.6 | \$3,828.4 | 31 Membership Dues Earned Income | \$7,281.8 | \$7,481.7 | \$7,828.6 | \$7,510.4 | \$7,732.0 | \$7,732.0 | \$7,888.8 | \$8,036.3 | \$8,207.7 |
| 1,513.5 | 1,770.3 | 1,479.2 | 1,622.9 | 32 Publication Sales Income | 3,483.9 | 3,626.1 | 3,924.8 | 3,504.1 | 3,670.1 | 3,700.1 | 3,710.6 | 3,842.8 | 3,938.0 |
| 1,653.2 | 1,811.6 | 1,633.0 | 1,638.9 | 34 Advertising Income - Display | 3,710.8 | 3,779.4 | 3,846.0 | 3,577.7 | 3,604.4 | 3,658.2 | 3,739.9 | 3,895.5 | 3,852.6 |
| 9.9 | 13.4 | 8.5 | 13.8 | 34 Advertising Income - Classified | 32.0 | 19.3 | 25.0 | 18.0 | 25.0 | 25.0 | 25.5 | 25.7 | 26.3 |
| 394.7 | 329.5 | 417.9 | 442.9 | 34 Advertising Income - On-line | 595.6 | 715.8 | 720.0 | 821.2 | 905.0 | 870.0 | 920.0 | 945.0 | 961.0 |
| 230.9 | 294.5 | 90.2 | 52.9 | 35.1 Meeting & Seminar Income | 1,578.5 | 1,529.9 | 1,968.5 | 2,151.9 | 1,889.3 | 1,889.3 | 1,654.7 | 1,695.3 | 1,729.3 |
| 101.9 | 118.3 | 120.0 | 113.9 | 35.2 Certification Registration | 183.3 | 187.6 | 250.0 | 196.8 | 220.0 | 220.0 | 220.0 | 230.0 | 236.6 |
| 579.7 | 762.7 | 557.0 | 635.9 | 35.3 Education Registration | 1,504.5 | 1,844.8 | 2,060.0 | 1,611.1 | 1,725.0 | 1,955.0 | 1,925.0 | 2,095.0 | 2,217.5 |
| | | | | 37 Special Project Income | 316.6 | 3.2 | | 14.3 | 50.0 | 50.0 | | | |
| 19.1 | 12.6 | 8.6 | 11.2 | 38 Contribution Income | 72.7 | 104.2 | 41.0 | 49.2 | 42.3 | 42.3 | 42.9 | 43.8 | 54.7 |
| | | | | 41.1 AHR Exposition Income | 5,146.6 | 5,168.0 | 5,168.0 | 5,623.7 | 5,950.0 | 5,802.5 | 5,600.0 | 5,500.0 | 6,000.0 |
| 90.0 | 90.0 | 24.5 | 10.0 | 41.2 Contributions and Matching Gifts | (1,699.5) | (1,841.4) | (1,859.3) | (1,900.0) | (1,950.5) | (1,950.5) | (1,550.5) | (1,550.3) | (1,849.3) |
| 162.3 | 84.0 | | | 41.3 Exposition Income - Other Countries | 145.9 | 34.0 | 84.0 | 162.3 | | | 150.0 | | |
| 310.7 | 430.7 | 359.5 | 359.5 | 44 Reserve Transfers | 314.5 | 398.4 | 861.4 | 521.4 | 719.0 | 719.0 | 733.4 | 755.4 | 770.5 |
| 103.5 | 147.8 | 127.5 | 195.8 | 46 Miscellaneous Income | 534.4 | 322.7 | 349.5 | 330.7 | 579.9 | 544.9 | 533.0 | 491.2 | 501.0 |
| 8,890.3 | 9,737.2 | 8,609.5 | 8,926.1 | TOTAL REVENUES | 23,201.6 | 23,373.7 | 25,267.5 | 24,192.8 | 25,161.5 | 25,257.8 | 25,593.3 | 26,005.7 | 26,645.9 |
| | | | | EXPENSES: | | | | | | | | | |
| 4,028.9 | 4,033.8 | 4,420.2 | 4,116.4 | 51 Salary Expense | 7,357.2 | 8,205.5 | 8,328.5 | 8,604.7 | 8,945.3 | 8,782.2 | 9,350.5 | 9,719.3 | 10,027.0 |
| 1,206.6 | 1,244.9 | 1,331.6 | 1,303.3 | 52 Payroll Taxes, Benefits, Personnel Exp | 2,375.3 | 2,581.5 | 2,493.0 | 2,491.7 | 2,731.8 | 2,657.2 | 2,848.0 | 2,956.8 | 3,059.0 |
| 1,437.4 | 1,895.7 | 1,421.1 | 1,536.9 | 61 Publishing and Promotion Expense | 3,757.5 | 3,786.5 | 3,831.6 | 3,543.4 | 3,562.5 | 3,533.2 | 3,586.2 | 3,736.1 | 3,777.7 |
| 627.9 | 635.5 | 525.6 | 503.1 | 64 Meetings & Conferences Expense | 2,178.5 | 2,335.7 | 2,768.8 | 2,626.5 | 2,644.6 | 2,644.6 | 2,618.1 | 2,410.9 | 2,460.1 |
| 842.7 | 1,044.2 | 796.7 | 907.5 | 66 Travel Expense | 1,954.6 | 1,776.0 | 2,382.7 | 2,152.7 | 2,327.0 | 2,438.6 | 2,248.3 | 2,306.8 | 2,351.3 |
| 42.9 | 39.6 | 31.9 | 47.0 | 68 Awards, Certif, Logo Cost of Goods Sold | 98.9 | 90.9 | 120.0 | 123.3 | 129.8 | 129.8 | 132.3 | 136.1 | 138.8 |
| 110.9 | 117.4 | 118.1 | 124.9 | 71 Research Projects & Grants Expense | 100.9 | 121.7 | 131.3 | 121.2 | 136.6 | 136.6 | 139.3 | 143.5 | 146.3 |
| 122.1 | 112.0 | 34.6 | 43.8 | 73 Special Projects Expense | 72.5 | 101.3 | 162.0 | 157.4 | 306.1 | 306.1 | | | |
| 44.3 | 31.7 | 28.8 | 64.8 | 76 Public Relations Expense | 51.0 | 79.4 | 63.9 | 66.7 | 89.9 | 89.9 | 90.6 | 91.7 | 93.5 |
| 273.9 | 307.5 | 308.4 | 320.6 | 78 Occupancy & Insurance | 559.2 | 588.6 | 595.7 | 553.9 | 680.4 | 644.5 | 721.1 | 738.1 | 750.2 |
| 740.3 | 858.1 | 693.5 | 800.8 | 82 Office Expense and Organizational Dues | 1,788.1 | 1,815.0 | 1,944.1 | 1,735.6 | 1,771.2 | 1,890.0 | 1,810.0 | 1,852.1 | 1,883.8 |
| 875.5 | 1,268.8 | 749.5 | 861.6 | 84 Outside Services Expense | 1,654.6 | 1,717.7 | 2,713.8 | 1,967.0 | 2,248.5 | 2,317.5 | 2,181.0 | 2,071.2 | 2,089.5 |
| 162.5 | 316.0 | 322.9 | 266.9 | 88 Other Expense | 487.8 | 623.2 | 619.3 | 668.6 | 610.5 | 610.5 | 740.8 | 645.2 | 658.1 |
| (375.9) | (237.5) | (402.8) | (238.6) | 88.1 Prepaid Expense (contra acct) | 33.8 | (560.5) | (475.0) | (535.1) | (500.0) | (500.0) | (505.0) | (510.0) | (520.2) |
| 130.3 | 190.0 | 140.0 | 190.0 | 89 Opportunity Fund | 35.5 | | 240.0 | 140.0 | 240.0 | 240.0 | 100.0 | 100.0 | 100.0 |
| 267.4 | 276.5 | 266.6 | 298.0 | 90 Depreciation Expense | 631.9 | 579.3 | 534.7 | 529.5 | 551.8 | 624.4 | 701.8 | 726.0 | 677.2 |
| (391.6) | (363.5) | (321.4) | (456.2) | 91 Allocation of Overhead & BOD | (808.5) | (750.3) | (903.9) | (807.6) | (985.9) | (985.9) | (1,001.5) | (1,024.3) | (1,046.3) |
| 10,146.1 | 11,770.7 | 10,465.3 | 10,690.8 | TOTAL EXPENSES | 22,328.8 | 23,091.5 | 25,550.5 | 24,139.5 | 25,490.1 | 25,559.2 | 25,761.5 | 26,099.5 | 26,646.0 |
| (1,255.8) | (2,033.5) | (1,855.8) | (1,764.7) | SURPLUS (DEFICIT) before reserve income | 872.8 | 282.2 | (283.0) | 53.3 | (328.6) | (301.4) | (168.2) | (93.8) | (0.1) |
| 53.8 | 222.5 | 89.5 | 162.6 | 92 Non-recurring Expenses | 639.5 | 477.9 | 350.0 | 69.5 | 210.0 | 210.0 | | | |
| | | | | Reserve Investment Income: | | | | | | | | | |
| 792.1 | 623.7 | 986.9 | 284.6 | 95 Investmt Income - Reserves (net of exp) | 146.5 | (115.9) | 566.1 | 1,533.4 | 614.7 | 614.7 | 634.0 | 653.1 | 666.1 |
| (310.7) | (430.7) | (404.5) | (530.1) | 96 Transfer Reserves Portion Used Currently | (314.5) | (398.4) | (861.4) | (521.4) | (719.0) | (719.0) | (733.4) | (755.4) | (770.5) |
| 481.4 | 193.0 | 582.4 | (245.5) | Remaining Reserve Investment Income | (168.0) | (514.3) | (295.3) | 1,012.0 | (104.3) | (104.3) | (99.4) | (102.3) | (104.4) |
| (828.2) | (2,063.0) | (1,362.9) | (2,172.8) | OVERALL SURPLUS (DEFICIT) after reser | 65.3 | (710.0) | (928.3) | 995.8 | (642.9) | (615.7) | (267.6) | (196.1) | (104.5) |

**ASHRAE
BOARD OF DIRECTORS 2-5nn
For the Six Months Ending Sunday, December 31, 2017**

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | | DRAFT | DRAFT | DRAFT |
|---------------------------------|--------------|------------|----------------|--|----------------|--------------|-------------------|-------------------|---------------------|-------------------|--------------|--------------|--------------|
| Actual | Budget | Actual | Budget | roll up | | | | | | | Budget | Budget | Budget |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | Budget FY 2017 | Actual FY 2017 | Forecast FY 2018 | Budget FY 2018 | FY 2019 | FY 2020 | FY 2021 |
| | \$4.0 | | \$4.2 | REVENUES | | | | | | | | | |
| 80.0 | 80.0 | | | 38 Contribution Income | \$23.5 | | \$8.0 | | \$8.3 | \$8.3 | \$8.5 | \$8.7 | \$18.8 |
| | 120.0 | | | 41.2 Contributions and Matching Gifts | | 0.0 | (36.0) | (20.0) | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 |
| | 5.0 | 0.1 | 21.5 | 44 Reserve Transfers | | | 240.0 | | | | | | |
| 80.0 | 209.0 | 0.1 | 25.7 | 46 Miscellaneous Income | 0.0 | 0.3 | 5.0 | | 43.0 | 43.0 | 95.0 | 168.0 | 171.4 |
| | | | | TOTAL REVENUES | 23.5 | 0.3 | 217.0 | (20.0) | 51.3 | 51.3 | 103.5 | 176.7 | 190.2 |
| | | | | EXPENSES: | | | | | | | | | |
| 415.1 | 438.4 | 535.1 | 474.1 | 51 Salary Expense | 695.8 | 811.0 | 947.1 | 909.4 | 1,002.7 | 1,002.7 | 1,045.5 | 1,101.2 | 1,129.2 |
| 113.5 | 126.1 | 150.7 | 132.2 | 52 Payroll Taxes, Benefits, Personnel Exp | 193.2 | 245.1 | 265.3 | 270.2 | 296.5 | 270.0 | 308.7 | 377.2 | 388.4 |
| 31.1 | 69.9 | 10.9 | 76.2 | 61 Publishing and Promotion Expense | 10.0 | 26.9 | 141.7 | 32.0 | 124.6 | 124.6 | 121.7 | 124.8 | 127.3 |
| 28.3 | 12.9 | 51.2 | 29.0 | 64 Meetings & Conferences Expense | 64.0 | 83.8 | 70.7 | 147.1 | 99.6 | 99.6 | 70.3 | 73.1 | 74.6 |
| 347.4 | 448.1 | 362.0 | 377.1 | 66 Travel Expense | 872.8 | 782.6 | 1,067.6 | 897.4 | 944.1 | 1,014.1 | 931.4 | 953.3 | 971.7 |
| 2.4 | 0.9 | 0.2 | 0.9 | 68 Awards, Certif, Logo Cost of Goods Sold | 14.9 | 9.9 | 3.8 | 15.7 | 3.9 | 3.9 | 4.0 | 4.1 | 4.2 |
| | | | | 71 Research Projects & Grants Expense | 7.2 | 7.3 | 8.1 | 7.4 | 8.4 | 8.4 | 8.6 | 8.8 | 9.0 |
| | | | | 76 Public Relations Expense | 0.1 | | | | | | | | |
| 8.9 | 30.4 | 17.6 | 25.4 | 82 Office Expense and Organizational Dues | 32.5 | 16.5 | 57.4 | 12.5 | 49.9 | 49.9 | 50.8 | 52.2 | 53.2 |
| 95.7 | 250.0 | 40.0 | 46.1 | 84 Outside Services Expense | 50.9 | 73.2 | 578.7 | 194.2 | 227.8 | 227.8 | 209.8 | 142.8 | 146.0 |
| | 11.3 | 0.0 | 1.4 | 88 Other Expense | 1.9 | 7.0 | 22.6 | | 2.8 | 2.8 | 2.9 | 3.0 | 3.0 |
| | 50.0 | | 50.0 | 89 Opportunity Fund | 35.5 | | 100.0 | | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |
| | | | 16.3 | 90 Depreciation Expense | 3.2 | 0.2 | | | 32.5 | 48.8 | 65.0 | 65.0 | 32.5 |
| (1,084.0) | (1,311.3) | (1,166.5) | (1,335.0) | 91 Allocation of Overhead & BOD | (2,584.6) | (2,064.0) | (3,250.0) | (2,478.3) | (3,052.0) | (3,052.0) | (2,835.7) | (2,651.5) | (2,694.6) |
| (41.6) | 126.7 | 1.2 | (106.3) | TOTAL EXPENSES | (602.6) | (0.5) | 13.0 | | (159.2) | (99.4) | 83.0 | 354.0 | 344.5 |
| 121.6 | 82.3 | (1.1) | 132.0 | SURPLUS (DEFICIT) before reserve income | 626.1 | 0.8 | 204.0 | (20.0) | 210.5 | 150.7 | 20.5 | (177.3) | (154.3) |

ASHRAE
MEMBERS COUNCIL (2-2nn & 2-8nn)
For the Six Months Ending Sunday, December 31, 2017

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | | DRAFT | DRAFT | DRAFT |
|---------------------------------|----------------|----------------|----------------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|
| Actual | Budget | Actual | Budget | roll up | | | | | | | Budget | Budget | Budget |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | FY 2017 | FY 2017 | Forecast | Budget | FY 2019 | FY 2020 | FY 2021 |
| | | | | REVENUES | | | | | | | | | |
| \$3,720.9 | \$3,871.8 | \$3,783.6 | \$3,828.4 | 31 Membership Dues Earned Income | \$7,281.8 | \$7,481.7 | \$7,828.6 | \$7,510.4 | \$7,732.0 | \$7,732.0 | \$7,888.8 | \$8,036.3 | \$8,207.7 |
| 230.9 | 294.5 | 90.2 | 52.9 | 35.1 Meeting & Seminar Income | 1,578.5 | 1,529.9 | 1,968.5 | 2,151.9 | 1,889.3 | 1,889.3 | 1,654.7 | 1,695.3 | 1,729.3 |
| 16.9 | 4.5 | 6.4 | 3.8 | 38 Contribution Income | 38.4 | 92.1 | 18.7 | 36.5 | 19.0 | 19.0 | 19.2 | 19.6 | 20.0 |
| 10.0 | 10.0 | 24.5 | 10.0 | 41.2 Contributions and Matching Gifts | 20.0 | 20.0 | 20.3 | 20.0 | 20.7 | 20.7 | 20.9 | 21.6 | 22.0 |
| 58.3 | 49.8 | 37.1 | 41.0 | 46 Miscellaneous Income | 153.3 | 117.9 | 99.7 | 121.0 | 112.6 | 112.6 | 77.3 | 76.3 | 77.8 |
| 4,037.0 | 4,230.6 | 3,941.8 | 3,936.1 | TOTAL REVENUES | 9,072.0 | 9,241.6 | 9,935.8 | 9,839.8 | 9,773.6 | 9,773.6 | 9,660.9 | 9,849.1 | 10,056.8 |
| | | | | EXPENSES: | | | | | | | | | |
| 659.4 | 673.0 | 674.8 | 703.3 | 51 Salary Expense | 1,135.0 | 1,330.7 | 1,369.7 | 1,369.4 | 1,455.7 | 1,455.7 | 1,516.0 | 1,596.2 | 1,628.8 |
| 180.8 | 199.7 | 193.8 | 204.3 | 52 Payroll Taxes, Benefits, Personnel Exp | 313.7 | 404.7 | 399.0 | 357.5 | 430.6 | 406.7 | 447.8 | 477.4 | 490.8 |
| 148.8 | 148.2 | 143.3 | 133.6 | 61 Publishing and Promotion Expense | 422.2 | 398.0 | 313.6 | 409.4 | 384.1 | 384.1 | 343.8 | 348.0 | 355.0 |
| 338.2 | 374.6 | 267.2 | 181.1 | 64 Meetings & Conferences Expense | 1,644.0 | 1,658.4 | 2,103.3 | 1,866.4 | 1,927.1 | 1,927.1 | 1,913.6 | 1,686.6 | 1,720.3 |
| 304.9 | 436.2 | 295.3 | 380.7 | 66 Travel Expense | 668.7 | 625.0 | 843.6 | 764.0 | 858.7 | 888.7 | 821.7 | 848.3 | 865.2 |
| 18.7 | 24.5 | 23.1 | 28.0 | 68 Awards, Certif, Logo Cost of Goods Sold | 82.8 | 80.0 | 86.0 | 75.0 | 94.4 | 94.4 | 96.2 | 99.0 | 101.0 |
| 110.9 | 117.4 | 118.1 | 124.9 | 71 Research Projects & Grants Expense | 93.7 | 114.4 | 123.2 | 113.8 | 128.2 | 128.2 | 130.7 | 134.7 | 137.3 |
| 142.6 | 151.9 | 178.5 | 155.0 | 82 Office Expense and Organizational Dues | 299.4 | 319.9 | 370.3 | 366.7 | 359.6 | 359.6 | 366.8 | 378.2 | 385.8 |
| 43.6 | 84.1 | 36.5 | 93.7 | 84 Outside Services Expense | 175.2 | 195.6 | 278.5 | 211.5 | 248.0 | 248.0 | 251.5 | 199.8 | 203.8 |
| 147.5 | 140.0 | 144.4 | 139.9 | 88 Other Expense | 294.1 | 285.9 | 323.2 | 348.0 | 319.5 | 319.5 | 337.0 | 334.0 | 340.6 |
| (132.7) | | (158.4) | | 88.1 Prepaid Expense (contra acct) | 13.5 | (8.8) | | (25.5) | | | | | |
| 130.3 | 140.0 | 140.0 | 140.0 | 89 Opportunity Fund | | | 140.0 | 140.0 | 140.0 | 140.0 | | | |
| 917.4 | 924.3 | 973.3 | 925.6 | 91 Allocation of Overhead & BOD | 1,657.9 | 1,736.4 | 1,966.7 | 1,904.0 | 1,915.3 | 1,915.3 | 1,946.0 | 1,990.2 | 2,032.8 |
| 3,010.4 | 3,413.9 | 3,029.9 | 3,210.1 | TOTAL EXPENSES | 6,800.2 | 7,140.2 | 8,317.1 | 7,900.2 | 8,261.2 | 8,267.3 | 8,171.1 | 8,092.4 | 8,261.4 |
| 1,026.6 | 816.7 | 911.9 | 726.0 | SURPLUS (DEFICIT) before reserve income | 2,271.8 | 2,101.4 | 1,618.7 | 1,939.6 | 1,512.4 | 1,506.3 | 1,489.8 | 1,756.7 | 1,795.4 |

**ASHRAE
PUBLISHING & EDUCATION COUNCIL (2-4nn & 5-5nn)
For the Six Months Ending Sunday, December 31, 2017**

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | | DRAFT | DRAFT | DRAFT |
|---------------------------------|----------------|----------------|----------------|--|-----------------|-----------------|-------------------|-------------------|---------------------|-------------------|-----------------|-----------------|-----------------|
| Actual | Budget | Actual | Budget | roll up | | | | | | | Budget | Budget | Budget |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | Budget FY 2017 | Actual FY 2017 | Forecast FY 2018 | Budget FY 2018 | FY 2019 | FY 2020 | FY 2021 |
| | | | | REVENUES | | | | | | | | | |
| \$1,513.5 | \$1,770.3 | \$1,479.2 | \$1,622.9 | 32 Publication Sales Income | \$3,483.9 | \$3,626.1 | \$3,924.8 | \$3,504.1 | \$3,670.1 | \$3,700.1 | \$3,710.6 | \$3,842.8 | \$3,938.0 |
| 1,653.2 | 1,811.6 | 1,633.0 | 1,638.9 | 34 Advertising Income - Display | 3,710.8 | 3,779.4 | 3,846.0 | 3,577.7 | 3,604.4 | 3,658.2 | 3,739.9 | 3,895.5 | 3,852.6 |
| 9.9 | 13.4 | 8.5 | 13.8 | 34 Advertising Income - Classified | 32.0 | 19.3 | 25.0 | 18.0 | 25.0 | 25.0 | 25.5 | 25.7 | 26.3 |
| 394.7 | 329.5 | 417.9 | 442.9 | 34 Advertising Income - On-line | 595.6 | 715.8 | 720.0 | 821.2 | 905.0 | 870.0 | 920.0 | 945.0 | 961.0 |
| 101.9 | 118.3 | 120.0 | 113.9 | 35.2 Certification Registration | 183.3 | 187.6 | 250.0 | 196.8 | 220.0 | 220.0 | 220.0 | 230.0 | 236.6 |
| 579.7 | 762.7 | 557.0 | 635.9 | 35.3 Education Registration | 1,504.5 | 1,844.8 | 2,060.0 | 1,611.1 | 1,725.0 | 1,955.0 | 1,925.0 | 2,095.0 | 2,217.5 |
| | | | | 37 Special Project Income | 230.0 | | | | | | | | |
| 2.2 | 4.1 | 2.2 | 3.3 | 38 Contribution Income | 10.8 | 12.1 | 14.3 | 12.7 | 14.9 | 14.9 | 15.2 | 15.5 | 15.8 |
| | | | | 41.2 Contributions and Matching Gifts | 95.0 | 95.0 | 98.6 | 50.0 | 86.8 | 86.8 | 87.7 | 89.2 | 91.0 |
| 17.2 | 66.0 | 52.4 | 85.8 | 46 Miscellaneous Income | 143.1 | 184.4 | 186.8 | 164.0 | 182.5 | 177.5 | 182.8 | 183.6 | 187.2 |
| 4,272.3 | 4,875.9 | 4,270.2 | 4,557.4 | TOTAL REVENUES | 9,989.0 | 10,464.5 | 11,125.5 | 9,955.6 | 10,433.7 | 10,707.5 | 10,826.7 | 11,322.3 | 11,526.0 |
| | | | | EXPENSES: | | | | | | | | | |
| 1,128.3 | 1,197.4 | 1,297.6 | 1,127.5 | 51 Salary Expense | 2,218.4 | 2,411.7 | 2,434.9 | 2,458.1 | 2,484.7 | 2,484.7 | 2,570.6 | 2,743.1 | 2,798.0 |
| 374.1 | 377.4 | 402.9 | 353.9 | 52 Payroll Taxes, Benefits, Personnel Exp | 706.0 | 780.7 | 756.3 | 732.1 | 779.1 | 742.1 | 802.9 | 865.3 | 888.7 |
| 1,248.0 | 1,647.3 | 1,201.5 | 1,315.5 | 61 Publishing and Promotion Expense | 3,302.7 | 3,331.8 | 3,258.1 | 3,031.8 | 2,940.0 | 2,910.7 | 3,016.6 | 3,156.9 | 3,187.0 |
| 239.2 | 235.2 | 197.7 | 271.3 | 64 Meetings & Conferences Expense | 451.6 | 564.6 | 560.0 | 584.2 | 582.2 | 582.2 | 597.9 | 613.8 | 627.1 |
| 51.5 | 70.5 | 47.6 | 58.5 | 66 Travel Expense | 178.4 | 137.8 | 205.7 | 167.9 | 217.0 | 224.0 | 188.6 | 191.1 | 194.0 |
| 0.1 | 1.3 | 0.1 | 1.3 | 68 Awards, Certif, Logo Cost of Goods Sold | 1.0 | 0.8 | 2.6 | 0.9 | 2.7 | 2.7 | 2.7 | 2.8 | 2.8 |
| | | | | 76 Public Relations Expense | | | | 0.5 | | | | | |
| 19.5 | 25.9 | 20.8 | 21.0 | 78 Occupancy & Insurance | 36.1 | 40.6 | 41.3 | 39.9 | 42.9 | 42.9 | 43.8 | 45.1 | 46.0 |
| 395.3 | 393.3 | 305.6 | 412.2 | 82 Office Expense and Organizational Dues | 963.5 | 1,036.6 | 1,027.5 | 884.2 | 828.6 | 942.2 | 842.9 | 855.7 | 867.5 |
| 452.8 | 603.1 | 361.9 | 426.6 | 84 Outside Services Expense | 817.2 | 938.3 | 1,291.3 | 1,061.1 | 1,197.4 | 1,266.4 | 1,095.6 | 1,084.7 | 1,082.9 |
| (43.1) | 105.4 | 99.1 | 74.6 | 88 Other Expense | 108.1 | 227.7 | 163.6 | 183.2 | 171.7 | 171.7 | 278.6 | 182.4 | 186.0 |
| | | | | 90 Depreciation Expense | 45.8 | | | | | | | | |
| 1,563.5 | 1,802.9 | 1,871.4 | 1,848.8 | 91 Allocation of Overhead & BOD | 3,237.1 | 3,147.3 | 3,787.1 | 3,414.3 | 4,057.5 | 4,057.5 | 4,122.5 | 4,216.2 | 4,306.5 |
| 5,429.2 | 6,459.7 | 5,806.2 | 5,911.2 | TOTAL EXPENSES | 12,065.9 | 12,617.9 | 13,528.4 | 12,558.2 | 13,303.8 | 13,427.1 | 13,562.7 | 13,957.1 | 14,186.5 |
| (1,156.9) | (1,583.8) | (1,536.0) | (1,353.8) | SURPLUS (DEFICIT) before reserve income | (2,076.9) | (2,153.4) | (2,402.9) | (2,602.6) | (2,870.1) | (2,719.6) | (2,736.0) | (2,634.8) | (2,660.5) |

**ASHRAE
TECHNOLOGY COUNCIL
For the Six Months Ending Sunday, December 31, 2017**

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | | DRAFT | DRAFT | DRAFT |
|---------------------------------|----------------|----------------|----------------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Actual | Budget | Actual | Budget | roll up | Actual | Actual | Budget | Actual | Forecast | Budget | Budget | Budget | Budget |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | FY 2019 | FY 2020 | FY 2021 |
| REVENUES | | | | | | | | | | | | | |
| | | | | 37 Special Project Income | \$86.6 | \$3.2 | | \$14.3 | \$50.0 | \$50.0 | | | |
| | | | | 46 Miscellaneous Income | 12.2 | 15.0 | 26.0 | 23.3 | 27.1 | 27.1 | 27.6 | 28.4 | 29.0 |
| 15.1 | 13.0 | 0.6 | 13.5 | TOTAL REVENUES | 98.8 | 18.2 | 26.0 | 37.6 | 77.1 | 77.1 | 27.6 | 28.4 | 29.0 |
| 15.1 | 13.0 | 0.6 | 13.5 | EXPENSES: | | | | | | | | | |
| 582.4 | 528.3 | 572.3 | 547.5 | 51 Salary Expense | 1,108.7 | 1,125.8 | 1,060.9 | 1,220.4 | 1,154.5 | 1,154.5 | 1,163.6 | 1,197.4 | 1,226.6 |
| 158.6 | 156.1 | 162.0 | 156.2 | 52 Payroll Taxes, Benefits, Personnel Exp | 322.2 | 322.8 | 304.6 | 325.8 | 341.4 | 316.5 | 343.6 | 358.1 | 369.5 |
| 0.1 | 1.0 | 0.2 | 0.6 | 61 Publishing and Promotion Expense | 0.8 | 0.3 | 2.3 | 0.8 | 2.4 | 2.4 | 2.4 | 2.5 | 2.6 |
| 13.8 | 7.1 | 2.2 | 14.5 | 64 Meetings & Conferences Expense | 8.2 | 8.8 | 21.2 | 16.3 | 21.5 | 21.5 | 21.8 | 22.4 | 22.9 |
| 65.5 | 46.1 | 27.5 | 43.4 | 66 Travel Expense | 132.5 | 93.2 | 176.1 | 162.2 | 197.0 | 201.6 | 194.8 | 199.8 | 203.8 |
| | | | 0.7 | 68 Awards, Certif, Logo Cost of Goods Sold | 0.3 | 0.3 | 1.6 | 0.1 | 1.7 | 1.7 | 1.7 | 1.8 | 1.8 |
| 122.1 | 112.0 | 34.6 | 43.8 | 73 Special Projects Expense | 72.5 | 101.3 | 162.0 | 157.4 | 306.1 | 306.1 | | | |
| | 1.2 | | 1.3 | 76 Public Relations Expense | | | 2.5 | | 2.6 | 2.6 | 2.6 | 2.7 | 2.8 |
| 0.7 | 109.6 | 0.7 | 10.9 | 82 Office Expense and Organizational Dues | 90.1 | 88.9 | 120.7 | 93.7 | 121.3 | 126.5 | 127.9 | 131.7 | 134.3 |
| 8.9 | 27.5 | | 9.2 | 84 Outside Services Expense | 2.8 | 39.3 | 55.3 | 24.7 | 20.9 | 20.9 | 58.6 | 60.3 | 61.5 |
| | 0.1 | | 0.1 | 88 Other Expense | | 0.0 | 0.1 | | 0.1 | 0.1 | 0.1 | 0.1 | 0.2 |
| 0.0 | | | | 88.1 Prepaid Expense (contra acct) | 20.3 | | | | | | | | |
| | | | | 90 Depreciation Expense | 27.0 | 19.2 | | 0.0 | 8.3 | | 50.0 | 50.0 | 42.0 |
| 798.1 | 879.6 | 829.4 | 875.8 | 91 Allocation of Overhead & BOD | 1,621.0 | 1,467.2 | 1,797.8 | 1,679.4 | 1,800.6 | 1,800.6 | 1,829.4 | 1,871.0 | 1,911.1 |
| 1,750.2 | 1,868.6 | 1,628.9 | 1,704.0 | TOTAL EXPENSES | 3,406.4 | 3,267.1 | 3,705.1 | 3,680.8 | 3,978.4 | 3,955.0 | 3,796.5 | 3,897.8 | 3,979.1 |
| (1,735.1) | (1,855.6) | (1,628.3) | (1,690.5) | SURPLUS (DEFICIT) before reserve income | (3,307.6) | (3,248.9) | (3,679.1) | (3,643.2) | (3,901.3) | (3,877.9) | (3,768.9) | (3,869.4) | (3,950.1) |

ASHRAE
RESEARCH (funds 3 & 4)
For the Six Months Ending Sunday, December 31, 2017

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | | DRAFT | DRAFT | DRAFT |
|---------------------------------|----------------|----------------|----------------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Actual | Budget | Actual | Budget | roll up | | | | | | | Budget | Budget | Budget |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | FY 2017 | FY 2017 | Forecast | Budget | FY 2019 | FY 2020 | FY 2021 |
| | | | | REVENUES | | | | | | | | | |
| \$76.0 | \$77.6 | \$77.3 | \$77.8 | 31 Membership Dues Earned Income | \$148.7 | \$152.7 | \$156.8 | \$153.3 | \$157.0 | \$157.0 | \$162.0 | \$165.0 | \$168.3 |
| 448.8 | 484.0 | 468.9 | 517.9 | 38 Contribution Income | 2,000.2 | 2,046.7 | 2,294.8 | 2,108.1 | 2,398.5 | 2,398.5 | 2,446.4 | 2,495.4 | 2,545.9 |
| | | | | 41.2 Contributions and Matching Gifts | 1,814.5 | 1,898.4 | 2,000.2 | 2,000.0 | 2,000.0 | 2,000.0 | 1,600.0 | 1,600.0 | 1,900.0 |
| 704.0 | 704.0 | 524.9 | 583.1 | 44 Reserve Transfers | 571.2 | 256.9 | 1,408.0 | 568.3 | 1,166.2 | 1,166.2 | 458.0 | 523.5 | 293.4 |
| | 1.7 | | 1.8 | 46 Miscellaneous Income | | 0.0 | 3.4 | | 3.5 | 3.5 | 3.6 | 3.7 | 3.8 |
| 1,228.8 | 1,267.3 | 1,071.1 | 1,180.6 | TOTAL REVENUES | 4,534.6 | 4,354.7 | 5,863.2 | 4,829.7 | 5,725.2 | 5,725.2 | 4,670.0 | 4,787.6 | 4,911.4 |
| | | | | EXPENSES: | | | | | | | | | |
| 277.0 | 281.5 | 220.9 | 285.0 | 51 Salary Expense | 553.8 | 575.2 | 563.3 | 578.2 | 594.6 | 594.6 | 617.9 | 662.3 | 675.6 |
| 76.7 | 83.3 | 62.8 | 82.8 | 52 Payroll Taxes, Benefits, Personnel Exp | 160.9 | 157.3 | 161.8 | 158.7 | 175.9 | 164.9 | 182.5 | 198.1 | 203.5 |
| 25.4 | 19.4 | 10.8 | 55.4 | 61 Publishing and Promotion Expense | 19.4 | 41.3 | 104.2 | 39.2 | 67.9 | 105.4 | 31.0 | 31.9 | 32.5 |
| 25.2 | 8.9 | 23.8 | 12.3 | 64 Meetings & Conferences Expense | 20.7 | 27.0 | 17.4 | 31.4 | 17.7 | 18.1 | 18.4 | 19.0 | 19.4 |
| 65.6 | 75.6 | 69.8 | 80.8 | 66 Travel Expense | 119.1 | 84.0 | 132.3 | 106.1 | 135.5 | 137.2 | 139.9 | 144.1 | 147.0 |
| 46.4 | 31.9 | 37.0 | 34.5 | 68 Awards, Certif, Logo Cost of Goods Sold | 35.6 | 37.4 | 33.6 | 47.0 | 35.0 | 35.0 | 35.7 | 36.8 | 37.5 |
| 857.3 | 1,237.9 | 625.5 | 1,555.6 | 71 Research Projects & Grants Expense | 2,368.7 | 2,199.4 | 3,822.2 | 2,604.1 | 3,583.3 | 3,554.7 | 2,511.2 | 2,535.0 | 2,610.8 |
| | 0.1 | 0.1 | 0.1 | 76 Public Relations Expense | | | 0.2 | | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 |
| 23.0 | 34.8 | 27.3 | 26.4 | 82 Office Expense and Organizational Dues | 52.1 | 45.7 | 58.0 | 43.3 | 60.4 | 60.4 | 61.5 | 63.4 | 64.7 |
| | | | | 84 Outside Services Expense | 4.8 | (4.8) | | | | | | | |
| 15.0 | 18.5 | 17.4 | 20.5 | 88 Other Expense | 43.0 | 50.4 | 66.2 | 51.5 | 68.9 | 68.9 | 70.2 | 72.3 | 73.8 |
| 391.9 | 436.6 | 321.4 | 480.9 | 91 Allocation of Overhead & BOD | 808.5 | 750.3 | 903.9 | 807.9 | 985.9 | 985.9 | 1,001.5 | 1,024.3 | 1,046.3 |
| 1,803.5 | 2,228.5 | 1,416.8 | 2,634.3 | TOTAL EXPENSES | 4,186.6 | 3,963.2 | 5,863.1 | 4,467.4 | 5,725.4 | 5,725.4 | 4,670.1 | 4,787.5 | 4,911.4 |
| (574.7) | (961.2) | (345.7) | (1,453.7) | SURPLUS (DEFICIT) before reserve income | 348.0 | 391.5 | 0.1 | 362.3 | (0.2) | (0.2) | (0.1) | 0.1 | 0.0 |

