

INTRODUCTION

Chapters Regional Conference

Scope

The Chapters Regional Conference (CRC) is intended to provide a forum for the dissemination of information pertaining to chapter, regional and society activities.

Purpose

To provide a medium for:

- A. Chapters to report their activities for the previous year and establish goals for the coming year.
- B. Regional officers to report their activities and plans.
- C. Society officers and staff to inform the region of Society plans, review chapter activities within the region and participate in workshops.
- D. Chapter delegates to submit motions for proper review.
- E. Chapter delegates to present nominees for Society and regional offices and candidates for honors and awards.
- F. Conducting chapter workshops that will educate and prepare officers and committee members to fulfill their responsibilities.
- G. Conducting technical sessions on subjects that will educate as well as increase attendance.
- H. Organizing social activities that will increase attendance and promote camaraderie.
- I. Recognizing and presenting awards to chapter and regional members.

General

The boundaries of the designated regional area served by the Chapters Regional Conference (CRC) are shown on the regional list, **Appendix AA** and regional map:
www.ashrae.org/society-groups/regions.

Attendance at meetings of the CRC is expected of all Chapter Delegates and Alternates, Director & Regional Chair, Assistant Regional Chair, Region Members Council Representative, Regional Historian, Regional Refrigeration Chair (optional), Regional Webmaster, Regional YEA Representative, Regional Vice Chairs for Membership Promotion, Student Activities, Grassroots Government Activities, Chapter Technology Transfer, Research Promotion, Regional Member, Alternate and Reserve Alternate to the Nominating Committee, Regional Program (optional) and chapter committee chairs of the above-mentioned committees. In addition, any Society member residing in the region is encouraged to attend these meetings. The attendance of chapter officers and committee chairs, although not mandatory, is strongly encouraged.

Each CRC is held once a year at least 30 days before the annual meeting of the Society for spring conferences. Those regions having fall conferences should schedule them prior to November 1 of each year. The time and place of each conference will be selected by the Director and Regional Chair (DRC) and submitted to Members Council at least three years in advance of the selected date.

Bylaws and Rules of the Board

The information contained in this guide is in accordance with Society Bylaws and ROBs.

Guidelines

All information presented in this guide that is not specifically required by Society bylaws and ROBs shall be considered a guideline and each Region's DRC and CRC Committee shall be free to conduct the CRC in a timeline, schedule and presentation format that best suits their region. **(See Appendix A2 for CRC Calendar of Events.)** The information presented in this guide contains suggested formats and layouts to be used as examples and not considered mandatory requirements.

LISTING OF ASHRAE CHAPTERS BY REGION

<u>Region I</u>	
001 Boston	Boston, MA
003 Rhode Island	Providence, RI
004 Connecticut	Hartford, CT
006 Long Island	Garden City, NY
007 New Jersey	Newark, NJ
008 New York	New York, NY
009 Northeast	Albany, NY
010 Central New York	Syracuse, NY
011 Rochester	Rochester, NY
012 Niagara Frontier	Buffalo, NY
111 Champlain Valley	Burlington, VT
118 Maine	Lewiston, ME
129 Twin Tiers	Owego, NY
146 Bi-State	White Plains, NY
152 Granite State	Manchester, NH

<u>Region II</u>	
013 Quebec, La Ville de	Quebec, PQ
014 Montreal	Montreal, PQ
015 Ottawa Valley	Ottawa, ON
016 Toronto	Toronto, ON
037 Hamilton	Hamilton, ON
100 Halifax	Halifax, NS
116 London	London, ON
117 NB/PEI	Moncton, NB
141 Windsor	Windsor, ON

<u>Region III</u>	
021 Philadelphia	Philadelphia, PA
022 Central Pennsylvania	York, PA
023 Johnstown	Johnstown, PA
024 Pittsburgh	Pittsburgh, PA
025 Baltimore	Baltimore, MD
026 National Capital	Washington, DC
027 Hampton Roads	Norfolk, VA
028 Richmond	Richmond, VA
098 Lehigh Valley	Allentown, PA
125 Roanoke	Roanoke, VA
134 Anthracite	Scranton, PA

<u>Region IV</u>	
029 North Piedmont	Greensboro, NC
030 Southern Piedmont	Charlotte, NC
031 South Carolina	Columbia, SC
032 Atlanta	Atlanta, GA
097 Greenville	Greenville, SC
106 Triangle	Raleigh/Durham, NC
113 Charleston	Charleston, SC

<u>Region V</u>	
038 Cleveland	Cleveland, OH
039 Columbus	Columbus, OH
040 Cincinnati	Cincinnati, OH
041 Dayton	Dayton, OH
042 Toledo	Toledo, OH
043 Central Indiana	Indianapolis, IN
044 Evansville	Evansville, IN
045 Detroit	Detroit, MI
047 Western Michigan	Grand Rapids, MI
090 Akron/Canton	Akron/Canton, OH
103 Northern Indiana	Elkhart, IN
120 Fort Wayne	Fort Wayne, IN
121 E. Michigan	Flint, MI

<u>Region VI</u>	
048 Wisconsin	Milwaukee, WI
049 Illinois	Chicago, IL
050 Central Illinois	Peoria, IL
051 Iowa	Des Moines, IA
052 Minnesota	Minneapolis, MN
054 St. Louis	St. Louis, MO
095 Madison	Madison, WI
107 NE Wisconsin	Green Bay, WI
115 La Crosse Area	La Crosse, WI
123 Mississippi Valley	Davenport, IA
159 Cedar Valley	Cedar Rapids, IA

<u>Region VII</u>	
055 Louisville	Louisville, KY
056 Memphis	Memphis, TN
057 Birmingham	Birmingham, AL
058 Mobile	Mobile, AL
059 New Orleans	New Orleans, LA
060 Baton Rouge	Baton Rouge, LA
061 Mississippi	Jackson, MS
088 Nashville	Nashville, TN
099 East Tennessee	Knoxville, TN
114 Tennessee Valley	Chattanooga, TN
128 Bluegrass	Lexington, KY
130 Northwest Florida	Pensacola, FL
133 North Alabama	Huntsville, AL
192 West Virginia	Charleston, WV

<u>Region VIII</u>	
062 Arkansas	Little Rock, AR
063 Shreveport	Shreveport, LA
064 Houston	Houston, TX
065 Alamo	San Antonio, TX
066 Austin	Austin, TX
067 Dallas	Dallas, TX
068 Central Oklahoma	Oklahoma City, OK
069 NE Oklahoma	Tulsa, OK
070 Fort Worth	Ft. Worth, TX
071 West Texas	Lubbock, TX
091 East Texas	Tyler, TX
154 South Texas	Corpus Christi, TX
165 Mexico City	Mexico City
166 Monterrey	Monterrey
173 Guadalajara	Guadalajara

<u>Region IX</u>	
053 Kansas City	Kansas City, MO
072 El Paso	El Paso, TX
073 Rocky Mountain	Denver, CO
074 Utah	Salt Lake City, UT
075 Nebraska	Omaha, NE
076 Wichita	Wichita, KS
077 New Mexico	Albuquerque, NM
093 South Dakota	Sioux Falls, SD
127 Black Hills Area	Rapid City, SD
131 Big Sky	Billings, MT
135 Idaho	Boise, ID
148 Pikes Peak	Colorado Springs, CO
150 Ozarks	Springfield, MO

<u>Region X</u>	
081 Sacramento Valley	Sacramento, CA
082 Golden Gate	San Francisco, CA
083 San Joaquin	Fresno, CA
084 Southern California	Los Angeles, CA
085 San Diego	San Diego, CA
086 Central Arizona	Phoenix, AZ
087 Tucson	Tucson, AZ
092 Southern Nevada	Las Vegas, NV
101 San Jose	San Jose, CA
105 Orange Empire	Anaheim, CA
108 Hawaii	Honolulu, HI
126 Northern Nevada	Reno, NV
144 Sierra Delta	Sierra Delta, CA
155 Tri County	Redlands, CA

<u>Region XI</u>	
017 Manitoba	Winnipeg, MB
018 Southern Alberta	Calgary, AB
019 Northern Alberta	Edmonton, AB
020 British Columbia	Vancouver, BC
078 Inland Empire	Spokane, WA
079 Puget Sound	Seattle, WA
080 Oregon	Portland, OR
096 Regina	Regina, SK
102 Saskatoon	Saskatoon, SK
122 Alaska	Anchorage, AK
136 Mid-Columbia	Richland, WA
145 Vancouver Island	Victoria, BC

<u>Region XII</u>	
034 Jacksonville	Jacksonville, FL
035 Florida West Coast	Tampa, FL
036 Miami	Miami, FL
094 Central Florida	Orlando, FL
104 Gold Coast	Ft. Lauderdale, FL
109 Spacecoast	Cocoa Beach, FL
110 Puerto Rico	San Juan, PR
139 Southwest Florida	Ft. Myers, FL
172 Brasil	São Paulo
178 Argentina	Buenos Aires
190 Colombia	Bogota

<u>Region XIII</u>	
142 Singapore	Singapore
143 Hong Kong	Hong Kong
149 Malaysia	Kuala Lumpur
157 Taiwan	Taipei
167 Philippines	Manila
170 Thailand	Bangkok
183 Indonesia	Jakarta

<u>Region-At-Large</u>	
158 India	New Delhi
160 Saudi Arabia	Dhahran
161 Cairo	Cairo, Egypt
162 Lebanese	Beirut, Lebanon
163 Western India	Ahmedabad
164 Kuwait	Kuwait City
168 Hellenic	Athens, Greece
169 ASHRAE Bangalore	Bangalore
171 Sri Lankan	Colombo
174 Pakistan	Karachi
175 ASHRAE Falcon	Dubai, UAE
176 Danube	Timisoara, Romania
177 Portugal	Lisbon
179 Northern Pakistan	Islamabad
181 Bahrain	Manama
182 Spain	Madrid
184 Qatar Oryx	Doha
185 Chennai	Chennai, India
186 Pune	Pune, India
187 ASHRAE Nigeria	Lagos, Nigeria
188 ASHRAE Mumbai	Mumbai, India
189 Central Pakistan	Lahore, Pakistan
191 ASHRAE Deccan	Hyderabad, India

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CHAPTERS REGIONAL CONFERENCE ORGANIZATION

Chapters Regional Conference

The term Chapters Regional Conference (“**CRC**”) defines a meeting of all the chapters of the region. The DRC conducts (chairs) the Chapter’s Regional Committee including orientation session and business meetings. The Region’s Nominating Member conducts (chairs) the Chapter Regional Committee caucus and executive sessions. The conference also includes workshops, technical sessions, technical tours, addresses by Society officers, Society staff, regional award presentations and offers opportunities for regional fellowship.

Chapters Regional Committee

The Chapters Regional Committee consists of the delegates and alternates of the chapters. The Director and Regional Chair shall be the chair of the committee. The Chapters Regional Committee participates in the orientation session, caucus, executive session and business meetings (**Appendix B1**).

Director and Regional Chair

The Director and Regional Chair (“**DRC**”) is responsible for the CRC and should direct the host chapter in its planning efforts for the conference (**Appendices AB, AC, AD and AE**). The DRC determines the rotational sequence for regional conferences and coordinates with the hosting chapters.

The DRC is specifically responsible for conducting the business meetings of the CRC.

- A. The DRC shall notify the Society-assigned presidential representative, second Society officer and Society staff (the official representatives to the Chapters Regional Conference) of the time they are scheduled to address the meeting. It is customary that the presidential message be presented by the presidential representative at the presidential luncheon. The second officer and staff will speak on current ASHRAE activities and should speak at a luncheon or early in the first business session.
- B. The DRC shall prepare and issue the agenda.
- C. The DRC shall invite Society officers and distinguished guests such as past presidents of the Society in their region, to attend the conference. He/She shall also invite chapter

committee chairs to special workshop sessions. DRC should also request that regional vice chairs invite chapter committee chairs to their respective workshops.

- D. The DRC shall review and edit meeting minutes prepared by the CRC secretary/ General Chair. The approved minutes shall be forwarded within 60 days to Headquarters for reproduction and distribution within 90 days to the DRC, Assistant Regional Chair (ARC), Region Members Council Representative (RMCR), chapter president, chapter secretary, regional vice chairs, Nominating Committee member and alternate, and chapter delegates and alternates.
- E. The DRC shall schedule required chapter workshops.

A review session should be held following the CRC in order to assess its effectiveness and to identify opportunities for improvement. The DRC, Society-assigned presidential representative, officer and staff shall attend. Others, such as the Chapters Regional Conference (CRC) General Chair, next year's CRC General Chair, the ARC and other Society officers in attendance, may be invited to attend. The review session should be an open forum between the Society officers and the regional representative(s). A written review of the CRC shall be prepared by the Society-assigned officer, with counsel from the Society-assigned presidential representative. (**Appendix A1**)

Host Chapter

The host chapter, under the direction of the DRC, is responsible for planning and encouraging attendance at the CRC. It is the responsibility of the host chapter to provide physical facilities for the meeting which include:

- A. A hotel with suitable and reasonably-priced accommodations. The location of the hotel should be considered from the standpoint of easy access to the local airport and major facilities.
- B. Adequately sized meeting rooms for all meetings and functions.
- C. Audio and video equipment as required by the speakers. Equipment should be set-up and tested prior to the meeting to ensure that it works properly.
- D. A member of the host chapter must be

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available at each meeting and function for handling lights and to attend to any unforeseen problems.

General Chair

The chapter assigned as host chapter to the Chapters Regional Conference (CRC) shall appoint/elect a CRC General Chair who shall serve as the Chapters Regional Conference (CRC) coordinator and shall organize and direct the host chapter Conference Arrangements Committee (CAC) as defined in this manual (see Conference Arrangements Committee in the next section). The CRC General Chair shall be responsible to the "Director and Regional Chair" (DRC).

The CRC General Chair should maintain an outline of the planning budget and activities of the conference, which should be given to the General Chair of next year's conference (**Appendix D1**). The General Chair should note carefully the timing suggested by the conference schedule (**Appendix A2**).

The General Chair should appoint subcommittee chairs, delegate responsibilities, and prepare a committee duty roster for all scheduled events and committee functions during the actual course of the conference. (**See sample agendas in Appendices A3-1, A3-2, A3-3 and A3-4.**)

Copies of all materials pertaining to the meeting, especially the program brochure, should be sent to the Director of Member Services at Headquarters. (**See examples in Appendices D3-1, D3-2 and D3-3.**)

Within 30 days following the conference the General Chair shall submit a written report, including a financial report, of the conference activities to the DRC, the next CRC General Chair and the president of the next host chapter. (**Appendix D7**)

Conference Arrangements Committee

The host chapter shall form a Conference Arrangements Committee with subcommittees as may be required to handle details as outlined in this manual. This committee will be expected to confer frequently with the DRC.

The Conference Arrangements Committee (CAC) is charged with planning, developing, and supervising all technical sessions, special events, sports, entertainment, and companions' activities. Recommended members of the Conference

Arrangements Committee under the direction of the General Chair include:

- Vice Chair (one or more)
Responsible for general support of the Chairman. The Vice Chair should be able and willing to assume the full duties of the Chair in the event he cannot fulfill his duties.
- Honorary chair/chairs (if appointed)
A distinguished member of the chapter may be designated as an Honorary Chair. Once designated, notice should be made at appropriate functions to recognize the Honorary Chair.
- Secretary
A secretary should be provided to keep minutes of the CAC planning meetings and CRC business meetings. After the DRC edits and/or approves the draft, the secretary should type and forward the final minutes to the DRC who, in turn, is responsible for submitting the minutes to the Director of Member Services at Headquarters within 60 days of the conference. (**See Appendix D6**) Staff will distribute the minutes to the DRC, ARC, RMCR, chapter president, chapter secretary, regional vice chairs, Nominating Committee member and alternate, delegates and alternates within 90 days of the CRC. These minutes should include the names of regional award winners. It is mandatory that a tape recording of the session not be the only record of proceedings. The secretary or their designee shall take general notes of the meeting and shall not be expected to provide a verbatim transcript of the proceedings.
- Attendance Chair
Responsible for having a monitor at each business session and workshop of the CRC to ensure that the name, chapter affiliation and chapter position of each person present is recorded. The attendance sheets are to be turned over to the DRC at the end of the CRC (**see Appendix A4**).
- Accommodations Chair
To enhance cooperation and coordination with the hotel staff, one person should be responsible for all contact with the hotel management. ASHRAE staff can assist the region by reviewing hotel contracts. Send to

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email to meetings@ashrae.org.

