

MINUTES
RESEARCH PROMOTION COMMITTEE
Winter Meeting – Chicago
January 20, 2018

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>	<u>Staff</u>
<u>John Rieke, Chair</u>	Liviu Drughean, XIV	Chuck Gullede	Julia Mumford
<u>Derek Crowe, Vice Chair</u>	Tiffany Abruzzo, Consultant	Tom Watson	Megan Gotzmer
<u>Scott Martin, Vice Chair</u>		Jim Fields	Kim Mitchell
<u>Anthony Jonkov, Vice Chair</u>		Christine Keltner	Nicole Blount
<u>Tom Zoller, I</u>		Michael Cooper	
<u>Mark Lawrence, II</u>		Mark Miller	
<u>JD Karnik, RVC-III</u>		Stephen Wren	
<u>Matt Rowe, IV</u>		Larry Markel	
<u>Jack Kibort, V</u>		Keith Yelton	
<u>Duane Rothstein, VI</u>		Megan Judge	
<u>Scott Peach, VII</u>			
<u>Mike Donovan, VIII</u>			
<u>Cory Law, IX</u>			
<u>Karine Leblanc, X</u>			
<u>Ruth Armstrong, XI</u>			
<u>Jason Hardman, XII</u>			
<u>Ching Loon, XIII</u>			
<u>Aakash Patel, RAL</u>			
<u>Guy Perreault, ARC</u>			
<u>Dennis Knight, BOD ExO</u>			

I. Call to Order / Roll Call

Rieke called the meeting to order at 7:33 AM.

Rieke asked everyone to go around and introduce themselves. The only RVC not in attendance was Liviu Drughean. Tiffany Abruzzo, RP Consultant, was also unable to attend.

A. Review roster information

No changes to the roster were made.

B. Introduction of Visitors

Nicole Blount introduced herself as the Senior Manager of Development. Tom Watson introduced himself and mentioned he was present because he is the Funding Opportunities Task Force Chair on the Development Committee. Jim Fields visited on

behalf of the Foundation and thanked the Committee for all their great work with endowments and scholarships. Other visitors included Christine Keltner, Michael Cooper, Mark Miller, Stephen Wren, Larry Markel, Keith Yelton, and Megan Judge.

II. ASHRAE Code of Ethics Commitment

Rieke read a small section of the ASHRAE Code of Ethics:

“In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)”

III. Review of Agenda

No additions were requested for the agenda.

IV. 2017-18 MBO Update

Rieke reviewed the MBO, which had been updated through mid-January. The percentage for Training was low, but ExCom spent a lot of time discussing how to improve Training and get information to incoming RP chairs as soon as possible. Full Circle was still low, but Crowe reminded the RVC that Full Circle can still be accomplished, just no PAOE points will be given.

V. Approval of Minutes (6/17)

After reading the minutes,

Donovan moved and Peach seconded

- 1) **That the minutes from the Annual Meeting in Long Beach be approved.**

17-0-0 CNV

MOTION PASSED

VI. Representative Remarks

A. Coordinating Officer

Not Present.

B. BOD Ex-Officio

Knight introduced himself and explained his role as Board Ex-Officio. He then gave the presentation from the Board to all committees.

C. ARC Representative

Perrault introduced himself and his history in ASHRAE involvement. He became President of ASHRAE Research Canada after Darryl Boyce stepped down.

D. Development Committee

Gulledge explained what Development is at ASHRAE and gave presentation. The intent of the committee is to have a catalog by the end of the year full of items that need funding by a major gifts effort. In the presentation, Gulledge explained there are three task forces in the Development Committee. They are: rapid response, philanthropy, and funding priorities. These task forces were created to help target the needs of the Society from a Development point of view.

Mitchell introduced herself and explained the RP Committee should put forward any ideas that could happen if there was money to fund them.

AI(1)

Mitchell explained that the Development department will be trying a direct mail campaign. The current and past RP donors will be removed from the mailing lists. Leblanc suggested a calling campaign in addition. Peach clarified that the direct mail is great, but he is concerned that if RP says there is a major donor prospect that Development would take it over and pull them away from RP. Mitchell explained everyone is in communication at the office and it will not mess up prospect RP donors. She explained the intent will always be to support RP and build up the base of the annual fund. Peach said there needs to be more focus in the grassroots efforts (at the chapter level with chapter members).