**ASHRAE
GENERAL (Fund 2)
Major Variations
For the Six Months Ending Sunday, December 31, 2017**

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | Variance Budget vs. Forecast | Comments | |
|---------------------------------|-----------------|-----------------|-----------------|--|-----------------|-----------------|-----------------|-----------------|-----------------|------------------------------------|-----------|--|
| Actual | Budget | Actual | Budget | Actual | Actual | Budget | Actual | Forecast | Budget | | | |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | Forecast | |
| | | | | REVENUES | | | | | | | | |
| \$3,720.9 | \$3,871.8 | \$3,783.6 | \$3,828.4 | 31 Membership Dues Earned Income | \$7,281.8 | \$7,481.7 | \$7,828.6 | \$7,510.4 | \$7,732.0 | \$7,732.0 | \$0.0 | |
| 1,513.5 | 1,770.3 | 1,479.2 | 1,622.9 | 32 Publication Sales Income | 3,483.9 | 3,626.1 | 3,924.8 | 3,504.1 | 3,670.1 | 3,700.1 | (\$30.0) | YTD actuals vs. budget is down but a number of new pubs in Chicago, design guides, and revised textbook. |
| 1,653.2 | 1,811.6 | 1,633.0 | 1,638.9 | 34 Advertising Income - Display | 3,710.8 | 3,779.4 | 3,846.0 | 3,577.7 | 3,604.4 | 3,658.2 | (\$53.8) | |
| 9.9 | 13.4 | 8.5 | 13.8 | 34 Advertising Income - Classified | 32.0 | 19.3 | 25.0 | 18.0 | 25.0 | 25.0 | \$0.0 | |
| 394.7 | 329.5 | 417.9 | 442.9 | 34 Advertising Income - On-line | 595.6 | 715.8 | 720.0 | 821.2 | 905.0 | 870.0 | \$35.0 | |
| 230.9 | 294.5 | 90.2 | 52.9 | 35.1 Meeting & Seminar Income | 1,578.5 | 1,529.9 | 1,968.5 | 2,151.9 | 1,889.3 | 1,889.3 | \$0.0 | |
| 101.9 | 118.3 | 120.0 | 113.9 | 35.2 Certification Registration | 183.3 | 187.6 | 250.0 | 196.8 | 220.0 | 220.0 | \$0.0 | |
| 579.7 | 762.7 | 557.0 | 635.9 | 35.3 Education Registration | 1,504.5 | 1,844.8 | 2,060.0 | 1,611.1 | 1,725.0 | 1,955.0 | (\$230.0) | Growth over 16-17 is anticipated but budget was too aggressive |
| | | | | 37 Special Project Income | 316.6 | 3.2 | | 14.3 | 50.0 | 50.0 | \$0.0 | |
| 19.1 | 12.6 | 8.6 | 11.2 | 38 Contribution Income | 72.7 | 104.2 | 41.0 | 49.2 | 42.3 | 42.3 | \$0.0 | |
| 90.0 | 90.0 | 24.5 | 10.0 | 41.1 AHR Exposition Income | 5,146.6 | 5,168.0 | 5,168.0 | 5,623.7 | 5,950.0 | 5,802.5 | \$147.5 | Chicago will be the largest AHR Expo in history (almost 530K net sq. ft.) |
| 162.3 | 84.0 | | | 41.2 Contributions and Matching Gifts | (1,699.5) | (1,841.4) | (1,859.3) | (1,900.0) | (1,950.5) | (1,950.5) | \$0.0 | |
| 310.7 | 430.7 | 359.5 | 359.5 | 41.3 Exposition Income - Other Countries | 145.9 | 34.0 | 84.0 | 162.3 | | | \$0.0 | |
| 103.5 | 147.8 | 127.5 | 195.8 | 44 Reserve Transfers | 314.5 | 398.4 | 861.4 | 521.4 | 719.0 | 719.0 | \$0.0 | |
| 8,890.3 | 9,737.2 | 8,609.5 | 8,926.1 | 46 Miscellaneous Income | 534.4 | 322.7 | 349.5 | 330.7 | 579.9 | 544.9 | \$35.0 | |
| | | | | TOTAL REVENUES | | | | | | | | |
| | | | | EXPENSES: | | | | | | | | |
| 4,028.9 | 4,033.8 | 4,420.2 | 4,116.4 | 51 Salary Expense | 7,357.2 | 8,205.5 | 8,328.5 | 8,604.7 | 8,945.3 | 8,782.2 | \$163.1 | Timing difference in YTD actuals vs. budget but expense is trending higher than budgeted. |
| 1,206.6 | 1,244.9 | 1,331.6 | 1,303.3 | 52 Payroll Taxes, Benefits, Personnel Exp | 2,375.3 | 2,581.5 | 2,493.0 | 2,491.7 | 2,731.8 | 2,657.2 | \$74.6 | Expense is trending higher than budgeted. |
| 1,437.4 | 1,895.7 | 1,421.1 | 1,536.9 | 61 Publishing and Promotion Expense | 3,757.5 | 3,786.5 | 3,831.6 | 3,543.4 | 3,562.5 | 3,533.2 | \$29.3 | |
| 627.9 | 635.5 | 525.6 | 503.1 | 64 Meetings & Conferences Expense | 2,178.5 | 2,335.7 | 2,768.8 | 2,626.5 | 2,644.6 | 2,644.6 | \$0.0 | |
| 842.7 | 1,044.2 | 796.7 | 907.5 | 66 Travel Expense | 1,954.6 | 1,776.0 | 2,382.7 | 2,152.7 | 2,327.0 | 2,438.6 | (\$111.6) | Adjusted to more closely align with YTD Actuals as compared to budget |
| 42.9 | 39.6 | 31.9 | 47.0 | 68 Awards, Certif, Logo Cost of Goods Sold | 98.9 | 90.9 | 120.0 | 123.3 | 129.8 | 129.8 | \$0.0 | |
| 110.9 | 117.4 | 118.1 | 124.9 | 71 Research Projects & Grants Expense | 100.9 | 121.7 | 131.3 | 121.2 | 136.6 | 136.6 | \$0.0 | |
| 122.1 | 112.0 | 34.6 | 43.8 | 73 Special Projects Expense | 72.5 | 101.3 | 162.0 | 157.4 | 306.1 | 306.1 | \$0.0 | |
| 44.3 | 31.7 | 28.8 | 64.8 | 76 Public Relations Expense | 51.0 | 79.4 | 63.9 | 66.7 | 89.9 | 89.9 | \$0.0 | |
| 273.9 | 307.5 | 308.4 | 320.6 | 78 Occupancy & Insurance | 559.2 | 588.6 | 595.7 | 553.9 | 680.4 | 644.5 | \$35.9 | |
| 740.3 | 858.1 | 693.5 | 800.8 | 82 Office Expense and Organizational Dues | 1,788.1 | 1,815.0 | 1,944.1 | 1,735.6 | 1,771.2 | 1,890.0 | (\$118.8) | Primarily related to lower than budgeted postage/shipping costs |
| 875.5 | 1,268.8 | 749.5 | 861.6 | 84 Outside Services Expense | 1,654.6 | 1,717.7 | 2,713.8 | 1,967.0 | 2,248.5 | 2,317.5 | (\$69.0) | |
| 162.5 | 316.0 | 322.9 | 266.9 | 88 Other Expense | 487.8 | 623.2 | 619.3 | 668.6 | 610.5 | 610.5 | \$0.0 | |
| (375.9) | (237.5) | (402.8) | (238.6) | 88.1 Prepaid Expense (contra acct) | 33.8 | (560.5) | (475.0) | (535.1) | (500.0) | (500.0) | \$0.0 | |
| 130.3 | 190.0 | 140.0 | 190.0 | 89 Opportunity Fund | 35.5 | | 240.0 | 140.0 | 240.0 | 240.0 | \$0.0 | |
| 267.4 | 276.5 | 266.6 | 298.0 | 90 Depreciation Expense | 631.9 | 579.3 | 534.7 | 529.5 | 551.8 | 624.4 | (\$72.6) | Large software projects going live later than anticipated |
| (391.6) | (363.5) | (321.4) | (456.2) | 91 Allocation of Overhead & BOD | (808.5) | (750.3) | (903.9) | (807.6) | (985.9) | (985.9) | \$0.0 | |
| 10,146.1 | 11,770.7 | 10,465.3 | 10,690.8 | TOTAL EXPENSES | 22,328.8 | 23,091.5 | 25,550.5 | 24,139.5 | 25,490.1 | 25,559.2 | | |
| (1,255.8) | (2,033.5) | (1,855.8) | (1,764.7) | SURPLUS (DEFICIT) before reserve income | 872.8 | 282.2 | (283.0) | 53.3 | (328.6) | (301.4) | | |

ASHRAE
BOARD OF DIRECTORS 2-5nn
Major Variations
For the Six Months Ending Sunday, December 31, 2017

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | Variance Budget vs. Forecast | Comments |
|---------------------------------|--------------|------------|----------------|--|----------------|--------------|--------------|----------------|---------------|------------------------------------|--------------|
| Actual | Budget | Actual | Budget | Actual | Actual | Budget | Actual | Forecast | Budget | | |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | | |
| roll up | | | | | | | | | | | |
| acct / Description | | | | | | | | | | | |
| REVENUES | | | | | | | | | | | |
| | \$4.0 | | \$4.2 | 38 Contribution Income | \$23.5 | | \$8.0 | \$8.3 | \$8.3 | \$0.0 | |
| 80.0 | 80.0 | | | 41.2 Contributions and Matching Gifts | | 0.0 | (36.0) | (20.0) | 0.0 | \$0.0 | |
| | 120.0 | | | 44 Reserve Transfers | | | 240.0 | | | \$0.0 | |
| | 5.0 | 0.1 | 21.5 | 46 Miscellaneous Income | 0.0 | 0.3 | 5.0 | 43.0 | 43.0 | \$0.0 | |
| 80.0 | 209.0 | 0.1 | 25.7 | TOTAL REVENUES | 23.5 | 0.3 | 217.0 | (20.0) | 51.3 | 51.3 | \$0.0 |
| EXPENSES: | | | | | | | | | | | |
| 415.1 | 438.4 | 535.1 | 474.1 | 51 Salary Expense | 695.8 | 811.0 | 947.1 | 909.4 | 1,002.7 | 1,002.7 | |
| 113.5 | 126.1 | 150.7 | 132.2 | 52 Payroll Taxes, Benefits, Personnel Exp | 193.2 | 245.1 | 265.3 | 270.2 | 296.5 | 270.0 | \$26.5 |
| 31.1 | 69.9 | 10.9 | 76.2 | 61 Publishing and Promotion Expense | 10.0 | 26.9 | 141.7 | 32.0 | 124.6 | 124.6 | \$0.0 |
| 28.3 | 12.9 | 51.2 | 29.0 | 64 Meetings & Conferences Expense | 64.0 | 83.8 | 70.7 | 147.1 | 99.6 | 99.6 | \$0.0 |
| 347.4 | 448.1 | 362.0 | 377.1 | 66 Travel Expense | 872.8 | 782.6 | 1,067.6 | 897.4 | 944.1 | 1,014.1 | (\$70.0) |
| 2.4 | 0.9 | 0.2 | 0.9 | 68 Awards, Certif, Logo Cost of Goods Sold | 14.9 | 9.9 | 3.8 | 15.7 | 3.9 | 3.9 | \$0.0 |
| | | | | 71 Research Projects & Grants Expense | 7.2 | 7.3 | 8.1 | 7.4 | 8.4 | 8.4 | \$0.0 |
| | | | | 76 Public Relations Expense | 0.1 | | | | | | \$0.0 |
| 8.9 | 30.4 | 17.6 | 25.4 | 82 Office Expense and Organizational Dues | 32.5 | 16.5 | 57.4 | 12.5 | 49.9 | 49.9 | \$0.0 |
| 95.7 | 250.0 | 40.0 | 46.1 | 84 Outside Services Expense | 50.9 | 73.2 | 578.7 | 194.2 | 227.8 | 227.8 | \$0.0 |
| | 11.3 | 0.0 | 1.4 | 88 Other Expense | 1.9 | 7.0 | 22.6 | | 2.8 | 2.8 | \$0.0 |
| | 50.0 | | 50.0 | 89 Opportunity Fund | 35.5 | | 100.0 | | 100.0 | 100.0 | \$0.0 |
| | | | 16.3 | 90 Depreciation Expense | 3.2 | 0.2 | | | 32.5 | 48.8 | (\$16.3) |
| (1,084.0) | (1,311.3) | (1,166.5) | (1,335.0) | 91 Allocation of Overhead & BOD | (2,584.6) | (2,064.0) | (3,250.0) | (2,478.3) | (3,052.0) | (3,052.0) | |
| (41.6) | 126.7 | 1.2 | (106.3) | TOTAL EXPENSES | (602.6) | (0.5) | 13.0 | (159.2) | (99.4) | | |
| 121.6 | 82.3 | (1.1) | 132.0 | SURPLUS (DEFICIT) before reserve income | 626.1 | 0.8 | 204.0 | (20.0) | 210.5 | 150.7 | |

ASHRAE
MEMBERS COUNCIL (2-2nn & 2-8nn)
Major Variations
For the Six Months Ending Sunday, December 31, 2017

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | Variance Budget vs. Forecast | Comments |
|---------------------------------|----------------|----------------|----------------|--|----------------|----------------|----------------|----------------|----------------|------------------------------------|----------|
| Actual | Budget | Actual | Budget | Actual | Actual | Budget | Actual | Forecast | Budget | | |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | Forecast | |
| roll up | | | | | | | | | | | |
| acct / Description | | | | | | | | | | | |
| REVENUES | | | | | | | | | | | |
| \$3,720.9 | \$3,871.8 | \$3,783.6 | \$3,828.4 | 31 Membership Dues Earned Income | \$7,281.8 | \$7,481.7 | \$7,828.6 | \$7,510.4 | \$7,732.0 | \$7,732.0 | \$0.0 |
| 230.9 | 294.5 | 90.2 | 52.9 | 35.1 Meeting & Seminar Income | 1,578.5 | 1,529.9 | 1,968.5 | 2,151.9 | 1,889.3 | 1,889.3 | \$0.0 |
| 16.9 | 4.5 | 6.4 | 3.8 | 38 Contribution Income | 38.4 | 92.1 | 18.7 | 36.5 | 19.0 | 19.0 | \$0.0 |
| 10.0 | 10.0 | 24.5 | 10.0 | 41.2 Contributions and Matching Gifts | 20.0 | 20.0 | 20.3 | 20.0 | 20.7 | 20.7 | \$0.0 |
| 58.3 | 49.8 | 37.1 | 41.0 | 46 Miscellaneous Income | 153.3 | 117.9 | 99.7 | 121.0 | 112.6 | 112.6 | \$0.0 |
| 4,037.0 | 4,230.6 | 3,941.8 | 3,936.1 | TOTAL REVENUES | 9,072.0 | 9,241.6 | 9,935.8 | 9,839.8 | 9,773.6 | 9,773.6 | |
| EXPENSES: | | | | | | | | | | | |
| 659.4 | 673.0 | 674.8 | 703.3 | 51 Salary Expense | 1,135.0 | 1,330.7 | 1,369.7 | 1,369.4 | 1,455.7 | 1,455.7 | \$0.0 |
| 180.8 | 199.7 | 193.8 | 204.3 | 52 Payroll Taxes, Benefits, Personnel Exp | 313.7 | 404.7 | 399.0 | 357.5 | 430.6 | 406.7 | \$23.9 |
| 148.8 | 148.2 | 143.3 | 133.6 | 61 Publishing and Promotion Expense | 422.2 | 398.0 | 313.6 | 409.4 | 384.1 | 384.1 | \$0.0 |
| 338.2 | 374.6 | 267.2 | 181.1 | 64 Meetings & Conferences Expense | 1,644.0 | 1,658.4 | 2,103.3 | 1,866.4 | 1,927.1 | 1,927.1 | \$0.0 |
| 304.9 | 436.2 | 295.3 | 380.7 | 66 Travel Expense | 668.7 | 625.0 | 843.6 | 764.0 | 858.7 | 888.7 | (\$30.0) |
| 18.7 | 24.5 | 23.1 | 28.0 | 68 Awards, Certif, Logo Cost of Goods Sold | 82.8 | 80.0 | 86.0 | 75.0 | 94.4 | 94.4 | \$0.0 |
| 110.9 | 117.4 | 118.1 | 124.9 | 71 Research Projects & Grants Expense | 93.7 | 114.4 | 123.2 | 113.8 | 128.2 | 128.2 | \$0.0 |
| 142.6 | 151.9 | 178.5 | 155.0 | 82 Office Expense and Organizational Dues | 299.4 | 319.9 | 370.3 | 366.7 | 359.6 | 359.6 | \$0.0 |
| 43.6 | 84.1 | 36.5 | 93.7 | 84 Outside Services Expense | 175.2 | 195.6 | 278.5 | 211.5 | 248.0 | 248.0 | \$0.0 |
| 147.5 | 140.0 | 144.4 | 139.9 | 88 Other Expense | 294.1 | 285.9 | 323.2 | 348.0 | 319.5 | 319.5 | \$0.0 |
| (132.7) | | (158.4) | | 88.1 Prepaid Expense (contra acct) | 13.5 | (8.8) | | (25.5) | | | \$0.0 |
| 130.3 | 140.0 | 140.0 | 140.0 | 89 Opportunity Fund | | | 140.0 | 140.0 | 140.0 | 140.0 | \$0.0 |
| 917.4 | 924.3 | 973.3 | 925.6 | 91 Allocation of Overhead & BOD | 1,657.9 | 1,736.4 | 1,966.7 | 1,904.0 | 1,915.3 | 1,915.3 | \$0.0 |
| 3,010.4 | 3,413.9 | 3,029.9 | 3,210.1 | TOTAL EXPENSES | 6,800.2 | 7,140.2 | 8,317.1 | 7,900.2 | 8,261.2 | 8,267.3 | |
| 1,026.6 | 816.7 | 911.9 | 726.0 | SURPLUS (DEFICIT) before reserve income | 2,271.8 | 2,101.4 | 1,618.7 | 1,939.6 | 1,512.4 | 1,506.3 | |

**ASHRAE
PUBLISHING & EDUCATION COUNCIL (2-4nn & 5-5nn)
Major Variations
For the Six Months Ending Sunday, December 31, 2017**

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | | Variance | Comments | |
|---------------------------------|----------------|----------------|----------------|--|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------|--|
| Actual | Budget | Actual | Budget | roll up | | Actual | Actual | Budget | Actual | Forecast | Budget | | Budget vs |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | acct / Description | | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | | Forecast |
| REVENUES | | | | | | | | | | | | | |
| \$1,513.5 | \$1,770.3 | \$1,479.2 | \$1,622.9 | 32 Publication Sales Income | | \$3,483.9 | \$3,626.1 | \$3,924.8 | \$3,504.1 | \$3,670.1 | \$3,700.1 | (\$30.0) | YTD actuals vs. budget is down but a number of new pubs in Chicago, design guides, and revised textbook. |
| 1,653.2 | 1,811.6 | 1,633.0 | 1,638.9 | 34 Advertising Income - Display | | 3,710.8 | 3,779.4 | 3,846.0 | 3,577.7 | 3,604.4 | 3,658.2 | (\$53.8) | |
| 9.9 | 13.4 | 8.5 | 13.8 | 34 Advertising Income - Classified | | 32.0 | 19.3 | 25.0 | 18.0 | 25.0 | 25.0 | \$0.0 | |
| 394.7 | 329.5 | 417.9 | 442.9 | 34 Advertising Income - On-line | | 595.6 | 715.8 | 720.0 | 821.2 | 905.0 | 870.0 | \$35.0 | |
| 101.9 | 118.3 | 120.0 | 113.9 | 35.2 Certification Registration | | 183.3 | 187.6 | 250.0 | 196.8 | 220.0 | 220.0 | \$0.0 | |
| 579.7 | 762.7 | 557.0 | 635.9 | 35.3 Education Registration | | 1,504.5 | 1,844.8 | 2,060.0 | 1,611.1 | 1,725.0 | 1,955.0 | (\$230.0) | Growth over 16-17 is anticipated but budget was too aggressive |
| | | | | 37 Special Project Income | | 230.0 | | | | | | \$0.0 | |
| 2.2 | 4.1 | 2.2 | 3.3 | 38 Contribution Income | | 10.8 | 12.1 | 14.3 | 12.7 | 14.9 | 14.9 | \$0.0 | |
| | | | | 41.2 Contributions and Matching Gifts | | 95.0 | 95.0 | 98.6 | 50.0 | 86.8 | 86.8 | \$0.0 | |
| 17.2 | 66.0 | 52.4 | 85.8 | 46 Miscellaneous Income | | 143.1 | 184.4 | 186.8 | 164.0 | 182.5 | 177.5 | \$5.0 | |
| 4,272.3 | 4,875.9 | 4,270.2 | 4,557.4 | TOTAL REVENUES | | 9,989.0 | 10,464.5 | 11,125.5 | 9,955.6 | 10,433.7 | 10,707.5 | | |
| EXPENSES: | | | | | | | | | | | | | |
| 1,128.3 | 1,197.4 | 1,297.6 | 1,127.5 | 51 Salary Expense | | 2,218.4 | 2,411.7 | 2,434.9 | 2,458.1 | 2,484.7 | 2,484.7 | \$0.0 | |
| 374.1 | 377.4 | 402.9 | 353.9 | 52 Payroll Taxes, Benefits, Personnel Exp | | 706.0 | 780.7 | 756.3 | 732.1 | 779.1 | 742.1 | \$37.0 | |
| 1,248.0 | 1,647.3 | 1,201.5 | 1,315.5 | 61 Publishing and Promotion Expense | | 3,302.7 | 3,331.8 | 3,258.1 | 3,031.8 | 2,940.0 | 2,910.7 | \$29.3 | |
| 239.2 | 235.2 | 197.7 | 271.3 | 64 Meetings & Conferences Expense | | 451.6 | 564.6 | 560.0 | 584.2 | 582.2 | 582.2 | | |
| 51.5 | 70.5 | 47.6 | 58.5 | 66 Travel Expense | | 178.4 | 137.8 | 205.7 | 167.9 | 217.0 | 224.0 | | |
| 0.1 | 1.3 | 0.1 | 1.3 | 68 Awards, Certif, Logo Cost of Goods Sold | | 1.0 | 0.8 | 2.6 | 0.9 | 2.7 | 2.7 | \$0.0 | |
| | | | | 76 Public Relations Expense | | | | | 0.5 | | | \$0.0 | |
| 19.5 | 25.9 | 20.8 | 21.0 | 78 Occupancy & Insurance | | 36.1 | 40.6 | 41.3 | 39.9 | 42.9 | 42.9 | \$0.0 | |
| 395.3 | 393.3 | 305.6 | 412.2 | 82 Office Expense and Organizational Dues | | 963.5 | 1,036.6 | 1,027.5 | 884.2 | 828.6 | 942.2 | (\$113.6) | Primarily related to lower than budgeted postage/shipping costs |
| 452.8 | 603.1 | 361.9 | 426.6 | 84 Outside Services Expense | | 817.2 | 938.3 | 1,291.3 | 1,061.1 | 1,197.4 | 1,266.4 | (\$69.0) | |
| (43.1) | 105.4 | 99.1 | 74.6 | 88 Other Expense | | 108.1 | 227.7 | 163.6 | 183.2 | 171.7 | 171.7 | \$0.0 | |
| | | | | 90 Depreciation Expense | | 45.8 | | | | | | \$0.0 | |
| 1,563.5 | 1,802.9 | 1,871.4 | 1,848.8 | 91 Allocation of Overhead & BOD | | 3,237.1 | 3,147.3 | 3,787.1 | 3,414.3 | 4,057.5 | 4,057.5 | \$0.0 | |
| 5,429.2 | 6,459.7 | 5,806.2 | 5,911.2 | TOTAL EXPENSES | | 12,065.9 | 12,617.9 | 13,528.4 | 12,558.2 | 13,303.8 | 13,427.1 | | |
| (1,156.9) | (1,583.8) | (1,536.0) | (1,353.8) | SURPLUS (DEFICIT) before reserve income | | (2,076.9) | (2,153.4) | (2,402.9) | (2,602.6) | (2,870.1) | (2,719.6) | | |

**ASHRAE
TECHNOLOGY COUNCIL
Major Variations
For the Six Months Ending Sunday, December 31, 2017**

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | | Variance | Comments |
|---|----------------|----------------|----------------|------------------------------|----------------|----------------|----------------|----------------|----------------|--------------|----------|----------|
| Actual | Budget | Actual | Budget | Actual | Actual | Budget | Actual | Forecast | Budget | Budget vs | | |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | Forecast | | |
| roll up | | | | | | | | | | | | |
| acct / Description | | | | | | | | | | | | |
| REVENUES | | | | | | | | | | | | |
| | | | | \$86.6 | \$3.2 | | \$14.3 | \$50.0 | \$50.0 | \$0.0 | | |
| 15.1 | 13.0 | 0.6 | 13.5 | 12.2 | 15.0 | 26.0 | 23.3 | 27.1 | 27.1 | \$0.0 | | |
| 15.1 | 13.0 | 0.6 | 13.5 | 98.8 | 18.2 | 26.0 | 37.6 | 77.1 | 77.1 | \$0.0 | | |
| EXPENSES: | | | | | | | | | | | | |
| 582.4 | 528.3 | 572.3 | 547.5 | 1,108.7 | 1,125.8 | 1,060.9 | 1,220.4 | 1,154.5 | 1,154.5 | \$0.0 | | |
| 158.6 | 156.1 | 162.0 | 156.2 | 322.2 | 322.8 | 304.6 | 325.8 | 341.4 | 316.5 | \$24.9 | | |
| 0.1 | 1.0 | 0.2 | 0.6 | 0.8 | 0.3 | 2.3 | 0.8 | 2.4 | 2.4 | \$0.0 | | |
| 13.8 | 7.1 | 2.2 | 14.5 | 8.2 | 8.8 | 21.2 | 16.3 | 21.5 | 21.5 | \$0.0 | | |
| 65.5 | 46.1 | 27.5 | 43.4 | 132.5 | 93.2 | 176.1 | 162.2 | 197.0 | 201.6 | (\$4.6) | | |
| | | | 0.7 | 0.3 | 0.3 | 1.6 | 0.1 | 1.7 | 1.7 | \$0.0 | | |
| 122.1 | 112.0 | 34.6 | 43.8 | 72.5 | 101.3 | 162.0 | 157.4 | 306.1 | 306.1 | \$0.0 | | |
| | 1.2 | | 1.3 | | | 2.5 | | 2.6 | 2.6 | \$0.0 | | |
| 0.7 | 109.6 | 0.7 | 10.9 | 90.1 | 88.9 | 120.7 | 93.7 | 121.3 | 126.5 | (\$5.2) | | |
| 8.9 | 27.5 | | 9.2 | 2.8 | 39.3 | 55.3 | 24.7 | 20.9 | 20.9 | \$0.0 | | |
| | 0.1 | | 0.1 | | 0.0 | 0.1 | | 0.1 | 0.1 | \$0.0 | | |
| | | | | 20.3 | | | | | | \$0.0 | | |
| 0.0 | | | | 27.0 | 19.2 | | 0.0 | 8.3 | | \$8.3 | | |
| 798.1 | 879.6 | 829.4 | 875.8 | 1,621.0 | 1,467.2 | 1,797.8 | 1,679.4 | 1,800.6 | 1,800.6 | \$0.0 | | |
| 1,750.2 | 1,868.6 | 1,628.9 | 1,704.0 | 3,406.4 | 3,267.1 | 3,705.1 | 3,680.8 | 3,978.4 | 3,955.0 | | | |
| (1,735.1) | (1,855.6) | (1,628.3) | (1,690.5) | (3,307.6) | (3,248.9) | (3,679.1) | (3,643.2) | (3,901.3) | (3,877.9) | | | |
| SURPLUS (DEFICIT) before reserve income | | | | | | | | | | | | |

**ASHRAE
RESEARCH (funds 3 & 4)
Major Variations
For the Six Months Ending Sunday, December 31, 2017**

| Fiscal YTD Through Month of Dec | | | | TWELVE MONTHS ENDING JUNE 30 | | | | | | Variance | Comments | |
|---------------------------------|----------------|----------------|----------------|--|----------------|----------------|----------------|----------------|----------------|----------------|--------------|--|
| Actual | Budget | Actual | Budget | Actual | Actual | Budget | Actual | Forecast | Budget | Budget vs | | |
| FY 2017 | FY 2017 | FY 2018 | FY 2018 | FY 2015 | FY 2016 | FY 2017 | FY 2017 | FY 2018 | FY 2018 | Forecast | | |
| | | | | roll up | | | | | | | | |
| | | | | acct / Description | | | | | | | | |
| | | | | REVENUES | | | | | | | | |
| \$76.0 | \$77.6 | \$77.3 | \$77.8 | 31 Membership Dues Earned Income | \$148.7 | \$152.7 | \$156.8 | \$153.3 | \$157.0 | \$157.0 | \$0.0 | |
| 448.8 | 484.0 | 468.9 | 517.9 | 38 Contribution Income | 2,000.2 | 2,046.7 | 2,294.8 | 2,108.1 | 2,398.5 | 2,398.5 | \$0.0 | |
| | | | | 41.2 Contributions and Matching Gifts | 1,814.5 | 1,898.4 | 2,000.2 | 2,000.0 | 2,000.0 | 2,000.0 | \$0.0 | |
| 704.0 | 704.0 | 524.9 | 583.1 | 44 Reserve Transfers | 571.2 | 256.9 | 1,408.0 | 568.3 | 1,166.2 | 1,166.2 | | |
| | 1.7 | | 1.8 | 46 Miscellaneous Income | | 0.0 | 3.4 | | 3.5 | 3.5 | \$0.0 | |
| 1,228.8 | 1,267.3 | 1,071.1 | 1,180.6 | TOTAL REVENUES | 4,534.6 | 4,354.7 | 5,863.2 | 4,829.7 | 5,725.2 | 5,725.2 | \$0.0 | |
| | | | | EXPENSES: | | | | | | | | |
| 277.0 | 281.5 | 220.9 | 285.0 | 51 Salary Expense | 553.8 | 575.2 | 563.3 | 578.2 | 594.6 | 594.6 | \$0.0 | |
| 76.7 | 83.3 | 62.8 | 82.8 | 52 Payroll Taxes, Benefits, Personnel Exp | 160.9 | 157.3 | 161.8 | 158.7 | 175.9 | 164.9 | \$11.0 | |
| 25.4 | 19.4 | 10.8 | 55.4 | 61 Publishing and Promotion Expense | 19.4 | 41.3 | 104.2 | 39.2 | 67.9 | 105.4 | (\$37.5) | |
| 25.2 | 8.9 | 23.8 | 12.3 | 64 Meetings & Conferences Expense | 20.7 | 27.0 | 17.4 | 31.4 | 17.7 | 18.1 | (\$0.4) | |
| 65.6 | 75.6 | 69.8 | 80.8 | 66 Travel Expense | 119.1 | 84.0 | 132.3 | 106.1 | 135.5 | 137.2 | (\$1.7) | |
| 46.4 | 31.9 | 37.0 | 34.5 | 68 Awards, Certif, Logo Cost of Goods Sold | 35.6 | 37.4 | 33.6 | 47.0 | 35.0 | 35.0 | \$0.0 | |
| 857.3 | 1,237.9 | 625.5 | 1,555.6 | 71 Research Projects & Grants Expense | 2,368.7 | 2,199.4 | 3,822.2 | 2,604.1 | 3,583.3 | 3,554.7 | \$28.6 | |
| | 0.1 | 0.1 | 0.1 | 76 Public Relations Expense | | | 0.2 | | 0.3 | 0.3 | \$0.0 | |
| 23.0 | 34.8 | 27.3 | 26.4 | 82 Office Expense and Organizational Dues | 52.1 | 45.7 | 58.0 | 43.3 | 60.4 | 60.4 | \$0.0 | |
| | | | | 84 Outside Services Expense | 4.8 | (4.8) | | | | | \$0.0 | |
| 15.0 | 18.5 | 17.4 | 20.5 | 88 Other Expense | 43.0 | 50.4 | 66.2 | 51.5 | 68.9 | 68.9 | \$0.0 | |
| 391.9 | 436.6 | 321.4 | 480.9 | 91 Allocation of Overhead & BOD | 808.5 | 750.3 | 903.9 | 807.9 | 985.9 | 985.9 | \$0.0 | |
| 1,803.5 | 2,228.5 | 1,416.8 | 2,634.3 | TOTAL EXPENSES | 4,186.6 | 3,963.2 | 5,863.1 | 4,467.4 | 5,725.4 | 5,725.4 | | |
| (574.7) | (961.2) | (345.7) | (1,453.7) | SURPLUS (DEFICIT) before reserve income | 348.0 | 391.5 | 0.1 | 362.3 | (0.2) | (0.2) | | |

**REPORT TO THE EXECUTIVE COMMITTEE
From Foundation Board of Trustee
As of (01/22/2018)**

Recommendations for ExCom Approval:

N/A

Information Items:

1. The Foundation Board of Trustees approved funding a matching grant of \$45,000 to support the ASHRAE Presidents Scholarship. Fiscal Impact: \$45,000
2. The Foundation Board of Trustees approved the following new rule to be added to the Foundation Manual of Procedures.

3.4 Corporate Representative Trustee Positions: If a corporate representative is no longer affiliated with the represented company their term as a trustee on the Foundation shall be closed. The Foundation Chair will request that the corporation provide a new corporate representative to fill the vacant trustee position.

Note: This will be referred to SRC for their approval.

3. The Foundation Board of Trustees approved the Foundation Gift Policies and Guidelines Manual of Procedures.
4. The Foundation Board of Trustees approves the establishment of the ASHRAE Central Oklahoma Chapter Scholarship Fund. Fiscal Impact: \$30,000
5. The Foundation Board of Trustees approves the establishment of the ASHRAE Boston Chapter Fund. Fiscal Impact: \$30,000
6. The Foundation Board of Trustees approves the 100th Birthday Proclamation for Mr. Gershon L. Gendler. Attached

Date

James R. Fields

Vice Chair



BIRTHDAY PROCLAMATION

Mr. Gershon L. Gendler

WHEREAS, ASHRAE honors Gershon L. Gendler on the occasion of his 100th birthday on July 4, 2018; and

WHEREAS, he joined ASHRAE on February 1, 1945, became an ASHRAE Fellow Life Member on January 1, 1983, and received the ASHRAE Distinguished 50-Year Member Award in 1995; and

WHEREAS, during a long and productive lifetime, he has demonstrated in countless ways his dedication to solar energy applications, thermal storage, building design, load calculations and devotion to the Rocky Mountain Chapter, which has earned the respect and affection of people from all walks of life and of all ages; and

WHEREAS, he has lived during a most eventful century of this world's history and has been a force for good and a stabilizing influence on those around him.

IN WITNESS WHEREOF, the Board of Directors and the ASHRAE Foundation Board of Trustees at ASHRAE's Winter Meeting in January of 2018, hereby deem it an honor and pleasure to extend this Certificate of Recognition to Gershon L. Gendler on the occasion of his 100th Birthday, with sincere congratulations and deep gratitude for his steadfast commitment to enhancing the lives of others through ASHRAE.

*Bjarne W. Olesen, PhD
2017-2018 President*

*William A. Harrison
2017-2018 Foundation Chair*

**REPORT TO THE EXECUTIVE COMMITTEE
From Scholarship Trustees
Tuesday, January 23, 2018**

Recommendations for ExCom Approval:

1. To recommend the Executive Committee and Board of Directors approve revisions to the Scholarship Guidelines in Attachment A.
2. To recommend the Executive Committee and Board of Directors approved revisions to the Scholarship MOP as noted in Attachment B.
3. To recommend the Executive Committee and Board of Directors approve revising 3.2.4 of the Scholarship Guidelines as follows:

3.2.4 All funds for scholarships shall be invested separately from other ASHRAE investments and shall be deposited in an ASHRAE Foundation ~~headquarters interest bearing account~~. Separate accounting records shall be maintained for each scholarship fund.