- **Hospitality Chair**
Responsible for coordinating facilities and refreshments within hotel guidelines, Society rules, and scheduling constraints of the CRC. Responsible for set-up and staffing of volunteers in the CRC hospitality room. This chair is responsible for maintaining the hospitality budget within guidelines established by the General Chair.
- **Finance / Treasurer**
Responsible for preparing a preliminary budget as soon as the program of special events is established. Committee chairs should furnish the Finance Chair with copies of past CRC financial reports and an estimate of anticipated expenses in connection with each event for which they are responsible. At the conclusion of the CRC, a complete financial report shall be sent to the DRC and shared with next years' General Chair. **(See Appendix D1)**
- **Reception and Registration Chair**
Responsible for staffing registration area at host hotel. Should ensure all registrants and guests are welcomed and provided with orientation and any hospitality tokens in an organized manner.
- **Publicity Chair**
Responsible for solicitation of CRC and event participation. Includes any e-mailing, printing, mailing, and development of promotional collateral. **(See examples in Appendices D3-1, D3-2 and D3-3.)**
- **Sponsorship Chair**
Responsible for solicitation of sponsorships from regional businesses and organizations to offset the cost of putting on the conference. This can include solicitation of in-kind gifts and loans of equipment to reduce the costs to the host chapter.
- **Webmaster**
Responsible for creating and maintaining a website for the CRC. This may include the development of web content in cooperation with the Publicity Chair. This may include the development of web based registration packages with society or the chapter's own

financial organizations. ASHRAE staff offers assistance with CRC online registration, see **Appendix D4**.

- **Technology**
Responsible for determining the audio, visual, data, internet, recording and presentation needs of each CRC meeting and luncheon. Acquire quotes from hotel IT vendor for required equipment including set up or coordinate the donation and set-up of required A/V/D equipment for each meeting.

Additional suggested activities that may be delegated to a specific chair and/or subcommittee may include responsibilities for:

- Banquet
- Companions
- Decorations
- Entertainment
- Social
- Sports
- Technical Presentations/Tours
- Transportation

ASHRAE Headquarters Staff

Although the location of the CRC is designated by the DRC, ASHRAE Headquarters will officially advise the host chapter of its selection as the host for the regional conference.

A minimum of thirty days prior to the conference, Society will send the following information and supplies to the host chapter:

- A. Name badges, badge holders and Society ribbons for officers and hosts during the CRC.
- B. Biographical sketches and photos of Society assigned officers.
- C. A basic letter to the host chapter General Chair concerning supplies and information on Society officers, preparation of minutes and other pertinent information. **(See sample CRC General Chair letter in Appendix D5.)**
- D. Permanent meeting venue signs. Signs are to be acquired from host chapter of last year's CRC. **(See General Chair letter, Appendix D5 for a list of signs.)**
- E. Headquarters will prepare the tent cards as a Word document file with the names of those attending the CRC business sessions. The document will be e-mailed for host chapter

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printing. Blank tent cards and holders will be sent in the package. **(For questions concerning this section contact RegionInfo@ashrae.org.)**

Chapter CRC Committee

Each chapter's CRC Committee shall be responsible for the following:

- A. To solicit and develop motions and general discussion items to be submitted to the CRC.
- B. To encourage the general chapter membership to attend and participate at the CRC.
- C. The Chapter CRC Action Committee shall solicit from the chapters, sections and student branches within their respective regional areas, recommendations concerning the policies, procedures and operations of the Society, its chapters, sections and student branches. These recommendations will be reviewed and submitted to Members Council through their respective delegates.

Chapter Delegate **(Appendix A5)**

The delegate is the voting member of the CRC and is selected from the chapter's Board of Governors. The delegate shall be the chapter president, the president-elect, vice president or immediate past president. The delegate shall take office on July 1 and serve for a period of one year. The delegate shall be present at all committee meetings and participate in the deliberations. No individual is allowed to serve for more than two consecutive years in this position and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs only are reimbursed in accordance with current Society policy. **(See Appendices D8 and D9)**

Each chapter delegate is required to:

- A. Attend the orientation session, caucus, executive session and all business sessions.
- B. Prepare and present the chapter report.
- C. Present the chapter's motions and discussion items.
- D. Vote on behalf of the chapter.

Chapter Alternate **(Appendix A5)**

The alternate shall be present at all committee meetings and participate in the deliberations but shall

not vote except in the absence of the chapter delegate. The alternate shall take office on July 1 and serve for a period of one year. The alternate must be a member of the chapter Board of Governors. No individual is allowed to serve for more than two consecutive years and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs only are reimbursed in accordance with current Society policy. **(See Appendices D8 and D9)**

Each chapter alternate is required to:

- A. Attend the orientation session, caucus, executive session and all business meetings.
- B. Assist the delegate and vote in the delegate's absence.
- C. Present the items of discussions submitted by the chapters and officers.

Directors-At-Large

Each Director-At-Large (DAL) is encouraged to attend his/her CRC and the regional planning session. If requested by the DRC, the DAL is encouraged to participate in the CRC as follows:

- Orientation Session
- Chapter Workshops
- Technical Programs
- Other as requested by the DRC

Protocol Regarding Society Representatives

It is customary to treat Society representatives and staff with special courtesy and attention. This includes the president, president-elect, treasurer, vice presidents, other regional chairs, directors, Society-assigned visiting officers and permanent staff members.

It is customary for these Society officers, staff and their companions to be met upon arrival and to be driven to their departing transportation. Similarly, special treatment in room allocation and seating at the business sessions and luncheons or banquets are courtesies usually extended. Visitors will make their own reservations.

The Society-assigned officers and staff (who are the official visitors) will expect to pay normal registration fee.

Visitors to your CRC, who are there in an unofficial capacity, should always be recognized at social or business functions.

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When planning the schedule for Society officers attending the CRC, time should be allotted for them to visit significant architectural and/or engineering and/or manufacturing firms in the area to encourage local ASHRAE participation.

The Publicity Subcommittee should utilize the presence of the Society President, Society officers, the DRC and Headquarters staff. Society-approved transportation costs (only) are reimbursed in accordance with current Society policy. **(See Appendices D8 and D9.)**

Interviews arranged with the press, radio and television media should give priority where possible and practical.

Companions should be encouraged to attend the awards functions, banquet, welcome parties and other scheduled CRC functions. Separate companion activities should not conflict with the CRC events.

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ASHRAE REGIONAL CHAIR'S (DRCs) CALENDAR OF EVENTS FOR CRC

	DATE	ITEM
1.	2 years prior_____	Visit site and meet with Committee, determine hotel requirements.
2.	April 1_____	Request completed Chapter Information Questionnaire.
3.	August 1_____	Develop Regional Roster.
4.	August 1_____	Write Chapter past-residents congratulatory letter.
5.	August 1_____	Write new Chapter presidents instructional letter and encourage to attend CRC.
6.	August 1_____	Write each Vice Chair regarding Chapter Visits. Set up meeting at CRC to discuss.
7.	August 15_____	Write newsletter and send to usual recipients. Include Regional Roster or send out separately.
8.	180 days prior_____	Communicate with General Chair regarding protocol and room setups.
9.	180 days prior_____	Send Business Meeting Room Layout to General Chair.
10.	60 days prior_____	Write Delegate and Alternate regarding their duties at Business Meeting. Include Agenda for Business Meeting, Awards, President's Luncheon, Chapter Operations Workshop and supply information pertinent to selection of officers, committee members and awards.
11.	60 days prior_____	Ensure Committee Chairs are contacted regarding their obligation to attend workshop.
12.	60 days prior_____	Write Vice Chairs regarding their workshops. Ask them for Agenda. Also have them send to Committee Chairs.
13.	60 days prior_____	Write agenda and instructions for Caucus Orientation – send to Delegate and Alternate and others.
14.	60 days prior_____	Write each Vice Chair and request that they forward workshop requirements to General Chair with copy to DRC.
15.	60 days prior_____	Write General Chair regarding Business Meeting Secretary and Recording Secretary.

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**ASHRAE
REGIONAL CHAIR'S (DRCs) CALENDAR OF EVENTS FOR CRC (CONT'D)**

	DATE	ITEM
16.	60 days prior_____	Send Chapter Operation Workshop layout to General Chair. (Find out first what audiovisual aids the presenters need.)
17.	60 days prior_____	Write Delegate and Alternate regarding importance of action items and motions and make suggestions. Include PAOE.
18.	60 days prior_____	Write invitation letter to: Society Officers _____ Regional Dignitaries _____ Chapter Officers _____ Chapter Committee Chairs _____ Regional Dinner Attendees _____ Former Regional Officers _____ DALs and DRCs _____
19.	60 days prior_____	Write letter to General Chair regarding accommodations, pick-up, etc., for official visitors. Copy to Regional Officers and visitors, including DRCs from other Regions.
20.	30 days prior_____	Develop Agenda for Business Meeting. Forward to the Delegate/Alternate and Regional Team.
21.	30 days prior_____	Write Regional Chair's Report to Business Meeting.
22.	30 days prior_____	Develop Agenda for Awards Luncheon.
23.	30 days prior_____	Develop Agenda and Outline for Chapter Operations Workshop.
24.	30 days prior_____	Analyze PAOE for coming year and write report to Business Meeting.
25.	30 days prior_____	Send Vice Chairs attendance forms and remind to record attendees.
26.	30 days prior_____	Develop report on last year's motions for Business Meeting.
27.	30 days prior_____	Make sure all Regional Awards, Membership Promotion, Research Promotion, CTTC, GGAC, YEA, PAOE, Chapter Service Awards and Regional Awards of Merit are prepared and on hand. Write each person responsible, including Headquarters.

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**ASHRAE
REGIONAL CHAIR'S (DRCs) CALENDAR OF EVENTS FOR CRC (CONT'D)**

	DATE	ITEM
28.	30 days prior_____	Work up DRC portion of Chapter Operations Workshop, if any.
29.	30 days prior_____	Send Caucus Worksheet and Summary Report Form with instructions to Delegate and Alternate.
30.	30 days prior_____	Send CRC check sheet to Delegate and Alternate.
31.	30 days prior_____	Write Delegate and Alternate and presidents regarding Chapter Reports, send a copy of the report format and deadline to submit report to host chapter.
32.	30 days prior_____	Write Visiting Officers and staff offering assistance, etc.
33.	30 days prior_____	Consider holding a Regional Planning session immediately after the CRC. If you intend to have the planning session, inform regional team and Chapter Presidents.
34.	14 days prior_____	Determine President's Luncheon head table, Awards Presentation head table, and send to General Chair.
35.	1 week prior_____	Forward to Business Meeting recording secretary instructions of what to record, including "for," "against," "abstain" regarding motions at Business Meeting.

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REMINDER OF RESPONSIBILITIES SAMPLE E-MAIL

TO: All Chapter Presidents
FROM: DRC
RE: Chapters Regional Conference

This is just a reminder of your major responsibilities at the CRC.

1. Plan to arrive well before the first session, usually the orientation, Chapter Operations Workshop or the first Caucus.
2. All Delegates and Alternates are required to attend both Caucus and Business Sessions.
3. Attached for your information is a copy of the agenda for the Business Sessions. You should meet with your CRC Action Committee well before the meeting to discuss:
 - A. All motions you might wish to bring forth at the first Business Session.
 - B. Preparation of you Chapter Report (Sample format attached).
 - C. All nominations you wish to bring forth at Caucus (have bio forms prepared for any candidates you have for Regional Office).
4. During Caucus #1 you will submit names you wish to suggest for Regional and Society Positions and for Honors and Awards. (See CRC Worksheet attached.) During Caucus #2 there will be further discussion and voting. This information will be brought forth by your Nomination Member to the Members Council. Every three years you will be voting to recommend a new DRC to take office on July 1st of the following year for a 3 year term.
5. Please give your utmost effort to encouraging all Committee Chairs and Chapter Officers to attend the CRC and all guests are always welcome.

See you all in (city) !

cc: Nominating Committee Members
Regional Vice Chairs

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ATTENDANCE FOLLOW UP E-MAIL

(Date)

(Name)

President, _____ Chapter

(Address)

Dear _____:

The ____ (Name) ____ Chapter advises that they have not heard from some of your members who should attend the Chapter's Regional Conference in ____ (City) ____, ____ (Date) ____.

Please canvass your members, especially:

(List those who should be attending, i.e., committee chairs, delegates, alternates)

Also, the ____ (Name) ____ Chapter has advised me that it has received a list of those members of your chapter who were planning to attend the Conference. Many of the names on the list have not yet registered. Please contact these people also to make sure they get their registration in.

At this date, you should call (name/phone of Host Chapter, Registration Committee Chair), giving the names and hotel requirements, as well as registration function information, as soon as possible.

This should be a good meeting. Please help on attendance. Many thanks.

Sincerely,

(Name)

Chair, Region

cc: Secretary

P.S. It is especially important that your delegate and alternate attend this meeting and remain throughout the meeting. If you find it necessary to name a substitute for your chapter's delegate or alternate delegate, then please notify me immediately with a copy (to the secretary).

ASHRAE CRC Scheduling

Fall CRCs												
Year	I	II	III	IV	V	VII	IX	X	XII	XIII	RAL	Conflicts
2005	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Sep 2nd	Aug 2nd	N/A	Aug 3rd	Aug 4th	Sep 4th	no
2006	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Aug 2nd	Aug 2nd	N/A	Aug 3rd	Aug 4th	Nov 1st	yes Aug 2nd
2007	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Aug 4th	Aug 2nd	N/A	Aug 3rd	Aug 1st	Sep 1st	no
2008	Aug 3rd	Aug 4th	Aug 3rd	Aug 3rd	Aug 3rd	Aug 2nd	Aug 3rd	N/A	Aug 2nd	Aug 4th	Oct 2nd	yes Aug 3rd
2009	Aug 4th	Aug 3rd	Aug 2nd	Aug 2nd*	Aug 1st	Aug 1st	Aug 3rd	N/A	Aug 2nd*	Aug 4th	Oct 1st	no
2010	Aug 3rd	Aug 4th	Aug 2nd	Aug 1st	Aug 2nd	Aug 1st	Aug 2nd	Aug 4th	Aug 3rd	Aug 4th	Sep 4th	
2011	Aug 3rd	Aug 4th	Aug 2nd	Aug 1st	Aug 2nd	Aug 3rd	Aug 1st	Aug 3rd	Aug 2nd*	Aug 3rd	Sep 3rd	
2012	Aug 3rd	Aug 4th	Aug 2nd	Aug 1st	Aug 2nd	Aug 3rd	Aug 1st	Aug 3rd	Aug 2nd*	Aug 2nd*	Sep 3rd	
2013	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Aug 3rd	Aug 1st	Aug 3rd	Aug 2nd*	Aug 4th	Sep 2nd	
2014				Aug 3rd								
2015				Aug 3rd								
Target	Aug 3rd	Aug 4th	Aug 2nd	Aug 3rd	Aug 2nd	Aug 2nd	Aug 2nd	Aug 4th	Aug 3rd	Aug 4th	Sep 4th	
Backup	Aug 4th	Aug 3rd	Aug 3rd	Aug 1st	Aug 1st	Aug 3rd	Aug 3rd	Aug 2nd	Aug 2nd	Aug 1st	Oct 1st	

Aug 1st	1st weekend in August
Aug 2nd	2nd weekend in August
Aug 3rd	3rd weekend in August
Aug 4th	4th weekend in August

Notes:

1. Data for 2005-2008 are historical.
2. Data for 2009 and beyond are scheduled.
3. A Region may schedule a CRC on the Target Weekend; approval by the DRC is required before signing a hotel contract.
4. If the Target Weekend is unavailable, the CRC may be scheduled on the Backup Weekend, but contact the DRC first, who will coordinate with other DRCs and Regions. Approval by the DRC is required before signing a hotel contract.
5. * equals Region IV and Region XII joint CRC
6. Region X moves to Fall CRC beginning 2010

APPENDIX AE

ASHRAE CRC Scheduling

Spring CRCs					
Year	VI	VIII	X	XI	Conflicts
2005	Apr 4th	Apr 3rd	May 1st*	May 1st*	no
2006	Apr 4th	Apr 4th	May 1st	May 2nd	no
2007	May 1st	Apr 2nd	May 1st	May 2nd	no
2008	May 3rd	Apr 4th	May 2nd	May 2nd	no
2009	May 2nd	Apr 4th	May 1st	May 2nd	no
2010	May 2nd	May 2nd	N/A	May 2nd	no
2011	APR 2nd	Apr 3rd		May 2nd	
2012	May 1st	Apr 4th		May 2nd	
2013	May 1st	Apr 3rd		May 1st	
2014		Apr 3rd			
2015		Apr 3rd			
Target	Apr 4th	Apr 3rd	May 1st	May 2nd	no
Backup	May 1st	Apr 4th	May 2nd	May 1st	no

Apr 3rd	3rd weekend in April
Apr 4th	4th weekend in April
May 1st	1st weekend in May
May 2nd	2nd weekend in May

Notes:

1. Data for 2005-2008 are historical.
2. Data for 2009 and beyond are scheduled.
3. A Region may schedule a CRC on the Target Weekend; approval by the DRC is required before signing a hote contract.
4. If the Target Weekend is unavailable, the CRC may be scheduled on the Backup Weekend, but contact the DRC first, who will coordinate with other DRCs and Regions. Approval by the DRC is required before signing a hotel contract.
5. * equals Region X and Region XI joint CRC
6. Region X moves to Fall CRC beginning 2010

APPENDIX AE

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

SOCIETY OFFICER'S EVALUATION REPORT FOR REGION CRC – (DATE)

I. In reviewing the CRC, the officer should consider and comment, but not individually rate the following:

A. General Attendance

Hotel accommodations (airport shuttle, check-in/out procedures, cleanliness, etc.)