VII. Review Action Items

Rieke reminded the RVCs to submit a Collins Award nominee once the 2017-18 campaign is over. All other Action Items were listed as Complete.

VIII. Council Actions & RP Motions

None.

IX. ExCom Report

A. Highlights & Recommended Actions

Rieke announced ExCom spent a lot of time discussing Centralized Training and how to improve the Training and getting information out to incoming RP chairs. Everyone agreed dates continue to be an issue because of the CRCs in August.

B. Collins Award announcement

Adam Graham from Ottawa Valley will be the 2017-18 Collins Award winner.

X. Primary Business

A. Chapter & Regional Reports

Region I – Zoller said the number of donors is down so they need to work on LYBUNTs. He just needs to get in contact with chairs and start asking about their numbers. He is not concerned yet.

Region II – Lawrence has a good grasp on what is going on with all chapters. He said Quebec City is the weakest chapter. Perrault said he could help in Quebec City.

Region III – Karnik said Roanoke and Lehigh Valley are the weakest chapters in the region this year. Lehigh Valley has poor chapter leadership, so it isn't surprising. He reported the number of donors is down, so they need to focus on LYBUNTs.

Region IV – Rowe reported that the region has had a very good first half of the year. Atlanta is significantly beyond last year and should have a big year. Southern Piedmont's chair abruptly quit and they have the second highest goal in the region. Rowe is not concerned, though, because the President is very involved and hands on and will ensure the chapter makes goal.

Region V – Kibort said Cleveland still doesn't have an RP Chair, but the President has stepped in. Evansville is no longer a chapter. Otherwise, everything is going well.

Region VI – Rothstein said he is a new RVC and trying to get acquainted with how RP works from the RVC side of things. He said the region is \$4,000 behind, but he isn't concerned at this point.

Region VII – Peach is ensuring that all chapters will make Full Circle. Nashville is the largest chapter in the region, but they get worse every year on raising money. Incoming DRC, Michael Cooper, is really pressing in on improving RP in the region. Peach is trying to make everyone's deadline May 31 so there is not a big rush at the end of June. He added that North Alabama might become a section.

Region VIII – Donovan said Houston will end up doing well. He said the region will hit their overall goal, but he's not sure which chapters will actually hit goal. He said all the

chapters go to the CRC. He will be reporting special events for spreadsheet soon. Shreveport is trying to decide what will happen as a chapter, either become a section or shut down. Donovan has received a commitment from AAON to renew their \$20,000 gift.

Region IX – Law said the region is at 27% goal, but ahead of last year. He knows of many events coming up and is confident that the region is on track to meet or exceed goal.

Region X – Leblanc created a condensed spreadsheet and sends it to the chairs with a calendar request when a deadline is approaching. She said this is a good reminder to the chairs. RP Night in San Diego raised \$15,000. She said the CRC was a huge success.

Region XI – Armstrong mentioned the upcoming CRC in the Spring will be well attended because it is the Alaskan cruise. She is confident the region will make goal.

Region XII – Hardman reported CRC and CT numbers were down because it was hard to travel this past Fall. A few chapters are down due to Hurricane Irma but they should be above goal by end of the month. Hardman said he is hoping to have a new Golden Circle this year. He said his region tends procrastinate until the end of the campaign.

Region XIII – Loon was happy to announce the region made Regional Full Circle during their CRC. He believes goal will be met without a problem this year.

Region XIV – Mumford gave a report for the region. They had a late CRC and only one official RP Chair showed up (the other 3 were delegates). Students seem to be a large focus in the region.

RAL – Patel announced the region made Regional Full Circle. Dubai (Falcon) and Qatar have the highest goals in the region. Falcon will make goal, but Qatar is a concern. Patel has asked the DRC for a visit in May. He will also visit all 7 India chapters this year.