BACKGROUND: This is a non-substantive additional change approved at this meeting to update the location of funds since the scholarship program preceded the ASHRAE Foundation.

Information Items:

The scholarship trustees awarded the following 24 engineering, regional, chapter, and university-specific scholarships and 4 engineering technology scholarships for the 2018-2019 academic year. The Society's Freshman and High School Senior Scholarships for 2018-2019 will be awarded at the 2018 ASHRAE Annual Conference in June.

\$10,000 Willis H. Carrier Scholarship

Alex Dietrich, Ryerson University, Mechanical Engineering
Elena Gowdy, Pennsylvania State University, Architectural Engineering

\$10,000 Reuben Trane Scholarship (awarded over a two-year period at \$5,000 per year):

Michael Seymour, Iowa State University, Mechanical Engineering
Tyler Kleinsasser, South Dakota School of Mines & Technology, Civil Engrg. & Const. Mgmt.
Christine Laflin, Kansas State University, Architectural Engineering

\$5,000 Frank M. Coda Scholarship

Hope Fiely, Grove City College, Mechanical Engineering

\$5,000 Gordon V. R. Holness Scholarship

Trevyn Sell, Kansas State University, Architectural Engineering

\$5,000 Lynn G. Bellenger Engineering Scholarship

Esther Nazziwa, Illinois Institute of Technology, Architectural Engineering

\$5,000 Lynn G. Bellenger Engineering Technology Scholarship

Samantha Daniels, Vermont Technical College, Architectural Engrg. & Bldg. Design Technology

\$5,000 Alwin B. Newton Scholarship

Jamaal Carter, North Carolina A & T State University, Architectural Engineering

\$5,000 David C. J. Peters Scholarship - University-Specific

Kelsey Moss, University of Nebraska-Lincoln, Mechanical Engineering

\$5,000 Duane Hanson Scholarship

Greg Fisher, Oklahoma State University, Mechanical Engineering

\$5,000 Legacy Scholarship

Jeffrey Bogner, Kansas State University, Architectural Engineering

\$5,000 ASHRAE Region IV Benny Bootle Scholarship

Philip Preuss, Clemson University, Mechanical Engineering

\$5,000 James R. Bullock Scholarship

Zachary Foster, North Carolina State University, Mechanical Engineering

\$5,000 General Scholarship

Joella Lee, Georgia Institute of Technology, Mechanical Engineering

\$5,000 Engineering Technology Scholarship

Justin Dean, Ferris State University, HVACR Technology

Drew Doyle, Ferris State University, Energy Mgmt. & Engrg, Technology

Masha Goodspeed, Vermont Technical College, HVAC Design & Construction

\$3,000 Henry Adams Scholarship

Callie Clark, University of California – Berkeley, Civil & Environmental Engineering

\$3,000 Region I Setty Family Foundation Scholarship

Jonathan Lamphier, University of New Hampshire, Mechanical Engineering

\$3,000 Region III Setty Family Foundation Scholarship

Rachel Coyle, Pennsylvania State University, Architectural Engineering

\$3,000 Region VIII Scholarship

Victoria Joshi, Rice University, Mechanical Engineering

\$3,000 ASHRAE Minnesota Chapter Peter Potvin Scholarship

Nicholas Ruchti, University of Minnesota, Mechanical Engineering

\$3,000 ASHRAE New Jersey Chapter Scholarship

Siyi Gu, Pennsylvania State University, Architectural Engineering

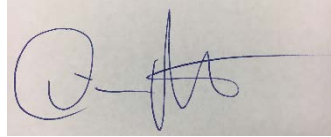
\$3,000 ASHRAE Central New York Chapter King-Traugott Scholarship

George Pappas, University of New Haven, Civil Engineering

\$3,000 Donald E. Nichols Scholarship – University-Specific

Daniel Glover, Tennessee Technological University, Mechanical Engineering

\$3,000 Richard Mehalick Scholarship – University-Specific
Jordan Myers, University of Pittsburgh, Mechanical Engineering

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature is stylized and appears to be 'D. Nutter'.

January 23, 2018

Date

Darin Nutter, Chair

3.700 SOCIETY SCHOLARSHIP PROGRAM ~~GUIDELINES~~RULES

TABLE OF CONTENTS

- ~~1. PREFACE, PHILOSOPHY AND MISSION~~
- ~~2. GENERAL GUIDELINES~~
- ~~3. OPERATING RULES~~
 - ~~3.1 Types of Scholarships and Criteria~~
 - ~~3.2 Control and Funding~~
 - ~~3.3 Non-Discriminatory Basis of Selection~~
 - ~~3.4 Organization and Responsibility~~
 - ~~3.5 Supervision of Scholarships~~
 - ~~3.6 Operation and Schedules for Scholarship Program~~
 - ~~3.7 Expenses for Scholarship Program~~
 - ~~3.8 Accreditation Agencies Recognized by ASHRAE~~

APPENDICES

- ~~A. ASHRAE UNDERGRADUATE SCHOLARSHIPS Special Considerations~~
- ~~B. ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS Special Considerations~~
- ~~C. UNIVERSITY-SPECIFIC SCHOLARSHIPS Special Considerations~~
- ~~D. ASHRAE REGIONAL SCHOLARSHIPS Special Considerations~~

and fees required for his enrollment, as well as books, supplies, equipment and related fees required for courses of instruction), and the grant-scholarship is to be used for study at an educational organization described in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986 (that is, an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on);

- B. The grant-scholarship constitutes a prize or award that is subject to the provisions of Section 74(b) (1) and (2) of the Internal Revenue Code of 1986 (that is, the prize or award is made primarily in recognition of religious, charitable, scientific, educational, artistic, literary or civic achievement, but only if the recipient was selected without any action on his part to enter the contest or proceeding and the recipient is not required to render substantial future services as a condition of receiving the prize or award), where the recipient of such prize or award is selected from the general public; or
- C. The purpose of the grant-scholarship is to achieve a specific objective, produce a report or other similar product, or improve or enhance a literary, artistic, musical, scientific, teaching or other similar capacity, skill or talent of the recipient.

~~2.2 — Scholarships for outstanding proven scholastic ability, character, leadership, potential service to the HVAC and refrigeration profession, and need for financial assistance may be given to full-time students in accordance with the Operating Rules section of this document. A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective program shall be considered a full-time student for the purpose of determining scholarship eligibility. (07-06-27-09)~~

~~2.43 Deceased and/or living members of ASHRAE may be honored withby personally named scholarship funds. The individual must have been, or is-be, a member of ASHRAE, of impeccable character and reputation, who has made major-significant contributions to the arts and sciences of heating, ventilating, air conditioning and refrigeration. The individual shall be or have been of impeccable character and reputation. (96-06-26-18)~~

~~2.54 All named scholarships shall be reviewed on their 10th anniversary and every 10th year thereafter for continuance and applicability as a named scholarship or conversion to an ASHRAE scholarship. (98-01-18-07)~~

~~2.5 — The number of scholarships, the amount to be paid to each scholarship recipient, and the frequency will be the sole responsibility of the Scholarship Trustees. All scholarships must be awarded solely in the order recommended by the Scholarship Trustees.~~

~~2.6 — The final selection and approval of all scholarship recipients will be the responsibility of the Scholarship Trustees.~~

~~2.67 Under no circumstances shall any member of the Scholarship Trustees derive a private benefit, directly or indirectly, from the selection of certain potential scholarship recipients over others.~~

~~2.8 — No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors and/or the Scholarship Trustees. (11-06-29-04)~~

~~2.9 — Criteria, procedures, and funding for new scholarships must be reviewed and approved by the Scholarship Trustees and the Board of Directors.~~

~~2.10 — The names and purpose of the scholarship(s) sponsored by ASHRAE are listed in the Operating Rules section of this document.~~

~~2.11 All details regarding scholarships, control and funding, criteria, responsibility, administration, schedules, and supporting documents for selection of scholarship recipients are specified in the Operating Rules section of this document.~~

~~2.12 Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, etc.) through graduation.~~

~~(10-06-30-07)~~

3. OPERATING RULES

~~All scholarships shall be under the overall guidance of the Board of Directors, which shall have the sole responsibility to authorize or approve new scholarships. All approved scholarships and special considerations for each (if any) are listed in the appendices attached to these guidelines.~~

~~(09-01-28-03)~~

3.1 Types of Scholarships and Criteria

3.1.1 The ASHRAE Scholarship program comprises the following types of scholarships:

- High School Senior Scholarships
- Freshman Engineering Scholarship
- Undergraduate Engineering Scholarships
- Engineering Technology Scholarships
- Regional/Chapter Scholarships
- University-specific Scholarships

All available scholarships and special considerations (if any) are listed in the Scholarship Trustees Manual of Procedures (MOP).

The basic criteria on which all scholarships shall be granted are the following:

- ~~Need for financial assistance~~
- ~~Prior academic performance~~
- ~~Performance on tests designed to measure ability and aptitude for college work~~
- ~~Recommendations from instructors~~
- ~~Character~~
- ~~Leadership~~
- ~~Potential service to the HVAC and refrigeration profession~~
- Need for financial assistance

3.1.2 The basic criteria on which all scholarships shall be granted are the following:

- Prior academic performance
- Recommendations from instructors, supervisors, and colleagues
- Character and leadership
- Potential service to the HVAC&R profession
- Need for financial assistance

3.1.3 Scholarships shall be available to full-time undergraduate pre-engineering, engineering, or engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch, or

- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.1.4 of these Rules

3.1.4 Accreditation Agencies Recognized by ASHRAE for the purpose of awarding Society scholarships (09-01-28-03)

- ABET – Accreditation Board for Engineering & Technology
- PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation
- Any institution outside the USA that is recognized by an accrediting agency that is a signatory of the Washington or Sydney Accords
- Any accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET

3.1.5 Applicants must have a cumulative grade point average of at 3.0, where 4.0 is the highest or a class standing of no less than the top 30% (evidenced by an official transcript of grades and/or an official statement from a school administrator) and at least one full semester or ~~two quarters~~ quarter of undergraduate study remaining in the academic year for which the scholarship is awarded.

3.1.6 A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective academic program shall be considered a full-time student for the purpose of determining scholarship eligibility.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

~~3.1.1—Undergraduate Engineering Scholarships~~

~~A.—ASHRAE undergraduate scholarships shall be available to full-time resident undergraduate engineering or pre-engineering students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~

- ~~• The institution hosts a recognized ASHRAE student branch or,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~To receive consideration for an Undergraduate Engineering Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0, where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),~~
- ~~• have at least one full semester or one quarter of undergraduate study remaining in the academic year for which the scholarship is awarded.~~

~~3.1.2—Engineering Technology Scholarships—(97-06-29-12/98-06-24-35/00-02-09-22)~~

~~A.—ASHRAE Associate Engineering Technology Scholarships shall be available to full-time resident undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution for a 2 or 3 year associate degree provided the student is pursuing a course of study, which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~

- ~~• The institution hosts a recognized ASHRAE student branch or,~~

- ~~The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~To receive consideration for an Associate Engineering Technology Scholarship the applicant must:~~

- ~~have a grade point average of at least 3.0, where 4.0 is the highest, and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),~~
- ~~have at least one full year of engineering technology study remaining in the academic year for which the scholarship is awarded.~~

~~B. ASHRAE Bachelor Engineering Technology Scholarships shall be available to full-time resident undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution for a 4 or 5 year bachelor degree provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~

- ~~The institution hosts a recognized ASHRAE student branch or,~~
- ~~The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~To receive consideration for an Bachelor Engineering Technology Scholarship the applicant must:~~

- ~~have a grade point average of at least 3.0, where 4.0 is the highest, and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),~~
- ~~have at least one full year of engineering technology study remaining in the academic year for which the scholarship is awarded.~~

~~3.1.3 Freshman Engineering Scholarship (15-07-01)~~

~~A. An ASHRAE freshman engineering scholarship shall be available to full-time resident engineering or pre-engineering students enrolled in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a curriculum for the profession of HVAC or refrigeration and at least one of the criteria is met.~~

- ~~The institution hosts a recognized ASHRAE student branch or,~~
- ~~The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~To receive consideration for a Freshman Engineering Scholarship, the applicant must:~~

- ~~be a first year student in a post-secondary institution that meets the above criteria~~
- ~~have a college grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grade and/or official statement from a school administrator.)~~
- ~~be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the application deadline.~~

~~3.1.4 Graduate Engineering Scholarships~~

~~A. ASHRAE graduate engineering scholarships shall be available to full-time resident graduate engineering students enrolled, or to be enrolled, in any school provided the student shall be pursuing a course of study which has been traditionally a curriculum~~

for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch.
- The student's undergraduate degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.
- The institution's undergraduate and/or graduate degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for a Graduate Engineering Scholarship, the applicant must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator).
- have at least one full year of graduate study remaining in the academic year for which the scholarship is awarded, and
- be enrolled in graduate level courses for at least 12 credit hours each quarter or semester during the academic year for which the scholarship is awarded.

3.1.5 University-Specific Named Scholarships (99-06-24/99-01-27-38)

A. ASHRAE University-Specific Scholarships shall be available to full-time resident undergraduate pre-engineering or engineering students, or undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration, the university is approved by the ASHRAE Board of Directors and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for a University-Specific Named Scholarship, the candidate must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator) and,
- have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.

B. Graduate engineering or graduate engineering research fellowship students shall be eligible provided:

- the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and,
- the university is approved by the ASHRAE Board of Directors.

To receive consideration for a Graduate Engineering or graduate engineering research fellowship University-Specific Named Scholarship, the candidate must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator), and
- have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.

3.1.6 Regional Scholarships (BOD-00-06-28)

~~A. ASHRAE Regional Scholarships shall be available to full-time resident undergraduate pre-engineering or engineering students attending a post-secondary educational institution within a specified ASHRAE region provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:~~

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines~~

~~To receive consideration for a Regional Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator), and~~
- ~~• have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.~~

~~3.1.7 ASHRAE High School Senior Engineering & Engineering Technology Scholarships (10-01-27-05/10-06-30-08)~~

~~A. ASHRAE High School Senior Engineering & Engineering Technology Scholarships shall be available to high school seniors who have been accepted to an engineering, pre-engineering or engineering technology program at an institution where at least one of the following criteria is met:~~

- ~~• The institution hosts a recognized ASHRAE student branch~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of the Scholarship Guidelines (See below for 3.8 criteria)~~

~~To receive consideration for a High School Senior Engineering/Engineering Technology Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator).~~

3.2 Control and Funding

~~3.2.1 Overall control and guidance for the Scholarship Program, particularly policy and finances, shall be the responsibility of the Board of Directors. However, the Board will normally delegate the operation and administration of the program to the Scholarship Trustees, who shall report to the Board of Directors through the Executive Committee.~~

3.2.2 Each scholarship will/shall be funded separately. W, and whenever unspecified scholarship funds are made available to ASHRAE, the funds will/shall be placed in the ASHRAE Scholarship Fund.

3.2.3 A continuous effort shall be made by ASHRAE to obtain contributions from any and all sources available, in order to increase all scholarship funds and build the scholarship funds to an amount such that the annual interest earnings will provide adequate funding for ASHRAE's Scholarship Program. Funds for scholarships may be solicited from individuals or industrial firms. Member assessments, special fund-raising events, or voluntary contributions may be a source of funds.

3.2.4 All funds for scholarships will/shall be invested separately from other ASHRAE investments and shall be deposited in an ASHRAE headquarters interest bearing account. Separate accounting records shall be maintained for each scholarship fund.

- 3.2.5 All funds for scholarships ~~can~~must be used only for the scholarship for which they are specified and contributions, regardless of source, must be credited to the fund specified. If a contribution is not specified, it will become part of the ASHRAE Scholarship Fund.
- 3.2.6 If funds donated to a named scholarship do not accrue to a minimum required amount that would support the scholarship into perpetuity, as determined by the ASHRAE Foundation Trustees, within five years of the initial donation, the funds may be transferred to the General Scholarship Fund. Further, if additional contributions are not received within three years after the initial donation, the funds may be transferred to the General Scholarship Fund, to be used at the discretion of the Scholarship Trustees.~~If funds donated to a named scholarship do not accrue to a minimum required amount (i.e., \$60,000) within five years after the initial donation, the funds will be transferred into the General Scholarship Fund. Further, if additional contributions are not received within three years after the initial donation, the funds will be transferred into the General Scholarship Fund, to be used accordingly.~~

3.3 Non-Discriminatory Basis of Selection

- 3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.
- 3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.
- 3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.
- 3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.
- 3.3.5 No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees. (11-06-29-04)
- 3.3.~~65~~ If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.
- 3.3.~~76~~ A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.

3.4 Organization and Responsibility

3.4.1 ~~The Scholarship Trustees will comprises six voting members, including the chair and vice chair, and the Chief Staff Officer, who shall be a non-voting member consist of seven members of ASHRAE, one being the Chief Staff Officer. Voting members shall be elected according to ROB 3.300.008 Election Procedures for ASHRAE Scholarship Trustees. All other members will be elected to three-year terms with two members being elected each year. A Trustee may be re-elected to serve a second term of three years. A partial term shall not count as a full three-year term. The members of the Scholarship Trustees shall elect one member to serve as Chair and one member to serve as Vice Chair each year. An elected Trustee may not simultaneously be a member of the Board of Directors.~~ (00-03-09-24)

~~3.4.2 Candidates for election to the Scholarship Trustees will be nominated by the president-elect for approval by the Board of Directors. Each Trustee shall have the experience, educational background, and technical knowledge to properly evaluate the scholastic potential of all candidates.~~

~~3.4.3 The Foundation Trustees will have responsibility for ongoing contribution solicitation programs.~~

3.4.24 ~~The Scholarship Trustees will meet at least once twice annually at the Winter and Annual Conferences. Any two of the Trustees can call for a meeting of the Trustees with at least 30 days' notice. If only one meeting is held annually, it shall be scheduled as specified in item 3.6.3B of this document. The Scholarship Trustees shall periodically review all scholarships awarded in accordance with the supervisory procedures outlined under item 3.46.~~

3.4.35 ~~To maintain continuity, the Chief Staff Officer will be responsible for the overall administration of the program as specified in this document and will serve as the permanent member of the Scholarship Trustees and the Scholarship Trustee Manual of Procedures.~~

~~3.4.6 The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to the following:~~

- ~~A. Name and address of scholarship recipient~~
- ~~B. Amount of the scholarship awarded~~
- ~~C. Period over which the scholarship is to be distributed to recipient~~
- ~~D. Criteria used to select the recipient~~
- ~~E. Relationship, if any and otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member~~
- ~~F. Purpose of scholarship~~
- ~~G. Restrictions, if any, placed upon the scholarship~~
- ~~H. Methods used to publicize the availability of the scholarship~~
- ~~I. Original application of the candidate~~
- ~~J. Recommendation and action taken on the application by the Scholarship Trustees~~
- ~~K. A signed release which allows the Scholarship Trustees to review the student's academic records~~
- ~~L. Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses, but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the~~

~~recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.~~

3.4.47 The Comptroller/Director of Administrative Services will be responsible for control of receipts to the fund, preparing financial reports on the balance of the fund, and distribution of checks to the scholarship recipients.

~~3.4.8 The assigned staff liaison will be responsible for mailing all scholarship announcements and applications as required, distribution of applications to the Scholarship Trustees, preparation of notification letters to all applicants and minutes of the Scholarship Trustees meetings.~~

~~3.4.9 During the Winter Meeting of the Scholarship Trustees, the Chief Staff Officer will recommend the number of general scholarships to be awarded for the following fiscal year based on the scholarship fund balance.~~

~~3.4.10 Brochures and promotional material design and printing for the Scholarship Program will be the responsibility of the assigned staff liaison. Final approval of this material will be made by the Chair of the Scholarship Trustees and the Chief Staff Officer.~~

~~3.4.11 An annual report of all scholarship activities will be prepared by the Chief Staff Officer and will be distributed to the Executive Committee and Board of Directors.~~

~~3.4.12 Public announcements regarding the promotion or recipient of a scholarship award shall be made by ASHRAE.~~

~~3.5 Supervision of Scholarships~~

~~3.5.1 In the event that the Scholarship Trustees learn, whether by report submitted to it by the educational institution or otherwise, that all or any part of a scholarship award is not being used in furtherance of the purposes for which it was made, the Scholarship Trustees shall be under a duty to investigate the underlying circumstances. While conducting its investigation, the Scholarship Trustees must withhold further payments to the scholarship recipient to the extent possible. Consistent with its investigation, if the Scholarship Trustees determine that any part of the scholarship award has been used for improper purposes, they shall take all reasonable and appropriate steps, including legal action where appropriate, either to recover the scholarship funds or to ensure the restoration of the diverted funds and the dedication of the remaining portion of such funds, if any, held by the scholarship recipient for the purposes being financed by the award.~~

~~The Scholarship Trustees shall withhold further payments until it has:~~

- ~~• Received the scholarship recipient's assurances that further diversions will not occur;~~
- ~~• Required the scholarship recipient to take extraordinary precautions to prevent future diversions from occurring; and~~
- ~~• Recovered all improperly diverted funds, in cases where the scholarship recipient has previously diverted scholarship funds to any use not in furtherance of a purpose specified in the grant.~~

~~3.5.2 Subparagraphs 3.4.6(k) and 3.5.1 dealing with the receipt of academic records and the investigation of improperly diverted funds, respectively, shall be deemed to be satisfied with respect to the scholarship award under the following circumstances:~~

- ~~• The scholarship award is described in Item 2.1A;~~

- ~~• The sponsoring organization pays the scholarship award directly to an educational institution described in Item 2.1A; and~~
- ~~• Such educational institution agrees to use the scholarship funds to defray the recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is enrolled at such educational institution and his standing at such institution is consistent with the purposes and conditions of the scholarship award.~~

~~3.6 Operation and Schedules for Scholarship Program (09-01-28-03)~~

~~3.6.1 Announcement of Scholarship~~

~~A. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:~~

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)~~

~~B. The announcement letter and accompanying forms will be sent to the Dean of Engineering or Department Chair each year by October.~~

~~3.6.2 Submission of Applications~~

~~A. Each applicant must follow the instructions in completing the application form and routing the evaluation sheets to those references chosen. Applicants must send the following items to the Scholarship Trustees, ASHRAE, 1701 Tullio Circle, NE, Atlanta, GA 30320:~~

- ~~1. Complete application form,~~
- ~~2. Official transcript of grades,~~
- ~~3. Letter of recommendation from professor or faculty advisor (Graduate students must submit letters from two professors or faculty advisors),~~
- ~~4. Two additional letters of recommendation from persons familiar with applicant's character, accomplishments, and likelihood of success in the HVAC industry.~~
- ~~5. Students in an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview(s) is to be separately sent to the Scholarship Trustees.~~

~~B. All engineering undergraduate scholarship applications must be postmarked no later than December 1. All engineering technology applications must be postmarked no later than May 1. All graduate scholarship applications must meet the application deadlines set by the applicable school and coordinated with the Scholarship Trustees.~~

~~(08-06-24-9B/11-06-26-5B)~~

~~3.6.3 Action on Applications~~

~~(11-06-26-5B)~~

- ~~A. Applications and evaluation forms received at ASHRAE headquarters shall be sent to each member of the Scholarship Trustees prior to the Winter Meeting.~~
- ~~B. The Scholarship Trustees will meet at the Society Winter Meeting each year and select undergraduate scholarship and graduate scholarship recipients in accordance with the established criteria for the scholarships. The Scholarship Trustees will meet at the Annual Meeting each year and select the engineering technology scholarship recipient.~~
- ~~C. Recipients of ASHRAE undergraduate scholarships and graduate scholarships shall be notified in the spring by the Chair of the Scholarship Trustees. All other applications (not funded) will be acknowledged by the Chair of the Scholarship Trustees. Recipients of engineering technology scholarships shall be notified in the summer. All scholarship and fellowship recipients shall have funds available to them in the fall.~~

~~3.7 Expenses for Scholarship Program~~

- ~~A. All charges for mail, design and printing of forms, and other direct expenses for administration of the program by ASHRAE headquarters will be made to the appropriate scholarship fund.~~
- ~~B. Reimbursement for expenses incurred by the Scholarship Trustees shall require approval of the Chief Staff Officer. These reimbursements shall be charged to the appropriate scholarship fund.~~
- ~~C. Any expenses associated with the scholarship such as travel costs shall be limited to the origination ceremony and may be deducted from the scholarship fund before the amount of the scholarship is determined.~~

~~3.8 Accreditation Agencies Recognized by ASHRAE (09-01-28-03)~~

~~3.8.1. ASHRAE recognizes the following accreditation agencies for the purpose of awarding Society scholarships:~~

- ~~• ABET — Accreditation Board for Engineering and Technology~~
- ~~• PAHRA — Partnership for Air Conditioning, Heating, Refrigeration Accreditation~~
- ~~• Any institution that is a signatory of the Washington, Sydney, or Dublin Accord~~
- ~~• An accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET.~~

Move to MOP

2.12 Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, etc.) through graduation.
(10-06-30-07)

3.4.6 The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to the following:

- A. Name and address of scholarship recipient
- B. Amount of the scholarship awarded
- C. Period over which the scholarship is to be distributed to recipient
- D. Criteria used to select the recipient
- E. Relationship, if any and otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member
- F. Purpose of scholarship
- G. Restrictions, if any, placed upon the scholarship
- H. Methods used to publicize the availability of the scholarship
- I. Original application of the candidate
- J. Recommendation and action taken on the application by the Scholarship Trustees
- K. A signed release which allows the Scholarship Trustees to review the student's academic records
- L. Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses, but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.

3.4.8 The assigned staff liaison will be responsible for mailing all scholarship announcements and applications as required, distribution of applications to the Scholarship Trustees, preparation of notification letters to all applicants and minutes of the Scholarship Trustees meetings.

3.4.9 During the meetings of the Scholarship Trustees, the Chief Staff Officer will recommend the number of general scholarships to be awarded for the following fiscal year based on the scholarship fund balance.

3.4.10 Brochures and promotional material design and printing for the Scholarship Program will be the responsibility of the assigned staff liaison. Final approval of this material will be made by the Chair of the Scholarship Trustees and the Chief Staff Officer.

3.4.11 A report of all scholarship activities will be prepared by the Chief Staff Officer and will be distributed to the Executive Committee and Board of Directors at the Winter and Annual Conferences.

3.4.12 Public announcements regarding the promotion or recipient of a scholarship award shall be made by ASHRAE.

3.5 Supervision of Scholarships

3.5.1 In the event that the Scholarship Trustees learn, whether by report submitted to it by the educational institution or otherwise, that all or any part of a scholarship award is not being used in furtherance of the purposes for which it was made, the Scholarship Trustees shall be under a duty to investigate the underlying circumstances. While conducting its investigation, the Scholarship Trustees must withhold further payments to the scholarship recipient to the extent possible. Consistent with its investigation, if the Scholarship Trustees determine that any part of the scholarship award has been used for improper purposes, they shall take all reasonable and appropriate steps, including legal action where appropriate, either to recover the scholarship funds or to ensure the restoration of the diverted funds and the dedication of the remaining portion of such funds, if any, held by the scholarship recipient for the purposes being financed by the award.

The Scholarship Trustees shall withhold further payments until it has:

- Received the scholarship recipient's assurances that further diversions will not occur;
- Required the scholarship recipient to take extraordinary precautions to prevent future diversions from occurring; and
- Recovered all improperly diverted funds, in cases where the scholarship recipient has previously diverted scholarship funds to any use not in furtherance of a purpose specified in the grant.

3.5.2 Subparagraphs 3.4.6(k) and 3.5.1 dealing with the receipt of academic records and the investigation of improperly diverted funds, respectively, shall be deemed to be satisfied with respect to the scholarship award under the following circumstances:

- The scholarship award is described in Item 2.1A;
- The sponsoring organization pays the scholarship award directly to an educational institution described in Item 2.1A; and
- Such educational institution agrees to use the scholarship funds to defray the recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is enrolled at such educational institution and his standing at such institution is consistent with the purposes and conditions of the scholarship award.

3.6 Operation and Schedules for Scholarship Program (09-01-28-03)

3.6.1 Announcement of Scholarship

G-A. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:

- The institution hosts a recognized ASHRAE student branch,
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

D-B. The announcement letter and accompanying forms will be sent to the Dean of Engineering or Department Chair each year by October.

3.6.2 Submission of Applications

C-A. Each applicant must follow the instructions in completing the application form and routing the evaluation sheets to those references chosen. Applicants must send the following items to the Scholarship Trustees, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329:

6-1. Complete application form,

7-2. Official transcript of grades,

8-3. Letter of recommendation from professor or faculty advisor (Graduate students must submit letters from two professors or faculty advisors).

9-4. Two additional letters of recommendation from persons familiar with applicant's character, accomplishments, and likelihood of success in the HVAC industry.

10-5. Students in an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview(s) is to be separately sent to the Scholarship Trustees.

D-B. All engineering undergraduate scholarship applications must be postmarked no later than December 1. All engineering technology applications must be postmarked no later than May 1. All graduate scholarship applications must meet the application deadlines set by the applicable school and coordinated with the Scholarship Trustees.

(98-06-24-9B/11-06-26-5B)

3.6.3 Action on Applications

(11-06-26-5B)

D-A. Applications and evaluation forms received at ASHRAE headquarters shall be sent to each member of the Scholarship Trustees prior to the Winter Meeting.

E-B. The Scholarship Trustees will meet at the Society Winter Meeting each year and select undergraduate scholarship and graduate scholarship recipients in accordance with the established criteria for the scholarships. The Scholarship Trustees will meet at the Annual Meeting each year and select the engineering technology scholarship recipient.

F-C. Recipients of ASHRAE undergraduate scholarships and graduate scholarships shall be notified in the spring by the Chair of the Scholarship Trustees. All other applications (not funded) will be acknowledged by the Chair of the Scholarship Trustees. Recipients of engineering technology scholarships shall be notified in the summer. All scholarship and fellowship recipients shall have funds available to them in the fall.

3.7 Expenses for Scholarship Program

D-A. All charges for mail, design and printing of forms, and other direct expenses for administration of the program by ASHRAE headquarters will be made to the appropriate scholarship fund.

E.B. Reimbursement for expenses incurred by the Scholarship Trustees shall require approval of the Chief Staff Officer. These reimbursements shall be charged to the appropriate scholarship fund.

F.C. Any expenses associated with the scholarship such as travel costs shall be limited to the origination ceremony and may be deducted from the scholarship fund before the amount of the scholarship is determined.

Appendix A - ASHRAE UNDERGRADUATE ENGINEERING SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-application accepted from former scholarship recipients provided they continue to meet all current criteria.

1. ASHRAE General Scholarships
2. Named Scholarships
 - A. Alwin B. Newton Scholarship
 - B. Reuben Trane Scholarship
 - (1) The Reuben Trane Scholarship shall be a two-year scholarship awarded to a deserving student with at least two years of undergraduate study remaining in ABET-accredited curriculum dealing with heating, ventilating, air conditioning and refrigeration.
 - (2) Each scholarship recipient shall be funded at the rate of \$5,000 per year during enrollment in an ABET-accredited program required to complete a Bachelor of Science Degree in Engineering at a university in the United States or Canada.
 - (3) The endowment fund, which supports the Reuben Trane Scholarship, shall be self-sustaining and only income from the endowment fund shall be utilized to fund the scholarships.
 - (4) The recipient must remain a full time student with satisfactory academic standing in a college of engineering in order to be eligible on a year-to-year basis.
 - (5) It is highly desirable that the recipient's university of choice have an ASHRAE Student Branch.
 - (6) In accepting the scholarship, the recipient is encouraged to seek summer employment or internship with employers who are in the HVAC&R industry.
 - (7) Announcement on the availability of the scholarship will appear in ASHRAE INSIGHTS and each chapter will be encourage to come forward with a promising applicant.
 - (8) When evaluating candidates for the Reuben Trane Scholarship, no candidate will be considered for the Reuben Trane Scholarship unless that individual has been ranked high enough in the trustees' overall ranking of applicants to qualify for any other available scholarship. In the event that none of the highest ranked candidates meet the requirement in the Special Considerations for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time. (*Scholarship Trustees 06/26/01*)

- C. Duane Hanson Scholarship (97-06-29-14)
- D. Henry Adams Scholarship
- (1) It is desirable that the recipient is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of building lighting and power distribution systems.
- E. ASHRAE Legacy Scholarship (14-01-22-02)
- (1) The scholarship will be initially funded by an existing ASHRAE Scholarship, whose name will be changed to the ASHRAE Legacy Scholarship.
- (2) Funding of the scholarship will be made through minimum contributions of \$5,000 from individuals or groups wishing to honor an individual. Gifts received would replace funds in the initial endowment until such time that the ASHRAE Legacy Scholarship was fully funded.
- (3) The name and short biography of the honored individual(s) will be included with the information provided to the scholarship recipient.
- F. ASHRAE Frank M. Coda Scholarship (05-02-09)
- G. ASHRAE Willis H. Carrier Scholarship (06-01-25)
- H. Lynn G. Bellenger Engineering Scholarship (12-01-25-01/13-01-27-02)
- (1) This scholarship is intended to memorialize Presidential Member Lynn G. Bellenger and benefit women in engineering.
- I. Gordon V. R. Holness Scholarship (15-07-01)
- (1) Scholarship shall be awarded to a full-time undergraduate engineering student enrolled at a post-secondary educational institution where one of the following criteria is met:
- a. The program is ABET-accredited
 - b. The program is accredited by an agency outside the USA that is part of the Washington Accord or has a signed Memorandum of Understanding with ABET
- Preference shall be given to a student attending a school with an active ASHRAE student branch.

3. ASHRAE Presidents Scholarship

a one-year \$5,000 scholarship, renewable for a second year, with the following criteria:

- 1) Eligible applicants must be full-time students enrolled in an undergraduate Bachelor of Science engineering curriculum which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration, must have completed a minimum of 45 semester credit hours or equivalent, and must have two years remaining before graduation.
- 2) Applicant must be a current ASHRAE student member.

- 3) The applicant's institution must host a recognized ASHRAE student branch or the degree program must be accredited by an agency recognized by ASHRAE as listed in Section 3.8 of the Society Scholarship Program Guidelines.

To be eligible for scholarship renewal for a second year, the scholarship recipient must: have maintained at least a 3.0 cumulative Grade Point Average on a maximum 4.0 scale while enrolled full time, and

- a. have at least one full year of study remaining before graduation, and
- b. have obtained summer employment (10 week minimum) or an internship with an employer in the HVACR&R industry after their first scholarship year.

Appendix B - ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS
SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated, including re-application from former scholarship recipients provided they continue to meet all current criteria.

1. Associate Engineering Technology Scholarships – No re-applications accepted from former recipients.
2. Bachelor Engineering Technology Scholarships (09-01-28-03/11-06-26-5B)
3. Lynn G. Bellenger Engineering Technology Scholarship

This scholarship is intended to memorialize Presidential member Lynn G. Bellenger and benefit women in engineering technology.

Appendix C - UNIVERSITY-SPECIFIC SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients, provided they continue to meet all current criteria.

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.
3. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates, or engineering graduates. (11-06-26-5B)
4. Written agreement with the University must be obtained.
5. Applicants from the university who apply may be awarded a higher level ASHRAE scholarship, but shall not be eligible for more than one scholarship at any given time.
6. Recipients of a scholarship must have at least a 3.0 grade point average, where 4.0 is the highest.
7. For any year there is not a viable candidate, the funds may be used in subsequent years.
8. If viable candidates are not submitting their resumes for a period of three years in succession, and every effort has been exhausted to develop interest, including notification of the Regional Chair and the local chapter President, then the scholarship will be abandoned and all funds merged with the General Scholarship Fund. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (BOD 06/26-27/02)
9. University-Specific Named scholarships must be for individuals who have brought credit to the HVAC&R industry and continue to do so as long as they live.
10. University-Specific Named scholarships will be reviewed for appropriateness every ten years.
11. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
12. No university will be eligible for a named scholarship unless the students are qualified to receive a scholarship.

A. ASHRAE Donald E. Nichols Scholarship

A one-year scholarship for qualified undergraduate engineering students at Tennessee Technological University.

B. ASHRAE J. Richard Mehalick Scholarship

A one-year scholarship for qualified undergraduate mechanical engineering students at the University of Pittsburgh (see attached Memo of Understanding).