Host chapter's preparation, announcements, and participation (quality, timeliness, effectiveness, etc.)

Protocol--reception and registration (preparation, efficiency)

Publicity--newspaper, radio and TV coverage (was there any, quality, type)

OFFICER'S COMMENTS

B. Business Sessions and Caucus

Meeting room arrangements (setup, cleanliness, in accordance with CRC Manual, etc.)

Attendance of delegates, alternates, committee chairs, and regional staff (headcount)

Regional reports and preparation (thoroughness, effectiveness, etc.)

Chapter reports (CRC summary complete and correct, thoroughness, complete)

Delegates' presentation of instruction from chapters' CRC Action Committees (preparation, effective, complete)

OFFICER'S COMMENTS

C. Workshops

Attendance of chapter committee chairs (headcount)

Workshop chairs preparation, agenda, presentations and program (audiovisual, handouts, effectiveness, etc.)

Workshop attendee participation (active, constructive, ASHRAE knowledge, etc.)

Attendance of chapter officers and members other than committee chairs (headcount)

OFFICER'S COMMENTS

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D. Technical Sessions

Meeting room arrangements and facilities (setup, cleanliness, audio-visual)

Attendance (headcount)

Technical content (related to ASHRAE)

Technical presentations (effectiveness, relative, timely, etc.)

OFFICER'S COMMENTS

E. Social Activities

Welcome party (setup, attendance, enjoyable, sociable, etc.)

Luncheon and/or banquet (setup, attendance, effectiveness)

Companion's activities

OFFICER'S COMMENTS

II. **Review should give feedback to DRC and CRC Chair on:**

A. Did the CRC achieve its goals? (Refer to the CRC Manual)

B. What was considered noteworthy or outstanding and could be passed on to other regions as suggestions that they can consider using?

C. Area for improvement that next year's DRC and CRC Chair should pay additional attention:

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D. Other comments on CRC:

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CRC REGIONAL CONFERENCE CALENDAR OF EVENTS

Reg Chm	48 months	Host Chapter and meeting date selected by Director and Regional Chair, considering normal rotation based on adequate room facilities and available dates for the specific days of the meeting.
Reg Chm	36 months	Coordination of dates with other regions. Approval of the Host chapter as submitted by the Director and Regional Chair, giving evaluation of dates of this regional request as well as the other regional requests.
Chapter	24-36 months	First meeting of chapter's Board of Governors to appoint committees, General Chair and preliminary discussion on conference format.
Chapter	24-36 months	Host Chapter and Director and Regional Chair select meeting hotel.
Gen Chm	18-24 months	Appointment of committees with ratification by Host Committee.
Hdqrs	12-36 months	Distribution of <i>Manual for Conducting Chapters Regional Conference</i> to the Host Chapter, as soon as identified.
Chapter	12 months	Establish CRC information webpage on Chapter and Region website.
Chapter	6 months	Request Region mailing labels and e-mail list, if desired.
Chapter	6 months	*Meeting of Conference Arrangements Committee and Director and Regional Chair to finalize programs. Monthly meetings thereafter to discuss progress.
Chapter	6 months	Begin meeting of all subcommittees. Chair to call meetings monthly thereafter and just prior to the Conference Arrangements Committee meeting.
Chapter	4 months	First mailing/ e-mailing of meeting notice.
Reg Chm	3 months	Notify Presidential Representative and Vice President of when they will address the meeting.
Hdqrs	3 months	Distribution of supplies, such as registration cards, ribbons, name tags, etc.
Hdqrs	3 months	Official notice to delegates and alternates.
Chapter	2 months	Second mailing/ e-mailing of meeting notice.
Chapter	1 month	Prepare name cards for Society and regional officers, delegates, alternates and committee chairs.
Chapter	1 month	Prepare and mail letter of invitation to employers listed for employer recognition event.
Chapter	15 days	Combined meeting of Conference Arrangement Committee, Director and Regional Chair and all subcommittees to discuss plans and review procedures. All planning should be completed and thoroughly checked.
Chapter	10 days	Prepare name tags for pre-registered attendees.
Chapter	1-2 days	Meet visiting dignitaries at point of arrival and escort to hotel. General chair should move into the hotel. Final meeting of Host Committee and Director and rehearsal; review all details.
DAY OF CONFERENCE		All is progressing smoothly.

*Director and Regional Chair shall be advised of all meetings of the Conference Arrangements Committee to allow his/her attendance, if possible. Minutes of meetings at which Director and Regional Chair is not in attendance shall be forwarded to the Director and Regional Chair within a few days following the meeting.

Appendix A2

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

NOTES:

- The following are three example CRC agendas. Format with the actual agenda shall be set by the DRC based on the region's needs and customs.
- Golf/tennis should not conflict with any sessions.
- Concurrent technical sessions and workshops should not be scheduled.
- Presentations by Society Officers and staff representative should be given at the General Business session. The Presidential Representative speaks at the President's Luncheon or banquet.
- Time is valuable. All comments need to be brief and to the point. Stay on schedule. Spouse activities shall not conflict with President's Luncheon or Awards Presentation.

EXAMPLE CRC AGENDA – 1

Thursday

8:00 AM to 5:00 PM.....Golf
3:00 PM to 7:00 PM.....Registration
6:00 PM to 10:00 PM Welcome Party
10:00 PM to ???Hospitality suite open

Friday

6:45 AM to 7:50 AM.....Caucus
7:30 AM to 4:00 PM.....Registration
8:00 AM to 11:45 AM First business meeting
12:00 PM to 1:30 PM President's Luncheon
1:45 PM to 4:45 PM..... Technical Sessions
6:00 PM to 10:00 PMBanquet
10:00 PM to ??? YEA Activity

Saturday

6:45 AM to 7:50 AM.....Caucus
7:30 AM to 4:00 PM.....Registration
8:00 AM to 9:00 AM..... Business meeting
9:10 AM to 11:45 AM Workshops
12:00 PM to 1:45 PM Awards Luncheon
1:45 PM to 3:00 PM..... Second business meeting
3:00 PM to 4:00 PM.....Executive Session
5:00 PM to 8:00 PM..... Social
8:30 PM to ???Hospitality suite open

EXAMPLE CRC AGENDA – 2

Thursday

7:30 AM to 11:00 PMHospitality
9:30 AM to 5:00 PM..... Registration
10:00 AM to 4:00 PM Sports
10:00 AM to 6:00 PM Technical Session
7:30 PM to 10:00 PM Caucus

Friday

7:30 AM to 3:00 PM..... Registration
8:00 AM to 9:30 AM..... Caucus with breakfast
9:45 AM to 11:45 AM First business meeting
12:00 PM to 4:00 PM President's Luncheon
4:00 PM to 6:00 PM..... Second Business Meeting
6:00 PM to 10:00 PMWelcome Reception
10:00 PM to ??? YEA Activity

Saturday

7:30 AM to 3:00 PM..... Registration
7:30 AM to 8:15 AM..... Caucus with breakfast
8:15 AM to 12:00 PM Workshops
12:00 PM to 2:00 PM Awards Luncheon
2:15 PM to 6:00 PM..... Regional Workshops
6:00 PM to 10:00 PMBanquet

EXAMPLE CRC AGENDA – 3

Wednesday

10:00 AM to 6:00 PM Registration
12:00 PM to 6:00 PM Golf
6:00 PM to ??? Hospitality

Thursday

8:00 AM to 6:00 PM..... Registration
8:30 AM to 9:00 AM..... Opening Remarks and Welcome
9:00 AM to 12:00 PM Technical Session #1
10:00 AM to 7:00 PM Hospitality
12:00 PM to 1:00 PM Lunch
1:00 PM to 4:00 PM..... Technical Session #2
5:00 PM to 6:30 PM..... Caucus Session #1
7:00 PM to 10:00 PM Welcome Party
9:30 PM to ??? YEA Social Party

Friday

7:30 AM to 6:30 PM..... Registration
8:00 AM to 12:00 PM Business Session #1
10:00 AM to 7:00 PM Hospitality
12:00 PM to 1:30 PM President's Luncheon
1:30 PM to 4:30 PM..... Business Session #2
5:00 PM to 6:30 PM..... Caucus Session #2
7:00 PM to 10:00 PM Banquet
10:00 PM to ??? Region Planning Meeting

Saturday

7:30 AM to 2:00 PM..... Registration
8:00 AM to 11:00 AM CRC Workshops
10:00 AM to 7:00 PM Hospitality
11:00 AM to 12:00 PM Chapter Officer Training
12:00 PM to 1:30 PM Awards Lunch
2:00 PM to 3:30 PM..... Business Session #3

EXAMPLE CRC AGENDA – 4

Thursday

12:00 PM to 7:00 PM	Registration
12:00 PM to 2:00 PM	Region Audit
1:00 PM to 3:00 PM.....	Hospitality Suite
1:00 PM to 3:15PM.....	Technical Sessions
3:30 PM to 5:30 PM.....	Business Meeting 1
6:00 PM to 7:00 PM.....	Welcome Reception
7:00 PM to 8:30 PM.....	Welcome Dinner
10:00 PM to 1:00 AM	Hospitality Suite

Friday

7:00 AM to 7:00 PM.....	Registration
9:00 AM to 11:00 AM	Hospitality Suite
7:00 AM to 9:00 AM.....	Breakfast
8:00 AM to 9:00 AM.....	Local ASHRAE Recognition Breakfast
8:00 AM to 10:00 AM	Caucus
9:00 AM to 4:00 PM.....	Companion Trip
10:00 AM to 11:45 AM	Chapter Operations Workshop
12:00 PM to 1:00 PM	Lunch
2:00 PM to 3:30 PM.....	Executive Session
2:30 PM to 5:00 PM.....	Technical Tour
3:30 PM to 5:45 PM.....	Business Meeting 2
6:00 PM to 10:00 PM	Presidential Dinner
10:00 PM to ???	YEA Event
10:00 PM to 12:00 AM	Hospitality Suite

Saturday

7:00 AM to 10:00 AM	Registration
9:00 AM to 11:00 AM	Hospitality Suite
7:00 AM to 9:00 AM.....	Breakfast
8:00 AM to 9:45 AM.....	Business Meeting 3
8:00 AM to 11:00 AM	Government Activities Workshop

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8:00 AM to 9:00 AM.....	Research Promotion Workshop
8:30 AM to 11:30 AM	Membership Promotion Workshop
8:30 AM to 11:30 AM	CTTC Workshop
8:30 AM to 9:30 AM.....	RECC Workshop
8:30 AM to 10:30 AM	Student Activities Workshop
10:00 AM to 11:30 AM	Historian Workshop
10:00 AM to 11:30 AM	YEA Workshop
10:00 AM to 12:00 PM	Hospitality Suite
12:00 PM to 2:00 PM	Awards Luncheon
2:30 PM to 3:30 PM.....	CRC Debrief

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CHAPTERS REGIONAL CONFERENCE

ATTENDANCE FORM

MEETING TYPE _____ DATE _____

ATTENDANCE TAKER _____

NAME	CHAPTER	CHAPTER POSITION

TURN IN COMPLETED FORM TO _____

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

20__ Region # CRC DELEGATE AND ALTERNATE CRC PREPARATION CHECKLIST

1. Required Attendance:
 - a. **Delegate and Alternate:** Attend the Orientation and Caucus on _____ at __: __ and the Second Caucus meeting at __: __ on _____.
 - b. **All Chapter Positions (President, President-Elect, Vice President, Treasurer, Secretary, Governors, Historian, Newsletter Editor, Grassroots Chairs, etc.):** Attend the Chapter Operations Workshop on _____ at __: __ and the Business Meeting as follows:
First Session – _____ at __: __.
Second Session - _____ at __: __.
 - c. **All Grassroots Committee Chairs (MP, SA, CTTC, GGAC, RP, YEA):** Attend the corresponding workshop on _____ at __: __.
2. **Bring the information package you receive from ASHRAE Headquarters, including the minutes of last year's CRC.** Read the minutes prior to arrival. You will be asked for corrections and approval of the minutes during the Business Meeting.
3. **Bring (names) letters and instructions regarding the CRC,** including the Agendas for the Caucus and Executive Session, Business Meeting, Awards Luncheon and Presidential Luncheon.
4. **Prepare "ASHRAE CRC Summary Report" and Presentation Power Point.** Attach a copy of your full Chapter Report including those items indicated as "Attachments" on the Summary Report Form. Submit electronic copy of report to host chapter at least twenty-one days prior to meeting.
5. **Have 13 copies of the Bios prepared for each candidate whom you intend to nominate** for a Regional or Society Award, a Regional or Society position, or Committee Member. (Remember, we should have three (3) persons for each position!) Bring these with you to the Caucus/Executive Session.
6. **Prepare copies of your motions** in advance on the proper form and submit electronically with your CRC Reports.
7. **Review the Manual for Chapter Operations and the new PAOE criteria** in the Presidential Newsletter which Society will send you. **Distribute copies of pertinent pages to your Grassroots committee chairs. Bring your copies to the CRC.**
8. **Be sure to SIGN IN at each meeting you attend.** If you do not see a sign-in sheet, ask the meeting room monitor for one.
9. **Organize your Chapter Power Point Reports so that no more than five minutes will be required to present the report.** Please do not read the report aloud during the Business Meeting! Rather, give a brief oral summary that discusses highlights and achievements.
10. **Prepare your motions and resolutions in clear and concise language.** Discuss these with other delegates so that similar motions or resolutions can be combined into one.

MEETINGS AND PROGRAMS

Business Meetings (Appendix B1)

The business meetings, held during the CRC, will be general meetings of the Society serving the designated region and shall consist of a chair, who is the Director and Regional Chair (DRC), one delegate and one alternate selected by each chapter in the region. The business meetings are the official meetings of the Chapters Regional Committee. This committee receives and reviews:

- Reports on chapter operations
- Suggestions concerning Society policies and procedures (motions) (See Appendices B2 and B3)
- Problems concerning chapter operations

The business meetings are open to all members of the Society unless otherwise noted. When there is a discussion of a sensitive issue, proprietary or of a personal nature, the chair may declare an executive session, during which only members of the committee and such other individuals invited by the chair shall be present.

CRC Workshops

Chapter workshops are specific periods set aside for the purpose of training incoming chapter committee chairs and officers, exchanging ideas between chapters on committee activities and discussing any problems a chapter may have (Appendix B4). The respective regional vice chairs shall conduct their committee's workshop. Chapter Operation Workshops should be conducted by the DRC or other regional officer (Appendix B5).

The required workshops for all chapter committee chairs are:

- Chapter Operations Workshop for all officers and members of the Board of Governors
- Membership Promotion Workshop in addition to centralized training
- Student Activities Workshop
- Chapter Technology Transfer Workshop
- Research Promotion Workshop in addition to centralized training
- Grassroots Government Activities Workshop
- YEA Workshop

The current chapter committee chairs and incoming

chairs are expected to participate in the workshops.

In addition, the following workshops are recommended for consideration:

- Public relations
- Web Site Management
- Historical
- Chapter Newsletter
- Student Branch Operation Workshop
- Honors and Awards
- Preparation of CRC Motions (Action Items)
- ECC

Orientation Session (Appendix B1)

Prior to the caucus, an orientation session may be held, open to all in attendance. All visiting officers to the CRC shall be invited to attend the orientation session prior to the caucus. At this session the CRC General Chair should review meeting logistics and schedule with the attendees and the DRC will inform the alternates and delegates of the positions to be filled and recommend that names of potential candidates be submitted for consideration. Questions pertaining to a candidate's eligibility or qualifications may be answered by anyone in attendance. The attendance of delegates and alternates is mandatory.

Caucus (Executive Session) (Appendix B1)

Only the chapter delegates and alternates and the regional Nominating Committee member, alternate and reserve alternate shall attend the Caucus, which is held under Executive Session (limited attendance). Any current Society Board member shall not attend a Regional Caucus or Executive Session held in any region (see Chapters Regional Committee Rules).

The Caucus of the CRC must be held when so instructed by the DRC. It is during this session that recommendations for future leaders of our Society are made. The regional delegates have a responsibility to seek out Society leaders within the region, to recommend technically competent specialists for Society committees and to recommend honors and awards for those who have contributed time, talent and energy to further the technology of our industry. ASHRAE business is *not* to be discussed in the Caucus. (See Appendix B6 for CRC Worksheet and visit HonorsandAwards@ashrae.org for Honors

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and Awards Nominations.)

The regional Nominating Committee member shall be chair of the CRC Caucus. The Society Nominating Committee alternate and reserve alternate, along with the delegates and alternates from the chapters, shall be present at this meeting. The DRC may conduct an orientation session at the beginning of the Caucus, but must then leave the meeting and shall not attend the Executive Session, but shall be available to answer any questions on procedure.

