

## Agenda

### **ASHRAE College of Fellows Web-Based Meeting Friday, April 26, 2019, 9:00 – 9:45 AM (CT)**

#### **1) Call to order – Introductions – Branson**

Branson called the web-based meeting to order at 9 AM. He asked that everyone use the chat feature to write their name as a sign-in sheet.

Members present:

Dave Branson, Chair  
John Murphy  
Kenneth Elovitz  
Kathleen Owen  
Steven Emmerich  
Ray Clark  
Ken Cooper  
Darin Nutter  
Chester Vogel  
Erin McConahey  
Tom Phoenix  
Yunho Hwang  
Tom Durkin  
Samir Traboulsi

Ross Montgomery  
Andi Green  
Branislav Todoric  
Don Colliver  
Dennis Knight  
Stephen Duda  
Farooq Mehboob  
Jim Vallart  
Lee Millis  
Peter Simmonds  
David Grumman  
Jeff Boldt  
Julia Mumford, Staff

#### **2) Review of Meeting Agenda – Branson**

Branson reviewed the agenda. There were no additions or changes.

#### **3) Continuing Business**

##### **a. Travel Awards**

Branson gave a summary of the travel award selection process and an update that three winners were selected. Simmonds asked about the status of the narratives that travel award winners are asked to supply to the COF as a condition of the award. Branson agreed that the committee needs to follow up with them to get the appropriate documentation. Simmonds inquired about mentors for the award winners, and Branson asked for volunteers. Several members stepped forward Branson asked those with experiences mentoring travel award winners to help coordinate the assignments. Cooper noted that personally asking a Fellow to mentor works better than a blanket request to the group. Some discussion followed about what the students might find most interesting or useful to attend at the meeting.

##### **b. Handbook Chapter Reviews**

Branson asked for thoughts on the current process of the COF traditional role in reviewing handbook chapters. Boldt commented that his experience has been that the COF volunteers end up rewriting the chapters based on their expertise. Cooper interjected that they are supposed to provide feedback using a form that is available in Pub & Ed. Simmonds states that the purpose of the

feedback is to maintain the quality of ASHRAE publications and a more useful way to do that would be to ask for redline versions of chapters to review and edit. The other members agreed that this would be most helpful.

**Branson will request redline versions of handbook chapters to review from Pub&Ed. AI(1)**

**4) New Business**

**a. Future Topics**

Branson asked what role COF should play in promoting HVAC education. Simmonds suggested that chapters get involved with technical training. Vallart asked if COF should be involved with an internship program.

**b. Other**

Simmonds asked why COF is the only body that doesn't get directives from the ASHRAE BOD. Colliver suggested that the COF make an action item to send to the BOD asking for their direction in what to do to make the most impact on ASHRAE.

**Branson will make request to ASHRAE BOD for direction in COF activities. AI(2)**

**5) Next Physical Meeting**

**Sunday, June 23, 2019 at 10 AM in Kansas City, MO**

**6) Adjourn**

The meeting was adjourned at 9:57 AM.