C. ASHRAE David C. J. Peters Scholarship

(12-06-27-10)

A one-year scholarship to be awarded to an undergraduate student enrolled in a four or five year mechanical or architectural engineering program at one of the following institutions:

California State University (CSU) at

Chico

San Diego

Cal Poly San Luis Obispo

Cal Maritime

Long Beach

Pennsylvania State University

North Carolina State University

Virginia Polytechnic Institute & State University (Virginia Tech)

Clemson University

University of Nebraska at

Lincoln

Omaha

University of Nevada at

Las Vegas

Reno

Oklahoma State University

University of Texas at Austin

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any) (BOD 06-28/29-01, 06/26-27/02, 06/29/05)

General

1. All applications will be received and reviewed on a yearly basis, including reapplication from former scholarship recipients.
2. Scholarships must meet the fiscal guidelines of the Scholarship Program.
3. Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Guidelines shall apply.
4. Regional Scholarships are restricted to a school in the named ASHRAE region.
5. Scholarship Trustees select recipient.
6. For any year there is not a viable candidate, the funds may be used in subsequent years.
7. If viable candidates are not submitting applications for a period of three years in succession, and every effort has been exhausted to develop interest, the Regional Chair shall be notified. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (06/26-27/02)

A. Boggarm & Barthy Setty Region I Scholarship (14-07-02-10)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographical boundaries of the ASHRAE Region I and/or the student has graduated from a high school within the geographic boundaries of ASHRAE Region I. If the engineering program is not ABET accredited then the school shall have an active ASHRAE student branch.

B. ASHRAE Region III Boggarm Setty Scholarship (10-12-13-02/11-02-02-04)

Scholarship is to be awarded to an undergraduate engineering student attending a school in ASHRAE's Region III. Preference is for the recipient to be a mechanical engineering major.

C. ASHRAE Region IV Benny Bootle Memorial Scholarship (16-01-27-06/15-08-04/06-29-05)

- The Region IV Benny Bootle Memorial Scholarship shall be awarded to a deserving engineering or architectural student enrolled in an ABET, NAAB or equivalent accredited program in an engineering or architecture college or university located within the geographic boundaries of Region IV (currently North Carolina, South Carolina and Georgia in the U.S.A.) and is pursuing study potentially leading to a career in the sciences of heating, refrigerating or air conditioning or building design. The scholarship will be a one-year scholarship of \$3,000.00 per year. The candidates shall be evaluated each year. Re-application from former recipients is acceptable.
- Preference will be given to students who are also full-time residents of Region IV. The home address of record for the recipient of the Region IV Benny Bootle Memorial Scholarship shall be within the geographic boundaries of Region IV unless none of the otherwise qualified applicants are from Region IV.

D. ASHRAE Region IV James R. Bullock, Jr. Scholarship

(15-06-04-01)

The James R. Bullock, Jr. Scholarship shall be awarded to a full-time undergraduate mechanical or architectural engineering student enrolled at a post-secondary education institution within the geographic boundaries of ASHRAE Region IV or who has graduated from a high school within the ASHRAE Region IV geographic boundaries and at least one of the following criteria is met:

- The program is ABET-accredited, or
- The institution has an active ASHRAE student branch

If an eligible candidate cannot be identified, then the scholarship will be available to any full-time undergraduate engineering student who meets the Society's criteria for an Undergraduate Engineering Scholarship.

E. ASHRAE Region VIII Scholarship

The Region VIII Scholarship shall be awarded to an undergraduate mechanical engineering student attending a school, which is located within the geographical boundaries of ASHRAE's Region VIII. Applicants must meet all other basic ASHRAE criteria.

F.. ASHRAE Minnesota Chapter Peter Potvin Scholarship (14-08-04-04/14-07-02-10/13-07-30-04)

The scholarship is to be awarded to student enrolled in an ABET-accredited undergraduate mechanical or architectural engineering program at an institution within the geographic boundaries of the Minnesota chapter and/or the student has graduated from a high school within the geographic boundaries of the Minnesota chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE branch.

G. ASHRAE New Jersey Chapter Scholarship

(14-07-02-10/14-01-22- 01)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographic boundaries of the New Jersey chapter and/or the student has graduated from a high school within the geographic boundaries of the New Jersey chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE student branch.

If a suitable candidates cannot be identified using this criteria, the scholarship will be available to a student either attending a school within the geographic boundaries of ASHRAE Region I or who has attended a high school within the geographic boundaries of Region I and who otherwise meets the above criteria.

H. ASHRAE Central New York Chapter King-Traugott Scholarship

(15-07-01-07)

The scholarship is to be awarded to either a full-time undergraduate (1) Mechanical or Architectural Engineering student or (2) an Associate or Bachelor Engineering Technology student. The student shall be enrolled at a post-secondary educational institution that meets at least one of the following criteria:

- The program is accredited by ABET or PAHRA, or
- The institution has an active ASHRAE student branch

The student must meet the minimum qualifications in effect at the time of the award based on the scholarship awarded. The student applicant from either (1) or (2) above will be selected using the following criteria in order of preference:

1. The student attends an approved institution within the geographic boundaries of the Central New York Chapter of ASHRAE.
2. The student is a student member of ASHRAE.
3. The student graduated from a high school within the geographic boundaries of the Central New York Chapter.
4. The student attends an approved institution or graduated from high school within the geographic boundaries of New York State.
5. The student attends an approved institution or graduated from high school within the geographic boundaries of ASHRAE Region I.
6. The student attends an approved institution or graduated from high school within the geographic boundaries of the United States of America.

If an eligible candidate cannot be identified using the above criteria,, then the scholarship will be available to any full time undergraduate engineering student. Candidates will be considered even if enrolled in engineering programs other than mechanical or architectural engineering and without regard to the geographic location of the educational institution. Candidates must meet ASHRAE's criteria for an Undergraduate Engineering Scholarship



**MANUAL OF PROCEDURES
For
Scholarship Trustees**

Revisions Approved:

Scholarship Trustees on January 27, 2015
Executive Committee on January 28, 2015

Proposed Revisions

**ASHRAE
SCHOLARSHIP TRUSTEES
MANUAL OF PROCEDURES**

TABLE OF CONTENTS

~~1. PURPOSE — 1~~

~~2. ESTABLISHMENT — 1~~

~~3. PHILOSOPHY OF SCHOLARSHIP PROGRAM — 1~~

~~4. RESPONSIBILITIES — 2~~

~~5.1. Responsibilities of the Scholarship Trustees — 2~~

~~5.2. Responsibilities of Chair — 3~~

~~5.3. Responsibilities of Vice Chair — 3~~

~~5.4. Responsibilities of Chief Staff Officer — 3~~

~~5.5. Responsibilities of Staff Liaison — 4~~

~~5. VOTING — 6~~

~~6. STANDING RULES — 6~~

~~7. CHANGES TO RULES OF THE BOARD — 7~~

~~8. ESTABLISHMENT OF NAMED SCHOLARSHIPS — 8~~

~~9. APPLICATIONS FOR ASHRAE SCHOLARSHIPS — 9~~

~~10. PROCEDURES FOR EVALUATING SCHOLARSHIP APPLICATIONS — 9~~

~~11. NOTIFICATION OF SCHOLARSHIP RECIPIENTS — 11~~

Proposed Revisions

**ASHRAE
MANUAL OF PROCEDURES
For Scholarship Trustees**

1. PURPOSE

~~1.1.1.~~ The Manual of Procedures (MOP) is a document developed ~~within the committee or group~~ by the Scholarship Trustees to describe the methods and procedures by which the ~~Scholarship committee~~ Trustees accomplishes the duties and responsibilities assigned to it. The manual is an internal document of the ~~committee~~ Scholarship Trustees for its own guidance. The MOP requires approval of the Scholarship Trustees and the Society Rules Committee ~~committee and the body to which it reports~~.

~~1.2.2.~~ The contents of this manual shall be reviewed ~~by each successive committee or group~~ regularly with the objective of updating and amending, as accumulated experience dictates.

2. ESTABLISHMENT STRUCTURE

~~2.1.1.~~ The Society Scholarship Program is ~~approved, and the program shall be administered in accordance with guidelines approved by the Board of Directors. [ROB 100 119 001/95-06-28-11]~~ authorized by ROB 2.103.002 Scholarship Program. The Board of Directors delegates the responsibility for administering the Scholarship Program to the Scholarship Trustees according to ROB 3.700 Society Scholarship Program Rules, which describes the scope, structure, composition, and responsibilities of the Scholarship Trustees.

~~7.1~~ The Scholarship Trustees actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD. The BOD may take such steps, or see that such steps are taken by the Trustees, as may be appropriate to comply with the Society's Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule or direction of the BOD. [ROB 520 103 001/87 06 28 19]

~~7.2~~ If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of the Scholarship Trustees, or whether any action should be taken by the Trustees, or in the case of a tie vote, the same shall be settled by the Executive Committee or BOD. [ROB 520 103 002/87 06 28 19]

~~3. PHILOSOPHY OF SCHOLARSHIP PROGRAM~~

~~3.1 The ASHRAE Scholarship Program is designed to encourage and assist HVAC and refrigeration education through the granting of scholarships at the undergraduate and graduate level. This program also serves the public interest in aiding in the education of men and women to become qualified to practice as engineers in the HVAC and refrigeration field. [See *Scholarship Guidelines (Section 1)*]~~

~~3.2 The Scholarship Program also provides individuals, foundations, trusts and corporations an opportunity to contribute and assist students of high scholarship attainment in engineering education through contributions, grants, wills, and other legal means. [See *Scholarship Guidelines (Section 1)*]~~

~~4. SCHOLARSHIP TRUSTEES MEMBERSHIP~~

~~4.1 The Scholarship Trustees will consist of seven members of ASHRAE, one being the Chief Staff Officer. All other members will be elected to three-year terms in a sequence of 2-2-2. A Trustee may be re-elected to serve a second term of three years. A partial term shall not count as a full three-year term. The members of the Scholarship Trustees shall elect one member to serve as Chair and one member to serve as Vice Chair each year. An elected Trustee may not simultaneously be a member of the Board of Directors. [See *Scholarship Guidelines 3.5.1*]~~

~~4.2 The President-elect will nominate candidates for election to the Scholarship Trustees for approval by the Board of Directors. Each Trustee shall have the experience, educational background and technical knowledge to properly evaluate the scholastic potential of all candidates. [See Scholarship Guidelines 3.5.2]~~

~~4.3 To maintain continuity, the Chief Staff Officer will be responsible for the overall administration of the program, as specified in the Scholarship Guidelines, and will serve as the permanent member of the Scholarship Trustees. [See Scholarship Guidelines 3.5.5]~~

3. DUTIES

~~5 RESPONSIBILITIES~~

~~5.1 Responsibilities of the Scholarship Trustees~~

~~5.1.1 Overall control and guidance for the Scholarship Program, particularly policy and finances, shall be the responsibility of the Board of Directors. However, the Board will normally delegate the operation and administration of the program to the Scholarship Trustees, who shall report to the Board of Directors through the Executive Committee. [See Scholarship Guidelines 3.2.1]~~

~~5.1.2 The number of scholarships, the amount to be paid to each scholarship recipient, and the frequency will be the sole responsibility of the~~

~~Scholarship Trustees. All scholarships must be awarded solely in the order recommended by the Scholarship Trustees. [See *Scholarship Guidelines 2.5*]~~

~~5.1.3 The final selection and approval of all scholarship recipients will be the responsibility of the Scholarship Trustees. [See *Scholarship Guidelines 2.6*]~~

~~5.1.4 The Scholarship Trustees will meet at the Society Winter Meeting each year and select scholarship recipients in accordance with the established criteria for the scholarships. [See *Scholarship Guidelines 3.7.3.23.4.4.*]~~

~~5.1.5 Criteria, procedures and funding for new scholarships must be reviewed and approved by the Scholarship Trustees and Board of Directors. [See *Scholarship Guidelines 2.9*]~~

~~5.1.6 All scholarships shall be under the overall guidance of the Board of Directors, which shall have the sole responsibility to authorize or approve new scholarships. Approved scholarships and fellowships are included in ATTACHMENTS A, B, C & D, E & F. [See *Scholarship Guidelines 3.1*]~~

~~5.1.7 The Foundation Trustees will have responsibility for ongoing contribution solicitation programs. [See *Scholarship Guidelines 3.5.33.4.3*]~~

~~5.1.8 A continuous effort shall be made by ASHRAE to obtain contributions from any and all sources available, in order to increase all scholarship funds and build the scholarship funds to an amount such that the annual interest earnings will provide adequate funding for ASHRAE's Scholarship Program. Funds for scholarships may be solicited from individuals or industrial firms. Member assessments, special fund raising events, or voluntary contributions may be a source of funds. [See *Scholarship Guidelines 3.2.3*]~~

5.23.1. Responsibilities of Chair

Responsibilities of the Chair shall consist primarily of direction and operation of the Scholarship Trustees, and reporting to the Executive Committee and Board of Directors as required. The Chair shall:

- (a) preside over all meetings of the Scholarship Trustees,
- (b) approve the agenda for meetings of the Scholarship Trustees,
- (c) approve the minutes of the Scholarship Trustees' meetings for distribution by the assigned staff liaison,
- (d) approve written reports to the Executive Committee at Society Annual and Winter Meetings, and other times as required,
- (e) attend Executive Committee meetings as required for reporting purposes,
- (f) submit recommendations annually to the President-elect for membership on the Scholarship Trustees for the following year,
- (g) appoint subcommittees and make assignment of specific functions, as necessary,
- (h) notify scholarship recipients of their awards in the spring, and acknowledge all other applicants (not funded) [\[See Scholarship Guidelines 3.7.3.3\]](#)
- (i) perform other duties assigned by the President or Board of Directors.

5.3.2. Responsibilities of Vice Chair

The responsibilities of the Vice Chair shall include the following:

- (a) In the absence of the Chair, the Vice Chair shall assume the chair at all scheduled meetings of the Scholarship Trustees.
- (b) In the event the Chair is unable to perform his/her duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.
- (c) Preparation of budgets, in consultation with staff, for the ensuing year.
- (d) The Vice Chair shall perform other duties that may be assigned to him/her by the Chair.

3.3. ~~5.4~~ Responsibilities of Chief Staff Officer

The responsibilities of the Chief Staff Officer shall include the following:

- (a) The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to, the following:
 - Name and address of scholarship recipient
 - Amount of the scholarship awarded
 - Period over which the scholarship is to be distributed to recipient
 - Criteria used to select the recipient
 - Relationship, if any and if otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member
 - Purpose of the scholarship
 - Restrictions, if any, placed upon the scholarship
 - Methods used to publicize the availability of the scholarship
 - Original application of the candidate

- Recommendation and action taken on the application by the Scholarship Trustees
 - Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award. ~~[See Scholarship Guidelines 3.5.6-3.4.6]~~
- (b) During the ~~Winter Meeting meetings~~ of the Scholarship Trustees, ~~at the Society's Winter & Annual Conferences~~, the Chief Staff Officer will recommend the number of ~~general~~ scholarships ~~to be awarded available~~ for the following fiscal year based on the scholarship fund balance. ~~[See Scholarship Guidelines 3.5.4.9]~~
- (c) ~~An annual~~ report of all scholarship activities will be prepared by the Chief Staff Officer, and ~~will be~~ distributed to the Executive Committee and Board of Directors ~~at the Winter and Annual Conferences~~. ~~[See Scholarship Guidelines 3.5.4.11]~~

3.4. ~~5.5~~ — Responsibilities of Staff Liaison

— The Staff Liaison shall:

- (a) act as secretary at meetings, submitting meeting minutes for approval by the Chair prior to distribution, and distributing meeting minutes within 60 days after committee meetings,
- (b) mail agendas and supporting attachments to the Scholarship Trustees in a timely manner,
- (c) prepare written reports to the Executive Committee at Society Annual and Winter Meetings, and other times as required,
- (d) welcome newly elected Scholarship Trustees, sending them copies of the Scholarship Trustees roster, minutes of the past two meeting, Society Scholarship Guidelines, Manual of Procedures, and other pertinent information,

Scholarship Trustees Manual of Procedures

- (e) stay abreast of the Scholarship budget and expenses incurred, and work with the Chair and Vice Chair to establish yearly budgets,
- (f) ensure the Manual of Procedures and Society Scholarship Guidelines remain up-to-date,
- (g) answer or direct inquiries received at headquarters to the Chair or appropriate Scholarship Trustee,
- (h) distribute information or materials to the Scholarship Trustees on a timely basis so they can perform their assigned duties,
- (i) send an announcement letter, application form, and evaluation form for scholarships to ~~all schools in the United States, and its territories and Canada that appropriate schools have HVAC&R or equivalent curriculum that meets at least one of the following criteria:~~

~~a. The institution hosts a recognized ASHRAE student branch~~

~~b. The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 3.1.1.3 of the Scholarship Guidelines.~~

~~—— (Note: if the grant or scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations), [See Scholarship Guidelines 3.7.1.13.5.3]~~

~~(j) send the announcement letter and accompanying forms to the Dean of Engineering or Department Chair each year by October, [See Scholarship Guidelines 3.7.1.23.6.1]~~

~~(k)~~ (j) send applications and evaluation forms received at ASHRAE headquarters to the Scholarship Trustees prior to their next meeting. It should be noted on the cover worksheet if the course of study is ABET-accredited or accredited by some other agency, and whether it hosts an ASHRAE student branch.

~~(l)~~ (k) prepare notification letters to all applicants, and

(l) oversee design and printing of brochures and promotional material for the Scholarship Program. (Note: the Chair of the Scholarship Trustees and the Chief Staff Officer will make final approval of this material).

(m) prepare public announcements regarding the promotion or recipient of a scholarship award, subject to the approval of the Chair of the Scholarship Trustees and the Chief Staff Officer.

6 VOTING

6.1 ~~The following categories of committee members do not vote and do not count for a quorum unless specifically indicated: BOD ex officio members on general committees, consultants, and staff members. [ROB-520-102-003/87-06-28-19]~~

~~6.2 — More than 50 percent of the voting membership of the Trustees is required for a quorum.~~

~~6.3 — Voting may be conducted during meetings or by letter ballot. Votes taken at meetings shall be decided by a majority of those voting. Letter ballots require a majority of the Trustees' voting membership.~~

4. 7 — STANDING RULES OPERATIONS

4.1. General

~~7.3 — The Scholarship Trustees will meet at least once annually. Any two of the Trustees can call for a meeting with at least 30 days' notice. If only one meeting is held annually, it shall be for the purpose of selecting scholarship recipients in accordance with the established criteria for the scholarships. [See Scholarship Guidelines 3.5.4]~~

~~7.41.1.1. — The Scholarship Trustees normally have their final meeting of the administrative year meet at the Annual Meeting. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair.~~

~~7.51.1.2. — New Scholarship Trustees who have been elected for the succeeding year shall be invited to attend such meetings as guests and without vote, and are eligible for but the standard transportation reimbursement shall apply to them. [ROB 520 105 002/87 01 19 27]~~

~~7.61.1.3. — The Scholarship Trustees may be permitted by the President, with the approval of the BOD, to coordinate its activities with other organizations or groups having interests kindred to those of the Society. [ROB 520 105 001/74 06 23 24]~~

~~7.7 — Scholarship Trustees shall be elected or approved by the BOD in accordance with the Society Bylaws as stated in the "Election and~~

Scholarship Trustees Manual of Procedures

~~Appointment Procedures” dated 95-01-29-05 (Procedures in ROB Book 2). [ROB 520-101-001/95-01-29-05]~~

~~7.8 The Board of Directors may, by a two-thirds vote of its members present, remove a member of the Scholarship Trustees. [Society Bylaws 7.9]~~

~~7.9 The Scholarship Trustees actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD. The BOD may take such steps, or see that such steps are taken by the Trustees, as may be appropriate to comply with the Society’s Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule or direction of the BOD. [ROB 520-103-001/87-06-28-19]~~

~~7.10 If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of the Scholarship Trustees, or whether any action should be taken by the Trustees, or in the case of a tie vote, the same shall be settled by the Executive Committee or BOD. [ROB 520-103-002/87-06-28-19]~~

~~1.1.4. 7.9~~ Scholarship applicants shall not receive more than one ASHRAE Society scholarship at any given time. A scholarship awarded by an ASHRAE chapter or region is not considered a Society Scholarship.

~~1.1.5. Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, room and board, etc.) through graduation.~~

~~(Scholarship Trustees 01/28/03, 02/02/15)~~

4.2. Announcement of Scholarship

1.1.1. Notice of all scholarships, application deadlines, and application material shall be available on the ASHRAE website.

1.1.2. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:

- The institution hosts a recognized ASHRAE student branch,
- The degree program is accredited by an agency recognized by ASHRAE as listed in ROB 3.700 Society Scholarship Program Rules.

1.1.3. The announcement letter and accompanying forms will be sent either the Student Branch Advisor (if applicable), the Dean of Engineering, or

relevant Department Chair. The announcement letter should be sent at least two months prior to the application deadline.

~~8 — CHANGES TO RULES OF THE BOARD~~

~~8.1 — Changes to ROBs and BARs shall be issued as supplements to ROBs, BARs, and manuals. The ROBs included in the supplements shall be incorporated in these documents when revised. [ROB 530-101-004/90-02-14-14]~~

~~8.2 — Proposed changes, including additions and deletions to the Rules of the Board shall be submitted by committees, councils, and Board members. Changes proposed by a committee shall be submitted through the body to which it reports;~~

Proposed Revisions

Scholarship Trustees Manual of Procedures

~~council and Board members may submit proposed changes directly to the Board of Directors.~~

~~8.3 To propose a change to an existing ROB:~~

~~Present a two column comparison showing the current ROB number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include a ROB number, the proposed change, and the reason for the change.~~

~~To propose a new ROB:~~

~~Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:~~

~~It is recommended that this rule be placed in ROB Book II, Publishing Council BAR.~~

~~It is recommended that this rule be place in ROB Book I, Section 300, Meetings of Members.~~

~~To propose rescinding an existing ROB:~~

~~Include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.~~

~~8.4 Proposed changes to Society wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall following the same procedures as for proposed changes to ROB.~~

~~9 ESTABLISHMENT OF NAMED SCHOLARSHIPS~~

~~9.1 ASHRAE extends the opportunity to individuals or companies to sponsor a personally named scholarship in their name. A minimum \$60,000 contribution, as determined by the ASHRAE Foundation Trustees, is required to establish a named scholarship. (Scholarship Trustees 01/28/03)~~

~~9.2 Deceased and/or living members of ASHRAE may be honored by personally named scholarship funds. The individual must be or have been a member of ASHRAE who has made major contributions to the arts and sciences of heating, ventilating, air conditioning, and refrigeration. The individual shall be or have been of impeccable character and reputation. [See Scholarship Guidelines 2.3]~~

~~9.3 Proposers of a named scholarship shall submit in writing a detailed description of and reason for the scholarship. The proposal shall include the following:~~

- ~~a. name of scholarship (Note: no company, corporation, business, or product name is to be used);~~
 - ~~b. amount and funding plan, both present and future;~~
 - ~~c. whether it is to be awarded annually or otherwise;~~
 - ~~d. a biography of the individual's accomplishments within the industry; and~~
 - ~~e. other special considerations, if any~~
-

~~9.4 The proposal shall be submitted at least 90 days prior to the next scheduled meeting of the Scholarship Trustees. Proposers of the scholarship shall be~~

Scholarship Trustees Manual of Procedures

~~notified within 60 days of the Board of Directors action on the recommendation from the Scholarship Trustees.~~

~~9.5 — A review shall be made by the Scholarship Trustees of the individual and his/her contribution(s) to the arts and sciences of heating, ventilating, air conditioning and refrigeration.~~

~~9.6 — Funding for the scholarship shall comply with the provisions of the Scholarship Trustees Guidelines, Section 3.2 Control and Funding.~~

~~9.7 — ASHRAE should guard against proliferation of scholarships that would tend to detract from the worth of existing and approved new scholarships.~~

~~9.8 — All named scholarships shall be reviewed on their 10th anniversary and every 10th year thereafter for continuance and applicability as a named scholarship or conversion to an ASHRAE Scholarship. [See Scholarship Guidelines 2.4]~~

4.3. ~~10.~~ — APPLICATIONS FOR ASHRAE SCHOLARSHIPS

1.1.1. ~~10.1~~ — Each applicant must follow the instructions in completing the application ~~form and routing the evaluation sheets to those references chosen.~~ Applicants must ~~send~~ submit the application and all supporting documents to ASHRAE headquarters on or prior to the application deadline as noted in 10.2 below. ~~following items to the Scholarship Trustees at ASHRAE; 1791 Tullie Circle, NE; Atlanta, GA 30329:~~

- (a) Completed and signed application form,
- (b) Official transcript of grades,
- (c) A letter of recommendation and evaluation form from three references; References must include a current ~~professor or faculty advisor~~ faculty member, who ~~are~~ is familiar with the applicant's character, accomplishments, and likelihood of success in the HVAC&R industry. If possible, references should include a former or current employer. ~~(Graduate students must submit letters from two professors or faculty advisors)~~ For institutions with an ASHRAE Student Branch, a letter from the Student Branch Advisor may be used as one of the three letters of recommendation. All letters shall be sealed or mailed separately. ~~[See Scholarship Guidelines 3.7.2.1] (Trustees 04-01-27-2)~~

~~Students attending an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview is to be separately sent to the Scholarship Trustees~~

~~1.1.2. 10.32. Applicants are encouraged to visit with an ASHRAE Chapter, if one is within reasonable distance of their residence or school, and complete an interview with the chapter's Student Activities Chair. Results of the interview, if one is conducted, are to be mailed by the Chapter Students Activities Chair to the Scholarship Trustees no later than the application deadline.~~

~~than December 1. (Trustees 09-06-23)~~

~~10.2 All Undergraduate Scholarship Applications must be postmarked no later than December 1. [See Scholarship Guidelines 3.7.2.2]~~

~~1.1.3. 10.3 Annual Application Deadlines:~~

~~December 1: Undergraduate Engineering, Regional, & University-specific Scholarships~~

~~May 1: Freshman and Engineering Technology Scholarships~~

~~4.4. 11. PROCEDURES FOR EVALUATING SCHOLARSHIP APPLICATIONS~~

~~11.1 General~~

~~11.1.1 In order to ensure consistency in the manner in which applications are rated, Scholarship Trustees should follow the procedures outlined in this section.~~

~~11.1.2 Before proceeding, enter the applicant's name on a Worksheet and attach it to the scholarship application.~~

~~11.1.3 Another worksheet entitled, Trustees Rating of All Applicants, should be completed at the conclusion of the rating of all applicants and returned to the Staff Liaison in order that a final ranking may be determined.~~

~~11.1.4 At the Winter Meeting, the Trustees should re-evaluate the top candidates based on the number of scholarships to be awarded (i.e., re-evaluate ten candidates based on a total of five scholarships to be awarded).~~

Scholarship Trustees Manual of Procedures

~~11.1.5~~ When evaluating candidates for the Reuben Trane Scholarship (see Attachment A for requirements), no candidate will be considered for the Reuben Trane Scholarship unless that individual has also been ranked high enough in the trustees' overall ranking to qualify for any other available scholarship. In the event that none of the highly ranked candidates meet the requirements in Attachment A for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time.

1.1.1. 11.2—Criteria for eEvaluation shall include:

(a) Exhibit of good work ethics (summer jobs, part time jobs, etc.)

~~11.2.1. Criteria for evaluation shall include:~~

~~11.2.1.1~~ ~~Exhibit of good work ethics (summer jobs, part time jobs, etc.)~~

(b) 11.2.1.2—Exhibit of an attitude of service and commitment (activities, leadership roles, community service, etc.)

(c) 11.2.1.3—Expression and interest in HVAC&R, and likely career goals

(d) 11.2.1.4—Financial need (quantification and evidence of financial need)

~~11.2.1.5~~—Letters of recommendation-, including (sealed or mailed separately from an instructor, character reference, and current or past employer, and in the case of institutions with an ASHRAE student branch a reference letter from the faculty advisor of that branch)

(e) 11.2.1.6—~~In the event there is an ASHRAE Chapter within reasonable distance,~~ comments by the Student Activities Chair following an interview of the local Chapter, if available..

~~11.2.1.7~~—~~A GPA of no less than a 3.0 on a scale where 4.0 is the highest and/or a class standing of not less than the top 30% of the class (evidenced by a current transcript and/or a statement from a school administrator)~~

~~11.2.2~~ Weighting of criteria will be as follows: (the minimum GPA and/or class standing is a requirement and not part of the weighting):

1.1.2.

~~11.2.2.1~~—Work ethics: 25%

~~11.2.2.2~~—Service and activities: 25%

~~11.2.2.3~~—Commitment to HVAC&R: 25%

~~11.2.2.4~~—Financial Need: 10%

Recommendation letters: 15%

The minimum GPA and/or class standing is a requirement and not part of the weighting

1.1.3. A Scholarship Trustee with a conflict of interest with one or more applicant for a scholarship shall recuse themselves from final selection of recipients for that type of scholarship (e.g., undergraduate engineering, high school senior). Examples of a conflict of interest include situations

Scholarship Trustees Manual of Procedures

where the Trustee has written a letter of recommendation or completed a chapter evaluation form, the applicant is a student at the same campus or employee of the same company, or the applicant is a family member. In such circumstances, the Trustee shall complete and return an evaluation of all applicants but leave the room during discussions and final selection.

~~11.3 Totals (15-01-27)~~

1.1.4.

~~1.1.5. 11.3.1 Total the values in the boxes on the Worksheet and enter the sum in the box labeled Total on the Worksheet.~~

1.1.6.

~~1.1.7. 11.3.2 After a unique total is obtained for each applicant, rank the applications from one (1) for the highest total down to the applicant with the lowest total.~~

1.1.8.

~~11.3.31.1.9. Enter the ranking on the line labeled Rank on the Worksheet.~~

1.1.10.

~~11.3.41.1.11. Copy the information on each of the Worksheets, in order of rank, to the sheet titled, Trustees Rating of All Applicants.~~

1.1.12.

~~11.3.51.1.13. Sign and date the Trustees Rating of All Applicants. Make two copies, keep one for yourself, and send the other copy to the Scholarship Trustees Staff Liaison at ASHRAE headquarters no later than one week~~

Scholarship Trustees Manual of Procedures

prior to the scholarship meeting, at ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329 2305; or fax it to (404) 321 5478.

1.1.14.

1.1.15. ~~11.3.6~~ The Staff Liaison will complete a *Combined Summary Sheet* and distribute to the Scholarship Trustees at the Winter/Annual Conferences.

1.1.16.

~~11.4~~ In circumstances where a Scholarship Trustee is from the same campus as a scholarship applicant, has written a letter of reference, or completed a chapter evaluation form:

_____ The following procedure will be followed when evaluating applications and selecting a recipient:

- _____ a. _____ All trustees will complete and return a rating sheet of all scholarship applicants as noted in 11.3.5.
- _____ b. _____ A summary of the ratings from all trustees is prepared by the Staff Liaison
- _____ c. _____ Trustees meet in Executive Session at the Annual and Winter Conferences. Prior to any discussion of the applicants, the trustee whose campus is noted on any of the applications will excuse him/herself from the discussion and leave the room.
- _____ d. _____ Trustees make a final selection of scholarship recipients.
- _____ e. _____ Trustee re-joins the meeting and is informed of the selection of scholarship recipient(s).

1.1.17.

4.5. ~~12~~ NOTIFICATION OF SCHOLARSHIP RECIPIENTS

1.1.18. ~~12.1~~ The Chair of the Scholarship Trustees shall notify recipients of ASHRAE scholarships in the spring. Funds will be available to scholarship recipients by June 1 and upon ASHRAE receiving verification

from the school that the student is registered for classes. (Scholarship Trustees 01/28/03)

1.1.19. 12.2—The Chair of the Scholarship Trustees will acknowledge all other applications (not funded).

1.1.20. 12.3—The appropriate Student Activities Regional Vice Chair shall receive notification of scholarships awarded to students in his/her region. (Scholarship Trustees 01/28/03)

4.6. Expenses for Scholarship Program

1.1.1. All charges for mail, design and printing of forms, and other direct expenses for administration of the program by ASHRAE headquarters will be made to the appropriate scholarship fund.

1.1.2. Reimbursement for expenses incurred by the Scholarship Trustees shall require approval of the Chief Staff Officer. These reimbursements shall be charged to the appropriate scholarship fund.

1.1.3. Any expenses associated with the scholarship such as travel costs shall be limited to the origination ceremony and may be deducted from the scholarship fund before the amount of the scholarship is determined.

5. ESTABLISHMENT OF NAMED SCHOLARSHIPS

5.1. ASHRAE extends the opportunity to individuals or companies to sponsor a scholarship in their name. A minimum contribution, as determined by the ASHRAE Foundation Trustees, is required to establish a named scholarship.

5.2. Proposers of a named scholarship shall submit in writing a detailed description of and reason for the scholarship. The proposal shall include the following:

- a. name of scholarship (Note: no company, corporation, business, or product name is to be used),
- b. amount and funding plan, both present and future,
- c. whether it is to be awarded annually or otherwise,
- d. a biography of the individual's accomplishments within the industry, and
- e. other special considerations, if any

5.3. The proposal shall be submitted at least 90 days prior to the next scheduled meeting of the Scholarship Trustees. Proposers of the scholarship shall be notified within 60 days of the Board of Directors action on the recommendation from the Scholarship Trustees.

5.4. The Scholarship Trustees shall review the proposal and make recommendations to the Board of Directors for approval. The review shall include consideration of the

Scholarship Trustees Manual of Procedures

significance of the named individual and his/her contribution(s) to the arts and sciences of heating, ventilating, air-conditioning and refrigeration.

5.5. ASHRAE should guard against proliferation of scholarships that would tend to detract from the worth of existing and approved new scholarships.

Proposed Revisions

Appendix A - ASHRAE UNDERGRADUATE ENGINEERING SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-application accepted from former scholarship recipients provided they continue to meet all current criteria. Eligible applicants shall meet the basic criteria in 3.1.1. of the Scholarship Guidelines.

1. ASHRAE General Scholarships
2. Named Scholarships
 - A. Alwin B. Newton Scholarship
 - B. Reuben Trane Scholarship
 - (1) The Reuben Trane Scholarship shall be a two-year scholarship awarded to a deserving student with at least two years of undergraduate study remaining in ABET-accredited curriculum dealing with heating, ventilating, air conditioning and refrigeration.
 - (2) Each scholarship recipient shall be funded at the rate of \$5,000 per year during enrollment in an ABET-accredited program required to complete a Bachelor of Science Degree in Engineering at a university in the United States or Canada.
 - (3) The endowment fund, which supports the Reuben Trane Scholarship, shall be self-sustaining and only income from the endowment fund shall be utilized to fund the scholarships.
 - (4) The recipient must remain a full time student with satisfactory academic standing in a college of engineering in order to be eligible on a year-to-year basis.
 - (5) It is highly desirable that the recipient's university of choice have an ASHRAE Student Branch.
 - (6) In accepting the scholarship, the recipient is encouraged to seek summer employment or internship with employers who are in the HVAC&R industry.
 - (7) Announcement on the availability of the scholarship will appear in ASHRAE INSIGHTS and each chapter will be encourage to come forward with a promising applicant.
 - (8) When evaluating candidates for the Reuben Trane Scholarship, no candidate will be considered for the Reuben Trane Scholarship unless that individual has been ranked high enough in the trustees' overall ranking of applicants to qualify for any other available scholarship. In the event that none of the highest ranked candidates meet the requirement in the Special Considerations for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time. (*Scholarship Trustees 06/26/01*)
 - C. Duane Hanson Scholarship (97-06-29-14)
 - D. Henry Adams Scholarship
 - (1) It is desirable that the recipient is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of building lighting and power distribution systems.

E. ASHRAE Legacy Scholarship (14-01-22-02)

- (1) The scholarship will be initially funded by an existing ASHRAE Scholarship, whose name will be changed to the ASHRAE Legacy Scholarship.
- (2) Funding of the scholarship will be made through minimum contributions of \$5,000 from individuals or groups wishing to honor an individual. Gifts received would replace funds in the initial endowment until such time that the ASHRAE Legacy Scholarship was fully funded.
- (3) The name and short biography of the honored individual(s) will be included with the information provided to the scholarship recipient.