The purposes of this meeting are **(Appendix B6)**:

- A. To elect a member, alternate and reserve alternate to serve on the Society Nominating Committee.
- B. To make recommendations for appointments to Society Membership Promotion, Student Activities, Research Promotion, Grassroots Government Activities, and Chapter Technology Transfer Committees.
- C. If a CRC-elected Member cannot attend either Society meeting of the Committee, the CRC-elected Alternate shall become the Member. If willing and able, the originally elected Member may then serve as the Alternate. If not, the CRC-elected "reserve" Alternate shall become the Alternate representing the region.
- D. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate, shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region.
- E. To make recommendations for Society elective offices, such as president-elect, treasurer, vice presidents and directors-at-large.
- F. To recommend nominees for DRC, ARC, and RMCR.
- G. To suggest appointments to Society committees.
- H. To recommend candidates to receive Society honors and awards.
- I. To select recipients of regional award of merit and chapter service award.

Complete information on the candidates listed above, biographical forms, instructions to delegates and alternates and other pertinent information will be furnished by Headquarters several months prior to the CRC (**contact RegionInfo@ashrae.org**).

The election of the member, alternate and reserve alternate from the region to serve on the Society Nominating Committee and the selection of the region's nominees for DRC, ARC and RMCR shall be by majority vote at the Executive Session. The procedures for obtaining a majority vote shall be as outlined in the Manual of Procedures for the Society's Nominating Committee:

1. After the first ballot, if positions still remain to be filled, all candidates receiving less than a majority but at least two votes shall remain candidates.
2. After the second ballot, if positions still remain to be filled, all candidates receiving less than a majority but at least four votes shall remain candidates.
3. After the third ballot, if positions still remain to be filled, all candidates receiving less than a majority but at least six votes shall remain candidates.
4. After the fourth and succeeding ballots, if positions still remain to be filled, the committee, through a vote may call for the number of votes for each candidate to be reported.
5. In the event of a stalemate, the committee chair may suggest an alternate voting method.

Recommendations for election to Society offices should not be made public but should be forwarded, accompanied by biographical data, directly to the Society Executive Vice President at Headquarters by the regional Nominating Committee Member.

Other items may not be discussed in the Executive Session.

Guidelines for CRC Motions

Chapter members have the right and the responsibility to present to the chapter CRC Action Committee motions to enhance regional, chapter or Society activity. These motions will be presented by the delegate during the business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. **(See Appendices B2 and B3)**

A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of

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this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

All CRC motions are brought to the Members Council by the RMCR for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the Rules of the Board.

- A. Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.
- B. CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by Members Council and recommendations forwarded to the President-Elect.
- C. The RMCR has the responsibility of monitoring all CRC motions from his/her region and reporting at the next CRC the status of those motions.
- D. Status of Motions are maintained by society staff on the ASHRAE website.

Technical Programs

A major purpose of this Society is the dissemination of technical information for the benefit of all members and the general public. These programs provide the latest information in the fields of interest of Society, obtained through experience and research. A minimum of three hours at the regional conference must be devoted to programs of a technical nature.

The host chapter should send invitations to all Student Branches in the Region encouraging students and advisors to attend the technical sessions.

Types of Technical Programs

- A. **Technical Talks** – This is the most general type of program. Topics are selected and speakers assigned. Speakers may be local, or if feasible, a Distinguished Lecturer (DL) or speaker of national repute may be invited to present a technical topic. The speaker should always be advised of the exact subject to be discussed, suggested points of interest to be covered and the time allotted for his/her presentation. The speaker's outline should be requested by the Technical Committee prior to the presentation in time to allow the Technical Committee time to review and to ensure that the contents of the requested information is covered and is in conformance with the

program.

The Chapter Technology Transfer Committee is responsible for reviewing the contents of the technical session at the CRC and may provide a list of speakers that may be available and of interest.

- B. **Panel Programs or Forums** – The panel-type program offers an interesting medium for exchanging ideas. The purpose of the forum is to offer as much open discussion as possible and the subject matter selected is usually of a controversial nature. The panel members are usually selected from the region and should be experienced in the particular field being discussed. The selection of the moderator is extremely important. Keeping order during a forum or panel discussion can sometimes be difficult. The moderator should also be experienced in the field being discussed, but should remain neutral, simply guiding the discussion and maintaining control of the proceedings. A person who is well respected by all participating parties would be a logical choice for a moderator.
- C. **Technical Tours** – In order for a technical tour to qualify as part of the required three hour technical session, it must be approved by the DRC. Since a considerable amount of planning and time is required for a successful technical tour, it is not advisable to have more than one such trip per conference. Timing of the technical tour is very important and must be arranged not to conflict with other forums or technical sessions. The Transportation Subcommittee will make all arrangements for buses or other means of transportation.
- D. **Treatment of Speakers** – As with any invited speaker, follow the guidelines described in the Manual for Chapter Operations regarding equipment, introduction techniques, commercialism requirements and courtesy.
- E. **Equipment Expositions** – Chapters are encouraged to sponsor equipment expositions of products, equipment and systems subject to the Society's guidelines.

Host chapters should consider equipment expositions reflecting a single theme technical session such as "thermal storage" held in

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conjunction with the technical session.

A suggested time to hold an all-day technical session/equipment exposition is the day before the business and workshop sessions of the CRC so as not to interfere with these sessions.

INSTRUCTIONS TO DELEGATE & ALTERNATE FOR CRC

Chapters Regional Committee Meeting

There are four parts to the Chapters Regional Committee Meeting held in conjunction with the Chapters Regional Conference (CRC): the Orientation Session, the Caucus, the Business Session and the Executive Session. As a delegate or alternate, you will be involved in all four of these sessions.

Orientation Session

Open to all attendees, this session is held prior to the Caucus so that the Director and Regional chair can instruct the delegates and alternates on procedures and to advise them as to the regional and Society positions to be filled. During this session other non-caucus attendees can provide advice and counsel as specifically requested by a delegate or alternate. The attendance of delegates and alternates is mandatory.

Caucus (Closed Session)

This is an informal session. It is usually held at the beginning of the Chapters Regional Conference attended by only the delegates and alternates from the chapters, the regional Nominating Committee Member, the regional Nominating Committee Alternate and the regional Nominating Committee reserve alternate. The purpose is to provide a forum for the chapters to present and discuss their recommendations for candidates for regional and Society positions, Society committees, and regional and Society honors and awards. All discussions at the Nominating Committee meetings, caucus and executive sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. The regional Nominating Committee Member chairs the session and the host chapter delegate is the secretary. Minutes of the Caucus are not to be published. During the Caucus, the delegates and alternates should present the biographies of the candidates who will be recommended for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy. The two Nominating Committee representatives shall not be present while their nominations are being discussed. The host delegate shall become the temporary chair.

Business Session

Each chapter shall, as a minimum, prepare the following in one complete package, whether a binder, CD or other form, as directed for that CRC:

1. A completely filled-out Summary Report Form (Attachment W).
2. Report of Chapter Activities for the preceding year, including committee reports.
3. Chapter Committee Chairs' MBOs.
4. A sample newsletter.
5. The Chapter's roster.

After the report phase of the Business Session, the Chapters are encouraged to present action items for changes in any Chapter, Regional or Society activities or policies.

All reports and action items presented at the Chapters Regional Conference will take place at the Business Session, except for those items specified for the Executive Session.

The chapter delegate is the voting member. The regional vice chairs, the regional Nominating Committee Member and the regional Nominating Committee Alternate attend in their official capacity. The Regional Chair is chair of the meeting. The chapter delegates report on the progress of their chapters and student branches and their recommendations concerning policy, procedures and operations of Society. Motions that are passed are then brought forward to Members Council for further consideration.

Executive Session (Closed Session)

Only the delegates and alternates from the chapters, the regional Nominating Committee Member and the regional Nominating Committee Alternate may attend the Executive Session. The regional Nominating Committee Member is the chair. The reserve alternate for the Nominating Committee Member is allowed to attend the executive session of the CRC without reimbursement for transportation. The host chapter delegate is the secretary. Minutes of the Executive Session shall not be published. Chapter delegates vote for candidates for the following:

1. Nominating Committee Member, Alternate and Reserve Alternate
2. Regional Vice Chairs
3. Regional Awards
4. Society Officers and Board of Directors (including Regional Chair, if appropriate)

The regional Nominating Committee representative will forward the report of the Executive Session to Society Executive Director/Secretary at Headquarters within 30 days of the meeting. Members who serve on Grassroots committees (Regional Vice Chairs) should be contacted as their willingness to serve before their names are submitted in this report.

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCE

MOTIONS AND RESOLUTIONS AT THE CRC

Chapter members have the right and the responsibility to present to the chapter CRC Action Committee motions to enhance regional, chapter or Society activity. These motions will be presented by the delegate during the business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

All CRC motions except regional motions are brought to the Members Council by the RMCR for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following:

- A. Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.
- B. CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by the Members Council and recommendations forwarded to the President-Elect.
- C. The RMCR has the responsibility of monitoring all CRC motions from his/her region and reporting at the next CRC the status of those motions.

MOTION FORMAT: The motion should be written in concise, succinct language ("whereas" and "legalese" do not enhance the understandability or acceptability of motions). A sample format is shown on the next page. The body of the motion should contain as completely as possible the following information:

- A. State completely the action which is being recommended or required. Example: "Move that Society dues be lowered..."
- B. Qualify wherever possible elements of the motion so that they are not open-ended or open for interpretation, debate or floor negotiation. Example: "Move that Society dues be lowered to \$90 per year..."
- C. Include wherever appropriate the time frame for the execution of your request. Example: "Move that Society dues be lowered to \$90 per year, effective July 1, 2013" (with background data on fiscal impact, if possible).
- D. Where a motion is expected to modify or to become a Rule of the Board (ROB), it should be worded as the proposed Rule of the Board it is intended to read.

REQUIRED BACKGROUND INFORMATION: As a separate statement, provide historical background, progression of events, related incidents or other general information which would be helpful for the council and subsequently Board of Directors to appropriately debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research, the more beneficial the request is to the betterment of the Society, the more likely the matter will be dealt with favorably.

In summary, a good motion spells out who, what, when, how much and then explains why it is good and timely action.

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCE

FORMAT FOR CRC MOTIONS

Motion Identification No.

(Region No., Motion No., Date)

Moved By: _____

Motion: _____

Background Information:_____

Fiscal Impact: _____

Vote Count:

For: _____ **Against:** _____ **Abstained:** _____ **Chair Voting:** _____

Passed: _____ **Failed:**_____ **Withdrawn:** _____

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

INVITATION TO COMMITTEE CHAIRS SAMPLE E-MAIL

M E M O R A N D U M

TO: All Chapter _____ Committee Chairs, Region _____

FROM: _____, Regional _____ Vice Chair

RE: CRC Meeting

Please consider this letter my personal invitation to you to attend the _____ Committee Workshop in (location, date, time).

I am looking forward to seeing you at the Chapters Regional Conference for Region _____, which is being held in (location, date). Based upon very reliable information, I hear the (host city) folks are really going to "put on the dog" for us and are planning the best Region _____ CRC meeting ever.

Your attendance at the CRC and the _____ Committee Workshop is most important for you, your chapter and for the future of ASHRAE. You can help your chapter win the Presidential Award of Excellence. Your input to the _____ Workshop is needed and perhaps you can gain some new ideas that will work for you in carrying out your responsibilities.

I am sure you are preparing a report of your chapter _____ activities for your chapter's report. Please send me a copy of your report prior to the CRC meeting. I need your report no later than (date). The following is information which the Society and I as Regional _____ Committee Vice Chair need:

1. Do you plan to attend the Regional Conference? If not, who will represent your chapter at the _____ Committee Workshop.
2. A report of current _____ committee activities in your chapter.
3. Any thoughts you have for future activities.
4. Your comments and suggestions as to how the Society can be of benefit to your chapter's _____ committee activities. Also, how your Regional _____ Committee Vice Chair can be of assistance to you and your chapter.
5. How you and your chapter handle (special projects).

See you in (city)!

cc: Regional Chair
Chapter Presidents

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

CHAPTER OPERATIONS WORKSHOP SAMPLE E-MAIL (OPTIONAL)

MEMORANDUM

TO: All Presidents of Region_____

FROM: _____, Chair, Region_____

RE: CRC Meeting, (location), (date)

At the CRC meeting the agenda includes a "Chapter Operations Workshop" on _____ beginning promptly at _____ and lasting until _____. The speakers will discuss the duties and problems of each chapter office and will provide you with insights into managing those offices in accordance with the attached agenda.

After each session there will be an open discussion or question-and-answer session.

As president of your chapter, no one realizes more than you the importance of pre-education before becoming an officer in one of our chapters. In these workshops advancing officers, as well as members who are interested in becoming officers, have an excellent opportunity to learn of the duties and problems of each office. The officer's work is made so much easier if he/she knows some of the operational procedures of the chapter offices and regional affairs.

I will certainly appreciate it if you will make a special effort to point out to all of your officers, committee chairs and members the importance of attending this workshop.

Thanks and kindest personal regards.

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES



SAMPLE WORK SHEET FOR EXECUTIVE SESSION - REGION ? CRC

Recommendations for Society Year 201?-201?

Instructions: The regional Nominating Committee Member, as Chair of the CRC Executive Session, is responsible for submitting these original **pages** 1 through 5 to the Executive Vice President/Secretary, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329 within 30 days after the CRC.

The Nominating Committee Member shall send copies of **Parts 2, 3, 4, 5, and 6** to the Director and Regional Chair (DRC) – (**not page 1**).

Note: 1. All candidates shall be listed in order of preference.

2. Each candidate should review his/her electronic biographical record on file at www.ashrae.org and ensure that the bio is current.

1. OFFICERS AND BOARD OF DIRECTORS

	<u>201?-201? Officer Nominees:</u>	<u>CRC Recommendations for SY 201?-201?</u>
President-Elect	?	_____
Treasurer	*?	_____
Vice President	*?	_____
Vice President	?	_____
Vice President	*?	_____
Vice President	?	_____

* Eligible for re-election to this position for one additional consecutive year

Directors-at-Large whose terms expire in June 201?:

Director-at-Large	?	_____
Director-at-Large	?	_____
Director-at-Large	?	_____

Director and Regional Chair whose term expires in June 201?:

<u>N/A</u>	_____

Submitted by:

Region ? Member, Nominating Committee

Date

(Note: DO NOT send this page to the DRC)

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Executive Session Work Sheet for Region ? CRC
Recommendations for SY 201?-201?

Page 2

2. SOCIETY COMMITTEES* (Recommendations to Society President-Elect)

<u>Committee</u>	<u>Name Recommended</u>	<u>Member No.</u>
Advocacy		
Building Energy Quotient (bEQ)		
Certification		
Conferences and Expositions		
Electronic Communications		
Environmental Health		
Finance		
Handbook**		
Historical		
Honors & Awards		
Planning		
Professional Development		
Publications		
Refrigeration		
Research Administration**		
Society Rules		
Standards**		
Technical Activities**		
Young Engineers in ASHRAE (YEA)		
* = The CRC should contact candidates to obtain their agreement to serve on committees before candidate names are listed above.		
** = Members of these committees are elected by Board of Directors at Society winter meeting.		

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3. NOMINATING COMMITTEE

Note: Nominating Committee Members, Alternates and Reserve Alternates must be **Members (Member grade) of the Society for a minimum of five years** at the time of selection, must be selected at least one year in advance of taking office, and may serve no more than six years total on the Nominating Committee.

	201?-1?	201?-1?	201?-1?
Member	? (#?)	(#_____)	
Alternate	? (#?)	(#_____)	
Reserve Alternate	_____ (open) (#_____)	(#_____)	

The CRC should complete the charts below and forward pages 3 and 4 to the Director and Regional Chair (DRC), who should complete **the chart on page 4**. **The DRC then sends pages 3 and 4 to the President-Elect, who will handle the final selection process.**

4. REGIONAL VICE CHAIRS - Grassroots Committees

Select three in each category, if possible. Candidates for Regional Vice Chairs must be Members (Member grade) of the Society in good standing for three years prior to the start of their terms. Please use full name (no nickname) and member number for each candidate recommended.

<u>Committee</u>	<u>201?-201?</u>	<u>Term</u>	<u>201?-201?</u>		
			<u>1st choice</u> (name & member #)	<u>2nd choice</u> (name & member #)	<u>3rd choice</u> (name & member #)
Chapter Tech Transfer	? #?	?-?	#	#	#
Grassroots Govt Activs	? #?	?-?	#	#	#
Membership Promotion	? #?	?-?	#	#	#
Research Promotion	? #?	?-?	#	#	#
Student Activities	? #?	?-?	#	#	#

4a. ASSISTANT REGIONAL CHAIR

Select three candidates in priority order. Candidates for Assistant Regional Chair must be a Member (Member grade) of the Society in good standing for three years prior to the start of his/her term. List candidates below, using full name (no nickname) and member number for each candidate recommended.

