

Agenda

ASHRAE College of Fellows Meeting
Sunday, January 13, 2019, 10:00 AM – 12:00 PM
Omni Hotel at CNN Center, Atrium Terrace, South Tower, Spruce
Atlanta, GA

1. Call to order – Introductions – Branson
 - a. “Commitment to 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>.)”
2. Attendance sign-in
3. Review and approval of the Agenda
4. Approval of the Minutes from Houston *
5. Treasurer’s Report – Knight ^H
6. Secretary’s Report – Knight
7. Staff Liaison Report – Gotzmer *
8. Continuing Business
 - a. College of Fellows and YEA – Branson
 - i. Mentorship Workshop
Monday, January 14, 2:15 – 4:15 PM, GWCC, Building A, A410
 - b. COF Intranet – Branson
 - c. Travel Awards – Branson
 1. Awardees (Antash Najib and Joyce Kim)
9. Subcommittee Reports
 - a. Mentoring – Culp
 - b. Program – Rooley
 - c. Development Committee – Colliver
10. New Business
11. Adjournment

Minutes

**ASHRAE College of Fellows Meeting
Sunday, June 24, 2018, 10:00 AM – 12:00 PM
Houston, TX**

1. Call to order – Introductions

Simmonds called the meeting to order at 10 AM.

2. Attendance Sign-in

The attendance sheet was passed around.

Members present:

Peter Simmonds, Chair	Tom Lawrence	John Harrod
Dave Branson, Vice Chair	C. Mike Scofield	S. A. Sherif
Don Colliver, Secretary	Mark Modera	Farooq Mehboob
Dennis Knight, Treasurer	Phil Trafton	Victor Goldschmidt
Mark Fly	Dutch Uselton	Katherine Hammack
Brian Krafthefer	Tom Phoenix	Yogi Goswami
Dick Hayter	Verle Williams	Dennis Wessel
Glenn Hourahan	Mick Schwedler	Antash Najib, Travel Awardee
Larry Spielvogel	Terry Townsend	Megan Gotzmer, Staff Liaison
Ken Cooper	Charlie Henck	Julia Mumford, Staff
Jeffrey Siegel	Jim Vallort	Nicole Blount, Staff
Dru Crawley	Norm Scott	

3. Review and approval of the Agenda

No additions or changes were made.

4. Approval of the Minutes from Chicago

Modera moved and Knight seconded,

1) That the minutes from Chicago be approved.

VOTE 23-0-0 CNV

MOTION PASSED

5. Approval of the College of Fellows MOP

Simmonds explained SRC asked for clarification to be made in the College of Fellows MOP that the College is a standing body, not a standing committee. After a brief discussion of the change,

Spielvogel moved and Knight seconded,

2) That the changes to the MOP be approved.

VOTE 23-0-0 CNV

MOTION PASSED

As an informational item to ASHRAE ExCom, the College of Fellows will recommend official approval by SRC, acting on behalf of ASHRAE ExCom.

6. Revisions to article 2.105.009.02 (COF) Membership – ROB

Simmonds proposed that Fellows have to apply to become a member of the College instead of automatically becoming a member of the College when elevated to Fellow. This would require a change to the College of Fellows ROB.

After much discussion on whether this would be an appropriate move or not,

Knight moved and Colliver seconded,

3) That the ROB be changed to require new Fellows to apply to be in the College instead of automatically being added to the College.

VOTE 9-16-1

MOTION FAILED

Knight said he would work on a College of Fellows welcome packet.

AI1

Gotzmer will send an e-mail to all Fellows a couple days before any COF meeting to remind Fellows who are present to attend.

AI2

Cooper suggested that the Fellows add more information about the purpose of the College to the webpage. Cooper, Crawley, Phoenix will help with webpage updates.

AI3

It was brought to the College's attention that the Handbook Committee's MOP still says the COF is still responsible to reviewing the Handbook. Williams and Hammack volunteered to head up a subcommittee for the Handbook review. They will come back to the next meeting with ideas on how exactly the Fellows can help.

AI4

7. Treasurer's Report

Knight reviewed the financials in detail.

Krafthefer asked for a 10 year history of funds in the College of Fellows ASHRAE Inc. and Foundation accounts.

AI4

There was a brief discussion on what the COF could do with the available funds. Hourahan volunteered to come up with some ideas. It was mentioned that Holladay was very supportive of the scholarship program. Kirkwood and Holladay were the two that started the College and the two endowed funds for COF in the Foundation are named in honor of them.

8. Secretary's Report

Colliver thanked Gotzmer for taking notes in his absence.

9. Staff Liaison Report

Gotzmer shared her Staff Report, including current fundraising results, a calendar of mailings for the upcoming year, and that the COF website needs a few updates.

An idea was given that the website should include a list of Fellows prepared to give lectures at local meetings. There could also be a technical resource list.

10. Continuing Business

a. Scope and Purpose

b. COF and YEA, Developing the relationship

A few YEA board members spoke in favor of having a mentorship seminar at the Winter Meeting in Atlanta. They recommended a facilitator come in to get the seminar kicked off. The necessary expenses for this would have a fiscal impact of about \$5,000.

Colliver moved and Knight seconded,

- 4) That the College of Fellows support up to \$2,000 for a facilitator to attend the Winter Meeting in Atlanta and conduct a mentorship seminar for YEA and the COF.**

VOTE 22-0-0 CNV

MOTION PASSED

Knight and Vallort will work with CEC to see if there is anything that needs to be done for this on their end.

c. COF Intranet Report

d. COF Meeting Attendance

e. Travel Awards

1. Awardees (Antash Najib)

Simmonds thanked Najib for coming to the meeting and gave him a moment to talk about his thesis and what he is getting out of the meeting so far.

2. Need for Mentors

Simmonds reminded the group that mentors for the travel awardees are always hard to find. If interested in being a mentor, please let the COF ExCom know.

11. Subcommittee Reports

a. Mentoring

b. Program

Should the debate continue without Richard Rooley being available? There was not an answer to this.

c. Development Committee

Branson reported that the Development Committee asked him to ask for more contributions and increase giving.

12. New Business

13. Adjournment

The College of Fellows meeting was adjourned at 11:55 AM.

DRAFT

Staff Report to College of Fellows

Atlanta, GA
January 2019

Current Number of Fellows: 485
Current Funds Raised to Date: \$90

1) Current Solicitations

The overall dollars raised last year was down from the previous year due to solicitation letters not being sent out. It is important to encourage giving to the College of Fellows so we can continue the travel award program and support other initiatives of the college.

Typical Solicitations & 'Touches'

February: First solicitation letter

February: Call for travel award applications (e-mail)

May: Second solicitation letter

Note: 'Touch' mailings help build relationships and keep Members interested in the program. Once interested, they are more likely to come to meetings and support financially.

2) COF Website

The COF webpage should be up-to-date. Please let me know if you see any revisions needed or any additions to the page.

If there are any questions, please let me know.

Thank you so much for all your hard work on behalf of ASHRAE!

Megan