F. ASHRAE Frank M. Coda Scholarship (05-02-09)

G. ASHRAE Willis H. Carrier Scholarship (06-01-25)

H. Lynn G. Bellenger Engineering Scholarship (12-01-25-01/13-01-27-02)

- (1) This scholarship is intended to memorialize Presidential Member Lynn G. Bellenger and benefit women in engineering.

I. Gordon V. R. Holness Scholarship (15-07-01)

- (1) Scholarship shall be awarded to a full-time undergraduate engineering student enrolled at a post-secondary educational institution where one of the following criteria is met.:

- The program is ABET-accredited
- The program is accredited by an agency outside the USA that is part of the Washington Accord or has a signed Memorandum of Understanding with ABET

Preference shall be given to a student attending a school with an active ASHRAE student branch.

J. ASHRAE Presidents Scholarship

- (1) Eligible applicants must be full-time students enrolled in an undergraduate Bachelor of Science engineering curriculum, which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration, must have completed a minimum of 45 semester credit hours or equivalent, and must have two years remaining before graduation.
- (2) Applicant must be a current ASHRAE student member.
- (3) Applicant's institution must host a recognized ASHRAE student branch or the degree program must be accredited by an agency recognized by ASHRAE as listed in 3.8 of the Society Scholarship Program Guidelines.
- (4) To be eligible for scholarship renewal for a second year, the scholarship recipient must:
 - Have maintained at least a 3.0 cumulative Grade Point Average (GPA) on a maximum 4.0 scale while enrolled full time, and
 - Have at least one full year of study remaining before graduation, and
 - Have obtained summer employment (10 week minimum) or an internship with an employer in the HVAC&R industry after their first scholarship year.

Appendix B - ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated, including re-application from former scholarship recipients provided they continue to meet all current criteria. [Eligible applicants shall meet the basic criteria in 3.1.1. of the Scholarship Guidelines.](#)

1. Associate Engineering Technology Scholarships – No re-applications accepted from former recipients.
2. Bachelor Engineering Technology Scholarships (09-01-28-03/11-06-26-5B)
3. Lynn G. Bellenger Engineering Technology Scholarship

This scholarship is intended to memorialize Presidential Member Lynn G. Bellenger and benefit women in engineering technology.

Appendix C - UNIVERSITY-SPECIFIC SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients, provided they continue to meet all current criteria. Eligible applicants shall meet the basic criteria in 3.1.1. of the Scholarship Guidelines.

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.
3. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates, ~~or engineering graduates.~~ (11-06-26-5B)
4. ~~Written agreement with the University must be obtained. The school must be approved by the ASHRAE Board of Directors.~~
5. Applicants from the university who apply may be awarded a higher level ASHRAE scholarship, but shall not be eligible for more than one scholarship at any given time.
6. ~~Recipients of a scholarship must have at least a 3.0 grade point average, where 4.0 is the highest.~~
7. For any year there is not a viable candidate, the funds may be used in subsequent years.
8. If viable candidates are not submitting their resumes for a period of three years in succession, and every effort has been exhausted to develop interest, including notification of the Regional Chair and the local chapter President, then the scholarship will be abandoned and all funds merged with the General Scholarship Fund. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (BOD 06/26-27/02)
9. University-Specific Named scholarships must be for individuals who have brought credit to the HVAC&R industry and continue to do so as long as they live.
10. ~~University-Specific Named scholarships will be reviewed for appropriateness every ten years.~~
11. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
12. No university will be eligible for a named scholarship unless the students are qualified to receive a scholarship.

A. ASHRAE Donald E. Nichols Scholarship

A one-year scholarship for qualified undergraduate engineering students at Tennessee Technological University.

B. ASHRAE J. Richard Mehalick Scholarship

A one-year scholarship for qualified undergraduate mechanical engineering students at the University of Pittsburgh (see attached Memo of Understanding).

C. ASHRAE David C. J. Peters Scholarship

(12-06-27-10)

A one-year scholarship to be awarded to an undergraduate student enrolled in a four or five year mechanical or architectural engineering program at one of the following institutions:

California State University (CSU) at

Chico

San Diego

Cal Poly San Luis Obispo

Cal Maritime

Long Beach

Pennsylvania State University

North Carolina State University

Virginia Polytechnic Institute & State University (Virginia Tech)

Clemson University

University of Nebraska at

Lincoln

Omaha

University of Nevada at

Las Vegas

Reno

Oklahoma State University

University of Texas at Austin

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any) (BOD 06-28/29-01, 06/26-27/02, 06/29/05)

General

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients, provided they continue to meet all current criteria. Eligible applicants shall meet the basic criteria in 3.1.1 of the Scholarship Guidelines

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~~1. All applications will be received and reviewed on a yearly basis, including reapplication from former scholarship recipients.~~

~~2.1~~ Scholarships must meet the fiscal guidelines of the Scholarship Program.

~~3.2~~ Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Guidelines shall apply.

~~4. Regional Scholarships are restricted to a school in the named ASHRAE region.~~

~~5.3~~ Scholarship Trustees select recipient.

~~6.4~~ For any year there is not a viable candidate, the funds may be used in subsequent years.

~~7.5~~ If viable candidates are not submitting applications for a period of three years in succession, and every effort has been exhausted to develop interest, the Regional Chair shall be notified. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (06/26-27/02)

A. Boggarm & Barthy Setty Region I Scholarship (14-07-02-10)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographical boundaries of the ASHRAE Region I and/or the student has graduated from a high school within the geographic boundaries of ASHRAE Region I. If the engineering program is not ABET accredited then the school shall have an active ASHRAE student branch.

B. ASHRAE Region III Boggarm Setty Scholarship (10-12-13-02/11-02-02-04)

Scholarship is to be awarded to an undergraduate engineering student attending a school in ASHRAE's Region III. Preference is for the recipient to be a mechanical engineering major.

C. ASHRAE Region IV Benny Bootle Memorial Scholarship (16-01-27-06/15-08-04/06-29-05)

- The Region IV Benny Bootle Memorial Scholarship shall be awarded to a deserving engineering or architectural student enrolled in an ABET, NAAB or equivalent accredited program in an engineering or architecture college or university located within the geographic boundaries of Region IV (currently North Carolina, South Carolina and Georgia in the U.S.A.) and is pursuing study potentially leading to a career in the sciences of heating, refrigerating or air conditioning or building design. The scholarship will be a one-year scholarship of \$3,000.00 per year. The candidates shall be evaluated each year. Re-application from former recipients is acceptable.
- Preference will be given to students who are also full-time residents of Region IV. The home address of record for the recipient of the Region IV Benny Bootle Memorial Scholarship shall be within the geographic boundaries of Region IV unless none of the otherwise qualified applicants are from Region IV.

D. ASHRAE Region IV James R. Bullock, Jr. Scholarship (15-06-04-01)

The James R. Bullock, Jr. Scholarship shall be awarded to a full-time undergraduate mechanical or architectural engineering student enrolled at a post-secondary education institution within the geographic boundaries of ASHRAE Region IV or who has graduated from a high school within the ASHRAE Region IV geographic boundaries and at least one of the following criteria is met:

- The program is ABET-accredited, or
- The institution has an active ASHRAE student branch

If an eligible candidate cannot be identified, then the scholarship will be available to any full-time undergraduate engineering student who meets the Society's criteria for an Undergraduate Engineering Scholarship.

E. ASHRAE Region VIII Scholarship

The Region VIII Scholarship shall be awarded to an undergraduate mechanical engineering student attending a school, which is located within the geographical boundaries of ASHRAE's Region VIII. Applicants must meet all other basic ASHRAE criteria.

F. ASHRAE Minnesota Chapter Peter Potvin Scholarship (14-08-04-04/14-07-02-10/13-07-30-04)

The scholarship is to be awarded to student enrolled in an ABET-accredited undergraduate mechanical or architectural engineering program at an institution within the geographic boundaries of the Minnesota chapter and/or the student has graduated from a high school within the geographic boundaries of the Minnesota chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE branch.

G. ASHRAE New Jersey Chapter Scholarship (14-07-02-10/14-01-22- 01)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographic boundaries of the New Jersey chapter and/or the student has graduated from a high school within the geographic boundaries of the New Jersey chapter. If the engineering program is not ABET-accredited then the school shall have an active ASHRAE student branch.

If a suitable candidates cannot be identified using this criteria, the scholarship will be available to a student either attending a school within the geographic boundaries of ASHRAE Region I or who has attended a high school within the geographic boundaries of Region I and who otherwise meets the above criteria.

H. ASHRAE Central New York Chapter King-Traugott Scholarship (15-07-01-07)

The scholarship is to be awarded to either a full-time undergraduate (1) Mechanical or Architectural Engineering student or (2) an Associate or Bachelor Engineering Technology student. The student shall be enrolled at a post-secondary educational institution that meets at least one of the following criteria:

- The program is accredited by ABET or PAHRA, or
- The institution has an active ASHRAE student branch

The student must meet the minimum qualifications in effect at the time of the award based on the scholarship awarded. The student applicant from either (1) or (2) above will be selected using the following criteria in order of preference:

1. The student attends an approved institution within the geographic boundaries of the Central New York Chapter of ASHRAE.
2. The student is a student member of ASHRAE.
3. The student graduated from a high school within the geographic boundaries of the Central New York Chapter.
4. The student attends an approved institution or graduated from high school within the geographic boundaries of New York State.
5. The student attends an approved institution or graduated from high school within the geographic boundaries of ASHRAE Region I.
6. The student attends an approved institution or graduated from high school within the geographic boundaries of the United States of America.

If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full time undergraduate engineering student. Candidates will be considered even if enrolled in engineering programs other than mechanical or architectural engineering and without regard to the geographic location of the educational institution. Candidates must meet ASHRAE's criteria for an Undergraduate Engineering Scholarship

Appendix E – FRESHMAN SCHOLARSHIP

SPECIAL CONSIDERATIONS (if any)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Eligible applicants shall meet the basic criteria in 3.1.1 of the Scholarship Guidelines.

1. Applicant must be a first-year student in a post-secondary institution.
2. Applicant must be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the scholarship application deadline.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Appendix F – HIGH SCHOOL SENIOR SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

All applications shall be received and reviewed on an annual basis unless otherwise indicated.

Eligible applicants shall be high school seniors who have been accepted into a pre-engineering or engineering technology program at a post-secondary institution that meets the basic criteria in 3.1.1 of the Scholarship Guidelines.

REPORT TO THE EXECUTIVE COMMITTEE
From the College of Fellows
As of January 21, 2018

Recommendations for ExCom Approval:

None.

Information Items:

1. The ASHRAE/AIA Task Group came to the COF meeting and expressed their interest in communicating with the Fellows. The COF will provide a list of action items for the TG and are available to assist in pursuing the action items
2. The COF and YEA have created a mentorship program. The COF had six YEA board members visit their meeting to discuss moving forward with this program and COF members attended the YEA meetings and mixers
3. The Fellows will be continuing the Bill Coad Quality Assurance. Making sure ASHRAE documents and Standards are as of a the highest as possible quality which was a passion of Bill Coad's and continues to be a high priority to the COF

Date

Chair

REPORT TO THE EXECUTIVE COMMITTEE
From the Life Member's Club Executive Committee
As of January 23, 2018

Recommendations for ExCom Approval:

None.

Information Items:

1. A certificate and check were presented to Julia Keen, the 2017-18 E.K. Campbell Award recipient, at the Life Member's Luncheon.
2. The LMC has decided on the 2018-19 E.K. Campbell Award recipient. Due to not having a quorum during the Executive Committee meeting, a letter ballot will be sent to the LMC Executive Committee immediately following this meeting to formally approve the recipient. Once approved, the Club will submit the nomination to Honors and Awards for official approval. The recipient will be notified in July 2018 and recognized during the 2019 Winter Conference in Atlanta.
3. The Club is looking into ways to support the life membership outside of the US and Canada.
4. The Club is looking for opportunities to support other groups within ASHRAE financially.
5. The slate of officers for 2018-20 was reviewed.
6. The LMC is happy to report annual giving is in great shape! The Club set a new high at the end of the 2016-17 campaign and is currently up from this time last year and anticipates a new all time high for donations. See chart below.

| Campaign | Total Giving | # of Donors | Average Gift | # of \$100+ Gifts |
|----------------------|---------------------|--------------------|---------------------|--------------------------|
| 2016-17 Final | \$60,418 | 795 | \$76 | 383 |
| 2016-17 YTD | \$52,388 | 693 | \$75.59 | 332 |
| 2017-18 YTD | \$58,245 | 741 | \$78.71 | 376 |

1/23/2018

Date



Dennis Wessel, Secretary/Treasurer, LMC

**REPORT TO THE EXECUTIVE COMMITTEE
AHRI/ASHRAE Joint Exposition Policy Committee
As of Sunday, January 21, 2018**

Information Items:

1. IEC Report on AHR Expo 2018 – Chicago – January 22-24
 - 530,000 square feet of exhibit space sold – **new record**
 - 2,150 exhibitors (includes co-exhibitors) – **new record**
 - 309 new exhibitors
 - Approx. 43,000 pre-registrations (tracking ahead of previous shows)
 - 18,000 hotel rooms booked

2. IEC Report on AHR Expo 2019 – Atlanta – January 14-16
 - 530,000 square feet of exhibit space sold – sold out
Construction may lower this number for 2019; however, Atlanta will be able to accommodate an extra 150,000 square footage in the future
 - Hotel space will be a challenge

3. List of future AHR Expos:
 - 2020 – Orlando - February 3-5
 - Potential for 550,000 sq. feet of exhibit space layout
 - 2021 – Chicago - January 25-27
 - 2022 – Las Vegas - January 31 – February 1

4. IEC Report on AHR Expo – Mexico 2018 – October 2-4 - Mexico City
 - 81,340 square feet of exhibit space sold – new record

5. A subcommittee of ASHRAE & AHRI representatives has been formed to develop a detailed plan for furthering discussions with leaders of ACCA regarding ACCA's expressed interest in becoming part of the AHR Expo. Several members of the committee plan to attend the one-day 2018 ACCA Show, February 13, 2018 in Washington, DC.

Date

Chair

**REPORT TO THE BOARD OF DIRECTORS
From Task Force 1 – ASHRAE/REHVA MoU
As of January 13, 2018**

Recommendations for Board Approval:

1. None

Information Items:

1. Task Force 1 was created by the ASHRAE-REHVA MoU, signed at the annual meeting in Long Beach, California in June of 2016. The charge of Task Force 1 is *“to define how to organize, administer and communicate with ASHRAE members in the European Region”*.
2. The Task Force has met regularly by webinar and uses ASHRAE’s authoring portal extensively.
3. A consensus was reached to create four Models, or guidelines that could be used to define and organize how ASHRAE members, chapters, sections and groups interface with national associations represented by REHVA.
 - a. Model 1 – An MoU template between an ASHRAE Group and a national association represented by REHVA
 - b. Model 2A – An MoU template between an ASHRAE Chapter and a national association represented by REHVA
 - c. Model 3 – An MoU template between an ASHRAE Chapter that spans multiple countries that contain national associations that are represented by REHVA
 - d. Model 4 – That situation where there are only members (no ASHRAE chapter, section or groups) in a country that contains a national association represented by REHVA.
4. Model 1 has been completed and approved by REHVA. The Model 1 guideline was used in fashioning a new MoU between AiCARR and a new ASHRAE Group in Italy. That MoU has been approved by the AiCARR and is scheduled to be reviewed by the Board at the Chicago meeting.
5. Negotiations are continuing on Models 2, 3 and 4. In lieu of Model 4, it is anticipated that the original ASHRAE-REHVA MoU can be revised to accommodate that situation. Also under negotiation is revising the ASHRAE-REHVA MoU that was signed in Long Beach to accommodate the new models.
6. With the formation of Region XIV, discussions were held with REHVA to ensure that the actions identified in the ASHRAE-REHVA MoU are implemented to ensure cooperation and collaboration opportunities are realized. It is envisaged that a revision to the REHVA ASHRAE MoU will be required to capture some of the outcomes from the negotiations.

Jan. 4, 2018

Date



Chair

Approved by Board of Directors 2005-06-29

Last Revised and Approved by the Board of Directors 2017-10-02

I. Privacy Policy

ASHRAE members and others have noted the importance of privacy and confidentiality in providing and accessing information directly to ASHRAE and in using the ASHRAE web site. ASHRAE has established policies relating to the gathering and sharing of information, as outlined herein.

ASHRAE's policy is to keep personal information collected by ASHRAE confidential, and to not sell, rent, loan, or otherwise disclose such information to third parties, except as described in this Privacy Policy, unless permission is obtained from the user or as required by a lawful court order or subpoena. Use of member contact information by volunteers conducting ASHRAE activities, under the safeguards outlined herein, is not considered third party use. Also, sharing of contact information, under the safeguards outlined herein, may be considered a requirement of volunteer involvement.

To comply with a variety of privacy laws, [and to uphold its members' expectations of privacy](#), ASHRAE forbids members who receive or have access to [private or confidential](#) information from using that information for any purpose other than official, specific ASHRAE business and from sharing or disseminating that information to others. Members are forbidden from using this [private or confidential](#) information for personal gain.

ASHRAE makes good faith efforts to use commercially reasonable managerial and technical precautions to help protect the security and integrity of the personal information collected directly by ASHRAE or through the Internet. Regardless of the precautions taken by users or by ASHRAE, "perfect security" does not exist. Because ASHRAE cannot ensure or warrant the security of any information transmitted directly to ASHRAE or from its website, users transmit such information at their own risk.

II. Changes to This Privacy Policy

ASHRAE reserves the right to change this Privacy Policy at any time without prior notice and at ASHRAE's discretion.

If ASHRAE makes material changes to how ASHRAE treats users' information, ASHRAE will post the new Privacy Policy and [notify users, attempt to call users' attention to it](#). The date this Policy was last revised is identified clearly at the top of the Policy. Users are responsible for periodically visiting this Privacy Policy to check for changes. In case ASHRAE chooses to notify users of changes via email, users are responsible for ensuring that ASHRAE has an up-to-date, active, and deliverable email address if they have registered an account with ASHRAE.

III. Privacy Practices of Other Sites

This Privacy Policy addresses the use and disclosure of information ASHRAE collects directly from its members, its customers, or online through <http://www.ashrae.org> <https://www.ashrae.org> (the "Site"). Note: The ASHRAE web site may include links to the sites of ASHRAE's business partners, sponsors, advertisers, or others. ASHRAE is not responsible for the content or the security and privacy policies of these other sites, which may be different from ASHRAE's security and privacy practices.

Commented [AJ1]: This "revision" is pretty significant. Should we consider this a brand new policy and not a revision?

Commented [A2]: To be updated.

Commented [AJ3]: K&S suggests that for some or all of the sections/section headings, we consider either

- Having each section heading be an expandable drop down. A user would first see just the introduction and the headings. Clicking on a heading would reveal the text underneath it.
- Providing a table of contents that lists the headings and allows users to click on a heading to jump to that section

The staff directors agree with limiting the overwhelming "wall of text" and prefer the first option, although the second one would be acceptable

Commented [A4]: We recommend keeping this reference broader, to avoid arguments from third parties that some personal information is not actually "confidential," i.e. that it is publicly available from other sources.

Commented [A5]: If the changes will affect unregistered visitors to the website, or others for whom ASHRAE does not have email addresses on file, consider a banner on the front page, which could link to a summary of the changes as well as the revised policy itself.

Commented [A6]: We did not see this term defined elsewhere in this policy or the Rules, but it is used below. Consider whether the other references to "site" should be standardized to use the defined term as well.

Also, this Policy does not apply to sites of any ASHRAE chapter, region, student branch, technical committee, or other group affiliated or associated with the Society. [ASHRAE does not control the data collection or data use practices of any such group.](#)

Commented [A7]: Is this accurate?

IV. The Information ASHRAE Collects and How ASHRAE Collects It

1. Browser information collected on the ASHRAE web site:

ASHRAE analyzes its site logs to continually improve the value of the content and services available on the Site. In general, ~~the~~ Site automatically gathers certain usage information, such as the number and frequency of visitors to particular portions of the Site. Its site logs do not [intentionally](#) capture personally identifiable information, and ASHRAE does not attempt to link them with the individuals who actually browse the Site.

Commented [A8]: This qualifier may be useful for cases where PII is recorded incidentally (for instance, if a user's search query contain PII).

As a user clicks through the pages on the ASHRAE Site, its server logs information about the session on the Site. This includes such information as the site address from which the user came, the browser the user is using, the city from which the user is accessing the Internet, the time and date of the visit, how long the session lasted, what pages were visited, and the user's Internet [Provider Protocol](#) (IP) address.

ASHRAE does not [link](#) IP addresses to any personally identifiable information except when recording IP addresses when members or customers chose to purchase IP-based access to ASHRAE products or services.

Commented [CS9]: This is probably something to talk through with counsel

ASHRAE uses the information from its server logs to learn about its visitors. This information helps ASHRAE identify overall usage patterns and trends on the Site. ASHRAE may use this information for any of the following purposes:

Commented [A10]: We are happy to discuss any particular uses cases. If the concern here is about tying ASHRAE's hands for future uses, could we add a catch-all exception, e.g. "or otherwise with the member's, customer's or user's consent?"

- Identify how much traffic various areas of the Site receive.
- Identify peak and off-usage times and days.
- Identify which other sites send visitors to ASHRAE's Site.
- Determine the number of visitors from various countries, states, or cities.
- Optimize the Site for common browsers used at the Site.
- Track results of promotional campaigns.
- Provide reports to advertisers and potential advertisers.
- Determine the type of content that will be regionally relevant.

2. Information users provide in forms:

~~Many different methods enable users to~~ [Users provide information when they](#) interact with ASHRAE ~~in many different ways: for instance, when users~~ order products, apply for and renew membership, subscribe to periodicals, communicate with different committees, register for meetings and events, etc. ~~This includes information~~ [Information is also](#) collected when a user registers and logs in to various areas of the ASHRAE website or emails, mails, or otherwise sends information to ASHRAE. When a user uses online forms, he/she voluntarily provides ASHRAE with information that can include the user's name, ASHRAE Member number, home and work postal addresses, title, organization name, the user's industry and the type of work he/she does, home and work phone numbers, home and work fax numbers, and home and

work e-mail addresses. ASHRAE may gather other information depending on the nature of the form.

ASHRAE may use the information provided to it to inform the user of new products, technical information and services, and upcoming events that may be of interest based on the user's participation in ASHRAE, interests in ASHRAE products and activities, industry engagement, and industry codes selected.

Information ASHRAE gathers from online forms is often similar or identical to the information it gathers from traditional printed forms.

In addition to basic contact data, other information requested from forms on the ASHRAE website can include but is not limited to:

1. Membership forms: ASHRAE uses the information provided on membership forms to process membership. Some of the information ASHRAE may ask for includes but is not limited to:
 - ASHRAE member grade and ASHRAE membership number (advancement forms only)
 - Membership in other associations
 - Involvement in ASHRAE: offices held, committees served on, etc.
 - Educational background: schools attended, graduation dates, areas of study, extracurricular activities
 - Professional background: employers and their contact information, positions held and dates, responsibilities, etc.
 - Personal and professional references
2. Member login information: ASHRAE uses this information to control access to various restricted content on the site. A user's level of access depends on his/her role with ASHRAE. When a user logs in, security technology is used to send Member number over the Internet to ASHRAE. The user will need:
 - Member number
 - Password
3. Bookstore, Subscription, Training Product, and Document Download forms: ASHRAE uses this information to process orders and determine ~~your users'~~ interest in technical subjects. The kind of information ASHRAE ~~collects~~ receives includes:
 - Items being purchased
 - Billing and shipping addresses
 - Credit card type, number, and expiration date
4. Event registration forms: ASHRAE uses the information a user provides on event registration forms to register him/her for the events requested. The kind of information ASHRAE collects includes:
 - Type of event, such as meeting, seminar, course, or webinar
 - Membership category: Member, Non-Member, Student Member, Life Member, etc.
 - Any event components the user wants to attend: banquet, tour, luncheon, etc.
 - Any special accommodations required

Commented [A11]: We suggest "receives" instead of "collects" here to avoid any implication that ASHRAE is storing credit card information.

- Products related to the event for which the user has registered
5. E-mail List Servers: ASHRAE maintains several e-mail list servers to keep our members and customers informed. ASHRAE volunteers may have aliases assigned to them. Individuals must specifically ask to join list servers by subscribing on the Site or by contacting ASHRAE staff directly. Except as noted in this Policy, ASHRAE does not sell, rent, loan, trade, or lease the addresses on its list servers. In addition, ASHRAE configures list server software to help ensure that it will not divulge the e-mail addresses of its list subscribers to anyone, including other list subscribers, except authorized ASHRAE staff. Information ASHRAE collects includes:
- Name
 - E-mail address
6. Award nomination forms: Individuals may nominate a user for ASHRAE awards using hard copy forms or electronic forms on the ASHRAE Site. ASHRAE uses the information collected on award nomination forms to evaluate nominees. In addition to contact information, details collected may include, but are not limited to:
- Engineering accomplishments
 - Honors and awards
 - Publishing history
 - Patents
 - Education
 - Membership in other associations
 - Work experience
7. Scholarship applications: ASHRAE uses the information provided on scholarship applications to process scholarships. Information ASHRAE collects includes, but is not limited to:
- Educational and employment record
 - The scholarship is being requested
 - Years needed to complete the degree and expected graduation date
 - References
 - Advisor's name
8. Biographical Record Form: ASHRAE uses the information a user provides in order to evaluate qualifications for nominations for Society, regional and chapter office, honors and awards, council/committee appointments, and for other types of service to ASHRAE. For example,
- Regional nominating committee members (Delegates and Alternates) are given password-protected access for a specified period of time for their region only, immediately before and after the Chapters Regional Conference where the nominations for office and honors and awards are determined.
 - Biographies and bias forms for the Standards Committee are made available to members of approving bodies when considering candidates for membership on a project committee, or for other official needs, such as nomination for the Standards Achievement Award. This information may also be made available at the meetings for viewing by project committee members at the project committee meetings but no duplication or data sharing is allowed.

In addition to contact information, details collected may include, but are not limited to:

- Engineering accomplishments
 - Honors and awards
 - Publishing history
 - Patents
 - Education
 - Membership in other associations
 - Work experience
9. Standards Expediting and Travel Expense Data:
ASHRAE Rule of the Board, Book 1, 201.021.6 reads "ASHRAE shall not release any Standards expediting and travel expense data information to individuals or to other parties outside of the Society."

2. Information provided when a user sends ASHRAE an e-mail:

Numerous e-mail links on the ASHRAE Site enable a user to send e-mail to individuals or groups. When a user sends ASHRAE an e-mail and requests a response, ASHRAE uses the e-mail address provided to respond to the inquiry. ASHRAE may log the nature of e-mail requests received, which helps analyze visitor interests overall and identify areas for improvement on the Site. [The same applies for emails sent to ASHRAE or ASHRAE groups through other means.](#)

Commented [A12]: This is probably not enforceable against users who simply email ASHRAE without having visited the website, but it could help to specify this in case an original message sent through the website, but the continues corresponding directly with the recipient.

3. Information provided when a user participates in ASHRAE's e-mail alias program:

A user must provide his/her Member number when signing up for an ASHRAE e-mail alias address. In order to activate an e-mail alias account, the user must agree to the [E-mail Alias License Agreement](#). The user is entirely responsible if he/she does not maintain the confidentiality of the alias. Furthermore, the user is entirely responsible for any and all activities that occur under the alias.

Commented [A13]: Can this be linked as a separate document?

V. Security Technology

ASHRAE and its service providers linked from the ASHRAE website use security technology when a user sends credit card and login information. In addition, [secure servers are used](#) [many of the forms on the ASHRAE site use technology](#) to encrypt the personal information provided [in many of the forms on the ASHRAE sitethrough them](#).

Commented [A14]: Are we in a position to confirm this? Perhaps we could limit it to services performed for ASHRAE: "ASHRAE uses security technology (directly or through its third-party service providers, as applicable)"

ASHRAE encrypts credit card information that a user enters when it is transmitted in secure mode. [If the user is behind a firewall, some features of his/her browser and the processing of the credit card may be blocked.](#)

Commented [A15]: We have suggested revising this to make clearer that information may be encrypted in transit to ASHRAE, without a guarantee that ASHRAE (or third-party recipients) will store it in encrypted form thereafter.

If a user is uncomfortable submitting credit card information over the Internet or is unable to do so as the result of [firewall technical](#) limitations, he/she can fax the form to ASHRAE at (404) 321-5478 or mail the form to ASHRAE, 1791 Tullie Circle NE, Atlanta, GA 30329 USA.

Commented [A16]: Is this still applicable? Today's users typically have firewalls enabled by default, and we should consider whether including this sentence could be read to suggest that users disable them when interacting with ASHRAE.

VI. How ASHRAE Uses the Information It Collects

ASHRAE may check the information a user has provided during the shopping process or via any of its forms against any information ASHRAE has about the user in its customer database. ASHRAE does this to help ensure that it maintains the most current and accurate information about its customers.

ASHRAE's database may contain a user's name, title, affiliation, industry classification, address, phone and fax numbers, and e-mail address, if the user provides them. ASHRAE also records users' Member numbers, as well as information about participation in ASHRAE, such as any offices held; committees, councils, boards, task groups or task forces that the user served on; membership status; meetings attended, products purchased, events registered for, etc.

Commented [A17]: Should this list remain open-ended (e.g. "and similar contact or demographic information"), in order to account for future data fields? Because the data is voluntarily submitted, this future-proofing should not pose a significant risk.

ASHRAE may use this information in a variety of ways, including, but not limited to:

- Provide users with the Site and Services and process any transactions requested in a prompt and effective manner, including by keeping track of user preferences, recognizing a user when he/she uses the Site, and developing committee rosters, chapter rosters, and chapter reports
- Communicate with users about membership, if applicable, or to communicate information about ASHRAE, including to notify users of updates or changes to the Services, provide support and respond to user feedback, inform users of new products, services, changes, promotions, and upcoming events that may be of interest based on user participation in ASHRAE, display and send technical information related to industry practices, and display or send marketing and advertising material in accordance with this Privacy Policy
- Build higher quality, more useful services, including by verifying information users provide to maintain current and accurate information about a user as a valued customer, handling breakdowns and malfunctions, creating aggregated or anonymous data, and otherwise to improve the Services, our marketing and promotional efforts, and its content, and to customize the Site's services, content, and layout
- Enforce this Privacy Policy, [ASHRAE'S other applicable policies](#), or ASHRAE's [legal rights arising from, including under](#) any contracts entered into between ~~users~~ [the user](#) and ASHRAE
- Comply with applicable law and assist law enforcement when ASHRAE believes it is legally required to prevent fraud, misappropriation, infringements, identity theft, ~~and/or~~ other illegal activities ~~and/or~~ misuse of the Services
- Fulfill other purposes provided under this Privacy Policy or any other terms or agreements between users and ASHRAE, and any other purpose for which users provide information

VII. Disclosure

ASHRAE's policy is to keep personal information collected by ASHRAE confidential and ~~to not to~~ sell, rent, loan, or otherwise disclose such information to third parties, except as described in this Privacy Policy.

ASHRAE may disclose aggregated or anonymous information about ASHRAE's users and information that does not identify any user or his/her devices used to access the Site without restriction.

ASHRAE stores all personal information [in its possession](#) on a secure server. ASHRAE's policy is not to reveal any personal information to any third party without the owner's permission, with the exception of, ~~but not limited to,~~ the following [\(and similar\) cases](#):

- To fulfill the purpose for which it is provided and for any other purpose disclosed by ASHRAE when the information is provided ~~and otherwise with the user's consent~~ (for example, ASHRAE may allow third parties one time use of postal addresses, but not email addresses, with member permission for the purpose of making members aware of such activities as technical conferences, educational opportunities, new products and technological advancements).

Commented [A18]: The reference to disclosures made with the user's consent is covered in the lead-in to these bullets.

Commented [A19]: This seems to say that ASHRAE will not provide email addresses, even with the member's consent. Is this the intent?

- To volunteers or third parties ASHRAE may use or engage to support ASHRAE’s business, the Services, and the Site, to ASHRAE’s subsidiaries and affiliates so that the use of information across the organization is not impeded and the business of ASHRAE can be conducted.
- To one or more third parties in the event that all or part of the assets of ASHRAE are acquired by, merged with, sold to, or otherwise disposed of to one or more third parties (including in the event of bankruptcy).
- To comply with any court order, law, or legal process, including to respond to any government or regulatory request.
- To enforce this Privacy Policy, [ASHRAE’S other applicable policies](#), or ASHRAE’s [legal rights arising from, including under](#) any contracts entered into between [you/the user](#) and ASHRAE, ~~and~~ [if](#)
- [If](#) ASHRAE believes disclosure is necessary or appropriate to protect the rights, property, or safety of ASHRAE, other users of the Services, or others.
- When in the execution of ASHRAE-sanctioned activities, third parties are acting on ASHRAE’s behalf.
- ASHRAE reserves the right to contract with other vendors to assist with its business processes, its services, and this website, and to provide personal information to such vendors as necessary for them to provide or assist with the services for which they have been retained.

[ASHRAE may transfer, store, and process users’ information in the United States and possibly other countries. Laws in these countries may differ from the laws applicable to the place where you live. For example, information collected within the European Economic Area \(EEA\) may be transferred, stored, and processed outside of the EEA for the purposes described in this Privacy Policy. By using the Site, users consent to the transfer of their information to these countries.](#)

VIII. Use of Cookies at the ASHRAE Site

ASHRAE’s website uses cookies to deliver content specific to users’ interests and to honor their preferences. ASHRAE uses this information to assist in creating a site that will serve the needs of its users.

A cookie is a piece of data stored on the user’s hard drive or browser memory that contains information about the user. Usage of a cookie is not linked to any personally identifiable information while the user is visiting ASHRAE’s Site.

After the user closes the browser, ~~the cookie simply terminates from ASHRAE’s server.~~ For instance, a cookie allows a member to access areas of the Site reserved for members without having to log in more than once. If a user rejects the cookie, he/she may still use the Site but in order to access any areas reserved for ASHRAE members will have to reenter his/her username and password.

When a user logs onto the Site ~~or~~ orders products from the Site [or similarly interacts with the Site](#), ASHRAE’s server puts a ~~cookie~~ on the user’s computer. In addition, the ASHRAE Site carries advertisements from third-party ad servers that may or may not use cookies.

Users can set their browser to notify them when a cookie is received, disable the cookies feature on their browser, or erase the contents in their cookies file using the Help features in their program manager and browser.

However, disabling the cookies feature in the browser may adversely affect the user’s ability to access or utilize certain areas of the Site.

Commented [A20]: Is this true in all cases, or are some retained for longer periods? (In particular, what about the interactive or login-based sections of the site?)

ASHRAE may be required to provide personal information about any of its users to law enforcement or government agencies if requested and/or as ASHRAE deems necessary.

IX. Anti-SPAM Policy

ASHRAE values the privacy and communication preferences of its members and customers, and maintains a comprehensive email communication and anti-spam policy in compliance with the CAN-SPAM Act and other anti-spam and related laws of which ASHRAE is aware. This policy includes:

- Users have the option to opt-out of all emails except transactional relationship email such as those related to member voting rights, dues renewal transactions, and online bookstore purchases.
- ASHRAE does not sell member or customer emails to third parties without prior consent. In such cases, it is a requirement that those parties have opt-out provisions.
- ASHRAE maintains all member and customer emails [in its possession](#) on a secure server.
- ASHRAE reserves the right to contract with vendors to assist ASHRAE with its business processes and services and to provide contact information to such vendors as necessary for them to deliver the services for which they have been retained.

X. No Collection of Information from Children

ASHRAE does not intend to collect personal information from children who identify themselves as being less than 18 years of age. If ASHRAE learns that it has collected information from a child under 18 without verification of parental consent, ASHRAE will delete that information.

XI. Contacting ASHRAE About Personal Information

If a user would like to review the personal information that ASHRAE has collected about him/her in order to verify its accuracy and completeness, or if a user has a question or complaint regarding ASHRAE's privacy practices, please contact ASHRAE's Member Services Department at membership@ashrae.org.

