

MINUTES
RESEARCH PROMOTION EXECUTIVE COMMITTEE
Annual Meeting – Houston
June 22, 2018

Members Present:

John Rieke, Chair
Derek Crowe, Vice Chair
Scott Martin, Vice Chair
Anthony Jonkov, Vice Chair
Tom Zoller, RVC I
Mark Lawrence, RVC II
JD Karnik, RVC III
Matt Rowe, RVC IV
Jack Kibort, RVC V
Scott Peach, RVC VII
Mike Donovan, RVC VIII
Ruth Armstrong, RVC XI
Ching Loon Ong, RVC XIII
Livi Drughean, RVC XIV
Aakash Patel, RVC RAL
Tiffany Bates Abruzzo, Consultant
Dennis Knight, Board Ex-Officio

Incoming RVCs Present:

Chris DeSoto, III
Kimberly Thompson, VIII
Megan Sterl, IX
Heather Schopplein, X
Les Pereira, XI

Guests:

John Shonder, Incoming RAC Chair
Keith Yelton
Mark Miller
Nicolas Lemire
Jim Fields, Foundation Vice Chair
Chris Phelan, Incoming Board Ex-Officio
Ng Yong Kong, DRC Region XIII

Staff:

Julia Mumford, Development Manager
Megan Gotzmer, Asst. Manager of Development
Nicole Blount, Senior Manager of Development
Kim Mitchell, Chief Development Officer

I. Call to Order / Roll Call

A. Code of Ethics Commitment

Rieke called the meeting to order at 7:30 AM and he read the Code of Ethics Commitment.

B. Review roster information

Rieke asked everyone to introduce themselves.

C. Introduction of Visitors

Mitchell introduced herself as Chief Development Officer. She gave brief background and plans for ASHRAE's major gift program.

Peach asked that Staff create a conference call with the RP Committee to speak more in depth with Kim about the major donor program.

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Blount introduced herself and thanked the committee for all they do.

Phelan introduced himself as the incoming Board Ex-Officio for RP.

John Shonder introduced himself as the incoming chair for RAC and thanked the RP Committee for all they do in raising money for research.

D. Funding of Top Dog Award

Rieke asked for all RVCs and ExCom to put \$20 in the envelope for the Top Dog award.

II. Review of Agenda

Crowe asked to add **7C** to the agenda for “Minimum Honor Roll.”

III. Approval of Minutes (1/17)

Donovan moved and Peach seconded,

1) that the RP Committee minutes from the 2018 Winter Meeting in Chicago be approved.

20-0-0 CNV

MOTION PASSED

IV. Review Action Items

- **Completed Action Item:** RP Committee members to put forward all ideas for major gift funding.
- **Incomplete Action Items:** Subcommittee to review scholarship acceptance policy (tabled); Golden Circle and higher donors be displayed on ASHRAE’s website (ongoing, pending investigation of ASHRAE’s commercialism policy)

V. Representative Remarks

Knight introduced himself as the current Board Ex-Officio for RP. He thanked the committee for their hard work and gave a brief presentation from the Board.

VI. Ongoing Business

A. Assigned Actions/Items/Motions/Ad Hoc

None.

B. 2017-18 MBO Results

Rieke reviewed his MBO:

- The overall results are up from last year.
- Centralized Training numbers were down because of an earlier than usual training that was not marketed well.
- RP has currently raised \$14,000 for YEA (goal of \$20,000). This goal will be removed from future MBOs.
- Mumford reported that Staff is working with the Marketing Department on new materials.

VII. ExCom Report

A. Highlights & Committee Actions

Rieke mentioned that the RP Consultant position was eliminated since it is a non-essential position, but he was able to talk to Sheila Hayter about the importance of the position. Hayter reinstated the position for one year, so the RP Committee is now going to propose to Members Council through a motion that this become a 4th Vice Chair position.

Mumford mentioned the Development Committee was a big help in getting this issue in the right hands and ensuring it is taken care of in a timely manner.

Rieke reviewed that ExCom talked about Top Dog. He also reminded the committee that if their company matches contribution to be sure to utilize that program.

ExCom also discussed the need to figure out how to best handle Canadian credit card contributions.

Martin commented that as long as a scholarship is new and repeatable money it can count through RP. If it comes from existing funds of a chapter, it is not new money and therefore won't count toward the chapter's RP goal. Mumford added that Staff is working on a form for Scholarships to improve communications between the donor, RVCs, and Staff.

B. Manager's Report

Mumford gave her Manager's report, which included an update on the campaign. She reminded all the RVCs that Collins Award submissions are due by July 15. Current and outgoing RVCs need to nominate a chapter chair with an explanation as to why they deserve to receive the award. Mumford also remind RVCs to reply to Meredith as soon as possible when she sends out the e-mail about CRC awards. It is a tight turn around.

C. Increased Honor Roll

Crowe explained the need to increase honor roll if we want to continue growing our RP campaign. The minimum honor roll level gift for individuals has been \$100 since 1971. Based on rate of inflation, the minimum should be \$600 today. Crowe asked for the

committee's thoughts about increasing the HR level for individuals to \$150 and companies to \$500.