B. Manager's Report

Mumford reviewed her report and mentioned the number of gifts is down and encouraged the RVCs to start reaching out the LYBUNTs. She reviewed some charts and tables on CT attendance that showed a correlation between new RVCs and a drop in attendance. Leblanc asked about repeat chairs who don't go to CT because they have already been to Training. Peach agreed that this is a come theme. After some discussion, it was concluded that returning chairs add a lot of knowledge and experience to Training.

While continuing to review the report, Mumford reminded the Committee that ExCom and Staff discussed ideas for making Training as good as possible and how to tackle obstacles, such as dates, locations, and encouraging returning chairs to participate.

C. 2018-19 PAOE Suggestions

Changes and additions:

1. Remove the 100 bonus points for attending CT and CRC (RP1)
2. Specify in RP 12 that the chair or co-chair has to attend CT in addition to the CRC
3. Add “or co-RP chair (according to the chapter roster)” to RP11 and RP12
4. Change “certificates” to “items” in RP19
5. Add Succession plan line item to be due April 1 and worth 100 points
6. Reorganize the items to be listed by due date instead of total points

**After reviewing the changes suggested by ExCom and the Committee,
Peach moved, Rothstein seconded,**

2) That the changes be made to the 2018-19 PAOE worksheet.

16-0-0 CNV

MOTION PASSED

D. 2018-19 RP Centralized Training Schedule

ExCom proposed one Training in each July, August, and September.

After some discussion of which dates work with which locations, it was decided that the following schedule would work best:

July 27-28 in Minneapolis for Regions VI, VIII, X, XI

Aug 24-25 in Atlanta for Regions IV, VII, IX, XII

Sept 14-15 in Chicago for Regions I, II, III, V

E. Scholarship Subcommittee Report

Martin explained that he worked on a document to define what is accepted and not accepted in terms of scholarship dollars, but realized it isn't that finite. Donovan gave a little background about how RP started raising funds for scholarships. He supported needing a subcommittee that can review policies and make suggestions on what is and isn't accepted.

Rothstein and Rieke suggested finding a way to separate scholarships from the other funds of RP, having its own goals and totals. Peach said he agreed, but it should be baby steps getting there, not all at once.

Zoller suggested offering PAOE points for continuing to support the scholarships a chapter already established.

Martin suggested we continue the discussion about scholarships and reconvene in Houston to finalize an acceptance policy.

AI(2)

XI. Other Business

A. RVC Talking Points

Rowe asked that the Golden Circle and higher donors be added as a list to the RP portion of the ASHRAE website so companies that give at that level can easily see their name listed. Martin agreed and told RVCs to have their regional websites link to the listing on the main page to drive hits and traffic to that page.

AI(3)

XII. Wrap-up

A. President's Luncheon RVC Assignments

Gotzmer gave assignments for RVCs at the President's Luncheon.

B. Next Meeting date – Houston

The RP Committee meeting was adjourned at 1 PM.

Motions

Research Promotion Committee
Winter Meeting – Chicago
January 20, 2018

<u>No. – Pg.</u>	<u>Motion</u>
1-2	That the minutes from the Annual Meeting in Long Beach be approved. MOTION PASSED
2-6	That the following changes be made to the PAOE Spreadsheet: <ol style="list-style-type: none">1. Remove the 100 bonus points for attending CT and CRC (RP1)2. Specify in RP 12 that the chair or co-chair has to attend CT in addition to the CRC3. Add “or co-RP chair (according to the chapter roster)” to RP11 and RP124. Change “certificates” to “items” in RP195. Add Succession plan line item to be due April 1 and worth 100 points6. Reorganize the items to be listed by due date instead of total points MOTION PASSED

Acton Items

Research Promotion Committee
Winter Meeting – Chicago
January 20, 2018

<u>No. Pg.</u>	<u>Responsibility</u>	<u>Action Item</u>	<u>Status</u>
1-3	Committee	The RP Committee should put forward any ideas that could happen if there was money to fund them.	
2-7	Martin	We continue the discussion about scholarships and reconvene in Houston to finalize an acceptance policy.	
3-7	Staff	The Golden Circle and higher donors be added as a list to the RP portion of the ASHRAE website so companies that give at that level can easily see their name listed.	