XII. Disclaimer of Warranties and Limitations of Liability

ASHRAE DISCLAIMS ALL WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NON-INFRINGEMENT. NEITHER ASHRAE NOR ITS LICENSORS, SERVICE PROVIDERS, CONTENT PROVIDERS, EMPLOYEES, AGENTS, OFFICERS OR DIRECTORS WILL BE LIABLE FOR ANY INCIDENTAL, ~~DIRECT, INDIRECT,~~ PUNITIVE, ~~ACTUAL,~~ CONSEQUENTIAL, SPECIAL, EXEMPLARY OR OTHER [INDIRECT DAMAGES, INCLUDING LOSS OF REVENUE OR INCOME, LOST PROFITS, LOSS OF PROSPECTIVE ECONOMIC ADVANTAGE, LOST OR CORRUPTED DATA, BUSINESS INTERRUPTION, LOSS OF REPUTATION, PAIN AND SUFFERING, EMOTIONAL DISTRESS OR SIMILAR DAMAGES, EVEN IF ASHRAE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL THE COLLECTIVE LIABILITY OF ASHRAE AND ITS LICENSORS, SERVICE PROVIDERS, CONTENT PROVIDERS, EMPLOYEES, AGENTS, OFFICERS AND DIRECTORS TO ANY PARTY \(REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT OR OTHERWISE\) EXCEED THE AMOUNT YOU HAVE PAID TO ASHRAE FOR THE APPLICABLE CONTENT OR SERVICE OUT OF WHICH LIABILITY AROSE. \(OR, IF THE APPLICABLE CONTENT OR SERVICE WAS PROVIDED FREE OF CHARGE, THE MOST RECENT APPLICABLE DUES AMOUNT PAID OR PAYABLE BY THE MEMBER \(OR THAT COULD HAVE BEEN PAID, IN THE CASE OF NONMEMBERS\).](#)

Commented [A21]: The reference to providing personal information seems out of place under the cookies heading, and is addressed above.

Commented [A22]: Excluding direct and actual damages (as opposed to capping them) is often challenged as unenforceable, and could call into question the enforceability of the remainder of the Privacy Policy (on the theory that there is no legal remedy if ASHRAE breaches its obligations, and therefore no contract at all). We would suggest eliminating these exclusions in favor of the damages cap in the next sentence.

Commented [A23]: As with the prior comment, our intent here is to set a low but nonzero cap on damages to avoid an argument that the Privacy Policy does not form a valid contract.

XIII. Disclaimer of Information on ASHRAE’s Website

The American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. (ASHRAE), ASHRAE has provided the information, text, graphics and links herein as a convenience for informational purposes only. Persons accessing this information assume full responsibility for its use.

ASHRAE does not warrant the accuracy, completeness, currency, or usefulness of the information, text, graphics, links, products, processes, services, and other items contained in this website or any other site. Reference to specific products, processes, or services, as well as hyperlinks to other organizations, companies, government entities or intergovernmental bodies, neither constitutes nor implies recommendation or endorsement by ASHRAE or its members. The views and opinions of originators expressed do not necessarily state or reflect those of ASHRAE or ASHRAE members. The material included in this Web site has been compiled from a variety of sources, and is subject to change without notice from ASHRAE.

Except as expressly provided above, nothing contained herein shall be construed as conferring by implication, estoppel or otherwise any license or right under any patent, copyright, trademark, or other intellectual property right of ASHRAE or any third party.

The materials included in this website are provided 'as is' and without warranty of any kind, either express or implied, including, without limitation, warranties as to merchantability, quality, fitness for a particular purpose, the results to be obtained from their use, or with respect to non-infringement.

~~ASHRAE shall not be liable in any way whatsoever, including without limitation, for any damages, whether special, incidental, punitive, consequential, or otherwise for lost revenues, lost profits, lost data, loss of prospective economic advantage, or otherwise resulting from the use or misuse of this website, or the information, documents, software or other items referred to herein or resulting from any defects or failure thereof, even if ASHRAE has been advised of the possibility of such damages, or for any claim by another party. This website could include inaccuracies or typographical errors. Changes may be periodically made to the information herein; these changes may be incorporated in future revisions of this Web site.~~

XIV. Miscellaneous

This Privacy Policy will be governed and interpreted pursuant to the laws of the State of Georgia, United States of America, notwithstanding any principles of conflicts of law. Any legal action relating to this Privacy Policy or pertaining to the subject matter hereof must be brought in the state or federal courts in Georgia and the user specifically consents to personal jurisdiction in Georgia in connection with any such dispute. This Privacy Policy ~~constitutes ASHRAE’s entire policy relating to the subject matter hereof and~~ may not be amended except in a specific written amendment to this policy formally approved by the ASHRAE Board of Directors.

XV. Acceptance of This Privacy Policy

Use of this Site signifies that the user has read, comprehended, and accepted all provisions of this Privacy Policy.

Commented [A24]: We have consolidated this limitation of liability with the one in the prior section.

Commented [A25]: Given the short-form policy and the potential for further consolidation, we would recommend deleting this statement. It is useful for negotiated agreements that could be argued to be supplemented by a separate “understanding,” but this risk should be much lower for a posted privacy policy.

Commented [A26]: We recommend supplementing this acceptance statement with an affirmative checkbox or similar indication that the user has agreed, if and when he/she registers for an account, makes a purchase or otherwise interacts with the site.



TO: ASHRAE Executive Committee
FROM: Jeff Littleton
DATE: Jan. 13, 2018
SUBJECT: Proposed Chapter MOU Policy, REVISED 1/13/2018

In June 2015, a proposed Chapter MOU policy was reviewed by ExCom and sent to Members Council for input. Members Council provided input, but the policy was lost in the handoff between Members Council back to ExCom.

The changes below have been made to address Members Council suggestions (attached). It is recommended that this be reviewed by ExCom and sent back to Members Council for final approval and incorporation into the MCO.

~~Policy for Chapter Agreements With Other Organizations~~ Chapter Memorandum of Understanding (MOU) Policy

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

• **Requirements and Restrictions for All Chapter MOUs**

- Chapters shall not enter into an MOU agreement with a commercial organization.
- Chapters shall not enter into MOU agreements with organizations whose primary purpose is advocacy or lobbying. Similarly, the *focus* on a Chapter MOU agreement cannot be on advocacy or lobbying.
- Chapter MOU agreements cannot engage, commit or speak for Society-level activities in any way.
 - EXAMPLE: Chapter level MOUs cannot agree to share intellectual property rights for Society publications.
 - A Chapter MOU shall not impact Society fees and dues in any way.
 - All Chapter MOUs must include the following disclaimer: "This agreement does not engage, commit or otherwise speak for the Society-level global organization ASHRAE in any way. This agreement applies to the ___ Chapter(s) and its/their geographic scope only."

- A Chapter MOU agreement can only be applicable to members and activities within the geographic scope of the Chapter(s).
 - Chapter MOU agreements cannot violate any provisions of the MCO, particularly with respect to:
 - Endorsement of expositions, trade shows or of technical conferences that are run in parallel with expositions.
 - Speaking on behalf of the Society.
 - The ASHRAE commercialism policy.
 - Lobbying.
 - ~~○~~ All Chapter MOU agreements must have a specific termination clause that includes a specific termination date. Auto-renewals are not permitted. Three years is the recommended initial period for MOU prior to automatic termination or renewal.
 - Chapters may not enter into MOU agreements that imply the Chapter's endorsement of one particular technology.
 - EXAMPLE: An MOU between an ASHRAE Chapter and an ICC or IAPMO Chapter might imply endorsement of one code over another.
 - Prior to execution, the MOU must be reviewed and approved by the:
 - Chapter's Board of Governors.
 - Chapter's DRCDirector and Regional Chair (DRC) of the region in which the Chapter resides.
 - Chapter MOU agreements must take into account other previously-established Society or Chapter MOUs where applicable. For example, recent (2017) Society MOU agreements with REHVA and CIBSE may impact Chapter MOU agreements in Europe.
 - Sections may not enter into MOUs with other organizations.
- Legal Standing
 - MOU agreements can create legally binding contracts between parties. Legal advice and careful attention to the wording is paramount. ASHRAE Society can help with legal reviews upon request to the staff Director of Member Services.
 - A standard disclaimer can reduce the enforceability of an MOU agreement while still providing a foundation of collaboration between the Chapter and another entity
 - Example disclaimer: "The MOU reflects a commitment by the [NAME] ASHRAE Chapter and [NAME] Chapter of [ORGANIZATION] to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the parties and neither part has an obligation to negotiate toward or enter into a binding written agreement. In addition, the MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and [ORGANIZATION NAME]. Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate. Furthermore, it is understood that this Memorandum of understanding is conceived as a dynamic document meant to change as circumstances and priorities warrant, and any protocol or specific projects and activities developed are intended as an integral part of this understanding."
 - **MOU Agreements for All ASHRAE Chapters**
 - ASHRAE Chapters may enter into MOU agreements with the Chapters of other national or regional organizations globally, including in the U.S.

- If the geographic scope of the other organization's Chapter covers more than one ASHRAE Chapter, all ASHRAE Chapter's in that geographic scope must be engaged in the establishment of the MOU and must sign the MOU. The MOU cannot move forward if any one Chapter in the geographic scope opts out.
 - EXAMPLE: A U.S. organization with State-wide chapters cannot enter into an MOU with an ASHRAE Chapter unless all Chapters in the state sign the MOU.

- **MOU Agreements for Chapters *Inside* the U.S. and Canada**
 - No ASHRAE Chapters in the U.S. or Canada may enter into agreements with national government agencies in the U.S. or Canada because these relationships are managed at the Society level.
 - No ASHRAE Chapter can enter into an agreement with a national or global organization headquartered in the U.S. or Canada because these relationships are managed at the Society level. (Agreements between Chapters of not-for-profit organizations in the U.S. are acceptable, as noted above.)

- **MOU Agreements for Chapters *Outside* of The U.S. and Canada**
 - Chapters may enter into agreements with government agencies or national organizations in the country where they reside.
 - All of the ASHRAE Chapters in a country must be engaged in the establishment of any MOU involving any ASHRAE Chapter with a government agency or national organization, and must sign the MOU. The MOU cannot move forward if any one Chapter in the country opts out.
 - If the Country includes a member of the ASHRAE Associate Society Alliance (AASA), the ASHRAE Chapter(s) is encouraged to:
 - Include the AASA member in agreements in collaborative opportunities.
 - Conduct joint meetings with the AASA member organization.

Attachment I-2 ExCom Open Session Minutes 2018-01-20,24 and 25



TO: ASHRAE Executive Committee
FROM: Jeff Littleton
DATE: June 19, 2015
SUBJECT: Chapter MOU Policy

ASHRAE Chapters around the world are receiving an increasing number of requests for MOU agreements. In some cases, ASHRAE Chapters would like to initiate MOU agreements with other organizations and their chapters. The purpose of this proposed policy is to define where it is appropriate for an ASHRAE Chapter to enter into MOU agreement with another organization or its Chapters. The goal is to provide Chapters with the flexibility to collaborate with other organizations to the benefit of Chapter members, and to avoid conflicts with national/global agreements at the Society level. Ideally this policy would eventually be included in the MCO.

Policy for Chapter Agreements With Other Organizations

(Suggested change for title of document: Chapter Memorandum of Understanding (MOU) Policy)

ASHRAE Chapters are strongly encouraged to work collaboratively with other not-for-profit organizations and institutions around the world. Joint Chapter meetings, technical conferences, seminars, etc. widen ASHRAE's influence and improve member networking opportunities. MOUs are not needed for traditional activities such as joint meetings with the chapters of other organizations, but some circumstances call for an MOU.

- **Requirements and Restrictions for All Chapter MOUs (Chapters and Sections)**
 - Chapters shall not enter into an MOU agreement with a commercial organization.
 - Chapters shall not enter into MOU agreements with organizations whose primary purpose is advocacy or lobbying. Similarly, the *focus* on a Chapter MOU agreement cannot be on advocacy or lobbying.
 - Chapter MOU agreements cannot engage, commit or speak for Society-level activities in any way.
 - EXAMPLE: Chapter level MOUs cannot agree to share intellectual property rights for Society publications.
 - A Chapter MOU shall not impact Society fees and dues in any way.
 - All Chapter MOUs must include the following disclaimer: "This agreement does not engage, commit or otherwise speak for Society-level global organization ASHRAE in any way. This agreement applies to the ___ Chapter(s) and its/their geographic scope only."

ATTACHMENT 7C

- A Chapter MOU agreement can only be applicable to members and activities within the **geographic scope** (1. Which geographic areas?; 2. Some chapters have very large geographic areas.) of the Chapter(s).

(Should define the max. period of time, e.g., not longer than 3 years, to avoid unreasonable long period of time.)

- Chapter MOU agreements cannot violate any provisions of the MCO, particularly with respect to: (We need to make sure that chapters do not endorse any large trade shows that would be part of MOU.)
 - Endorsement of expositions or of technical conferences that are run in parallel with expositions.
 - Speaking on behalf of the Society.
 - The ASHRAE commercialism policy.
 - Lobbying efforts.
- All Chapter MOU agreements must have a specific termination clause that includes a specific termination date. Auto-renewals are not permitted. (who should review MOU before signing?)
- Chapters may not enter into MOU agreements that imply the Chapter's endorsement of one particular technology.
 - EXAMPLE: An MOU between an ASHRAE Chapter and an ICC or IAPMO Chapter might imply endorsement of one code over another.
- Prior to **execution**, the MOU must be reviewed and approved by:
 - **Chapter's** Board of Governors.
 - **Chapter's DRC Director and Regional Chair of the region in which the chapter resides.**
- **MOU Agreements for All ASHRAE Chapters**
 - ASHRAE Chapters may enter into MOU agreements with the Chapters of other national or regional organizations globally, including in the U.S.
 - If the geographic scope of the other organization's Chapter covers more than one ASHRAE Chapter, all ASHRAE Chapter's in that geographic scope must be engaged in the establishment of the MOU and must sign the MOU. The MOU cannot move forward if any one Chapter in the geographic scope opts out.
 - EXAMPLE: A U.S. organization with State-wide chapters cannot enter into an MOU with an ASHRAE Chapter unless all Chapters in the state sign the MOU.
- **MOU Agreements for Chapters *Inside* the U.S. and Canada (Why is there a difference?)**
 - **No ASHRAE Chapters in the U.S. or Canada may enter into agreements with government agencies in the U.S. or Canada.**
 - No ASHRAE Chapter can enter into an agreement with a national organization in the U.S. or Canada. (Agreements between Chapters of not-for-profit organizations in the U.S. are acceptable, as noted above.)
- **MOU Agreements for Chapters *Outside* of The U.S. and Canada**
 - **Chapters may enter into agreements with government agencies or national organizations in the country where they reside.**

ATTACHMENT 7C

- All of the ASHRAE Chapters in a country must be engaged in the establishment of any MOU involving any ASHRAE Chapter with a government agency or national organization, and must sign the MOU. The MOU cannot move forward if any one Chapter in the country opts out.
- If the Country includes a member of the ASHRAE Associate Society Alliance (AASA), the ASHRAE Chapter(s) is encouraged to:
 - Include the AASA member in agreements in collaborative opportunities.
 - Conduct joint meetings with the AASA member organization.

Additional comments:

- The introduction states that some circumstances call for a MOU, but there are no examples or explanation of when the MOU is required. Recommend this be added to clarify the document.
- The document should provide some rationale as to why the requirements are being stated. For example, "no ASHRAE chapters in the US or Canada may enter into agreements with government agencies in the US or Canada...because ASHRAE Society oversees this interface" for example.
- - Is the general use of government agencies correct for the document? Is the intent to mean national government agencies? For example, my home chapter (Manitoba) represents all of my home province (Manitoba) and has interfaced with the Manitoba provincial government on matters of energy policy and provincial building codes. If a MOU were ever required, would it not be permitted? Could a chapter enter into a MOU with a city or town administration?
- Finally, how legally binding is a MOU? Is this just documentation of an agreement in principle, or does it hold more weight if there were a dispute?

AIVC/IOR Member Benefits Proposal

Dear Jeff,

Please find hereby a proposal for agreement with ASHRAE regarding distribution of AIRBASE.

1. The present operating period of AIVC is 2017-2021. This proposal assumes that the USA is a member country of the AIVC for the period 2018 – 2021.
2. ASHRAE wants to give all its members the possibility of free access to AIRBASE, of which about 1/3 is outside the USA
3. ASHRAE will pay an annual fee of 10.000 € for the period 2018-2021, whereby all ASHRAE members will have the possibility for free access during this whole period.
4. INIVE will work out with ASHRAE a pragmatic registration procedure for the ASHRAE members

Is this proposal OK for you? If so, I will check within INIVE if acceptable.

Kind regards,

Peter

From: Peter Wouters

Sent: 18 September 2017 14:08

To: 'Littleton, Jeff' <JLittleton@ashrae.org>

Cc: Bjarne Olesen (bwo@byg.dtu.dk) <bwo@byg.dtu.dk>; Max Sherman <mhsherman@lbl.gov>; Remi Carrie <remi.carrie@inive.org>; Stéphane Degauquier <stephane.degauquier@bbri.be>

Subject: RE: AIVC actions

Dear Jeff,

We have indeed discuss the various issues related to ASHRAE collaboration:

1. Joint workshops in New Zealand and Australia
 - a. The AIVC board has positively reacted with respect to having joint workshops in Wellington (19-20 March) and Sydney (23 March)
 - b. M. Plagmann has on behalf of BRANZ confirmed that they agree to have the workshop in Wellington as a combined AIVC-ASHRAE event
 - c. No confirmation yet from our partner in Sydney but I expect that he will agree
2. AIVC conference in connection with ASHRAE IAQ conference
 - a. In principle, the AIVC board is willing to evaluate the possibility of combining the AIVC and the ASHRAE IAQ conference in 2019 or 2020
 - b. The original idea to have in 2019 a combined ASHRAE IAQ – IAQVEC - AIVC conference seems no longer feasible as no progress in the contacts between ASHRAE and IAQVEC
 - c. Max and I had a lunch meeting with Don Weekes to discuss possibilities for collaboration in 2020
3. AIRBASE distribution

- a. In understand the logistic and practical concerns about a separate charging by ASHRAE to non-USA based members
 - b. In principle, we should be able to agree on a fixed annual amount giving all ASHRAE members a free access. This proposal has to be approved by the INIVE College of the Members. We are now working on a proposal for the rest of the present period (2018-2021). I hope that we can send you this proposal in the course of next week.
4. Collaboration with IEQ-GA
- a. The AIVC board has confirmed that it wants to remain involved in the IEQ-GA
 - b. The precise status of membership is not yet decided as this has to be decided by INIVE EEIG, who acts as operating agent for the AIVC:
 - i. If INIVE is willing to take the liability risks as member and/or board member, then AIVC will become a full founding member
 - ii. If INIVE considers the risk too large, the proposal is that AIVC becomes an associated member.

Is this information sufficient?

Kind regards,

Peter

Peter Wouters
Operating Agent AIVC

Air Infiltration and Ventilation Centre
www.aivc.org



From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 18 September 2017 02:30
To: Peter Wouters <peter.wouters@bbri.be>
Subject: RE: AIVC actions

Hi Peter,

Just curious about how the AIVC Board meeting went. Was the potential relationship with ASHRAE discussed and did anything new develop?

Thanks,
Jeff



Shaping Tomorrow's
Built Environment Today

Jeff Littleton
Executive Vice President

ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1100
JLittleton@ashrae.org
www.ASHRAE.org



From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Monday, September 11, 2017 12:09 AM
To: Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Littleton, Jeff <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>
Subject: RE: AIVC actions

Dear Bjarne,

See below.

Kind regards,

Peter

From: Bjarne W. Olesen [<mailto:bwo@byg.dtu.dk>]
Sent: 10 September 2017 09:19
To: Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Peter Wouters <peter.wouters@bbri.be>; Jeff Littleton <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>
Subject: Re: AIVC actions

Den 10. sep. 2017 kl. 07.50 skrev Bjarne Olesen <bwo@byg.dtu.dk>:

Hi Peter

As I understand this an ASHRAE/US member get free access as long as US is AIVC member. For other countries ASHRAE pays 50\$ for each person that us this service i.e. if 1000 persons use the code for package 2 this will be 45.000\$????????? Something is wrong. My understanding was that ASHRAE would charge the corresponding amount to the non-USA ASHRAE member and at the end of the year pay INIVE. So, the net cost for ASHRAE is zero.

Also for the countries that are AIVC members, the ASHRAE members in these countries should have the same code as US-members??? I believe that this should be OK, but I have to discuss it internally.

Bjarne

Den 9. sep. 2017 kl. 01.06 skrev Peter Wouters <peter.wouters@bbri.be>:

Dear Jeff,

Sorry for the slow reply, but due to the different holidays periods of the persons involved, it was not possible to react quicker.

We have discussed this week internally as well as with our IT provider.

Hereby a proposal for approach:

- ASHRAE pays an annual fee of 4.500 €
- ASHRAE receives 2 packages of activation codes: package 1 to be used for USA citizens, package 2 for non-USA citizens

Assuming that the USA continues as an AIVC member (the AIVC membership fee is normally paid by DOE, no decision yet for 2017, this is handled by Max Sherman in cc.):

- **USA citizens:** ASHRAE has the right to give all USA citizens (whether or not limited to ASHRAE members) free of charge an invitation code of package 1. They can then use this invitation code when accessing the password protected part of the AIVC website. Full access to all content at no cost as long as the USA is an AIVC member country AND when ASHRAE has paid the annual fee
- **Other citizens:** ASHRAE has the right to give all of them an invitation code of package 2. They can then use this invitation code when accessing the password protected part of the AIVC website. ASHRAE pays at the end of the year the corresponding amount (50 € per person) to INIVE.
- o After one year and when accessing the password protected part, they will get a request for renewal whereby they then pay directly to INIVE (unless you want them to pay through ASHRAE).

In case the AIVC fee for the USA would not be paid, the same procedure would apply for USA citizens as described above for other citizens.

Please let me know if you need further information and/or clarification.

We have next Friday the AIVC board meeting.

Kind regards,

Peter

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 06 September 2017 22:52
To: Peter Wouters <peter.wouters@bbri.be>
Cc: Bjarne Olesen <bwo@byg.dtu.dk>
Subject: FW: AIVC actions

Hi Peter,

I hope this finds you well. I understand there is an AIVC Board meeting coming up in the next couple of weeks. Is there anything I can do to help advance these programs below ahead of that Board meeting?

Thanks,
Jeff

<image001.jpg>

Jeff Littleton
Executive Vice President
ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1100
JLittleton@ashrae.org
www.ASHRAE.org

<image002.png>

From: Littleton, Jeff
Sent: Friday, July 28, 2017 2:14 PM
To: 'Peter Wouters' <peter.wouters@bbri.be>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>;
Maria Kapsalaki (maria.kapsalaki@inive.org) <maria.kapsalaki@inive.org>; Remi Carrie
<remi.carrie@inive.org>
Subject: AIVC actions

Thanks, Peter. If I understand your message correctly, you are proposing a fee of 5,900 Euros for those outside of the U.S., and that fee would normally be 12,150 Euros (totaling the columns) representing roughly a 50% discount for ASHRAE. Can you please remind me of the fee for USA members? I'm trying to get a handle on the total proposed cost for a USA-only scenario and a second scenario for all ASHRAE members worldwide. I think it will be very challenging for ASHRAE to make this benefit (or any benefit) available only to one geographic segment of our membership.

Password management will be challenging. One option to explore (assuming the benefit is available to all ASHRAE members) would be to have a special link that bypasses the need for an INIVE passwords.

That link would only be accessible behind the members-only firewall of the ASHRAE website, and so only ASHRAE members in good standing would have access. A drawback of that plan is that the direct link could be bookmarked by a browser and used directly. Another option would be to provide an ASHRAE a universal user name/password that could be changed every quarter. That password would only be available from the members-only portion of the ASHRAE website. This option could also be abused, but only for a short time. Alongside the password information, we would include legal requirements like 'by accessing this service, user agrees not to distribute the user name and password to others'.

Regarding the fees, I think ASHRAE would have to pay the total fees once per year and market the access as a universal member benefit.

Thanks,
Jeff

From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Friday, July 28, 2017 11:24 AM
To: Littleton, Jeff <JLittleton@ashrae.org>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>; Maria Kapsalaki (maria.kapsalaki@inive.org) <maria.kapsalaki@inive.org>; Remi Carrie <remi.carrie@inive.org>
Subject: RE: AIVC actions

Dear Jeff,

Many thanks for this information.

Our initial idea was that the proposed agreement would result in a free access for USA based ASHRAE subscribers to all AIVC publications as long as the USA is an AIVC member country, whereby there would not be a specific benefit for ASHRAE members outside the USA.

Your data indicates that about 1/3 of the ASHRAE members are non-USA.

If we would give the same benefits to non-USA located ASHRAE members, the situation would be as given in [the table in attachment](#).

- Column F: fee in € to be paid for access to AIRBASE if an ASHRAE member
- Column G: fee in € to be paid for access to AIRBASE if not an ASHRAE member
- Column H: benefit in € from ASHRAE membership

One issue to be clarified is the procedure for collecting the fees. My colleagues involved in the IT and administration management are at the moment on holidays. I have to check with them what is technically feasible in terms of password and financial management.

If password management is technical feasible (to be checked with my colleagues), my present feeling is that it would be the easiest if the subscriptions are handled by ASHRAE, whereby on a regular basis (e.g. quarterly), the collected payments are transferred from ASHRAE to INIVE. Could that work for ASHRAE?

Once these issues are clarified, I will have to formally ask our board if they agree with such an agreement.

Kind regards,

Peter

Peter Wouters
Operating Agent AIVC

Air Infiltration and Ventilation Centre
www.aivc.org

<image003.jpg> <image004.jpg> <image005.jpg> <image006.jpg>

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 28 July 2017 14:40
To: Peter Wouters <peter.wouters@bbri.be>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>
Subject: RE: AIVC actions

Hi Peter,

Attached is a spreadsheet showing ASHRAE member counts by country. Can you please remind me who would be eligible to access INIVE? Does the proposal include all members, including those in the U.S.?

Thanks,
Jeff

<image001.jpg>

Jeff Littleton
Executive Vice President
ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1100
JLittleton@ashrae.org
www.ASHRAE.org

<image007.png>

From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Sunday, July 23, 2017 5:04 AM

To: Bjarne W. Olesen <bwo@byg.dtu.dk>

Cc: Littleton, Jeff <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>

Subject: RE: AIVC actions

Dear Bjarne,

We have discussed the issue internally, but apparently I did not reply to you. My apologies.

In principle, this approach could work, but there are a few questions:

- Is it possible to have an indication of the countries with ASHRAE membership and the number of members in these countries?
- How can INIVE in practice check if the subscriber is an ASHRAE member?

Kind regards,

Peter

From: Bjarne W. Olesen [<mailto:bwo@byg.dtu.dk>]

Sent: 08 April 2017 01:01

To: Peter Wouters <peter.wouters@bbri.be>

Cc: Jeff Littleton <jlittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>

Subject: Re: AIVC actions

Dear Peter

I have a suggestion regarding ASHRAE membership of INIVE and the benefits for ASHRAE members.

All ASHRAE members worldwide will get 50% reduction

ASHRAE Members in countries that are members of INIVIE, who already get 50%, will get the publications for free.

In this way, all are treated equal

Would this be acceptable?

Regards

Bjarne

Fra: Peter Wouters <peter.wouters@bbri.be>

Dato: lørdag den 11. marts 2017 kl. 11.33

Til: Bjarne Olesen <bwo@byg.dtu.dk>

Emne: AIVC actions

Dear Bjarne,

We will have on Monday the AIVC board meeting. I understand that you will not be able to attend.

There were a few actions for you:

- Contact Xu Wei for China membership
- Re-discuss Canada membership with Fariborz Haghigat (during a meeting foreseen on another subject)
- Contact the Australian HVAC association

Do you information about these actions?

With respect to a possible subscription of ASHRAE to AIRBASE services, do you have any news?

Kind regards,

Peter

IEQ-GA Strategic Plan

- Executive summary
- IEQ-GA's structure
- Goals, objectives and activities
- Strategic analysis
- Financials

Executive Summary - Mission

The Indoor Environmental Quality – Global Alliance (IEQ-GA) was initiated in 2013 as an Ad-Hoc Committee of the American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE). A group of internationally known indoor air quality (IAQ) scientists and practitioners were appointed by ASHRAE President William Bahnfleth to consider the idea of an association to address international IAQ issues.

The mission of IEQ-GA is to provide guidance on what is considered to be acceptable indoor environmental quality, with an emphasis on thermal conditions and indoor air pollution, to occupants in buildings and workplaces around the world, and to ensure that the knowledge gathered from IEQ research is promulgated to, and implemented by, IEQ practitioners worldwide.

There are several national and international organisations that address the indoor environment through their activities, but their voices are often not fully appreciated or heard in discussions regarding air pollution, energy efficiency and future research needs. Indoor environmental quality is a multidisciplinary issue involving architects, building scientists, engineers, health professionals, occupational health specialists, medical professionals, remedial firms, governmental agencies, and indoor environmental quality researchers. It is our belief that there can be one professional organization (IEQ-GA) can ensure that all parties involved in providing indoor environmental quality will work together effectively to improve conditions in buildings (residential, commercial, industrial, medical, agricultural, educational, governmental) throughout the world.

Since 2013, the IEQ-GA has grown with new organizational full and affiliated members throughout the world and in all aspects of the indoor environmental quality field. IEQ-GA in 2017 has adopted bylaws that direct how the organization will proceed in the future to fulfill its mission.

This Strategic Plan will outline the next steps to be taken by IEQ-GA to accomplish its goals and its mission.

IEQ-GA's Structure

The bylaws and organizational procedures for the IEQ-GA were adopted in June, 2017 by the attending organizational members in Long Beach, California. A copy of the bylaws is attached in the Appendices to the Strategic Plan.

The Founding Members are listed in Section 2.1, and they consist of six (6) professional organizations that have an interest in indoor air quality (IAQ). The founding Member organizations of the IEQ-GA are as follows:

- AIHA - American Industrial Hygiene Association
- AIVC - Air Infiltration and Ventilation Centre
- ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers
- AWMA - Air and Waste Management Association
- IAQA - Indoor Air Quality Association
- REHVA - Federation of European Heating, Ventilation and Air Conditioning Associations

In addition, the bylaws denote what are the criteria for Full and Affiliate Members. Full member organizations shall appoint one voting representative and one alternate to the IEQ-GA Board of Directors. An affiliate member organization shall appoint one representative and one alternate to attend and participate in the deliberations at the IEQ-GA Board of Directors' meetings. However, the affiliate member representatives will not be voting members of the IEQ-GA Board of Directors.

The officers of IEQ-GA are the President, the Vice President, and the Secretary/Treasurer. The President, the Vice President, and the Secretary/Treasurer will be representatives of Full Member organizations of the IEQ-GA, and each officer will be elected annually by a majority vote of all Full Member organizations' representatives. Their term of office shall continue until their successors have been elected and installed.

The President shall be the chief executive officer of IEQ-GA, and shall have general direction of the affairs of IEQ-GA, subject to the control of the Full Member organizations. If the President dies, resigns, or is removed from office, the Vice President shall immediately become President and shall serve for the remainder of the term of his/her immediate predecessor.

The Secretary/Treasurer shall have responsibility for the funds of IEQ-GA and IEQ-GA's books of account, which shall be open to the inspection of any Member organization. The Secretary/Treasurer shall have charge of keeping the books of IEQ-GA, including all minutes for Member meetings.

Goals, objectives and activities

The overall goal of the IEQ-GA is expressed best in its Memorandum of Understanding: 'IEQ-GA will provide guidance on the definition of acceptable indoor environmental quality, with an emphasis on thermal conditions and indoor air pollution, to ensure that the knowledge gathered from Indoor Environmental Quality (IEQ) research is promulgated to, and implemented by, IEQ practitioners and regulatory bodies worldwide. The organizations will work together to create a common understanding and messaging of research gaps, what results of research can be transferred to practice in the form of standards and codes that support a health and performance based definition of IEQ, and a legislative agenda and advocacy position.'

The objectives of the IEQ-GA include the following:

- To develop, and nurture, an international alliance between professional organizations that address indoor environmental quality issues.
- To support and to participate in IEQ conferences worldwide by encouraging and supporting technical and scientific research presentations by the members of the IEQ-GA member organizations; by marketing support of the conferences to the IEQ-GA member organizations; and by providing logistical and technical support, as appropriate, for the conferences.
- To encourage and support IEQ research worldwide by providing a forum for an exchange of ideas and concepts by researchers and practitioners.
- To promulgate through the member organizations' publications and the IEQ-GA website and social media the latest scientific and technical manuscripts and papers on topics related to IEQ.
- To provide scientific and technical comments, as appropriate on legislation, standards and codes that affect indoor air and environmental quality.

The activities of the IEQ-GA include the following:

- Development by IEQ-GA members of technical and scientific programs for IEQ conferences worldwide.
- Maintenance of an IEQ-GA website where member organization will post the latest information about IEQ topics, such as recent research, upcoming conferences, new and updated regulations, standards and codes, and other info pertinent to the IEQ field.

- Development of IEQ-GA position statements on IEQ issues, as needed. IEQ-GA will also support the development and promulgation of position statements from its member organizations related to IEQ issues.

It is important to note that the activities of the IEQ-GA are not intended to supplant the current IEQ activities being conducted by each of the member organizations. Rather, the IEQ-GA activities are intended to supplement the current members' IEQ activities, particularly on an international basis.

Strategic analysis - Strengths, Weaknesses, Opportunities, and Threats

Strengths:

The IEQ-GA main strength is the number of major professional organizations that have joined the Global Alliance. These member organizations represent thousands of professional members that are conducting technical and scientific IEQ research throughout the world; members that are practitioners that encounter IEQ issues from requests on a daily basis; and members with a wide depth of technical and scientific experience in addressing indoor air and environmental quality issues. This strength of membership is especially needed in this age of uncertainty about environmental and occupational health.

Weaknesses:

The IEQ-GA has not yet developed into an unified alliance. The member organizations have taken the first steps to an unified IEQ alliance by passing bylaws and supporting the idea that the IEQ-GA be a legal entity. However, these are only the beginning of the steps that need to be taken in order to develop a strong and successful alliance. Our weakness in unification is a reflection of the caution that the member organizations have in participating in this alliance. It is certainly understandable that the member organizations are skeptical about the IEQ-GA since it is a new entity that will require many years of support until it is an effective alliance.

In order to turn this weakness into a strength, it will be necessary for the member organizations to work closely together for a lengthy period of time, and to develop a trust that this alliance will be long lasting, effective and worthwhile to the member organizations' members. Until the members of our respective member organizations understand and support the IEQ-GA both in a financial and non-financial manner, this will remain a weakness for the IEQ-GA.

Opportunities:

The IEQ-GA has a number of opportunities that can be explored in the coming years. Foremost will be the opportunity to become a partner with other professional organizations for IEQ conferences, such as the ASHRAE IEQ Conference. In addition, there are opportunities that the IEQ-GA can pursue with regards to the support of IEQ research by reviews and promulgation; participation in IEQ programs at professional conferences with IEQ as a theme; and the development of an approach to commentary on IEQ regulations, standards and codes. These opportunities will require that the member organizations encourage their members to participate in these activities, and that there is a recognition by these members that the IEQ-GA can play an active role in IEQ conferences, research and policy development.

Threats:

The main threat to the IEQ-GA is a possible lack of financial and non-financial support from its member organizations. There will be reasons why each member organization may not wish to participate to the fullest extent necessary in order to make the alliance work. However, it must be noted that the IEQ-GA will not remain a viable alliance without the support of the member organizations. It will require that each member organization make a long-term commitment to the IEQ-GA in order for the organization to proceed.

Financials:

At the Long Beach IEQ-GA meeting, it was decided that each member organization be requested to provide a dues payment of \$700.00. It was noted at this meeting that the annual expenditure for the IEQ-GA's operating costs are expected to be \$4,000.00. This would cover the expenses of an ASHRAE Secretary for two (2) meetings per year, as well as the necessary paperwork (invitations; minutes; etc.) in order to maintain adequate records for the organization.

In September, 2017, Chair Donald Weekes met telephonically with representatives from Monard Law, a legal firm based in Brussels, Belgium. The purpose of the meeting was to discuss the possible establishment of IEQ-GA as a non-profit entity (NPE) in Belgium. Mr. Jeff Littleton, Executive Vice President of ASHRAE, arranged the meeting. Attached please find the resulting memo from Monard Law regarding this matter.