Shopplein agreed the individuals should move to \$150, but she is worried about a negative impact on Full Circle. After some discussion, there was support of increasing honor roll for individuals to \$150, but leave the requirement for Full Circle at \$100. If a board member wants to be in the honor roll they will give more. Abruzzo agreed that Full Circle and honor roll level need to be separated. Since board members are giving because they have to, they probably don't want all the recognition that comes with a \$100 gift. Peach believes the honor roll minimum could go to \$250 for a more significant thank you. This means: \$100 for participation, \$250 for honor roll listing and coin (individuals), and \$500 for companies. Karnik suggested more PAOE points be awarded if the chapter gets their Full Circle to be at honor roll level instead of just \$100.

Mumford gave some stats from when we last increased honor roll for companies. Knight recommended that the committee figure out why an increase is needed and how it will benefit ASHRAE. He also mentioned that we have tremendous room for growth in the number of donors rather than increasing the donors we already have. Peach agreed.

Crowe said the committee will table the discussion until Atlanta so RVCs have time to talk to their regions.

Rieke said whatever happens, educating your regions and chapters will be key.

VIII. Regional Business

A. 2017-18 Estimates & Highlights

Region I - \$211,000. Some communication is rough. NY endowment for deceased member

Region II - \$205,000. On track for challenge. OVC scholarship. Toronto sponsorship package. Halifax RP chair went missing and organizer of golf tournament passed away suddenly right before the golf outing.

Region III - \$259,600. Roanoke and Lehigh Valley having issues as a chapter. Roanoke may comeback but Lehigh may become a section. Exceeded Regional goal plus AHRI

Region IV – \$188,000. One chapter will not make goal but the rest should.

Region V – \$132,000. Haven't heard from some, Cincinnati is sending now. Evansville was going to be absorbed, but it now wants to resurrect.

Region VI – \$150,000. Lost a Golden Circle but confident it is coming.

Region VII – \$137,000. Will make goal. JR Anderson benefit from regional dinner is \$2,000 more toward RP. \$2550 from New Orleans. \$4750 from Louisville. Bluegrass is behind and goal needs to be adjusted.

Region VIII – \$475,000.

Region IX – \$247,000.

Region X – \$153,000. Tucson continues to crush it despite the lack of leadership.

Region XI – \$172,000. Regina had two golf tourneys on the same day. 10-12,000. Mid-Columbia did a golf tourney, but will probably be absorbed. Oregon has an endowment gift coming.

Region XII – \$125,000. Suffering from events being cancelled due to hurricanes.

Region XIII – \$48,200. South Korea is down. During regional planning they asked that the goal be maintained or reduced.

Region XIV – \$4,728. First to reach regional goal.

RAL – \$21,000

Total is 2,569,410.

B. Development Committee Update

None.

C. 2018-19 Goals

Crowe announced his goal will be \$2,525,000.

The regions broke down the total as follows:

Region I - \$210,000

Region II - \$190,000

Region III - \$200,000

Region IV – \$186,000

Region V – \$133,000

Region VI – \$180,000

Region VII – \$140,000

Region VIII – \$432,000

Region IX – \$260,000

Region X – \$190,000

Region XI – \$173,000

Region XII – \$153,000

Region XIII – \$49,000

Region XIV – \$5,000

RAL – \$24,000

D. 2018-19 MBO

Crowe reviewed his MBO.

E. 2018-19 CRC Workshop

ExCom reminded the RVCs how important it is to conduct a RP Training at their CRCs.

F. 2018-19 Centralized Training

Peach moved and Donovan seconded

2) that the RP RVCs be given access to the CIQs.

20-0-0 CNV

MOTION PASSED

IX. Other Business

A. Recognition of Top Dog Winner

ExCom was pleased to announce the Top Dog Award goes to Jack Kibort.

B. Recognition of retiring committee members

Rieke thanked the outgoing RVCs for their service and time to RP. He presented them with a plaque and a gift.

C. Chair's Closing Comments

Rieke thanked the committee for welcoming him back for another year. He mentioned how much he enjoyed RP.

D. Recognition of incoming RVCs and VC

Crowe introduced the incoming RVCs and reviewed the incoming ExCom members (with positions).

E. Next Meeting date (Jan. 12 - Atlanta)

X. Adjournment

The RP Committee meeting adjourned at 12:30 PM.

Motions

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<u>No. – Pg.</u>	<u>Motion</u>	
1 – 2	that the RP Committee minutes from the 2018 Winter Meeting in Chicago be approved.	MOTION PASSED
2 – 5	that the RP RVCs be given access to the CIQs.	MOTION PASSED

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Action Items

**RP COMMITTEE
ANNUAL MEETING – HOUSTON 2018**

<u>No. Pg.</u>	<u>Responsibility</u>	<u>Action Item</u>	<u>Status</u>
1-2	Staff	Create a conference call with the RP Committee to speak more in depth about the major gift program.	On Hold Due to Capital Campaign

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