<u>201?-201?</u>	<u>Term</u>	<u>201?-201?</u>		
		<u>1st choice</u>	<u>2nd choice</u>	<u>3rd choice</u>
		(name & member #)	(name & member #)	(name & member #)
?	?			
#?		#	#	#

4b. REGION MEMBERS COUNCIL REPRESENTATIVE

Select three candidates in priority order. Candidates for Region Members Council Representative (RMCR) must hold Member grade or higher in the Society for three years prior to the start of terms. The RMCR may also be the ARC (4a). List candidates below, using full name (no nickname) and member number for each candidate recommended.

<u>201?-1?</u>	<u>Term</u>	<u>201?-201?</u>		
		<u>1st choice</u>	<u>2nd choice</u>	<u>3rd choice</u>
		(name & member #)	(name & member #)	(name & member #)
?	?-?			
#?		#	#	#

(see next page)

Executive Session Work Sheet for Region ? CRC
Recommendations for SY 201?-201?

Page 4

The DRC should list his/her recommendations below and send pages 3 and 4 to the President-Elect, who will handle the final selection process.

The DRC recommends that the President-Elect appoint the following for 201?-201?:

Chapter Technology Transfer RVC	_____
Grassroots Government Activities RVC	_____
Membership Promotion RVC	_____
Research Promotion RVC	_____
Student Activities RVC	_____
Assistant Regional Chair	_____

The DRC recommends to the President-Elect the following ranking of candidates for the Region Members Council Representative position:

Candidate #1	_____
Candidate #2	_____
Candidate #3	_____

Submitted by:

?, Region ? DRC (sign above)

Date

5. RECOMMENDATIONS FOR AWARDS

NOTE: Nominations for the John F. James International Award, Regional Award of Merit, and Chapter Service Award for general Society activities should be submitted in electronic format (adobe.pdf). These awards should include a letter of nomination from a sponsor (chapter, region, committee or ASHRAE member) that clearly addresses specific contributions and a current ASHRAE Biographical Record. For award criteria or point tally forms, please visit www.ashrae.org/honors.

Award	Name (do not use nicknames)	Special Instructions
John F. James International Award (participation in international activities)		Must include letter(s) of recommendation and bio before submitting candidate's name
Regional Award of Merit (no limit on number of awards; attach list if needed)		Must include bio and point tally form before submitting candidate's name
Chapter Service Award (no limit on number of awards; attach list if needed)		Must include bio and point tally form before submitting candidate's name

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6. CRC GENERAL CHAIR - Report names of the next 3 upcoming general chairs. (Note: This is NOT an Executive Session item. It is included on this sheet for convenience in reporting.)

<u>Name</u>	<u>Host Chapter</u>	<u>CRC Year</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Mdt/2013-04-10

ACCOMMODATIONS AND FUN

Headquarters Hotel

The headquarters hotel should be selected on the basis of adequate facilities, affordable guest rooms and appropriately-sized meeting rooms for technical and business sessions. The selection of the location, hotel and activities should be determined by both the DRC and the CRC Committee to make sure that the cost to the attendees is reasonable.

All contracts with hotels should be reviewed by ASHRAE staff (meetings@ashrae.org) prior to signing the contract. See "Hotel Negotiating" in **Appendix C1** for additional information.

Complimentary rooms supplied by the hotel should be assigned to the CRC General Chair and DRC.

Business Meeting Rooms

Rooms should be air-conditioned, have good, easily controlled lighting that is compatible with visual aids, good acoustics, PA system, power outlets for computers, internet access, and presentation screens.

Designated seats should be provided at the head of the table for the DRC, meeting secretary and visiting dignitaries. The table should be large enough to allow delegates and alternates to be seated comfortably. The rooms should be large enough to accommodate visitors. Identification cards should be provided for persons seated at tables. Names should be large enough to be easily read by those in attendance. Suggested arrangements for the business sessions are provided as attachments to this guideline. Coordinate room layouts with DRC, as specific needs may vary by region. (**See Appendices C2, C3 and C4.**)

Rooms should have good sight-lines so that screens or other visual aids can be seen by all attendees.

Provide enough microphones to adequately cover attendees and recording equipment.

Workshop Rooms

Rooms should generally be set-up in a classroom setting. Provide screen, projector, and power outlets for computers. Coordinate all room requirements and seating capacity with workshop presenter.

Hospitality Room

A hospitality room should be provided for the use of companions while members are in meetings and as a meeting place during free periods. The CRC host chapter shall be responsible to staff the hospitality room and may provide snacks and beverages as they desire.

ASHRAE No Smoking Policy

No smoking is allowed within the facilities hosting the CRC event. (see Society Smoking Policy, Volume 1, Principles, Policies, and Position Statements)

Social Functions

An important part of every conference is the opportunity to meet with other ASHRAE members, to exchange ideas and experiences and to make new friendships and renew old ones. The Social Subcommittee may be charged with planning all special functions in which members, their guests and companions participate. If a number of entertainment events are scheduled, it may be best to have a subcommittee formed for each special event. One of the visiting Society officers may be scheduled as the principal speaker at a major social event.

Note: A 15-20 minute time slot should be included during the CRC for the Vice President's speech. The Vice President's speech should also be at a well attended venue other than the Business Session, "if possible," (i.e., Awards Luncheon or Banquet).

Schedules of sightseeing tours, church services in close proximity to the hotel and other interesting functions should be made available to attending guests. The Host Subcommittee is encouraged to be original and inventive in program planning.

The subcommittee's responsibilities for these functions are:

- A. The selection of a master of ceremonies.
- B. The selection of a menu.
- C. The seating arrangement of the head table (if applicable).
- D. To assess the total costs and ticket charges proposed, all of which will become a part of the general budget and subject to the General Chair's approval.

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E. The printing of tickets.

The following function suggestions are given as guidelines only:

- **Welcome Party**
Usually an informal event at the start of the CRC used by the host committee to welcome attendees and thank committee members.
- **President's Luncheon**
For the President's Luncheon, the speaker is the presidential representative of the Society who will report on the activities of ASHRAE. If the Banquet is to include an additional speaker, he/she should preferably be a Society officer, someone prominent with the industry, or a person able to relate to our profession.
- **Awards Function**
The Society and regional awards are presented at this function by the presidential representative and the DRC. Because of the length of the awards program it is suggested that there be no additional speaker at the awards function.
- **Members' Night Out**
A separate subcommittee should be established with the responsibility to provide a suitable venue and activity for all attendees to socialize, dine and be entertained (i.e. banquet with some form of entertainment. Banquet at a museum, diner at a baseball game). The associated cost should be presented to the CRC General Chair for inclusion in the general budget and determination of ticket charge.
- **Companions' Activities**
A separate subcommittee should be established with the responsibility of providing a suitable program for entertaining companions (and children) during the conference, particularly during the times when the members are attending technical sessions or meetings.

Suggested programs for the members' companions could include sightseeing tours, fishing trips, shopping trips, lectures, manufacturing plants. Activities should be offered that are unique to the area, if any exists (museum, art gallery or historical points

of interest).

Charges for companion functions, as all other activities, should be kept to a minimum to encourage participation and should be carefully planned so as not to interfere with attendance at the luncheons, banquets, etc.

Companions should be encouraged to attend the President's Luncheon, awards functions, banquet, welcome parties and similar CRC scheduled functions.

- **Sports**
Suggestions for sports activities include any locally popular sport such as fishing, golfing, skiing, etc. Comparisons in procedures apply to any option, however, golf will be highlighted as an example here. Regardless of the proposed sport, a designated chair should be appointed to coordinate the function.

Green fees and allowance for prizes should be included in the costs presented to the CRC General Chair for inclusion in the general budget and for determining golf ticket charges.

Arrangements may be made with one or more local clubs to accommodate visiting members who may wish to play golf on the days before or after the conference.

- **Employer Recognition Function**

ASHRAE visiting officers host a recognition breakfast/lunch at each CRC to acknowledge as many employers in the local area as possible for their support of the host chapter and its programs. These are employers that financially support their employees to be members/officers of the local chapter, support the chapter's research promotion program, etc. A second purpose is to invite employers that have not supported the chapter but whose support is desirable. At the event, the visiting officers make brief remarks about current ASHRAE activities and give the attendees an opportunity to suggest improvements/new activities to the officers that would be valuable to companies in the industry. **(Appendix C5)**

It is strongly encouraged that one or more of the following events be:

1. Employer Recognition Breakfast or

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

- Lunch (breakfast preferred) attended by:
- Employers who sponsor an individual member in ASHRAE
 - Employers who contribute to Research
 - Employers who are potential sponsors and contributors
2. Invitation for employers to attend:
- Business sessions
 - Technical seminar
 - Socials

Prior to scheduling the event the CRC Host Committee should:

- Prepare a list of potential attendees and obtain a preliminary head count. Potential attendees are the principals or their designated representatives of the following:
 - Consulting engineering firms
 - Power companies
 - Mechanical contracting firms
 - Colleges and universities
 - Manufacturers
 - Building owners and managers
 - Hospitals
 - Government
- Call or write the senior ASHRAE officer assigned to the CRC to:
 - Ask his/her preference for the type of event and format.
 - The names, addresses, titles, companies and how they support ASHRAE of all employer attendees will be forwarded to the senior officer by the DRC for use in sending follow-up *Thank you* letters and in preparation of awards.
- At least one month prior to scheduled event and/or events the CRC chair should prepare and distribute invitations to all potential attendees.

The invitation should include:

- Purpose of the invitation

- Attending senior ASHRAE officer's name and position
- Time, date and place of event and/or events

ASHRAE Regional and Chapter Alcohol Policy

ASHRAE Regions and Chapters when conducting Regional or Chapter meetings or other events that would warrant having alcohol on the premises shall adopt these policies.

If alcoholic beverages are to be sold or served at a Regional or Chapter meeting or other function on the Establishment's premises (or elsewhere under the Establishment's alcoholic beverage license), such beverages shall be dispensed only by the Establishment's employees and bartenders. The term "Establishment" shall mean the hotel, restaurant, club or other organization providing the meeting space to the ASHRAE Region or Chapter.

The Establishment represents and warrants that it carries adequate liquor and dram shop liability insurance to protect itself against claims arising from the Establishment's negligent activities where alcohol is served.

The Establishment agrees to comply with ASHRAE's request to discontinue all alcoholic service at any particular time during any of the ASHRAE Regional or Chapter events held at the Establishment.

- Service Requirements: The Establishment shall:
 - request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced;
 - refuse alcoholic beverage service to any person who, in the Establishment's judgment, appears intoxicated; and
 - instruct it's bartenders not to over pour.
- Training: The Establishment represents and warrants that all Establishment personnel have undergone adequate training to prevent any incidents which could result in claims for liquor liability.
- Indemnification: Notwithstanding any other provisions of this contract, the Establishment shall defend, indemnify and hold ASHRAE, the ASHRAE Region or Chapter, officers, directors, employees, agents and members

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harmless from and against any and all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from the Establishment's sale or service of alcoholic beverages.

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HOTEL NEGOTIATING

In negotiating a contract with a hotel, the following basic rules apply:

1. EVERYTHING IS NEGOTIABLE.
2. AFTER AGREEMENT, GET IT IN WRITING.
3. OBTAIN DRC APPROVAL PRIOR TO SIGNING.
4. HAVE CONTRACT REVIEWED BY ASHRAE STAFF (MANAGER OF CONFERENCE SERVICES meetings@ashrae.org) PRIOR TO SIGNING.

You, the prospective customer, have the upper hand when it comes to negotiating with a hotel salesperson. There is more than one hotel with proper facilities to house a CRC and a good salesperson realizes this fact. There should be no "Take it or Leave it" attitude on the salesperson's part if he/she knows their business and wants yours.

The CRC meets when a hotel needs business – the end of the week. Most hotels are busy Sunday to Wednesday and need to have a group in to keep the occupancy rate up. In order to get this business, they are more apt to "make deals" – give special rates, waive meeting rentals, give more complimentary accommodations. On your initial contact, let the salesperson know that *you* know your business is valuable and let him make his best deal. Always obtain more than one bid – see what the competition has to offer, but don't try to use that information as a club – a subtle hint that you are reviewing several proposals should do.

Sleeping room rates can and should be guaranteed at least one year in advance. It is not too much to ask that this year's regular rates be confirmed as next year's convention rates, and you may even get a better quote than that. Food prices should be guaranteed six months in advance. Do not accept a 90-day quote. Complimentary rooms are usually given at a ratio of one free for every 50 rooms actually used. But start the negotiation process by asking for one for every 40 rooms. Ask for a suite over and above complimentary units. All the salesperson can do is say no, and you might be pleasantly surprised. Free meeting space is usual, but don't be surprised if a rental is asked. Meeting room rental should be a priority in your negotiation and rental should be waived especially if your program includes planned food functions. Hotels charge meeting room rentals based on the ratio of sleeping rooms to meeting space used, so if your room block is small and you are using the hotel's entire meeting space inventory, you may have rental charges.

Know profit margins for hotel business:

Rooms: 60% - 70%
Beverage: 35% - 40%
Food: 15% - 25%

When you feel you have the best and are satisfied, GET IT IN WRITING, signed by both parties. This is your security blanket and is as legal as you can expect. Even if the salesperson leaves the hotel, you have a written guarantee from the hotel that they will provide the services outlined.

Keep in touch with the hotel periodically just to make sure that nothing unexpected has happened, such as a major remodeling during the dates of your meeting. If plans change on either side, ask for a rewriting of the agreement. Don't give up anything unless you receive a fair exchange. If both parties have been honest and have come to an agreement, the meeting should run smoothly.

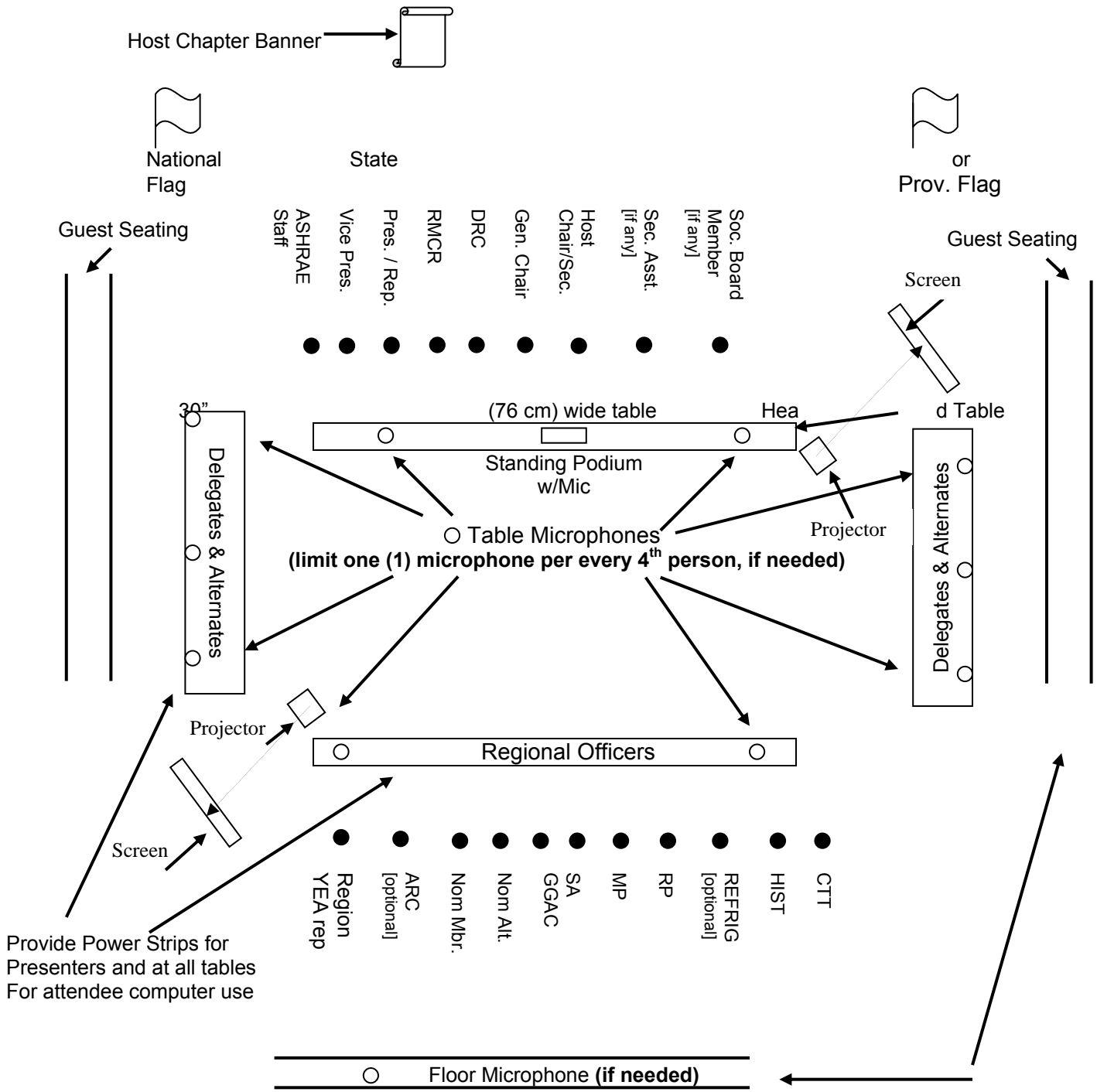
GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

Additional items to consider:

- Who can provide the audio/visual equipment? Just an approved vendor, or can the chapter provide its own?
- Who can stock the hospitality suite with food and beverages?
- Is parking included or is there a charge?
- Is internet access included? Are the meeting rooms included in coverage?
- Is there an airport shuttle or is ground transportation included? Is there a charge?
- Does the hotel have to approve entertainment (if provided)?