Based on these discussions, the cost breakdown for an NPE in Belgium is as follows:

- Initial set-up fee - \$10,000.00 USD
- Incorporation fee – notary - \$2,000.00 USD
- Annual fee for NPE - \$2,500.00 - \$3,500.00 USD
- Annual taxes and preparation - \$2,500.00 - \$3,500.00 USD

It is noted that ASHRAE (through its current President, Bjarne Oleson) has indicated that ASHRAE would be willing to pay the initial set-up fee and incorporation fee for the NPE for the IEQ-GA in Belgium. However, it is noted that these fees do not include the costs for professional liability insurance for each of the member organizations. Based on the annual fees and taxes, it is estimated that the annual dues for each of the six (6) member organizations will be \$2,000.00. The annual budget for the IEQ-GA would then be \$12,000.00.

This matter (as well as the professional liability issue) will be discussed at the Chicago IEQ-GA meeting.

Insurance:

I have contacted the Howden Group and to the Marsh Group as insurance brokers regarding the possibility of obtaining directors and officers liability insurance. The two (2) insurance brokers will be contacted for quotes. This matter will be discussed further at the Chicago meeting.

Volume 2 Rule of the Board

2.101.005.5 (92-07-02-21C/95-06-29-47/96-06-23-07)

A. Proposed major organizational changes shall be submitted as information and in writing to the Society's Board of Directors at least sixty (60) days before any action is taken. Major organizational changes shall be defined as dissolving or adding a standing committee or council or adding or eliminating a council or board position. Organizational changes may also be defined as "major" by a two-thirds affirmative vote of the Board members voting.

B. Any motion presented to the Board of Directors to make any major organizational changes shall be presented to the Board at one Board session and not voted on until the next Board session or a later Board session.



AiCARR ASHRAE STRATEGIC PARTNERSHIP AGREEMENT

AiCARR, founded in 1960, generates innovation in the energy infrastructure by conserving the use of energy and natural resources in the heating, ventilating, air-conditioning and refrigeration industry.

Founded in 1894, ASHRAE, Atlanta, Georgia advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

AiCARR and ASHRAE have worked closely together for more than fifty years to the mutual benefit of its members and society. This bilateral agreement's purpose is to provide a framework through which AiCARR and ASHRAE can work collaboratively to leverage each other's strengths and accomplish organizational goals that best serve their respective members, the profession and society.

The basic tenets of this agreement include:

- Exploring development of joint training and educational programs in Italy and USA.
- Exploring development of new conferences that accelerate technology dissemination.
- Collaboration on research that will advance mutual member interests.
- Coordination of research programs.
- Mutual endorsement of conferences and exchange of technical expert speakers.
- Exploring opportunities to collaborate on technical publications and standards.

AiCARR and ASHRAE with this strategic partnership agreement want to promote the mutual global interest of members from both organizations. This new strategy involves AiCARR and ASHRAE working collaboratively to define mutual services for ASHRAE and AiCARR members respectively in Italy and USA through an AiCARR-ASHRAE group established within AiCARR (see annex 1) and an ASHRAE- AiCARR group established within ASHRAE when required, in accordance with the principles expressed by Model 1 MoU between ASHRAE and the national association. [As being AiCARR is a member part](#) of REHVA, the Federation of European Heating, Ventilation and Air Conditioning Association, [both ASHRAE and REHVA](#) shall be informed ~~on~~ and kept updated on any evolution of this agreement, in accordance with the MoU REHVA-ASHRAE.

For AiCARR
Francesca Romana d'Ambrosio
President

For ASHRAE
Bjarne W. Olesen
President

Signature

Signature

Date

Date



Annex 1

ESTABLISHMENT AND OPERATION RULES

Founded in 1960, AiCARR, Associazione Italiana Condizionamento dell'Aria Riscaldamento Refrigerazione, Milano, has always dealt with issues relating to the responsible use of energy and natural resources and the innovation of energy infrastructures, both in residential and industrial buildings.

AiCARR has more than 2400 members among which there are planners, machinery builders, installers, maintenance operatives, scholars, researchers, students, government and national and international body officials.

AiCARR's main strengths are its ability to deal with current issues timely, its authority, its maximum transparency, its ability to protect the technical and cultural interests of its own members and its commitment to sustainability.

Founded in 1894, ASHRAE, Atlanta, Georgia advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

A special activity is established and constituted within AICARR: the name of this activity is AICARR-ASHRAE GROUP, in accordance with the principles expressed by Model 1 MoU between ASHRAE and the national association, which is an evolution of the previous AICARR-ASHRAE CLUB approved by ASHRAE Board of Directors meeting held in Louisville, Kentucky, on June 21, 2009.

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The GROUP is established in full agreement with ASHRAE with both organizations, in recognition of ASHRAE's and AiCARR legitimate desire to improve cooperation among their members. The primary scope of the GROUP is to assist on behalf of ASHRAE, the Italian Members of ASHRAE, residing in Italy to share mutually their technical experience and knowledge among them and with the AiCARR members. Participation is voluntary and free of any subscription fees. Admittance is based on a yearly list of members supplied by ASHRAE.

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To facilitate formation and operation of the GROUP, ASHRAE will on an annual basis send an email to all its members in Italy, inviting those members to provide their email address directly to AICARR through a link in the invitation message. This will be an individual, voluntary "opt-in" for email registration that will be administered by AiCARR in accordance with Italian email privacy policies. In accepting email addresses of ASHRAE members, AiCARR agrees to use them for the exclusive purpose of promoting and administering the GROUP and agrees to not permit their use by any third party.

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Seat of the GROUP is the headquarters of AICARR, which will grant operational support to the Executive Committee.

The GROUP shares the general scopes of ASHRAE and AICARR and in particular will assist on voluntary basis ASHRAE Italian Members in promoting and developing science and techniques

in Italy related to HVAC&R applications, sustainability, renewable energies and environmental issues.

The GROUP has also the scope to develop the widest diffusion of all scientific and technical information made available by ASHRAE, through the organization of meetings and seminars specifically organized for ASHRAE Italian Members and aiming to debate general and specific aspects of the profession; joint studies will also be promoted with AiCARR members. ASHRAE lecturers and/or representatives are welcome to participate at ASHRAE costs in all events organized by AICARR. These reunions are open to all ASHRAE Members residing or active in Italy and to AICARR Members, upon request.

The GROUP will be publicized on the ASHRAE and AICARR web sites. News on the GROUP activity and general events may be published in ASHRAE *Insights* and AICARR Journal, and other AICARR information bulletins and/or newsletters.

The GROUP activity is organized and directed by an Executive Committee consisting of four (4) members nominated: two (2) by ASHRAE President and two (2) by AiCARR President among ASHRAE Members and two (2) [Officers-staff](#) nominated as follows:

- AiCARR will nominate one of its AiCARR staff, selected within its staff to supervise and act the addresses of Executive Committee;
- ASHRAE will nominate one of its ASHRAE staff to be the counterpart and liaison with the AICARR Officer.

The AiCARR staff is the AICARR representative to the ASHRAE Associate Society Alliance. The GROUP will have representation within ASHRAE Region XIV [according to the manual of operations for the Region](#).

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The four (4) nominated members are in charge for a three (3) year term corresponding to the term of AICARR Board of Directors. The Executive Committee shall nominate in its body the Committee Chair, who will be in charge of coordinating the Committee's activity. The Executive Committee may also appoint special task groups for specific projects.

ASHRAE will provide to the GROUP literature, documents and any other materials at member cost, as deemed necessary by ASHRAE for the best technical growth of the Members. ASHRAE will support AICARR in its need for literature and information.

An annual report on the general activity of the GROUP will be prepared and sent to all GROUP Members as well as ASHRAE and AICARR Presidents.

A General Assembly of the GROUP will be held annually in Italy. Invitations will be sent at AICARR care according to the list of active Members annually provided by ASHRAE.

Honorary presidents of the GROUP are the Presidents of ASHRAE and AICARR.

The logistic organization is the responsibility of AICARR.

Financial support will be provided by AICARR

3.910 Staff Manual

(90-02-14-10/00-02-09-32/12-01-25-11)

3.910.001 A staff manual shall be developed and maintained under the administration of the Executive Committee of the BOD that shall contain:

- A. Policies and procedures governing relations between the staff and the councils, committees, chapters, regions and the membership at large;
- B. Items related to style and format.

3.910.002 GENERAL - ALL DEPARTMENTS

3.910.002.1

All dates on ASHRAE letters or other literature not having the month spelled out shall use the SI System of a 6-digit figure, of which the first two represent the year, the second two the month, and the last two the day, similar to the system used in the Rules of the Board. (78-02-01-18)

3.910.002.2 Terminology

The term "chairperson," or "chair" is acceptable for [use in] all Society documents. (91-06-27-23B)

3.910.002.3 Regions

All retiring Regional Vice Chairs of grass roots committees shall be given certificates of appreciation (to be presented at CRCs), similar to those given to outgoing committee Chairs, effective 1985-86. (86-01-23-45)

3.910.002.4 Hold for future use.

3.910.002.5 Recycled Paper

ASHRAE shall use recycled paper in Society and regional activities, where possible and when economically feasible, when paper is clearly identified as a recycled product. (91-06-27-22B)

3.910.002.6 Chapters

A. The BOD reinforces the directive to staff to establish a procedure to ensure that any activity by ASHRAE Headquarters in the chapter area be coordinated with the chapter president and the appropriate chapter committee chair. (85-06-27-27)

B. Society correspondence and publications to offshore chapters shall be forwarded by air mail. (71-08-22-38)

3.910.002.7 Chapter Certificates, Gifts, Banners

The BOD authorizes staff to provide the following certificates, gifts and banners for use by chapters:

- A. Chapter Past President Pins - Chapters (60-01-31-15)
- B. Certificates for Chapter Speakers and Seminar Participants (78-02-01-29)
- C. Emblemed gifts (68-06-26-08/88-05-21R7)
- D. Banner for ASHRAE Student Branches (79-01-31-21)
- E. ASHRAE Student Member Pins (88-05-21-30)

3.910.002.8 Honors and Awards

The Society shall publicize the requirements for specific honors and awards in the *Journal* and/or *Insights*, so that individuals who are eligible for such awards may be identified. (92-07-02-17A)

3.910.002.9 Hold for future use.

3.910.003 ADMINISTRATION DEPARTMENT

3.910.003.1 Society Certificates, Citations, Gifts, Banners

The BOD authorizes certificates of appreciation to be presented to the following individuals:

- A. Retiring Officers and Directors - Responsibility of Staff (59-04-19-39)
- B. Chairs of standing and special committees - Responsibility of Staff (59-04-19-40)
- C. Individuals who have shown diligent performance, excellence and dedication to Standards development -Responsibility of Standards Committee (73-06-24-32)
- D. Retiring Chapter Presidents - Responsibility of Staff (59-04-19-37)
- E. TC/TG Chairs - Responsibility of Technical Activities Committee (75-06-21-15)
- F. Retiring Regional Vice Chairs - Responsibility of Staff (86-01-23-45)
- G. Student Branch/Faculty Advisor - Responsibility of Staff (88-02-04-22)

3.910.004 FINANCE DEPARTMENT

3.910.004.1 Fiscal Practice

- A. The Systems and Procedures for Fiscal Controls prepared by the Finance Committee dated 89-06-25 is approved.
- B. The Society shall provide receipts for membership dues and this practice shall commence July 1, 1987. (87-07-02-46)
- C. Members who require a paper receipt for payment of dues shall include with their payment a stamped, self-addressed envelope for return of receipt. (89-06-25-04)
- D. Credit cards shall be made available to all officers. (92-01-26-20)
- E. The operating funds of the Society shall be with banks that have a high national rating.

3.910.004.2 Chapter Dues

- A. ASHRAE shall implement a chapter dues-collection program based upon the proposed local dues-collection program outlined in the memo of June 8, 1984, which will be available to chapters upon request:
 - 1. Optional for each chapter - It will not be necessary for each chapter to participate, but it must be understood that a cut-off date for inclusion in the program (April 15) would be strictly enforced.
 - 2. For those members who have paid both Society and chapter dues, a list will be supplied to the chapter on a predetermined schedule. Individuals who pay only Society dues, but not local dues, will not get follow up chapter dues statements, and it will be the chapter's responsibility to follow up for these local dues.
 - 3. Society would collect only local dues. "Dues" does not include meal plans, scholarship funds, etc.
 - 4. Society would reimburse chapter dues to local chapter on quarterly basis.
 - 5. Society dues-exempt members would not be included in this billing procedure, nor would any exception created by local dictate. (84-06-21-37)
- B. The Society shall be required to provide a timely accounting and payment to chapters on the Chapter Dues Program as follows: Beginning with July 31 of each fiscal year and following on the last day of each month thereafter, Society shall mail to the chapter treasurer a computerized list of dues-paid members and a check for the full amount of chapter dues which Society is holding. (88-05-21-R11)

3.910.004.3

- A. The report of payments to members for Special Projects shall be distributed to ExCom only. (81-06-28-03)
- B. The BOD directs the comptroller to collect and present on a separate sheet the expenses and income for all special projects. Technology Council will then allocate the expenses as appropriate. (78-06-29-48)

3.910.004.4 Sales to Chapters

- A. Sale of ASHRAE publications to chapters sponsoring and conducting an authorized school program shall be at member price with quantity discounts when applicable. (87-07-02-P2)
- B. Chapters conducting courses of instructions shall be permitted to purchase copies of the Fundamentals Volume of the *ASHRAE Handbook* at the educational discount price upon approval of the Regional Chair. (73-01-31-14)
- C. Current issues of the *ASHRAE Handbook* shall be made available to chapters of the Society for gift purposes as awards to speakers or students at the current rate for additional volumes of the *ASHRAE Handbook* series, plus postage and exchange. (62-01-28-06/79-06-27-37)

3.910.005 MEMBER SERVICES DEPARTMENT

3.910.005.1 Meetings

- A. The BOD establishes headquarters staff as having sole control and responsibility for all finances in conjunction with the Winter and Annual Meetings of the Society. (85-06-26-20)
- B. Staff is authorized to establish suitable reciprocal arrangements with other engineering societies related to registration fees. (65-07-04-07)
- C. Staff shall use "chair" instead of "chairman" in the printing of future Society meeting programs. (93-01-27-27)

(71-01-28-

11/17096028012))

3.910.005.3 Membership

- A. Only members of the Society in good standing shall be eligible to become and remain chapter members. Chapter members will hold the same grade in the chapter as they hold in the Society. (74-06-23-31)
- B. Society members who move from a chapter area on a permanent basis, but have provided no forwarding address, shall be removed from the area-assigned rolls of the chapter to which they were assigned, provided this move is verified in writing by the member's previous employer, the chapter president and the chapter membership chair. It is the Society's responsibility to determine the new address of the member in order to reassign that member to the proper chapter area. (85-01-31-26)
- C. Space shall be provided on the application form for applicant to indicate choice of chapter preference. (64-10-09-26)
- D. Headquarters staff is authorized to prepare and provide each chapter with a list of chapter members in good standing in its area as of the effective date of July 1 each year. (63-11-09-12)
- E. The Society shall make available to chapters a membership roster of area-assigned members each time the roster is updated. (89-06-29-25c/12-01-25-11[11])
- F. Chapter sections will have an official date of organization and the date will be recorded at Society. (89-06-29-R6)
- G. Chapter sections will be provided with a 3/4 size banner. (89-06-29-R5)

- H. The Society shall provide a certificate of appreciation for use by the chapters in recognizing program speakers, seminar participants, and others helpful to the chapter. (78-02-01-29)
- I. The Society shall increase its selection of ASHRAE emblemed gift items, and each chapter shall receive appropriate ordering information automatically at least annually. (88-05-21-R7)
- J. Citations shall be furnished to all Past Presidents of local chapters in appreciation of services to the Society. (59-04-19-37)
- K. The Society shall make Chapter Past Presidents' pins available to the chapters at cost plus the usual overhead. (60-01-31-15)
- L. Items of Society insignia shall be made available to chapters at cost for orders of ten or more of any one item. (68-06-26-08)
- M. The Society shall indicate the Student Member's school affiliation and home address on the monthly Chapter Changes Report and also copy the Membership Promotion Chair on the membership acceptance letter to the student. (87-07-02-47) (Also in Membership Promotion Committee ROB)
- N. Student Members' certificates shall be mailed directly to Student Members, as is done for regular new members, except that chapters desiring students' certificates to be sent through the chapter may continue to do so. (78-02-01-30)
- O. The Society Member [Services] Department shall purchase and distribute metal lapel pins to all new ASHRAE Student Members. Staff should distribute the lapel pins by including them within the normal mailings to student members. Implementation should begin with the 1989-90 fiscal year. (88-05-21-30)
- P. The Membership Manager shall attend four (4) CRCs per year. (89-06-29-M15)

3.910.005.4 Research Promotion

- A. The accounting for research fund raising shall be completed by the end of the fiscal year, and the membership shall be so notified. (73-01-31-04)
- B. A tabulation of names and amounts of all research contributions in any form shall be made available by staff as confidential information to the chair and vice chair of Research Promotion. (73-01-27-02)
- C. The BOD authorizes the release to chapter presidents of information concerning names and amounts of contributors to the Research Promotion program through the local chapters. (73-01-31-05)
- D. The computer printout indicating the 5-year history of investors in ASHRAE research shall be reinstated with a cost for computer programming not to exceed \$1000. (83-01-26-07)

3.910.006 PUBLISHING AND EDUCATION DEPARTMENT

3.910.006.1 *ASHRAE Journal/Insights*

- A. Subscription prices for the *ASHRAE Journal* are established by the staff in preparation of the budget for the next fiscal year, based on production and mailing costs and on competitive prices. (79-06-28-48/83-01-23-16)
- B. All first class correspondence and copies of the *ASHRAE Journal* sent to the headquarters of Associate Societies shall be sent airmail. (83-01-26-13)
- C. Every issue of *ASHRAE Insights* (one copy only) shall be air mailed to Corresponding Members and Associate Societies, provided it is within the budget already approved. (88-05-21-26)

3.910.006.2 *ASHRAE Handbook*

- A. The list price for each volume of *ASHRAE Handbook* series shall be at least equal to the annual dues established for members. Any increase above that level will be recommended by staff in preparation of the next budget, based on production and mailing costs and on competitive prices.
- B. All dues-paying members except Student and 'Retired' members receive a copy of the current volume of the *ASHRAE Handbook* as part of their membership services. Life members, members dues-exempt because of 30 years' membership, and Presidential Members also receive the current *ASHRAE Handbook* volume each year.
- C. 'Retired' members may purchase a copy of any *ASHRAE Handbook* volume not received as part of their membership services at a discount of 50 percent from the list price, plus postage and handling.
- D. Current volumes of the *ASHRAE Handbook* will be made available to Society chapters for gift purposes as awards to speakers or students at the current price for Student Members purchasing additional volumes of the *ASHRAE Handbook* series, plus postage and handling. (79-06-28-48/83-01-23-16)
- E. Reprints of individual chapters of the *ASHRAE Handbook* volumes are not sold by ASHRAE except in the following instances:
 - 1. Non-profit organizations engaged in research or education, as approved, at cost plus overhead.
 - 2. *ASHRAE Handbook* authors and revisers, in quantities not to exceed 100, also at cost plus overhead.
- F. Permission to reprint individual complete chapters is to be granted only to non-profit organizations engaged in research or education, with proper credit to ASHRAE and as approved.
- G. Permission is to be refused to individuals or companies wishing to reprint entire chapters for sale or for free distribution for trade or promotional purposes.
- H. Permission is to be granted to individuals, corporate bodies, and government agencies to reproduce charts, tables, illustrations, or reasonable portions of text not embracing a complete chapter, provided specific permission is obtained from ASHRAE for each such use and proper credit is given. No royalty fee is to be charged unless the reprinted material constitutes more than 50 percent of the complete chapter. (79-06-28-48/84-02-01-18)
- I. Permission may be granted to those asking to include *ASHRAE Handbook* tables and data in computer programs. When ASHRAE is identified as the source, the following disclaimer must be included with the program:
 - 1. "Material adopted by permission from (name and dates of publications). The American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. assumes no liability for the use or contents of this software or its fitness for a particular application. The American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. has not reviewed this software and does not endorse, warrant, or certify its contents, use or application."
(88-06-29-10)
- J. Obsolete Handbooks, left over as new editions are published each year, shall be made available to the chapters for shipping and handling costs only. (92-01-30-43)

3.910.006.3 *Special Publications*

- A. List prices are established in two parts, based on printing and mailing costs, marketing expense, and demand for the publication:
 - 1. Minimum list price is determined approximately by the formula:
Minimum List Price = (Factor) (Unit Variable Cost) where the Factor is a constant which relates the ratio of total fixed and variable costs established for the Special Publications budget, the average income per sale, and the number of free copies required for distribution. The unit variable cost is

equal to the total printing cost divided by the number of copies printed, plus the cost per copy for postage and handling. Because the market and the free distribution requirements are different for many of the special publications, the Factor used varies from 6 to 10 or higher. Staff is given latitude in rounding off values for minimum list prices.

2. Added Value Increment. If a publication is deemed to have a greater demand than normal, an increment is added to the minimum list price to establish the final list price. This increment will not exceed the value of the minimum list price determined by the formula in Section 1.
- B. List prices for existing publications are established by staff in preparing the budget for the next fiscal year. List prices for publications approved after the budget is approved by the BOD are established by staff, subject to approval by the chair of the Publishing and Education Council, and will be consistent with pricing of similar recent publications.
 - C. When a publication is reprinted for inventory replacement, the original list price prevails unless costs escalate beyond original unit cost or unless the market or distribution requirements change. New prices will be consistent with pricing of similar publications.
 - D. The Director of Finance will provide fiscal records so that income and expenses can be identified for future control and formula revision, as follows:
 - Income and Variable Costs: Transactions
 - Preprints
 - Reprints
 - Standards
 - Bulletins
 - Other Special Publications
 - Fixed Costs:
 - Publications for Sale
 - Publications not for Sale.
 - E. The pricing formula is reviewed annually for the Publishing and Education Council budget meeting (spring), and changes are recommended as required to maintain the cost/revenue basis.
 - F. Complete sets of ASHRAE Standards are available in hard cover ring binders at a price not less than 50 percent of the combined prices for the individual standards in the set, if sold separately.
 - G. Prices for Psychrometric Charts are established in the following manner;
 1. The lowest published list price corresponds to the unit cost for quantity orders of 1000 single charts, 500 pads of 50 sheets, or 500 laminated charts; with a multiplier of 3.0 (to account for fixed costs) being used to determine the list price.
 2. The Publishing and Education Council adjusts the multiplier as required to assure that the sales price is maintained at competitive levels.
 3. Income from the sale of Psychrometric Charts is considered as income from Other Special Publications.
 4. Overprinting of company name, logo, or other approved material is furnished upon request at an added charge of 10 percent of the price for the desired quantity. Minimum quantities for overprinting are 1000 individual charts, 200 pads, and 500 laminated charts.

(79-06-28-48/83-01-23-16)

3.910.006.4 Psychrometric Charts

- A. Permission or license is to be granted to individuals or companies to reproduce Psychrometric Charts, provided:
 1. The reproduction clearly indicates the chart as being the ASHRAE Psychrometric Chart, and that no alterations are made to the Chart.

2. A royalty fee of 20 percent is paid to ASHRAE when charts are printed by others, in forms similar to those offered for sale by ASHRAE. The royalty fee is to be calculated on the basis of the current list price for similar form and quantity.
- B. No permission or license is to be granted to reproduce charts if the requesting organization intends to sell copies for profit. (79-06-28-48)
- 3.910.006.5 Preprints/*ASHRAE Transactions* and *ASHRAE Journal*
- A. Permission or license is to be granted to individuals, organizations, or companies to reproduce portions of or a complete copy of Preprints/*ASHRAE Transactions* paper or *ASHRAE Journal* article, provided that:
1. An Agreement for Permission to Publish has been signed by all authors of the preprint/paper in question. (For those published in 1978 and later only.)
 2. Appropriate credit as specified by the Society is included in the republication.
 3. An appropriate disclaimer as specified by the Society is included in the republication.
 4. The use of the preprint/paper does not imply commercial endorsement by the Society.
 5. Copies of the preprint/paper are not sold for profit by the requesting individual, organization or company.
- B. Reprints of individual Preprints/*ASHRAE Transactions* papers or *ASHRAE Journal* articles will be made available to individuals, organizations or companies, upon request and receipt of payment, in quantities of 100 or more (multiples of 100) at cost plus an overhead mark-up. The stipulations given in Items A-E of preceding Section 1 apply.
- C. Duplicate film negatives of individual articles or material published in *ASHRAE Journal* will be made available to individuals, organizations, or companies, at cost plus overhead mark-up. The stipulations given in Items A 1-5, above, apply. (79-06-28-48)
- 3.910.006.6 Standards
ASHRAE shall charge a fee for public review draft standards. (82-07-01-40/91-01-23-20g)
- 3.910.006.7 Reprinting to Replenish ASHRAE Sales Inventory - A policy governing the reprinting of ASHRAE publications is approved as follows:
- A. When sales inventories are depleted, staff may authorize reprinting providing that: (1) direct cost of reprinting can be accommodated within the appropriate line item budget for the year and (2) direct cost is less than \$25,000.
- B. Committee and Publishing and Education Council approval is required if: (1) the reprinting would cause the committee to exceed its total annual budget or (2) direct cost is \$25,000 or more.
- C. Board of Directors approval is required if reprinting would cause the council to exceed its annual budget. (89-02-01-29)
- 3.910.006.8 A publications display for promoting sales of Society publications shall be incorporated in the registration area of future Society Meetings. (71-01-23-18)
- 3.910.006.9 Advertising
- A. Review of advertising sales programs and recommendations for policy development will be by a subcommittee reporting to the Publishing and Education Council and consisting of the council chair, council Fiscal Planning Subcommittee chair, Journal Committee chair and publisher with the director of communications and publications as staff liaison. (86-06-22-18D)
- B. Sale of display advertising space in *ASHRAE Journal* shall be through use of publisher's representatives under management by Society staff with review as specified in the preceding paragraph. (86-06-22-18D)

C. The following general specifications shall apply to all advertising in ASHRAE publications:

1. The Publisher reserves the right to reject any advertising that does not meet professional standards of the Society, or as set forth in SRDS business publication rates and data, and *ASHRAE Journal* or *ASHRAE Handbook* rate card.
2. *ASHRAE Journal* and *ASHRAE Handbook* readers are individuals responsible for the purchase, design, specifications, research and development, manufacture, installation, operation or maintenance of heating, refrigerating, air-conditioning or ventilating systems or components. Most readers are engineers, and the copy or text of advertisements should be edited for these people.
3. Any advertisement resembling in appearance the editorial content of the *ASHRAE Journal* will be identified as an advertisement by the word "Advertisement" appearing at the top of the advertisement.
4. Advertisements containing representations of objects or people not considered by the Publisher to be pertinent to the product being advertised will be rejected.
5. The Publisher reserves the right to refuse any advertisement for a product in which claims or statements are made that are directly contradictory to accepted technology. (79-06-28-48)

D. The production schedule for *ASHRAE Journal* is established to provide mailing the first five working days of the month of issue with the published closing date for advertising contracts approximately the 5th of the preceding month. (86-06-22-18F)

3.910.006.10 Mailing Service and Mailing Labels - The following ASHRAE policy on mailing service and mailing labels is approved:

- A. ASHRAE mailing list may be rented for commercial and educational use.
- B. Labels will be provided to chapters, free of charge, for their CRC mailings. Any other chapter requests will be considered by the director of chapter and member services and the chief staff officer.
- C. In fulfilling non-chapter requests, guidelines approved by the Publishing and Education Council will be followed to protect labels from unauthorized reproduction and use.
- D. In fulfilling non-chapter requests, the approval of the chief staff officer is required.
- E. Members will be given the opportunity to indicate whether they wish to have their names removed from any membership lists sold and used for purposes other than Society mailings. (86-06-25-29)

3.910.006.11 Public Relations

- A. The BOD assigns to headquarters staff the responsibility for publicity related to Society meetings. (67-06-25-25)
- B. The PR counsel is instructed to contact the Host Chapter Publicity Chair at least 6 months prior to a Society meeting in order to develop a coordinated PR program for that particular meeting. (79-06-27-36)
- C. The PR counsel shall be instructed to contact the Host Chapter Publicity Chair at least 6 months prior to a Society meeting in order to develop a coordinated PR program for that particular meeting. (79-06-27-36)

3.910.006.12 *ASHRAE Transactions*

The BOD approves inclusion of the recipients of the E.K. Campbell Award of Merit (The Life Members' Club Award) in *ASHRAE Transactions*. (75-06-25-15)

3.910.006.13 Education

The Society should coordinate all Society functions with the local chapter in advance, in order to avoid scheduling conflicts, solicit the local chapter's cooperation, and enhance the Society functions and the Society staff should coordinate firm contractual and financial matters with the local chapters in advance.

(76-07-01-38)

3.910.006.14 Staff shall develop an appropriate banner for ASHRAE student branches. (79-01-31-21)

3.910.006.15 Certificates and/or plaques of appreciation shall be provided to student branch/faculty advisors. (Note: These certificates/plaques are to be provided to advisors in their first year and every three years thereafter.) (88-02-04-22)

3.910.007 TECHNOLOGY DEPARTMENT

3.910.007.1 Research Administration

Staff is directed by the BOD, upon recommendation of the Research Administration Committee and Technology Council, to maintain a *Model Research Agreement and a Model Research Co-Funding Memorandum of Understanding (MOU)* for Technology Council approval with the concurrence of ASHRAE legal counsel. (Model Research Agreement is in RAC MOP, Appendix A. and *Model Research Co-Funding Memorandum of Understanding (MOU)* is in RAC MOP, Appendix B)

(67-02-02-06/84-02-02-33/11-06-29-13/14-07-02-26)

3.910.007.2 Technical Activities

The Technical Activities Committee is authorized to give certificates of appreciation to retiring TC/TG Chairs. (75-06-21-15)

3.910.007.3 Standards

A. Staff is directed to distribute proposed standards to each Associate Society for review and comment during the review period. (74-06-27-34)

B. The BOD authorizes citations to be presented to outstanding individuals who have shown by diligent performance, excellent and outstanding dedication to standards development. (73-06-24-32)

PUBLICATIONS

Publication Name

Publication Frequency

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

MEMBERSHIP

Total Membership: _____

Membership Grades

Approximate Number of Members

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SOCIETY MEETINGS (include 5 year listing)

Dates

Location

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

OTHER SOCIETY INFORMATION

Native Language: _____

Objectives:

Submitted by:

Name: _____

Title: _____

Email: _____

Date: _____

Return Completed Application form and a copy of your Society Bylaws to:

Tammy Catchings
ASHRAE
1791 Tullie Circle NE • Atlanta, GA 30329
Fax: 678-539-2156
Email: AASA@ashrae.org



Shaping Tomorrow's
Built Environment Today

1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 678.539.1138 ▪ Fax 678.539.2138 ▪
<http://www.ashrae.org>

sferguson@ashrae.org

Steve Ferguson
Senior Manager - Standards

January 8, 2018

Summary of Actions related to the development of ASABE EP653

To: ASHRAE BOD ExCom

In summary, the following activities have been initiated related to plant growth facilities:

- 1) There was a Members Council referral from November (Motion 14) that says “That Society begin to research and publish ventilation information and recommendations on retail cannabis outlets as well as cannabis growing and transformation facilities.”
- 2) The American Society of Agricultural and Biological Engineers (ASABE) announced a new proposed ANSI Standard ASABE EP653 titled “*Recommended Practice for Heating, Ventilation and Air Conditioning (HVAC) Products Used in Indoor Plant Growth and Development (new standard)*” on October 27, 2017

The new proposed project from ASABE is somewhat responsive to the Members Council referral as the scope of that project is “This engineering practice will provide recommendation and guidelines to calculate energy-saving benefits, security and performance characteristics for HVAC products used for indoor plant growth facilities, and plant development in a controlled environment.”

In response to the ASABE announcement to initiate the proposed standard, ASHRAE Staff submitted a comment on ASABE EP653 to ensure the proposed standard does not conflict with or duplicate the energy performance characteristics of ANSI/ASHRAE/IES Standard 90.1, *Energy Standard for Buildings Except Low-Rise Residential Buildings*. As part of the deliberations ASABE committed to refer to Standard 90.1 for energy performance of HVAC systems, and ASHRAE committed to forward the proposed standard to various cognizant committees (i.e. TC 2.2 Plant and Animal Environment and SSPC 90.1) to determine ASHRAE's level of interest in the proposed Standard.

The ASABE Standard will continue in development. ASHRAEs involvement in the standard will vary greatly on the level of interest received by ASHRAE membership.

In response to the Members Council referral. If the ASABE standard is of interest and addresses the referral, than members are encouraged to contact ASHRAE (sferguson@ashrae.org) and ASABE (walsh@asabe.org). If additional research is required, then members should submit a proposal for research (more information can be found at <https://www.ashrae.org/standards-research--technology/research>). If the desire is for more information to be found in the ASHRAE Handbooks, then members should submit input should be submitted to TC 2.2 (more information can be found at <https://tc0202.ashraetcs.org/>). If the desire is for ASHRAE to develop more standards on the subject, then members should propose the development of a new Standard (more information can be found at <https://www.ashrae.org/standards-research--technology/standards-forms--procedures>)

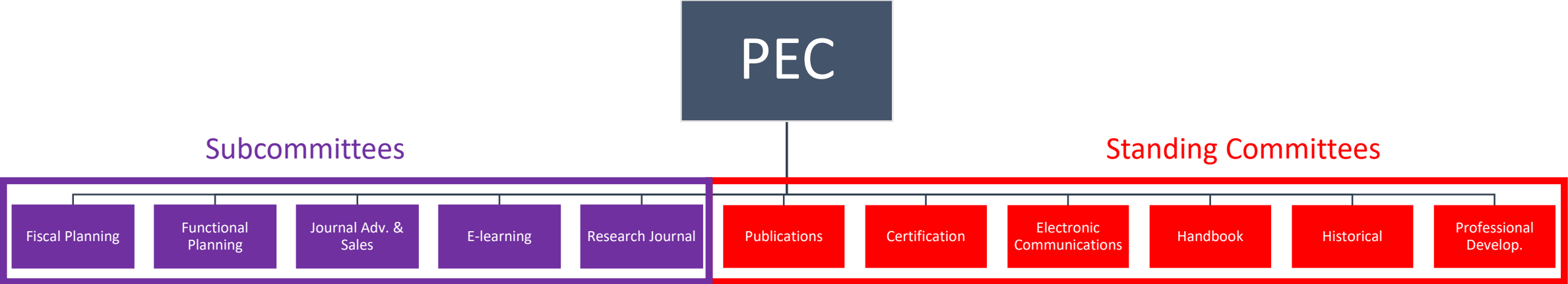
PEC Restructuring

December 14, 2017

Restructuring Goals

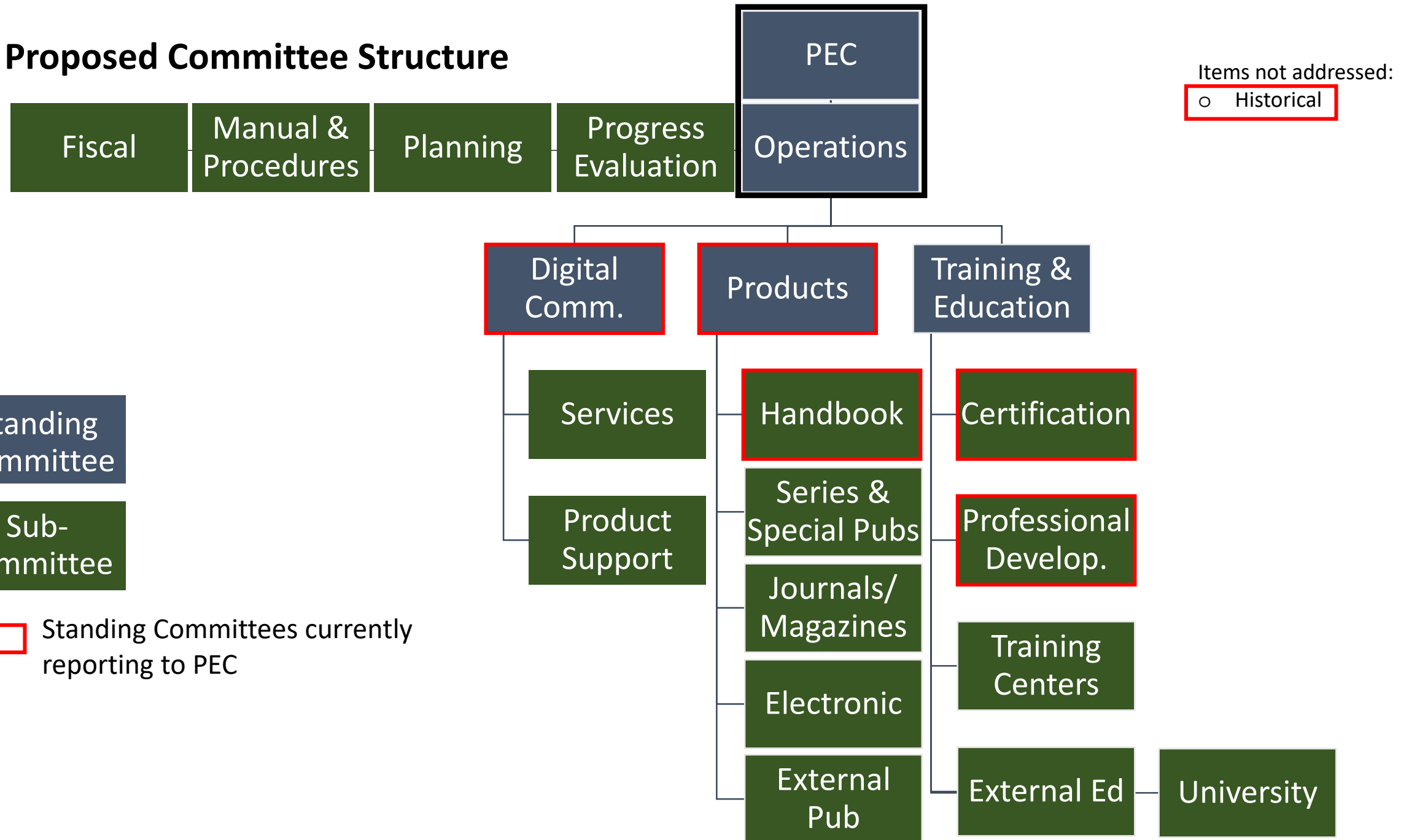
- Reshaping the role of PEC and its subcommittees' functions
- Efficient use of volunteer and staff time
- More effectively use volunteer talent and knowledge to provide direction on all publication and education member products
- Improve communication and planning between all things publication and education related
- Build in an evaluation process of committee progress on Council and Society Strategic Plan
- Organize in a logical manner all ASHRAE PEC responsibilities

Existing Committee Structure



Not addressed – training centers, external education and pubs,

Proposed Committee Structure



Operations

(Monitor and Planning)

Manual &
Procedures

Planning

Fiscal

Progress
Evaluation

Digital Comm

Products

Training & Ed

Digital Communications

(Monitor and Planning)

Products Support

- Bookstore
- Technology Portal

Services

- eNewsletter
- Webpage
 - Society
 - Chapter
- Basecamp
- Social Media
- Job Board
- Supplier Directory

Products

(Monitor and Planning)

Handbook

Series & Special Pubs

- Standards
- User Manuals
- Guidelines
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions

Journals / Magazines

- Advertising & Sales
- ASHRAE Journal
- S&T for the Built Envir.
- HPB Magazine
- ASHRAE Insights

Electronic

- Apps
- Databases
- Software
- Publications

External Pubs

- Technical Bulletins
- Research Reports / Papers
- Position Statements
- Position Documents
- Public Policy Issue Briefs
- Government Affairs
- Impact Brochures
- Sponsored White Papers

Training and Education

(Monitor and Planning)

Professional Development

- E-learning
- ASHRAE Career Enhancement Curriculum Program
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Courses
- Group Learning

Training Centers

Certification

External Train./Ed.

