

Agenda

ASHRAE College of Fellows Meeting Sunday, June 25, 2017, 10:00 AM – 12:00 PM Hyatt Regency, Shoreline B (Floor 1) Long Beach, CA

1. Call to order – Introductions – Simmonds
 - 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 Las Vegas *
5. Treasurer’s Report – Knight ^H
6. Secretary’s Report – Colliver
7. Staff Liaison Report – Gotzmer *
8. Continuing Business
 - a. Scope and Purpose – Simmonds *
 - b. COF and YEA, Developing the relationship - Simmonds
 - c. COF Intranet Report – Simmonds
 - d. COF Meeting Attendance - Simmonds
 - e. Travel Awards - Cooper
 1. Awardees
(Jamie Fine, Joyce Kim, Sreenidhi Krishnamoorthy, Jasim Mahdi)
 2. Need for Mentors
9. Subcommittee Reports
 - a. Mentoring – Culp/Cooper
 - b. Program – Rooley
 - c. Development Committee – Boyce
10. New Business
 - a. COF Newsletter Ideas
11. Adjournment

* - Attachment

^H – Handout

Minutes

**ASHRAE College of Fellows Meeting
Sunday, January 29, 2017, 10:00 AM – 12:00 PM
Caesar’s Palace, Sicily, Emperors Level
Las Vegas, NV
www.ashraecof.org**

1. Call to order – Introductions

Simmonds called the meeting to order at 10:10AM

2. Attendance sign-in

Simmonds passed around the sign-in sheet and reminded everyone to sign it.

In Attendance:

- | | |
|---|---|
| Peter Simmonds – President | Stefan Bangerth –Travel Award Winner |
| Dave Branson – Vice President | S.A Sherif |
| Dennis Knight – Treasurer | Samir Traboulsi |
| Don Colliver – Secretary | Larry Spielvogel |
| Mark Modera – Immediate Past President | Ken Cooper |
| Darryl Boyce – Dev. Cmte Representative | Charlene Bayer |
| Carine Saliba | Farooq Mehboob |
| David Olsen | Farran A. |
| Dick Hayter | John Dunlap |
| Charlie Culp | Ahmed Alaaeldin |
| Ravi Ganta | George Sestak |
| H.E Khalifa | Pat Graef |
| R. H Rooley | Megan Gotzmer – Staff Liaison |
| Rennie Tisdale – H&A Visitor | Patricia Adelman – Dev. Manager |
| Spencer Morash – H&A Visitor | Meredith Gunter – Development Assistant |

3. Review and approval of the Agenda

After reviewing the agenda,

**Branson moved and Knight seconded that
1) The agenda for Las Vegas be approved.
VOTE 19-0-0 CNV**

MOTION PASSED

4. Approval of the Minutes from St. Louis

After reviewing the minutes,

**Spielvogal moved and Colliver seconded that
2) The minutes from St. Louis be approved.
VOTE 19-0-0 CNV**

MOTION PASSED

5. Treasurer’s Report

Knight reported on the financials for the Fellows.

6. Secretary’s Report – Colliver

Colliver mentioned there was nothing to report.

7. Staff Liaison Report

Gotzmer reviewed the contact and solicitation schedule for the Fellows. She also showed a copy of the newsletter and asked the Fellows to give ideas for topics within the newsletter. She also announced the website for the Fellows is up to date and announced that the Fellows have access to the ASHRAE social media pages should they want to create any posts. Gotzmer mentioned a proposed Forum from the Honors and Awards Committee that would allow members interested in becoming a Fellow to come and review their applications and bios with Fellows and members of Honors and Awards.

8. Continuing Business

a. Scope and Purpose

Simmonds mentioned that he didn't feel the Scope and Purpose for the Fellows was being fulfilled. He will be working on a mentoring program with YEA.

b. Proposal for the COF to manage the Fellow nomination process

Morash and Tisdale visited as representatives from the Honors and Awards (H&A) Committee. Morash mentioned they had 30 Fellow nominees this year. To promote the process, H&A has created a PowerPoint presentation on how to nominate a member to become a Fellow.

Gotzmer was asked to add this presentation to the website once it is approved.

AI(1)

Cooper said Fellow is a member grade and not something the Fellows choose, but the Fellows can support however H&A needs.

The Fellows asked Gotzmer to find out which Fellows are on Honors and Awards currently.