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EXAMPLE CRC BUSINESS MEETING LAYOUT – 1



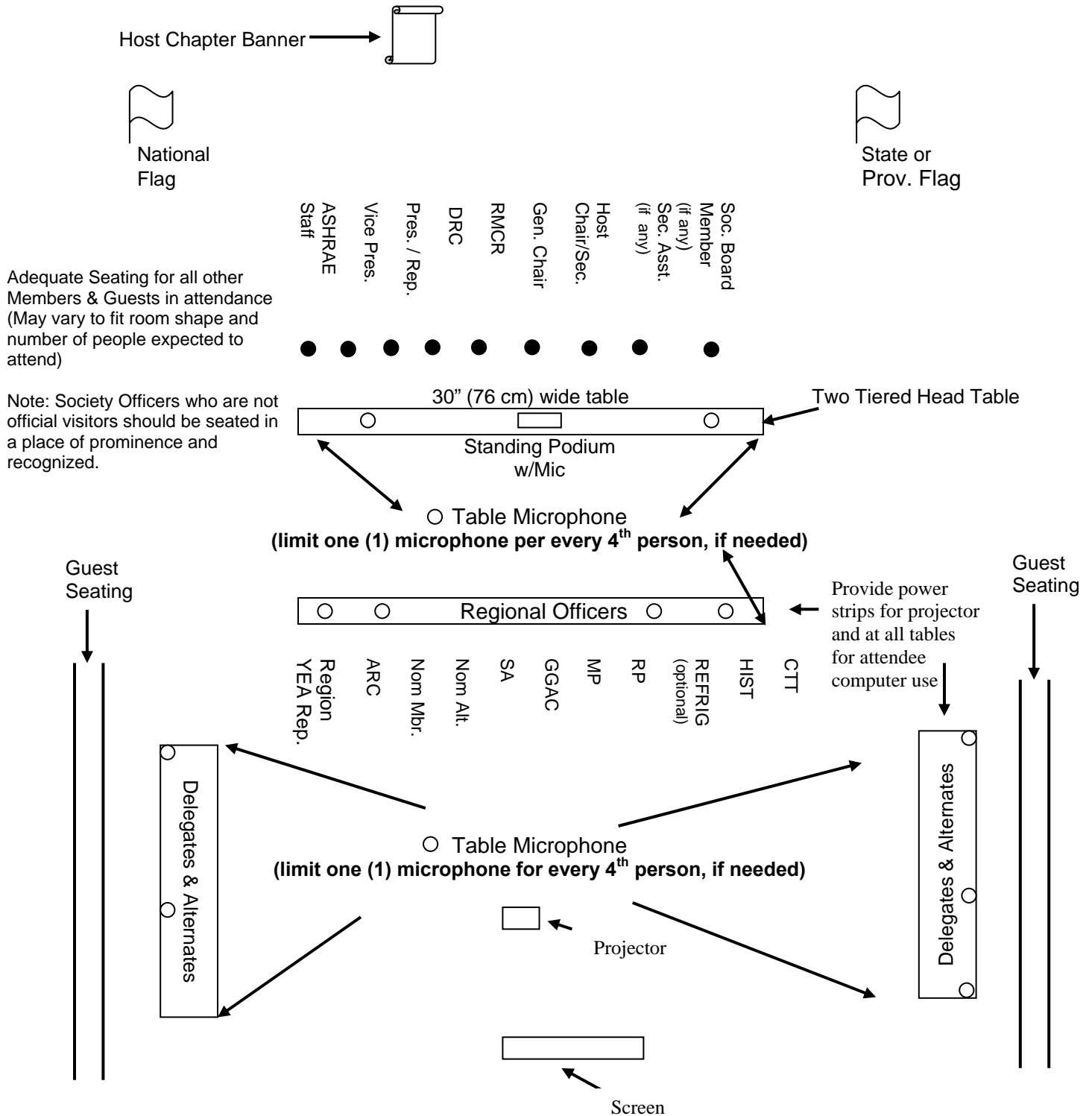
Provide Power Strips for Presenters and at all tables For attendee computer use

Adequate Seating for all other Members & Guests in attendance
(May vary to fit room shape and number of people expected to attend)

Note: Society Officers who are not official visitors should be seated in a place of prominence and recognized.

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

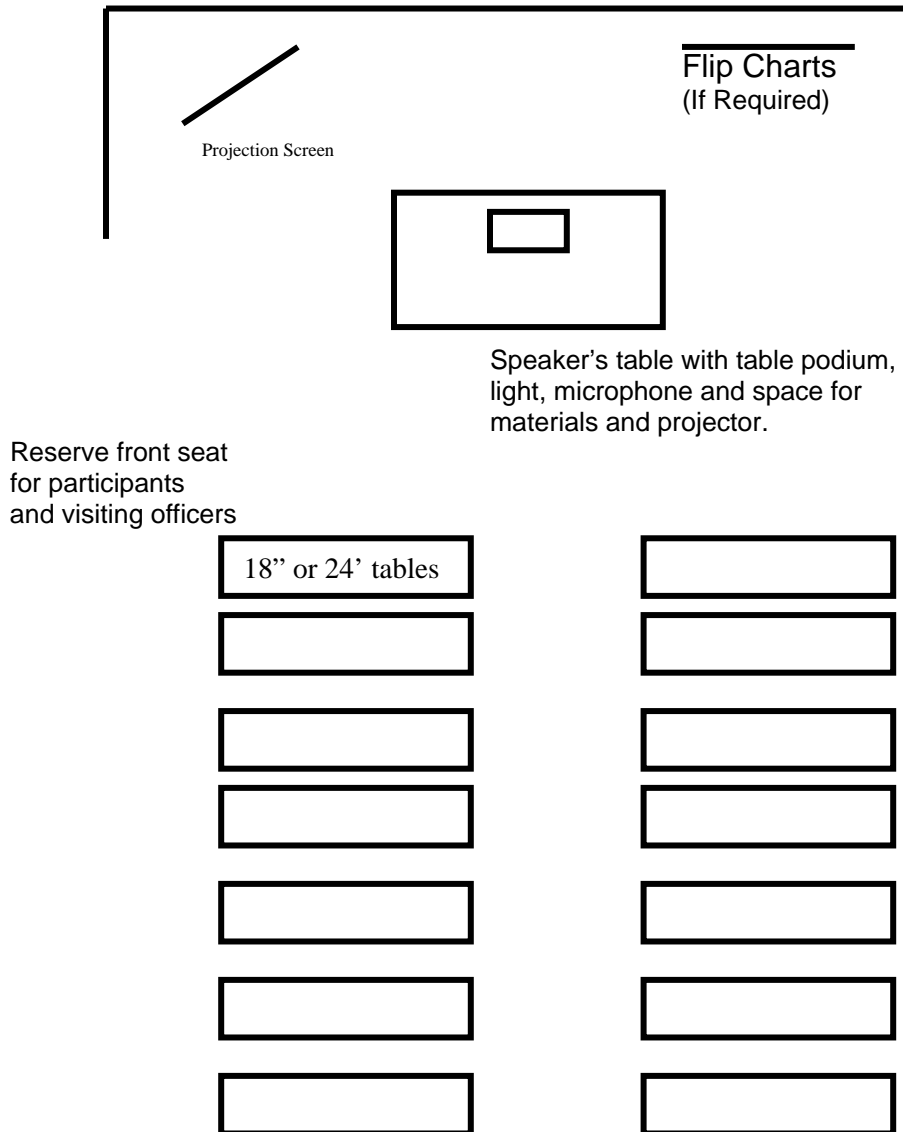
EXAMPLE CRC MEETING LAYOUT – 2



GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

**Example Room Layout for Caucus, Workshops
and Technical Seminars**

**(Suggested Equipment shown, actual requirements to be determined by DRC in
consultation with RVC's and presenters.)**



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SAMPLE LETTER OF INVITATION TO EMPLOYERS

Date

Mr. Sam A. Smith, P.E., President
The Great Engineering Co.
12345-67 Engineer Street
USA 12345

Dear Mr. Smith:

The Northern Alberta Chapter of ASHRAE cordially invites you to attend an Employers' Recognition Breakfast to be held at 8:00 A.M., Thursday May 22, 2000 in the Strawberry Room of the King Edward Hotel, 10212-356 Avenue, Edmonton.

This year's Employers' Recognition Breakfast is being held in conjunction with the ASHRAE Region XI Conference that is being held in Edmonton on May 22-26, 2000. The breakfast will be attended by other leaders in the HVAC&R industry as well as senior ASHRAE Society Officers. At the breakfast you will have the opportunity to meet and talk to the Society Officers and other industry leaders.

This is one of the only ways we have of saying thank you to you and your company for your continual support of ASHRAE. Please come and join us for an hour and one half of fellowship.

Yours very truly,

Donald E. Holte
Treasurer

ADMINISTRATION AND DOCUMENTATION

Financial Overview

CRCs should be self-sustaining from a financial point of view. As high registration fees and function costs will prevent some members (especially local members) from attending, every effort should be made to keep expenses and costs to a minimum. It is suggested that the host chapter solicit sponsorships from local industry business to help reduce the CRC cost to members. Final review and approval of the budget by the CRC is mandatory. **(Appendix D1)**

The host chapter shall use its tax exemption certificate when making payments to the hotel and others to take advantage of ASHRAE's nonprofit status.

It is customary to charge all attendees, including officers and visiting dignitaries of the Society, a registration fee which should cover most of the prorated expenses. Some regions, based on the number of members in good standing, make an assessment of all chapters within their region to cover general expenses and a portion of the gratuities.

A free room for the DRC and the CRC General Chair for the duration of the CRC should be built into the CRC budget. Society officers, staff and visiting dignitaries should cover their cost of hotel rooms.

It is recommended that the host committee establish a separate checking account for the conference, with the Finance Committee Chair and CRC General Chair authorized to sign checks.

Hotel expenses and out-of-pocket expenses, including meal costs, other than those programmed in the budget, are the individual responsibility of the members, delegates and others attending.

Disposition of CRC Funds

It is not the intent of the CRC to be a fundraising event for chapters. In the event of a surplus or deficit, the following guidelines should be considered with the approval of the DRC.

Excess Funds (alternatives)

- Chapter to keep a portion
- Contribute to regional fund
- Support students to CRC
- Contribute to research promotion
- Return funds to Headquarters

- Return funds to contributors
- Contribute to regional scholarship fund

Deficit Funds (alternatives)

- Host chapter funds
- Special assessment of chapters
- CRC Fund
- Contributions from area sponsors
- Contribution from Regional Fund

Some suggestions for ensuring adequate cash reserves are available to cover CRC costs include:

- A. Except for delegates and alternates who are expected to attend, the purchase of tickets for banquets and special events should be on a voluntary basis for all members and guests.
- B. Cocktail parties in connection with receptions and banquets should use separate cash bars and be self-supporting. However, some host chapters sponsor a welcome reception the night preceding the conference for out-of-town delegates and guests.
- C. Many manufacturers and utility companies and some large A&E firms have in-house printing facilities that may be utilized. It is possible the company may prefer to bill the conference, receive payment, and then donate that amount for tax reasons. In this way, printing, which is one of the larger conference expenses, can frequently be appreciably reduced or eliminated.
- D. Corporate sponsorship may be obtained within the guidelines of the Rules of the Board.
- E. Ask members and local businesses to help reduce A/V cost by loaning projectors and screens for CRC meetings.

It is often customary for hotels, in addition to donating meeting rooms, to also donate the "presidential suite," which can be used for the welcome reception, press conferences, and hospitality room for the companions. (NOTE: The visiting officers and staff are reimbursed by Society for their expenses at the CRC).

Budget

When preparing the conference budget the following costs should be considered:

- A. Meeting rooms, internet access charges, telephone calls, and other incidental

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

- expenses.
- B. The Reception Subcommittee's expenses, such as flowers, companion favors, etc.
- C. Printing of programs, tickets, etc.
- D. The Entertainment Subcommittee's planned functions, including all gratuities, taxes, etc.
- E. Transportation for functions, technical tours, etc.
- F. Operation of registration and hospitality room.
- G. Stenographic services in recording meeting proceedings.
- H. Audio-visual equipment.
- I. Incidental costs, such as honorariums, special gifts, postage, etc.
- J. Complimentary tickets for functions.
- K. Coffee and soft drinks at meeting breaks.

Caution: When establishing the registration fee and the price for each event, care should be taken to predict "break-even" on realistic attendance forecasts.

A sample host chapter Sample Budget is provided in **Appendix D1** to this guide showing preliminary figures. The final column should be completed following the CRC.

Providing best and worst case estimates for each conference cost category is an excellent technique for forecasting income and expenses.

Tax Exemption

In order to take advantage of ASHRAE's tax exempt status, US chapters are urged to become part of the Group Exemption. This ensures tax-exempt status at the federal level.

Tax-exempt status at the local level is granted by the individual states. For further information, contact the Accounting@ashrae.org.

Publicity in News Media

The Publicity Chair should make personal contact with all available news media in the area including:

- Newspapers – daily and weekly.
- Television and radio stations.
- Trade publications.
- Other media outside the local area, such as trade magazines, and particularly the *ASHRAE Journal* and *Insights*. The *ASHRAE Journal* and *Insights* editors should be contacted as soon as

- the program is finalized.
- Publications by the local Chamber of Commerce or other similar associations.

All public relations events should be scheduled so as not to conflict with CRC activities. The following steps should be taken to provide adequate media coverage:

- A. **Announcements** – Mail, or email, announcements with pertinent information concerning the conference to all media as soon as possible. If possible, include biographies and photographs, available through Headquarters, of attending Society officers, staff, and speakers (**contact RegionInfo@ashrae.org**).
- B. **News Conference** – A news conference which includes representatives from newspapers, TV and radio produces the best results. The news media is usually interested in interviewing our Society President if we emphasize the prospects and new developments in the energy and environmental fields within our industry.
- C. **Interviews** – A suitable time for interviews is prior to the welcome luncheon, or, alternatively, when they coincide with the Executive Session.
- D. **Special Invitations** – Consideration should be given to inviting a limited number of members of the press to the Presidents' luncheon and the technical sessions. Special guests should be met by a member of the Publicity Subcommittee and it is customary to seat such guests at a reserved table.
- E. **Photographs** – Make arrangements for photographs to be taken throughout the proceedings, some of which should be suitable for use in *ASHRAE Insights*. If the host chapter is unable to provide a photographer, the DRC should be notified so that other suggestions or arrangements can be made.
- F. **Follow-Up** – Keep a file of all press clippings. Following the conference, a copy should be sent to your DRC, the Regional Historian, and to Headquarters. Note any radio or television coverage. (**Appendix D2**)

Promotional Distributions

The official program and all promotional literature should be distributed (by mail or email) to chapter officers, delegates and alternates, Headquarters,

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

Society officers, and to all members in the region. The initial distribution should be in the form of an announcement and should be made at least three months prior to the conference for timely inclusion in chapter newsletters and websites. Pre-printed pressure-sensitive mailing labels are available upon request to chapters from Headquarters at no charge.

Copies of all materials pertaining to the meeting, especially the program brochure, should be sent to the Director of Member Services at Headquarters. (See examples in Appendices D3-1, D3-2 and D3-3.)

Promotional distributions should be made as email links to a designated CRC website, or as attachments to emails. Regional distributions may be made to chapter membership via each chapter's email distribution and web structure.

If hard copy mailers are required, non-profit organization rates are available to American chapters of ASHRAE for mailings of over 200 identical pieces, including CRC mailings. Application for a permit must be made at your local post office.

Speaking Engagements

Speaking engagements by visiting officers to service organizations and similar groups are encouraged. Coordinate schedule 45 days prior to the CRC along with a request for a speaking engagement through Society Manager of Public Relations (PublicRelations@ashrae.org).

Welcoming Guests

If possible, each delegate, alternate and official Society visitor and companion should be greeted by a local chapter member and companion to make certain they are made to feel welcome and comfortable.

The Reception Subcommittee should include members who have attended Society meetings and regional conferences and who are acquainted with a broad range of Society members.

On site pre-packaged packets including tickets, name tags, programs and other handouts will expedite registration. Establish a process that will allow for a pleasant welcome to all guests, especially during periods when large numbers of arrivals are expected.