- ASHRAE Webinars
- Supplier Webinars
- Training Materials – committees, Building EQ, etc.
- University Course

From: Sears, Stephanie
Sent: Saturday, January 13, 2018 11:07 AM
To: Littleton, Jeff <JLittleton@ashrae.org>
Subject: RE: IAQA and ASHRAE ExCom

Jeff,

Thank you for the update. I think that's a valuable conversion for the ASHRAE Board to have and I look forward to hearing about it after the conference.

Per your request, attached please find the December 2017 membership report along with the 2018 IAQA membership brochure which highlights the new benefits that we are rolling out in Chicago. I've also listed them below for your reference.

- Quarterly eNewsletter featuring technical articles and a legislative update
- Quarterly Free Webinars
- Complimentary IAQA University Course
- Partner Discount Program
- Business Management Toolkit
- Notification of ASHRAE & IAQA Standards in a Public Review Period
- Job Board
- Multi-Year Membership Options

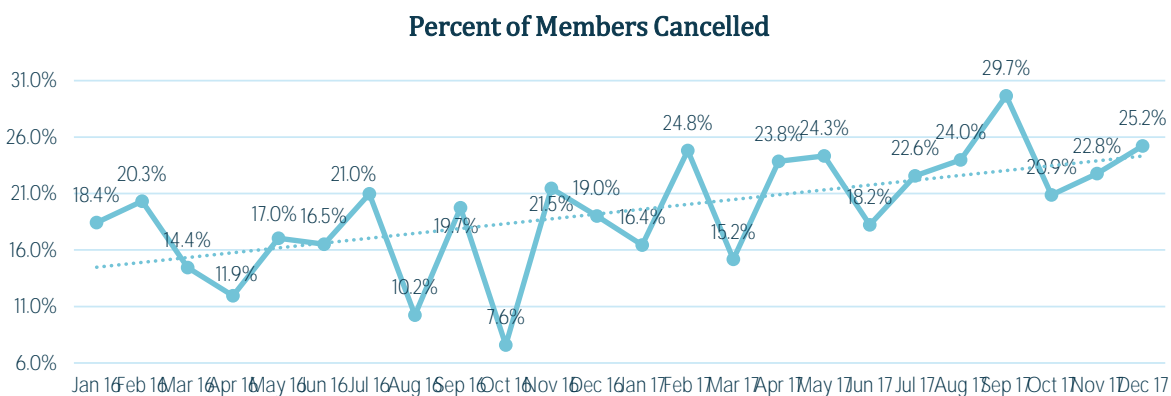
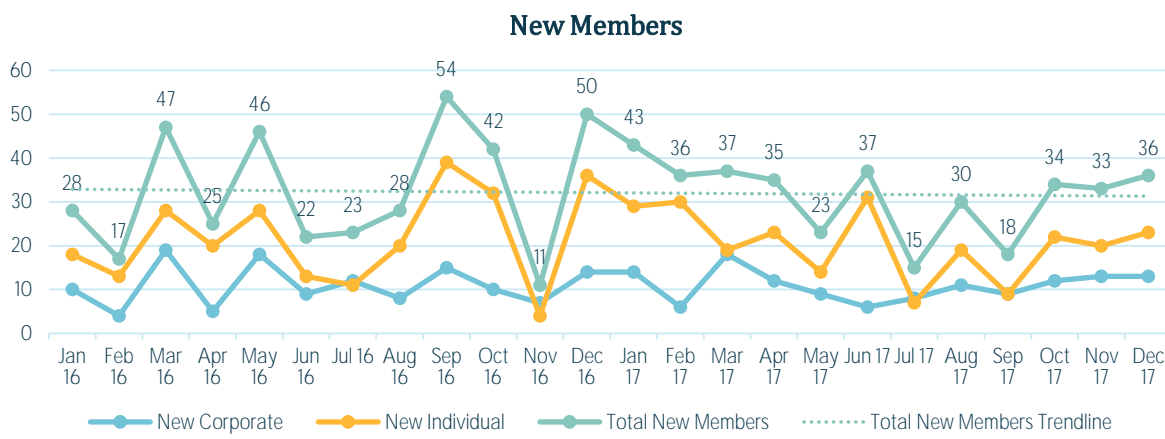
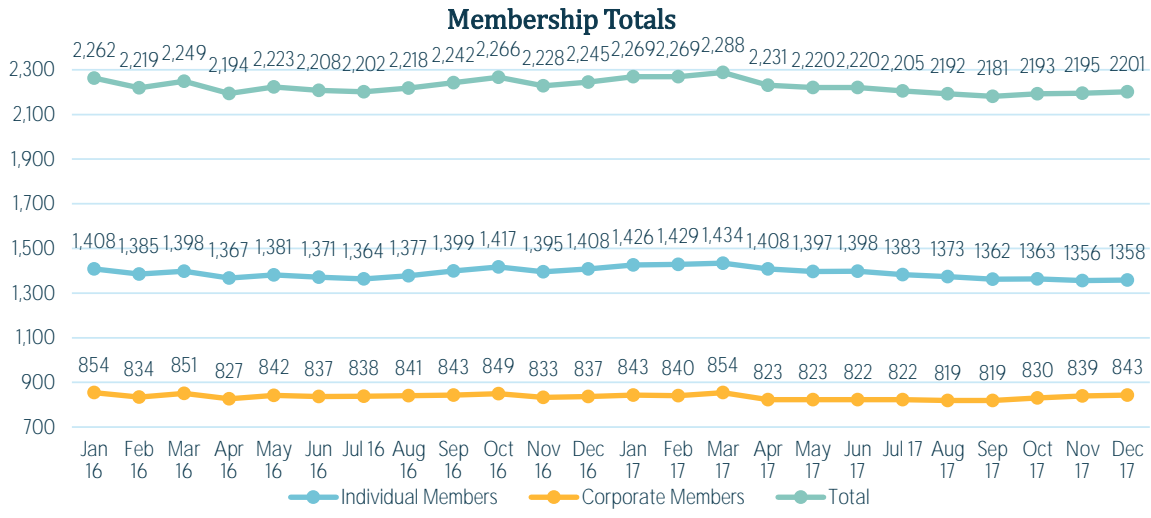
Please let me know if you have any questions or need anything further.

Thanks,
Stephanie

Stephanie Sears | Executive Director
Extension:1118

IAQA Membership Dashboard - December 2017

Membership Graphs



Note: This graph shows who did not renew their membership after the 3 month grace period

IAQA Membership Dashboard - December 2017

Membership Data

Membership Totals

| Member Type | Current Month | Previous Month | Previous Month Delta | Previous Year | Previous Year Delta | Dues Income |
|---|---------------|----------------|----------------------|---------------|---------------------|---------------|
| Corporate Members (\$375) | 843 | 839 | 4 | 821 | 22 | \$ 316,125.00 |
| Individual (\$195) | 1113 | 1114 | (1) | 1,171 | (58) | \$ 217,035.00 |
| Individual DC (\$99) | 28 | 33 | (5) | 20 | 8 | \$ 2,772.00 |
| Government (\$75) | 113 | 108 | 5 | 112 | 1 | \$ 8,475.00 |
| Student (\$20) | 34 | 31 | 3 | 17 | 17 | \$ 680.00 |
| Corporate Affiliate (\$100) | 64 | 64 | 0 | 82 | (18) | \$ 6,400.00 |
| Lifetime Membership (\$0) | 6 | 6 | 0 | 6 | 0 | - |
| Total Current Members (includes delinquent) | 2,201 | 2,195 | 6 | 2,229 | (28) | \$ 551,487.00 |
| Delinquent Members | 105 | 94 | 11 | 109 | (4) | - |

Month at a Glance..

| Member Type | New | Canceled | Net |
|-----------------------|-----|----------|-----|
| Corporate | 13 | (9) | 4 |
| Individual | 14 | (15) | (1) |
| Individual DC | 0 | (5) | (5) |
| Student | 4 | (1) | 3 |
| Government | 5 | (1) | 4 |
| Corporate Affiliate | 0 | (1) | (1) |
| Net Growth for Month: | | | 4 |

Global Distribution

| Top Five International Countries | Current Month | Previous Month |
|---|---------------|----------------|
| Australia | 49 | 46 |
| India | 38 | 45 |
| Singapore | 23 | 24 |
| United Arab Emirates | 18 | 18 |
| China | 3 | 4 |
| Total International Members (excluding North America) | 176 | |

Join IAQA Today!

Grow Your Business

Increase Customer Referrals through Find a Pro, IAQA's referral site that helps attract new customers

NEW! Expand Your Business with IAQA's Business Management Toolkit, including tips to enhance your website and social media, prepare for an OSHA visit, bid on projects, and more!

Develop Your Network and increase word of mouth referrals through Chapter events and networking opportunities

Gain Customer Trust by displaying the IAQA logo on your website, company vehicles and marketing materials

NEW! Recruit Qualified Team Members on IAQA's Job Board

Save Money

NEW! Save Your Company Money with IAQA's Partner Discount Program, offering discounts from Particles Plus, Dell, Sprint, Ruby Receptionists...and more!

Stay Ahead of the Competition with discounts on our robust education programs, including 50 hours of online education – save up to 40%

Advance Your Career

NEW! Refine Your Skills with complimentary quarterly webinars and an IAQA University online course – a \$205 value

Collaborate with Your Industry Colleagues at the Annual Meeting – save up to 25%

Stay Informed

NEW! Increase the Depth of Your Industry Knowledge with IAQA's quarterly e-newsletter, including technical articles and legislative updates on the latest developments impacting the IAQ industry

Stay Up To Date with IAQA Digest, your weekly summary of top industry news

Assert Your Influence

NEW! Advance the Industry and provide direct feedback on developing ASHRAE and IAQA standards

Impact Legislation and advise elected officials through IAQA's Government Affairs Committee

Expand Your Knowledge and Your Opportunities with IAQA's Education Programs

IAQA University

An online curriculum of 50 courses ideal for individuals looking to expand their knowledge or earn credits for certification or license renewal.

Live Webinar Series

Presented monthly by experts on an array of prevalent industry topics.

On-Demand Webinars

Available for viewing at your convenience.

Training Courses

Taught by highly skilled instructors who are experts in their field, these courses are designed to prepare individuals for various certification exams.

Become an IAQA Member Today!

Corporate Membership \$375

Individual Membership \$195

Want to Save on Your Membership?

Take advantage of IAQA's new multi-year membership options and save up to 15% on your annual membership dues!

For more details, visit us online at www.iaqa.org

Clearing the Air on Indoor Air Quality

Where the IAQ Industry Connects and Learns

We exist to facilitate growth through education and collaboration. IAQA is the only IAQ trade organization that connects all parts of the industry to collaborate & grow.

At IAQA, we believe connecting all parts of the IAQ industry is central to better business growth, operational effectiveness, and true customer satisfaction. We provide the best education for all parts of the IAQ industry, translating science and standards into practice, properly informing consumers, and bringing critical feedback to industry leaders.



Connection + Education = Collaboration

We believe that by sharing information between all parts of the industry, pushing each other forward, and refining our practices collectively, all parts of the industry will grow.

Learn More at www.iaqa.org/join



About Us

Established in 1995, the Indoor Air Quality Association (IAQA) is dedicated to bringing practitioners together to prevent and solve indoor environmental problems for the benefit of consumers and the public.

IAQA's membership is comprised of individuals and companies, including: contractors, consultants, facility maintenance professionals, researchers, industry vendors, school officials, and representatives from state and federal government agencies.



info@iaqa.org



844.802.4103



iaqa.org



Clearing the Air on Indoor Air Quality

www.iaqa.org

SCHEDULE MARCH 2 – MARCH 10, 2018

| | | |
|--------------------|--|--------------------|
| Friday, March 2 | Post Chicago Board Information Call | 9-10:30 AM |
| Monday, March 5 | Appointments (Working dinner) | 3:00 PM – 8:00 PM |
| Tuesday, March 6 | Appointments | 8:00 AM – 5:00 PM |
| Wednesday, March 7 | Board Orientation | 8:00 AM – 12:00 PM |
| | Board Orientation Luncheon | 12:00 PM – 1:00 PM |
| | Board Orientation | 1:00 PM – 5:00 PM |
| | Board Orientation Evening Event | 6:00 PM – 9:00 PM |
| Thursday, March 8 | Board Orientation | 8:00 AM – 12:00 PM |
| | Board of Directors Luncheon | 12:00 PM – 1:00 PM |
| Friday, March 9 | Board of Directors Strategic Planning Mtg. | 8:00 AM – 12:00 PM |
| | Working Luncheon (Set Up) | 12:00 PM – 1:00 PM |
| | Board of Directors Strategic Planning Mtg. | 1:00 PM – 6:00 PM |
| | Board of Directors Dinner | 7:00 PM – 9:00 PM |
| Saturday, March 10 | Board of Directors Strategic Planning Mtg. | 8:00 AM – 1:00 PM |
| | Working Luncheon | 11:30 AM |

**Report of President Bjarne W. Olesen
ASHRAE Travel for July 1, 2017
Through January 25, 2018**

| Date | Meeting | Location | Comments |
|-----------------|-------------------------------|------------------------------|--|
| July 8-12 | Montreal Protocol | Bangkok, Thailand | Side event with UNEP. Introduced a new ASHRAE-UNEP course on refrigerants |
| July 13 -16 | Senior Officers Retreat | Hornbaek, Denmark | Three days of discussions and planning for the coming year. Notes were shared with ExCom |
| July 25 - 30 | ExpoACAIRE | Cali, Columbia | Meet with ASHRAE chapter people. Gave three presentations at the conference including a 3 hours course on Indoor Environment |
| Aug 2 - 5 | Region VII CRC | Nashville, TN | Presidential talk |
| Aug 6 – 9 | Bldg. Simulation Conference | San Francisco, CA | Opening remark and chaired a workshop on International collaboration |
| Aug 9 - 13 | Region XII CRC | Panama City, Panama | Presidential talk |
| Aug 23 – 27 | Region XIII CRC | Singapore | Presidential talk |
| September 2-5 | Chapter visit | Santiago, Chile | Visited students at two engineering schools, visit with local engineering society, made one lecture at chapter meeting |
| September 6-9 | Catarr conference | Bueno Aires, Argentina | Gave keynote and a technical presentation at the conference. Met with local refrigeration society, AFF and our chapter members. |
| September 10-16 | Chapter and SHASE conferences | Tokyo and Koichi, Japan | Gave my presidential talk at two conferences |
| September 18-21 | Opening Dubai learning center | Dubai, Emirates | |
| September 22-23 | RAL CRC | Sharm-El-Sheikh, Egypt | Presidential talk |
| September 28-29 | JSRAE conference | Tokyo, Japan | Gave a keynote and technical talk at the refrigeration conference |
| October 4-7 | VDI-GBG meeting | Konstanz, Germany | Gave a talk at the meeting of German building service engineers. Signed a MOU |
| October 9-10 | Section-Chapter meetings | Glasgow and Loughborough, UK | Technical talk at the section meeting in Glasgow, Scotland. Charter of Midland Chapter in Loughborough, UK. Met with student chapter at the University. Gave my presidential talk and one technical talk |
| October 11-14 | CIBSE activities | London, UK | Meetings with CIBSE and iMECHE (mechanical engineering society). Graduate |

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|------------------------|--|--|--|
| | | | of the year celebration and gave one technical talk |
| October 15-17 | Chapter charter | Dublin, Ireland | Charter of Ireland chapter and gave my presidential talk. Met with two student branches and gave a technical talk. |
| October 19-21 | ISHVAC2017 conference | Jinan, China | Most important HVAC conference in China. Gave a keynote talk |
| October 22-26 | SMACNA Annual Convention | Maui Hawaii | A total of 1500 participants including families. Mainly soft skill training on the program. Concerned about future work force. |
| October 26-27 | Hawaii Chapter evening | Honolulu, Hawaii | Technical talk by a "vendor". I gave presidential talk and a technical talk. 65 participants |
| October 31-November 2 | Leadership meetings | Washington DC | Had three days efficient meetings with other organizations (NASEO, APPA, DOE, BOMA, ASE, AIA, EESI and some senate committees) |
| November 3-7 | Board and Excom meetings | Atlanta | |
| November 8-11 | Developing Economies ASHRAE conference | Delhi, India | Gave a special address at the UN-environment workshop on "Energy Efficiency in Building Sector and HCFC Phase out" before the conference. Well organized conference by the ASHRAE chapter. I gave one technical presentation |
| November 12-17 | Chapter visits | Bangkok, Thailand Manila, Philippines Kuala Lumpur, Malaysia | In Bangkok and Manila the chapter organized morning/lunch meetings. Gave 3 presentations in Bangkok and two in Manila. In Kuala Lumpur ASHRAE organized a whole day symposium with the local Green Building Council. Gave 4 presentations. |
| November 17-19 | ASHRAE conference | Bali, Indonesia | 14 th ASHRAE Asia Pacific Conference on the Built Environment (APCBE) organized by region XIII. Gave one presentation and welcome address. |
| November 22-25 | Montreal Protocol meeting | Montreal, Canada | Received on behalf of ASHRAE the Partner Awards from UN environment |
| November 27-29 | Meeting with the Korean chapter | Seoul, South Korea | Met with the chapter officers |
| November 29-December 3 | Workshop and SHASE 100 years anniversary | Tokyo, Japan | Participated in a workshop med representatives from several HVAC&R societies. Gave one |

To: ASHRAE President, Bjarne Olesen; ASHRAE Executive Committee; Mary Townsend

From: Dan Pettway, ASHRAE NATE Liaison

Subject: Report from NATE Fall Board Meeting

NATE (North American Technician Excellence) held its Fall Board Meeting on October 25th, 2017 at the AHRI Headquarters in Arlington, Virginia.

Meeting Highlights

Chief Staff Officer Report

Chief Staff Officer, John Lanier, reported that a major strategic planning exercise had been held. As there had been much change in the organization since the last strategic exercise held in 2013, changes were necessary for the future. These changes would require a number of actions for the future success of the organization. These plans are detailed in the section below on Planning Session Results. It was reported that the AHRI Service Agreement was working well and that there had been additions in staff for NATE administration. Operation infrastructure and processes continued to evolve to support the organization.

Marketing

NATE's Ready to Work basic knowledge exam has been a success since introduced last year. They also report that the rate of re-certifications has reached 43%, exceeding their goal of 40%.

Planning Session Results

Discussions from the planning discussion focused on who NATE's customers actually are – HVAC Technicians. But the discussions clearly recognized that without driving forces in the industry, there would be no demand for NATE's products of training, examinations, and certification. The influencers, or the driving forces however are manufacturers, distributors, utilities, and contractors; and that the focus of NATE should be marketing to the influencers that NATE can provide them with with competent and professional HVAC Technicians. Discussions clearly recognized that legislative requirements are a key driver to future sales. It was thought that the future efforts of NATE should concentrate on an up to date industry refrigeration exam, a professional training curriculum, a clear marketing strategy, and data collection to guide future organizational decisions. As the government has been lax on updating the EPA 608 exam, especially where the new Class 2L refrigerants are concerned, NATE sees great opportunity. From this session NATE has revised their mission statement that "NATE will be the leader in the development and regulating of professional HVAC Technicians". It was decided that NATE had grown in the past several years and organization changes were needed. These included an organized board nominating committee and that their board no longer needed the five ex-officio members of their board. ASHRAE is

among these and with the adoption of the motion, ASHRAE's place on the board was eliminated effective the end of the meeting.

Audit Report

The Audit Report stated that NATE's financial situation is not as robust as the last reporting period. Their assets have grown from \$2,032,000 to \$2,314,000; but their income is down from \$505,000 to \$190,000.

Personal Observations and Discussions

I was very surprised to see the low attendance at this meeting. Before a last-minute call in, attendance could not establish a quorum. Might the organizational changes may have been leaked in advance, causing some members to feel their presence was no longer relevant and did not attend?

In closing I would like to thank you Bjarne, for the appointment to serve as ASHRAE's Liaison to NATE. This opportunity allowed me to provide a service to ASHRAE by reporting on NATE's work. As ASHRAE's seat on their board has now been eliminated, this will be my final report as NATE Liaison. Please direct any questions to me by email.

Respectfully Submitted

**Report to the Executive Committee
From Advanced Energy Design Guide Steering Committee**

Recommendations for Board Approval:

1. No motions for the Board of Directors

(Note: Recommendations for approval should include motion, background and financial impact.)

Information Items:

1. Zero Energy K-12 Advanced Energy Design Guide Approved by Steering Committee
 - a. Publication Dates
 - i. Electronic version online, February 8, 2018
Attempting to get done by Chicago meetings, but unlikely
 - ii. Print publication available February 28, 2018
 - b. 47-slide presentation is available to all Steering Committee Members.
Presentations
 - i. Greenbuild 2017: Boston
 - ii. Naples Italy
 - iii. La Crosse Area Chapter – including representatives of two school districts
 - iv. Seminar 49: The Process for Zero Energy K-12 Schools: The Next Series of Advanced Energy Design Guides (January 23)
 - c. Next focus: Marketing once published – all partners
2. Next Zero Energy AEDG – Office Buildings
 - a. Department of Energy has funding available
 - b. Approved by AEDG Steering Committee
 - c. Scoping document approved on January 3, 2018 conference call
 - d. Seeking high quality project committee members. Membership planned for SC vote during January 22 meeting
3. Other Information
 - a. Nearing MBO of 600,000 AEDG downloads
 - b. Chair Tom Phoenix making sure all partner organizations are actively involved
 - c. Ms. Sarah Zaleski is the new U.S. DOE representative to the SC

3 January 2018

Date

Mick Schwedler

ASHRAE AEDG Steering Committee Representative

From: R A Danks PE [<mailto:facilitiespro@hotmail.com>]

Sent: Tuesday, October 31, 2017 8:31 PM

To: Claire Ramspeck <cramspeck@ashrae.org>; Timothy Wentz <tim.wentz@windstream.net>; Vaughn, Michael <mvaughn@ashrae.org>; Neme, Claire <CNeme@ashrae.org>; Bjarne W. Olesen <bwo@byg.dtu.dk>

Cc: dunderwood@hvacrtdu.com; Don Langston <don.langston@airerite.com>; Tom Paxson <tlp@pax-sun.com>; Ron Jarnagin-ASHRAE <ron.jarnagin@att.net>; Tom Paxson <tlp@pax-sun.com>

Subject: Report on WHPA Committee Activities June 18, 2017 through October 31, 2017

President Olesen, et. al.:

This summary report covers WHPA meeting activity June 18, 2017 through October 31, 2017.

The significant news to report is that the Investor Owned Utilities, which fund the administrative support and most of the other activities of the WHPA announced funding will cease effective today. This means webinar communications, meeting documentation and other documentation are no longer provided. It is anticipated that committee and working group activity will continue with support from the members until a solution is found that provides a better business case for the utilities to provide financial support.

The expectation is that the Executive Council and the Streamline/Stakeholder Engagement Committee would continue for the near term. The CQM Committee (the committee with the closest ties to Standard 180) has ended. The working groups were encouraged to press on, albeit with less frequently. In recent days there has been a flurry of activity completing as much 2017 work as possible prior to the cutoff date.

User Manual Working Group

- The working group continued with new leadership. Yours truly agreed to serve as the vice chair, primarily to assure that references to ASHAE work were cited correctly. The committee continued to refine the work in progress within the 5 or 6 meetings available.
- Notable accomplishments included:
 - consensus on the 180 notion of owner responsibility for standard compliance. WHPA had been pursuing a contractor responsibility approach in the user guide.
 - Considerable progress on how to establish maintenance program goals as part of a 180-based maintenance program. The discussion included goals for compliance with thermal comfort, energy efficiency and indoor air quality as well as goals for factors outside the scope of the standard

- The committee referred to a prior customer survey that ranked importance of maintenance-related issues. Then worked on a gap analysis and establishing alignment with 180 goals.
- The group ended the term reviewing past work products and plans for 2017 against work accomplished to date. Significant progress has been made. The funding hiccup came at a very inopportune time.
- Working group leadership is determining how the work will proceed in the future.

Comment: Since the change in working group leadership activity became more creative, flexible and more work was accomplished.

Executive Committee and Council of Advisors

- The August meeting announced the termination of financial support for WHPA with only executive and streamlining committees to continue after October 31.
- Mr. Jarnigan, as a leader of this group may have additional insight on the implications of the situation.

Commercial Quality Maintenance Committee

- The main committee focused on the pending changes and California incentive programs.
- The incentive program (for energy efficiency) will continue, but with more focus on 3rd party implementation, rather than the Investor-Owned Utilities.
- Reports on Working Group Status were presented.

Customer Communications Working Group

- The new group jumped right into defining a process for contractors communicating value to customers.
- A matrix of customer types was developed and potential needs of each type were identified
- Narratives for contractor/client communications were developed as templates to initiate the dialog about the benefits of a 180-based maintenance program.
- While the working group recognized there are several variations of maintenance implementers and responsible parties, this work focused on contractor provided services. Clearly it is useful work, but Standard 180 is intended for broader application.
- A work product continuing from 2016 work was authored and proposed for approval per HPA protocol. The Executive Council will meet late in October to

approve the work product for posting to the WHPA web site and use by the industry.

- It was agreed to merge the customer communications working group with the original 180 user manual group post October 31. The working group chairs are developing a phase-in process.

Comment: I am not certain there will be any further activity to report in the near term. There is discussion about returning under a different format. However, nothing solid has emerged.

Respectfully submitted,

Richard Danks

UN Environment

Meeting of the Conference of the Parties to the Vienna Convention and

Meeting of the Parties to the Montreal Protocol

20-24 November, 2017

Montreal, Quebec, Canada

I am pleased to offer my report on activities during this milestone event for UN Environment and ASHRAE.

There were 159 nations attending this conference.

With Canada as the sponsoring nation the opening plenary welcome was delivered by Minister Catherine McKenna who is the federal minister of Environment and Climate Change. She introduced the keynote speaker, former Canadian Prime Minister. He congratulated the UN Environment for its 30-year effort to reduce chemicals causing ozone depletion. He also congratulated the nations of the world in this most successful international cooperation on reducing harmful chemicals being released to the atmosphere.

ASHRAE held a side event titled “**ASHRAE-UN Environment Side Event: Responsible Use of Refrigerants.**” There were approximately 100 attendees. Presentations were made by ASHRAE members Walid Chakroun and David Underwood as well as ASHRAE staff Steve Comstock and Eunice Njeru.

ASHRAE demonstrated the recently released “Refrigerants Literacy” course. During the meeting, participants could ask questions about and try out the course. The feedback will be used in future revisions of the course and other ASHRAE eLearning courses. Considerable interest was shown in applying for the course.

There were several other ASHRAE members in attendance at the conference and they participated in several other side sessions as well as main sessions of the Meeting of the Parties.

At the Thursday awards ceremony President Bjarne Olesen accepted one of the awards for **Dedication in Advancing the Montreal Protocol**. We were also recognized on several occasions by the head of UN Environment Ozone Action Group for the 10 years of work plans that have been developed and implemented between ASHRAE and UN Environment.

At the reception following the rewards ceremony we met Minister McKenna and requested an opportunity to meet her and her staff at our next Day on the Hill event in Ottawa. We received a positive response to this request.

Respectfully submitted by,

David Underwood

From: Ron Vallort [<mailto:ronvallort@aol.com>]
Sent: Wednesday, December 27, 2017 1:58 PM
To: bwo@byg.dtu.dk; sheila.hayter@nrel.gov
Cc: nick.shockley@novar.com; eric.smith@iiar.org <TC1005.STD@ashrae.net>; Littleton, Jeff <JLittleton@ashrae.org>; Vaughn, Michael <mvaughn@ashrae.org>; Hammerling, Steve <shammerling@ashrae.org>
Subject: ASHRAE/GCCA Liaison - IACSC Conference & Expo

Bjarne,

As the ASHRAE/GCCA Liaison, I am sending you this report on the 37th International Association of Cold Storage Contractors (IACSC) Conference & Expo, November 2-4, 2017 at The Westin Kierland Resort & Spa in Scottsdale, AZ. IACSC is a Global Cold Chain Association (GCCA) partner. The IACSC conference attracts over 200 warehouse operators, contractors, and suppliers. The event features opportunities to discuss and learn about the latest trends, regulations, and technologies impacting cold storage construction, along with a world-class Expo.

The conference includes a mix of education, meetings, networking events, and the IACSC expo. Topics of interest to ASHRAE included the following:

RETA CRES – RETA is a GCCA Strategic Partner. IACSC joins the certification movement by promoting a RETA program for Certified Refrigeration Energy Specialist (CRES) that is gaining popularity with many in the industry joining in to the movement to reduce energy costs at their facilities. CRES focuses on low- and no-cost activities to manage energy in facilities. RETA uses the term “activities” instead of “projects” on purpose – there should be no need to secure capital funding to improve efficiency. Though a capital project would certainly qualify for CRES, the best return on investment often occurs when the activity involves operations and maintenance items.

A few low- or no-cost CRES activities include:

Defrost Optimization: Common steps to defrosting evaporators include a pump out, soft gas, hot gas, equalize and cool down periods. Some sequencing durations may seem arbitrary at the controller, but it is important to understand each setting. For example, consider the pump out sequence. To ensure an adequate defrost is performed on a given coil it is important to rid the coil of liquid refrigerant to maximize the work accomplished during hot gas. A good indicator of a proper pump out period is equalized temperatures across an evaporator. A sufficient pump out period allows the system to perform a hot gas defrost more efficiently and potentially allows for reduced hot gas duration, reducing the amount of heat added to the cold environment. Simply put: for every two minutes of hot gas the compressors must operate approximately three minutes to remove the heat that is dissipated from the hot metal coils into the cold environment.

Lift Reduction: One of the easiest activities to accomplish is simple setpoint changes at the microprocessor panel or control system. Reducing the lift across a compressor results in greater operating efficiency. For example, reducing the minimum head pressure setpoint (e.g. from 120# to 100#) will save energy when ambient conditions and refrigeration load allows. However, mind the system design: if applicable, are DX coils going to receive adequate differential pressure across thermostatic expansion valves to properly meter liquid? Will liquid

injection screws receive enough refrigerant for adequate oil cooling? Replacing mechanical expansions devices with electronic counterparts may help alleviate some of these concerns. Sensor Calibration: Calibrating items such as temperature sensors, pressure transducers and slide valve and volumetric index position indicators can positively impact the operation and performance of a refrigeration system. For example, a slide valve that does not modulate to a fully loaded position can handicap the operating efficiency of a screw compressor. Optimally, a fixed speed screw should be used as the base load machine in the presence of a variable speed unit on the same suction group. If that base load (or variable speed) machine is not performing at 100% slide valve position whenever possible, the user is wasting energy.

RETA advises companies to start their energy efficiency activities now: not only are they a required step in becoming CRES certified, but they help manage energy use and improve the bottom line right away. Top companies are focusing more and more on energy efficiency and sustainability practices – to manage costs, stand out in the market, and respond to their customers' requests for documented sustainability.

For more information on CRES activities, along with other RETA certifications, visit the website of Refrigerating Engineers & Technicians Association: www.reta.com/cres.

Presentations - There were also presentations on noteworthy construction projects, trends in food distribution, and problems readily found in cold storage construction:

- A 25,500,500 Cubic Foot automated coldstore in Tacoma, WA with 105,000 pallet positions and over 1.5 miles of conveyors. The project needed to be compatible with both Metric and Imperial systems as well as use innovative techniques such as reduced oxygen fire control and energy efficient product density, envelope, and HVAC&R systems. The facility uses only 12,000 pounds of ammonia, far less than traditional refrigeration systems of this size.
- An 180,000 SF greenfield cold storage distribution facility serving as a regional import/export hub for protein products heading for domestic and international markets with road and rail access as well as immediate ship access in an East Coast port. The facility included a 65 ft tall high-capacity blast freezer along with 30 dock doors, 4 rail doors, USDA inspection room, etc. With sustainable design and construction practices the project was awarded a LEED Silver rating utilizing the recent USGBC interpretations (developed using USGBC, ASHRAE & IACSC input) of credits for energy efficient refrigeration system design.
- Another presentation on the needs and challenges of the North American fresh produce processors and distributors noted that the demand for fresh foods has increased and is currently recognized as a growing segment of the food industry. Embracing new ways for consumers to “shop” for fresh foods: Fresh Delivery e.g. PeaPod or Blue Apron; Click & Collect – order online and pick up at retail location; Fresh Vending machines e.g. Farmers presents challenges to the producers for distribution centers. Designers need to understand food and warehouse safety while designing small and nimble distribution networks critical for the producers to survive in the competitive market.
- Vapor barrier leaks cannot be ignored any longer. Product contamination by contact with ice or water is not tolerated by the Food Safety Modernization Act (FSMA).

Please take the above information to use as you see fit with the appropriate ASHRAE staff, so we can continue to implement these ideas and foster cooperation and sharing between ASHRAE and GCCA.

I will continue to keep you aware of developments and activities that would be of interest to ASHRAE.

Respectfully,

Ron

Ronald P. Vallort, P.E., ASHRAE/GCCA Liaison
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