AI(2)

Simmonds asked for volunteers to serve on a subcommittee that would assist in seeking members who should be nominated to become a Fellow. Knight, Branson, and Farook Mahboob volunteered to serve in the subcommittee. Simmonds mentioned this subcommittee should come up with 5-10 members per year to nominate.

c. COF and Yea, Developing the relationship

Culp has spoken to many YEA members. Simmonds will attend the YEA mixer.

d. COF Intranet

Simmonds announced a Fellows Forum will be up within 10 days. This is a way for the Fellows to mentor YEA members and answer industry or society questions. Knight, Branson, and Simmonds will be monitoring the requests and will assign them to Fellows that sign up to mentor.

Gotzmer was asked to make an announcement in the COF Newsletter.

AI(3)

e. COF Attendance

After a brief discussion on how to improve attendance at the COF meetings, **Simmonds moved and Knight seconded that**

3) The term for the members of the COF Executive Committee be extended from one year terms to two year terms

19-0-0 CNV

MOTION PASSED

After a discussion about when the terms will be extended,

Branson moved and Colliver seconded that

4) The roles of Treasurer and Secretary should be combined in July of 2017 so that the current chairs serve two years.

19-0-0 CNV

MOTION PASSED

The MOP will need to be updated to reflect these changes.

AI(4)

f. Travel Awards

Cooper announced the Fellows will be able to fund a third travel award, starting at the Annual Meeting, thanks to available endowed funds.

1. Awardees (Stefan Bangerth and Mehdi Zeyghami)

Bangerth introduced himself to the Fellows, mentioned he was excited to be at the meeting, and spoke for a few minutes about his interests in the field. Zeyghami wasn't able to attend.

2. Third Travel Award and Naming Opportunity

A name for the third travel award was not reached.

Gotzmer was asked to look into whether past travel award recipients became members or not.

AI(5)

9. Subcommittee Reports

- a. Mentoring**
- b. Program**

Rooley announced there are two Fellows debates a year and over 100 people typically attend. The Winter Meeting debate is industry focused and the Annual Meeting debate is more ASHRAE focused. The topic for the Annual Meeting in Long Beach will be, "Do we need a code of ethics?"

c. Development Committee

Boyce reported gift exchange rates were going to the Board. He also reported the plans for a Capital Campaign are moving right along. He said it would be great if the Fellows could be spokesmen for the initiatives and help meet people. The campaign will be in line with the strategic plan renewal, which will give the College more focus.

10. New Business

- a. COF Newsletter Ideas**

11. Adjournment

Staff Report to College of Fellows

Long Beach, CA

June 2017

1) Current Contributions

Total Giving	# of Donors	% of Fellows	Average Gift
\$4,300 (YTD – 6.8.17)	46	9.9%	\$95.55
\$5,542.53 (Last Yr Final)	60	12.9%	\$93.94

As of mid-June, giving and final giving are both down from the final numbers last year. Now is the time to reach out to the Fellows with one final push. Staff sent a hard mailing and e-mail reminder on June 12 to LYBUNT donors (gave last year, but unfortunately not this year).

Question for the group: Currently we have a website, newsletter, and solicitation letters with a reply form. What other ‘touches’ would you like to receive as a Fellow to remain involved? We currently only solicit funds for the travel awards program. Are there other programs you all are interested in raising money to support/conduct?

2017-18 Calendar for Solicitations & ‘Touches’

October, 2017: First newsletter e-mailed out with a message about the College/Fellows, such as what it accomplished the past year, and some call to action. *Ex. sending in nomination names or becoming involved in a subcommittee to help with a project.*

November, 2017: Year End Giving solicitation for those who didn’t give in 2016-17.

February, 2018: First solicitation letter, hand signed by President of the COF.

March/April, 2018: Second newsletter e-mailed out with a message about the travel award winners and renewing support for the various programs of the Fellows.

May, 2018: Second solicitation letter

June, 2018: Third solicitation letter or e-mail, if needed.

Note: These ‘touch’ mailings help build relationships and keep Members interested in the program.

2) COF Website

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

3) Display in Registration

The COF Poster is on display near the other Annual Funds displays. There is also a display at this meeting which lists all Donors to the College of Fellows for 2016-17 (thus far).

If there are any questions, please let me know.

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

Megan

The Manual of Procedures (MOP) of the college of Fellows has the following scope and purpose:

1.1. Scope

1.1.1. To serve as ambassadors to enhance ASHRAE's technical image internally and in the community at large through activities such as transferring ASHRAE-generated technology and knowledge

1.2. Purpose

1.2.1. To mentor students, engineers, and educators to increase their awareness of ASHRAE activities

1.2.2. To share knowledge or experience with the grassroots organization, such as chapter presentations

1.2.3. To communicate ASHRAE recommended practices to resolve current industry problems

1.2.4. To support ASHRAE governance in conducting special technical activities