Registration

A registration desk should be located in an obvious location and identified with a large ASHRAE sign which is readily visible to members. Local convention bureaus will sometimes provide people to help with registration.

Each registered member is to provide name, chapter affiliation and position.

Name Badges

Prepare name tags, supplied by Headquarters, with large legible type for all registered members and their companions. Ribbons for delegates, alternates, chapter officers, hosts, Society officers, Regional Chairs and other distinguished guests are furnished by Headquarters and should be affixed to the name tags as applicable. (contact RegionInfo@ashrae.org)

The registration form should request the name that each registered member and companion wishes to have on the name tag.

Pre-Registration

Pre-registration forms, sent out with one of the early mailings and/or e-mails, will give the chapter some idea of how many people to expect and will also bring in some operating funds.

Headquarters staff will, at the CRC Committee's request, provide guidelines and forms necessary to allow registration and credit card payments through Society. Staff will provide administrative support, provide periodic reports, and forward payments to the CRC Chairman. There is a small charge for this service. Contact Society Member Services for details and cost. (see Appendix D4, contact meetings@ashrae.org)

Pre-registration forms should be drafted simply and clean so that a person who is not familiar with the form can fill it out satisfactorily without asking questions. Put details, function descriptions, and explanatory information elsewhere. Consider offering a reduced cost on each event for early registration.

Meeting Venue and Identification Signs

Prepare identification cards for business meetings, luncheons and other official functions.

Permanent meeting venue signs, chapter identification signs and software with instructions for printing the name inserts are provided by Headquarters to each

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Region. (see list of signs in CRC General Chair letter, Appendix D5, contact RegionInfo@ashrae.org)

Blank inserts for printing the names of attendees for business sessions and other official functions are provided by Headquarters. Instructions for setting up the label format in Word and printing these blank inserts will be e-mailed from headquarters.

Minutes

The minutes of the CRC shall be forwarded to the Director of Member Services at Headquarters in Atlanta within sixty days from the conclusion of the CRC. Headquarters will forward the final minutes to the delegates and alternates within ninety days of receipt. The draft minutes should be sent to the DRC within 30 days of the conclusion of the CRC for his/her review and approval prior to submitting minutes to headquarters. (Appendix D6)

Retention of Historical Documents

Each DRC shall give each Regional Historian copies (electronic when available, and hard copies) of the following items, within 120 days of each CRC:

- CRC minutes and motions
- CRC Summary Report
- Regional officers' names and positions
- Regional recipients of Society and regional awards
- Other important items such as photographs, articles, etc.
- CRC meeting history report including total attendance and attendance at each function for future CRCs to use for space planning and social functions food/ beverages guarantees. (Appendix D7)

ASHRAE Travel Alerts/ Warning Policy

The CRC should not be planned in a location where a travel alert/warning exists. Visit your country's governmental website for information on travel alerts and warnings.

Should the CRC location come under a "travel alert or warning" or a natural disaster occur (or warning for such event), the cancellation of the CRC should be considered. Cancellation of the CRC is the decision of the DRC in consultation with ASHRAE staff and the ASHRAE Executive Committee.

ASHRAE will consider reimbursement of expenses to the region/chapter for CRCs that have to be cancelled due to travel alert/warnings being put into effect shortly (approximately 90 days or less) before the event was to be held. ASHRAE will also consider reimbursement for member transportation expenses due to the cancelled CRC (applies to members who are entitled to transportation reimbursement based on current ASHRAE travel policy). (Appendices D8 and D9)

For more detailed information on the ASHRAE Travel Alert/Warning policy, see Appendix D9 "Travel Reimbursement Policy" (ROB 1.201.027) Section 1.201.027.6.

GUIDELINE FOR CONDUCTING CHAPTERS REGIONAL CONFERENCES

HOST CHAPTER ASHRAE CRC SAMPLE BUDGET

INCOME		PROPOSED BUDGET	ACTUAL	TOTAL
Chapter assessments		\$1,300.00	_____ @ _____ = _____	
Sponsors	20 @ \$200	<u>\$4,000.00</u>	_____ @ \$200 = _____	
SUBTOTAL		\$5,300.00		\$ _____
REGISTRATION				
CRC	160 @ \$20	\$3,200.00	_____ @ \$20 = _____	
Banquet @ \$50	150	\$7,500.00	_____ @ \$50 = _____	
Welcome Reception	150 @ \$15	\$2,250.00	_____ @ \$15 = _____	
Awards Luncheon	125 @ \$20	\$2,500.00	_____ @ \$20 = _____	
President's Luncheon	125 @ \$20	\$2,500.00	_____ @ \$20 = _____	
Companion Tour @ \$10	30	<u>\$ 300.00</u>	_____ @ \$10 = _____	
SUBTOTAL		\$18,250.00		\$ _____
TECHNICAL/SEMINAR				
Registration/Members	90 @ \$30	\$2,700.00	_____ @ \$30 = _____	
Registration/Students	40 @ \$25	\$1,000.00	_____ @ \$25 = _____	
MFG. Displays	20 @ \$250	<u>\$5,000.00</u>	_____ @ \$250 = _____	
SUBTOTAL		\$8,700.00		\$ _____
TOTAL		\$33,750.00		\$ _____

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HOST CHAPTER ASHRAE CRC SAMPLE BUDGET

EXPENSES	PROPOSED BUDGET	ACTUAL	TOTAL
SOCIAL FUNCTIONS (Break-even)			
President's Luncheon 125 @ \$20	\$2,500.00	_____ (_____ People)	_____
Awards Luncheon 125 @ \$20	\$2,500.00	_____ (_____ People)	_____
Banquet 150 @ \$50	\$7,500.00	_____ (_____ People)	_____
Welcome Reception 150 @ \$15	\$2,250.00	_____ (_____ People)	_____
Companion Tour 30 @ \$10	\$ 300.00	_____ (_____ People)	_____
SUBTOTAL	\$15,050.00	\$ _____	\$ _____
TECHNICAL/SEMINAR			
MFG. Display Setup	\$ 600.00	_____ (_____ People)	_____
Lunch (160 people)	\$1,600.00	_____ (_____ People)	_____
Coffee Breaks	\$ 200.00	_____	_____
A/V Equipment	\$ 300.00	_____	_____
Contingency (20%)	\$ 540.00	_____	_____
SUBTOTAL	\$3,240.00	\$ _____	\$ _____
MISCELLANEOUS			
Gifts to Society Officers	\$ 150.00	_____	_____
Gifts to Committee Chair	\$ 250.00	_____	_____
Host Dinner	\$1,000.00	_____	_____
Workshop Materials			
Pad/Pencils	\$ 100.00	_____	_____
A/V Equipment	\$ 500.00	_____	_____
Coffee Breaks	\$ 300.00	_____	_____
Stationery	\$ 150.00	_____	_____
Contingency (20%)	\$ 485.00	_____	_____
SUBTOTAL	\$2,935.00	\$ _____	\$ _____
TOTAL	\$21,225.00	\$ _____	\$ _____
NET GAIN	\$12,525.00	\$ _____	\$ _____
(NET LOSS)	(\$ _____)	(\$ _____)	(\$ _____)

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FOLLOWING THE CONFERENCE

<u>BY</u>	<u>LEAD TIME</u>	<u>ACTION</u>
Publicity Chair	ASAP	Forward brief report of meeting and pictures to Regional Chair for publication in ASHRAE Insights.
Regional Nominating Com Member	ASAP	Forward CRC Worksheet, Biographical Data Forms and other enclosures to Regional Chair, sending copies to Executive Director/ Secretary in accordance with directions on worksheet.
Regional Chair	10 days	Forward CRC Worksheet, Biographical Data Forms and other enclosures to Executive Director/Secretary in accordance with directions on worksheet.
Conference Secretary	30 days	Draft minutes, double-spaced and submit to the Regional Chair.
General Chair	30 days	Submit final financial report to Regional Chair.
Regional Chair	60 days	Send approved minutes to Headquarters for distribution.
Regional Chair	60 days	Submit copies of financial information, attendance data, minutes and other pertinent data to CRC host committees for the next two CRCs.
RMCR	At Members Council Meeting	Present CRC motions.

APPENDIX D2

2012 REGION V CHAPTERS REGIONAL CONFERENCE

Cleveland Ohio - August 9-10-11, 2012

Save
The
Date!



Thursday Aug 9th: Welcome to Cleveland as we host this grand event and show off our great city!

- Join us for a round of golf at 10:30am at the beautiful private Columbia Hills Country Club south of Cleveland.
- Regional caucus meetings begin at 5:00pm at our host hotel, the prestigious Marriott Key Tower downtown.
- Welcome Reception starts at 6:15pm in the second floor mezzanine area.

Friday Aug 10th: Business, sharing information, and a night on the town are scheduled for Friday.

- Business meetings start at 7:30am at the Marriott second floor mezzanine. The President's Lunch is at 11:30am and we will then have our technical session speaker, Mr. Chris Mathis ASHRAE DL, presenting at 1:15pm on a timely topic.
- Our Friday technical tour will be at the host facility, the 57-floor Key Tower Building from 2:30 to 4:15pm. The spectacular 1991 tower is the tallest building between New York and Chicago.
- Caucus session 2 will be 4:30 to 5:30pm.
- At 6:00pm we will be off to the Rock and Roll Hall of Fame Museum to enjoy a catered dinner and tours.

Saturday Aug 11th: Organizing and running our individual chapters are on tap for Saturday.

- The training and committee workshops will start at 8:00am Saturday and the Awards Luncheon will cap off our weekend at 11:30am to 1:00pm.
 - Final General Business Session 2 will be 1:15 to 2:30pm.
 - CRC committee people and next year's 2013 CRC personnel will meet at 2:30pm for final updates.
 - Registration details will be finalized by June 1st and linked on the Cleveland ASHRAE website.
- We are working hard to keep costs down this year and are grateful to all our sponsors for their support.

A Special Thanks to our Platinum Sponsors!



FRIDAY @ the CRC

2012 REGION V CHAPTERS REGIONAL CONFERENCE

Cleveland, Ohio
August 10, 2012



Most of the CRC meetings are intended for chapter and regional board members and you may be feeling left out, but there are some events that are intended for you, the local ASHRAE member!

Join us on Friday for lunch, followed by a technical presentation by **Chris Mathis**, an ASHRAE distinguished lecturer. Chris will be presenting **"Building Science Lessons from the Honey Bee"**. This informative and entertaining presentation is based on an ASHRAE published paper addressing lessons we might learn from the 90 million years of evolution and building science embodied in the work and structures of the honey bee. From temperature management, thermal storage, indoor air quality, active and passive ventilation techniques and energy efficiency, the honey bee has developed a highly efficient construction system to support its biological needs. Attendees will be challenged to consider how we might employ these time-tested building science lessons into today's architecture and engineering practice, as well as challenging our current definitions of "sustainability". Following the technical presentation, there is technical tour of the 57-story Key Tower, the tallest building between New York and Chicago. The cost for lunch, technical presentation (including PDH), and the technical tour is **\$41.10**. You can register for this via our chapter website at <http://www.clevelandashrae.org/crc-registration/>.

In addition to the technical events during the afternoon, dinner on Friday evening is at the **Rock and Roll Hall of Fame Museum**. Join us as we dine amongst great memorabilia and enjoy a catered dinner. We'll have the place to ourselves, so you can gaze at your favorite stars (or the HVAC system) to your heart's content. The cost for a great night at the Rock and Roll Hall of Fame is **\$90.10**. You can register for this via our chapter website at <http://www.clevelandashrae.org/crc-registration/>.

Seating for both events is limited. Sign up today to guarantee your spot!

A Special Thanks to our Platinum Sponsors!



SIGN UP TODAY! REGION V CHAPTERS

2012 REGIONAL CONFERENCE

Cleveland Ohio August 9–10–11



SIGN UP IS EASY!

JUST GO TO ASHRAE.ORG/CRC

Convention Highlights:

Thursday: Golf at Columbia Hills Country Club & Welcome reception

Friday: Business Meetings, President's Lunch, Technical speaker & tour of Key Tower (tallest building between Chicago & NYC), VIP Dinner at Rock & Roll Hall of Fame with the entire Hall of Fame reserved for ASHRAE

Saturday: Committee workshops, Final General Business Session, time to enjoy Cleveland Accommodations at Marriott Key Tower Downtown Cleveland

**For questions and VIP support, please contact our CRC Chairman Brian McFearin
bmcfearin@victaulic.com**

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ASHRAE CRC ONLINE REGISTRATION

All regions can take advantage of ASHRAE's online credit card processing service for CRCs. Registrations paid by check can also be processed through ASHRAE. ASHRAE staff is ready to help you. We can work out the details to reduce your regions' administrative responsibilities, giving you more time to plan and enjoy your CRC.

REGISTRATION PROCEDURES

- Each region will have its own online registration form that will include: registration fees, and events/terminology pertinent to that region. However, part of the registration form will remain generic for all regions. There will also be a free-form area so each region can include other information pertinent to their CRC (such as name/address/hotel rate).
- The following registration details need to be provided:
 - Date/location of CRC
 - All registration fees (member, spouse, packages, etc)
 - Date/time/fees of all events, programs
 - Any other pertinent registration details that need to be included
 - A copy of your brochure if available

Once the information is received, it will be entered into the ASHRAE database and sent back for review. If all details are included, and depending on changes and time needed to review, the information should be ready within 10 days or less.

- \$10 per meeting registration or sponsorship will be paid to ASHRAE to cover credit card fees. This fee should be added to the full registration/package fee. Ala carte or individual events will not be charged \$10. If someone adds to a previously made registration, that can also be handled (at no additional fee).
- All credit card charges are processed through a U.S. bank.
- E-mail confirmations will be sent to each person.
- The registration form will be available on ASHRAE's website under "upcoming events," with a link to the host chapter's web site or the region's website. Each CRC is responsible for adding the link to their region's website.

Having the registration link on your CRC website will make the registration process much easier for everyone registering. They will need their ASHRAE email address and password.

- Weekly reports will be sent to the CRC General Chair or person(s) designated, listing all information provided by the registrant: As the date of the CRC approaches, reports can be sent daily, or as often as requested.
- Payment will be sent to the chapter on a regular basis. The chapter can request reimbursement at any time.
- All requests for refunds will be handled by each region, not by ASHRAE.
- On-site payments can also be processed by ASHRAE during the CRC if internet access is available at the location of the CRC or following the CRC if desired.

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- The attached form must be returned when submitting your registration information.

Contact: Assistant Manager, Conference Services
ASHRAE, 1791 Tullie Circle, Atlanta, GA 30329
404/636-8400 phone 404/321-5478 fax
Email: meetings@ashrae.org

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CRC REGISTRATION REIMBURSEMENT/REPORTING PROCEDURES

DATE: _____

REGION: _____

DATE OF CRC: _____

Chapter Sponsoring CRC: _____

CONTACT PERSON(S)

<input type="checkbox"/> CRC General Chair	_____	_____	_____
	Name	email	phone
<input type="checkbox"/> Registration Chair	_____	_____	_____
	Name	email	phone
<input type="checkbox"/> Other	_____	_____	_____
	Name	email	phone
<input type="checkbox"/> Other	_____	_____	_____
	Name	email	phone

Detailed reports to be sent to those listed above.

Detailed reports to be sent once a week until two weeks prior to CRC, then daily or as requested

Fees to be reimbursed (check all that apply):

- ☐ every week ☐ every two weeks ☐ two weeks prior to CRC
☐ one week prior to CRC ☐ following CRC ☐ other _____

Payment to be sent to:

Name _____

Full address
(no PO box) _____

Email _____ Phone: _____

Checks payable to: _____

Online registration will be removed from ASHRAE's website on _____
Date

Send this form to:

Assistant Manager, Conference Services
ASHRAE, 1791 Tullie Circle, Atlanta, GA 30329
404/636-8400 phone 404/321-5478 fax
Email: meetings@ashrae.org

Sample Society Letter to Host Committee General Chair

TO: ?, CRC General Chair, Region ?:
DATE: ?
SUBJECT: CRC General Chair Package

- The official Society officers attending your CRC will be ?, Society President and ?, Society Vice President. Photographs and biographies of the Society officers will be emailed to you, (contact information is available upon request). ? will be present in the official capacity as the Director and Regional Chair of Region ?, ? will be the official staff visitor from ASHRAE Headquarters. A list of the 20??-20?? Regional Officers, chapter delegates and alternates for chapters in Region ? are enclosed.
- Please communicate early with the Society officer attending your CRC concerning hotel reservations, transportation arrangements, audiovisual needs, appropriate dress code and details of the meeting (website address, program, registration form, etc.). The Society officer and staff will pay their CRC registration fees and hotel expenses.
- **CRC Meeting Notice:** Please send a notice of the meeting to the following representatives of your region: the Regional Vice Chairs of Chapter Technology Transfer, Student Activities, Membership Promotion, Research Promotion, Grassroots Government Activities; the regional Nominating Committee member and alternate; Regional Historian; and the Assistant Regional Chair.
- **Publicity:** Section D of the CRC Manual, Section 2 and Appendix 5F of the MCO Manual provide instructions for publicity and press coverage. You may contact the Manager of Public Relations (PublicRelations@ashrae.org) at ASHRAE headquarters for more information.
- **CRC Minutes:** Minutes of the CRC business meeting should be prepared by the official recording secretary of the meeting and sent to your Director and Regional Chair for approval ***then forwarded to Headquarters for reproduction and distribution within sixty (60) days of your CRC.***
- **The Historical Profile form will be sent to you via email and must be completed and returned to Headquarters with the CRC minutes.**
- Please send copies of all materials pertaining to your CRC to ASHRAE headquarters, including your CRC program brochure.
- **Tent Cards:** Headquarters will prepare the tent cards as a Word document file with the names of those attending the CRC Business Sessions; it is important to submit any changes of the Delegates and Alternates, as soon as possible to RegionInfo@ashrae.org. The tent card document in Word format will be emailed to you for printing (an ample supply of blank tent cards and tent card holders are included in this package).
- **Enclosed in this Package are:** name badges, badge holders and Society ribbons for officers and hosts to be used during the Region ? CRC, August ?, 201? in ?, ?; a list which identifies the

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Society ribbon by color and the number of ribbons for each type. (After the CRC is over, please feel free to recycle these items by donating them to a facility in your area.)

- Listed below are the CRC signs that are in permanent possession of your region and are used for your region's CRCs. These signs are printed with the new ASHRAE logo on them and should be passed on to the next CRC General Chair. **Please note: Regions are charged for any signs that have to be replaced.**

- | | |
|------------------------------------|--------------------------------------|
| 1. Registration | 13. Business Session |
| 2. Luncheon | 14. Executive Session |
| 3. President's Luncheon | 15. Technical Seminar |
| 4. Awards Luncheon | 16. Chapter Operations |
| 5. Awards Banquet | 17. Chapter Technology Transfer |
| 6. Welcome Reception | 18. Grassroots Government Activities |
| 7. Reception | 19. Historians |
| 8. Hospitality | 20. Membership Promotion |
| 9. Banquet | 21. Research Promotion |
| 10. Employers Recognition | 22. Student Activities |
| 11. Delegate/Alternate Orientation | 23. Young Engineers in ASHRAE |
| 12. Caucus | |

If you have any questions or need further assistance, please feel free to contact me. Thank you for your continued support of ASHRAE activities and have a very successful CRC!

cc: ?, DRC, Region ?
 ?, President, ? Chapter

??

CRC Business Meeting Minutes

ASHRAE Region __ Chapter's Regional Conference <Year>

Date

Call to Order/Opening Remarks

Call to order at ____ a.m. by [DRC Name]

Opening remarks by [DRC Name]

Appointment of Secretary

[DRC Name] asked for a motion by ____ Chapter delegate ____ to appoint ____ as Secretary of the meeting. The motion was seconded on the floor and the vote was unanimous.

Appointment of Parliamentarian

____ appointed ____ as Parliamentarian. Mr. ____ charge is to enforce that Roberts Rules of Orders are followed during the meeting.

Roll Call of Delegates and Alternates – Business Meeting by _____

Chapter	Title	First Name	Last Name	
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present
	CRC Delegate			Present
	CRC Alternate			Present

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Introduction of Attendees [DRC Name]

Name	Title	
	Society Treasurer	Present
	Society Vice President	Present
	Staff Member	Present
	CRC Chair	Present
	ARC	Present
	Regional Webmaster	Present
	RVC, Chapter Technology Transfer	Present
	RVC, Research Promotion	Present
	RVC, Student Activities	Present
	Nominating Member	Present
	Nominating Alternate	Present
	Regional Historian	Present
	Regional Treasurer	Present

Acknowledgement of Visiting Members in Audience

Review of Agenda – [DRC Name] – No additions requested

Vice-Presidential Presentation – [Name]

ASHRAE Staff Report – [Name]

Approval of [Year] CRC Minutes

Motion to approve the minutes by [Name], seconded by [Name], _____ Chapter. Motion passed, unanimously.

Regional Reports

Region Chair [DRC Name]

Grassroots Government Activities Report – [Name]

Student Activities – [Name]

Chapter Technology Transfer Report – [Name]

Membership Promotion – [Name]

ARC Report – [Name]

Research Promotion – [Name]

Regional YEA Representative – [Name]

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Nominating Committee Member – [Name]

Historical Committee Report – [Name]

Treasurer's Report - [Name]

Regional Web Site Report – [Name]

Chapter Reports and Reading of Motions

Motions will only be read. No voting took place.

Motion Identification No. Region #YR-01

Moved by: _____ Chapter Delegate

Motion:

Background Information:

Fiscal Impact:

Motion Identification No. Region #-YR-02

Moved by: _____ Chapter Delegate.

Motion:

Background Information:

Fiscal Impact:

Chapter Reports – Chapter Delegates

Adjournment

Chapter Reports Continued [Date]

Motions and Resolutions

Motion Identification No. Region #-YR-01

Moved by: _____ Chapter Delegate.

Motion:

Background Information:

Fiscal Impact:

Discussion:

Vote Count: For: ____ Against: ____ Abstained: ____ (____ not voting)

Old Business

Adjournment

Meeting was adjourned at _____.

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CRC HISTORICAL PROFILE FOR 20_____

Total Participating _____ **Dates** _____

Host Chapter _____ **Size of Chapter** _____

Chairperson _____ **Location** _____

Hotel _____ **Room Rate** _____

Date	# of Rooms Blocked	# of Rooms used	\$ Cost (if applicable)

This information will be supplied by the hotel at the conclusion of the meeting. When negotiating the hotel contract you should include the following clause: No later than (30) days after the last official meeting day, the Hotel will complete a post convention report and send it to ASHRAE. Post convention report will include actual room pick-up, summary of catering revenues, outlet revenue, percent of single vs. double and smoking vs. non-smoking rooms used, total room revenue, number of no-shows by date, wash/slippage by day. In the event that there is a master bill at Hotel, ASHRAE will consider the Hotel's invoices to be incomplete-- and will withhold payment without incurring interest or penalty charges until such time as the post convention report is provided.

Package Registration Price _____	Number Sold _____
Audiovisual Cost _____	Meeting Room Rental _____
Number of CRC Sponsors _____	Sponsors Total Dollars _____
CRC Regional Seed Money _____	Returned _____
CRC Surplus (Deficit) _____	Total CRC Budget _____
Actual _____	

WORKSHOP	Attendance	Room Set (classroom, conference, theater, rounds) Include A/V set-up	\$ Cost (if applicable)
Business Session			
Membership			
Historical			
Officers			
Student Activities			
Research			
Chapter Technology Transfer			
Caucus Meeting			
Technical Session			
GGAC			
CATERING	Guarantee	Actual	
Welcome Party			
Luncheon			
Banquet			

cc: DRC, ARC, Regional Historian, Future CRC General Chairs, ASHRAE Headquarters

TRANSPORTATION REIMBURSEMENT POLICY FOR REGIONS

I. Transportation Reimbursement Policy for Chapter, Section and Student Branch Visits

- A. Transportation reimbursement is authorized for one visit per year to each Chapter by either the Director and Regional Chair (DRC) or Regional Officer once a year. The DRC will determine who shall make the official visit. The DRC must personally visit each chapter at least once during their three year term.
- B. The Director and Regional Chair (DRC) may authorize reimbursement for additional visits, maximum to equal the number of chapters and sections in the region, to use for chapter, section or student branch visits.

The DRC may assign these additional visits, as needed, to the following regional positions: Director and Regional Chair, Assistant Regional Chair, Region Members Council Representative, Regional Vice Chairs (5), Nominating Committee Member, Nominating Committee Alternate, Regional Historian, Regional Electronic Communications Chair, Regional Representatives, Regional Treasurer, Regional Secretary, Regional Refrigeration Chair, Regional Webmaster, CRC General Chair, YEA Regional Coordinator and Sub-Region Chairs for the Region-At-Large, etc.

- C. By August 31 of each year, the DRC must give Headquarters a list of chapter visits including names, regional positions, dates, chapters, sections and student branches to be visited.
- D. Transportation expense will be reimbursed by Society if requested for these visits. Transportation is the mileage, air fare, rail, or bus expense for the trip. Additional expenses (hotel, meals, etc.) may be reimbursed by the Region, depending on the Region's policies, or by the Chapter, depending upon Chapter's policies.

II. Transportation Reimbursement Policy for Regional Planning Meetings

- A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region to plan their upcoming year's activities for the following individuals:
- Director and Regional Chair (DRC)
 - Assistant Regional Chair (ARC)
 - Region Members Council Representative (RMCR)
 - Five (5) Regional Vice Chairs (RVC) of:
 - Chapter Technology Transfer
 - Membership Promotion
 - Research Promotion
 - Student Activities
 - Grassroots Government Activities
 - YEA Regional Coordinator
 - Region-At-Large Sub-Region Chairs
 - Nominating Committee Member
 - Nominating Committee Alternate
 - Regional Historian
 - CRC General Chair
 - Regional Treasurer
 - Additional person at the discretion of DRC
 - The incoming and outgoing DRCs and RVCs are to attend both their spring CRC and regional planning meeting. The newly elected incoming Nominating

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Committee Member and Nominating Committee Alternate may attend both their CRC and regional planning meeting if deemed necessary.

- B. Chapter officers and other Regional Positions, as specified under Section I, Paragraph B, may be reimbursed to attend the regional planning meeting, at the discretion of the DRC, if the visits are allocated under Section I, Paragraph B and the total number of discretionary visits do not exceed the number of chapters and sections in the region.
- C. The DRC has the option to expand the committee over the allowed maximum of thirteen members; however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.
- D. The DRC has the option to invite the region's presidents elect for President Elect Training to the Regional Planning Meeting however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

The chapter visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.

III. Transportation Reimbursement Policy for CRCs

- A. Transportation reimbursement is approved for attendance at the Chapter's Regional Conference for the following:
 - Director and Regional Chair (DRC)
 - Assistant Regional Chair (ARC)
 - Region Members Council Representative (RMCR)
 - CRC General Chair
 - Chapter Delegate
 - Chapter Alternate
 - Nominating Committee Member
 - Nominating Committee Alternate
 - Five (5) Regional Vice Chairs (RVC) for:
 - Chapter Technology Transfer
 - Membership Promotion
 - Research Promotion
 - Student Activities
 - Grassroots Government Activities
 - YEA Regional Coordinator
 - Region-At-Large Sub-Region Chairs
 - Regional Historian
 - Regional Treasurer
 - Chapter Membership Promotion Chairs are reimbursed for Membership Promotion Centralized Training only (no substitutes)
 - Chapter Technology Transfer Chair (no substitutes)
 - Chapter Student Activities Chair (no substitutes)
 - Chapter Research Promotion Chairs are reimbursed for Research Promotion Centralized Training only (no substitutes)
 - Chapter Grassroots Government Activities Chair (no substitutes)
 - A Director and Regional Chair nominee may attend one CRC in another Region prior to beginning their three year term. Each Director and Regional Chair is authorized to attend a maximum of two Regional Conferences in another Region during the first two years of their three year term. The Members Council Chair shall approve in advance visits by a DRC to another's Region's Chapter Regional Conference and decide on the level of contribution to the transportation costs.

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- The CRC General Chair Designate from the Host Chapter may attend a CRC meeting in the same or another region if the Director and Regional Chair deems it beneficial.
 - The incoming and outgoing DRCs, ARCs, RVCs, RMCRs and SRCs may attend both their CRC and regional planning meeting if deemed necessary by the DRC.
- B. Transportation reimbursement is approved only for those members who complete their respective duties at the CRC. The DRC should issue signed ASHRAE Transportation Vouchers only to those regional officials, Chapter Delegates and Chapter Alternates who have attended all required workshops, meetings, caucuses and sessions at the CRC.
- C. The DRC may attend a maximum of two (2) pre-planning meetings with the CRC host chapter.
- D. For positions not listed as authorized approval to attend the CRC, the DRC may invite other region or chapter positions to the CRC, however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

The chapter visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.

IV. OTHER

- A. The cost to purchase a VISA (fee only), when required, will be reimbursed as part of the normal transportation reimbursement for all Members Council transportation. Additional expenses associated with a VISA may be reimbursed upon prior approval of the DRC.
- B. The transportation budget will be set by the Society (Mileage & Airfare). The DRC may establish caps based on regional conditions and shall manage their transportation expense budget.
- C. The DRC may authorize additional transportation reimbursement to use for chapter or regional activities as long as the total number of approved reimbursements does not exceed the maximum number allocated by the combined totals as outlined in Sections I, II and III above.
- D. According to Society policy, the following statement is strongly enforced: All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed (see Society Transportation Reimbursement Voucher, page 2, Documentation).
- E. Regions may cover additional travel expenses not covered by Society from their regional funds for regional officers. These reimbursements should be based on policies established by the region with all expenses approved by the DRC prior to payment.
- F. Society will reimburse the mileage, air fare, rail, bus and one checked bag. Additional expenses such as hotel, meals, transportation to and from the airport and meeting location, tolls and parking are not reimbursed by Society.

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Travel Reimbursement Policy (ROB 1.201.027) Includes revisions through April 15, 2013

1.201.027.1 Introduction

The Board of Directors recognizes that officer, Board, council and committee activities are essential to maintaining volunteer involvement in ASHRAE. These activities provide real and tangible benefits to the public, the profession and industry and are worthy of financial support. Many members use personal or company resources to defray their travel expenses, which is greatly appreciated by ASHRAE. However, there are situations where members do not have the necessary resources to defray these costs, and ASHRAE will assist the member with these costs within the limits of this policy. The member traveling on behalf of ASHRAE shall always seek to minimize the cost to ASHRAE.

1.201.027.2 Definitions

- A. Transportation Expense: By public transportation, the cost of round trip fare from terminal to terminal. By automobile, mileage from home or office to destination and return.
- B. Travel Expense: Transportation expense plus ground transportation, hotel, meals, parking fees, registration fees for all meetings except the ASHRAE winter and annual meetings, and social event expenses.
- C. Advance Purchase Coach Fare: Fourteen (14) day advance purchase (non-refundable) coach fare applicable to your destination.
- D. Transportation Expense Cap: A maximum reimbursement amount per trip established by an ASHRAE council, Board of Directors, or Director and Regional Chair.

1.201.027.3 Applicability

- A. President - Travel expenses for the President and spouse for presidential activities shall be reimbursed, when requested.
- B. Other Officers
 - 1. Travel expenses for Officer Executive Committee activities without prior Presidential approval shall be reimbursed, when requested, for:
 - a. Board of Directors meetings
 - b. Executive Committee meetings.
 - c. Meetings where the officer acts as chair or vice chair.
 - d. CRCs when assigned or in the officer's home region.
 - e. Finance Committee and Board Planning Committee meetings.
 - 2. Officers' spouses' travel expenses shall be reimbursed, when approved by the President and requested, for 1A, 1B and 1D above.
 - 3. Travel expenses for Officer Executive Committee activities when approved by the President shall be reimbursed, when requested, for:
 - a. Meetings where the officer substitutes for the President or for another assigned officer.
 - b. Meetings with outside organizations where the officer represents ASHRAE.
 - c. Training sessions for officers.

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- d. Meetings of committees for which the officer is Coordinating Officer.
 - e. Meetings with staff.
4. Officers' spouses' travel expenses shall be reimbursed, when approved by the President and requested, for 3A and 3B above.
 5. Transportation expenses shall be reimbursed, when requested, for all other officers' travel as approved by the President. Officers' spouses' transportation expenses to accompany the officers where the President requests the spouses to attend shall be reimbursed, when requested.
 6. Travel expenses for Officer Executive Committee nominees to attend the spring Executive Committee meeting prior to the annual meeting at which they take office shall be reimbursed, when requested. Officer nominees' spouses' travel expenses shall be reimbursed, when approved by the President and requested, to accompany officer nominees to the spring Executive Committee meeting.
 7. Travel expenses for Officer Executive Committee nominees to attend Board of Directors and Executive Committee meetings at the annual meeting at which nominees take office shall be reimbursed when requested. Officers' spouses' travel expenses shall be reimbursed, when approved by the President and requested, to attend the annual meeting at which the officers take office.
 8. An honorarium shall be offered to Executive Committee members to cover the tax liability for spouse travel reimbursement with the amount to be determined individually based on each officer's specific federal and state income tax rates. (09-01-25-08)
 9. Reimbursement for subscriptions to cell phone overseas global data plans for any officer who will be regularly traveling outside his/her own country during his/her time in office when requested and approved by the President. (13-04)
- C. Directors (DRC and DAL)
1. Travel expenses for Directors attending Board meetings shall be reimbursed per this policy:
 - a. Board members should arrive either the day before or the day of their first required meeting and depart either the day of or the day after their last required meeting.
 - b. With the exception of item "e" below, hotel room reimbursement shall be at the meeting rate for a standard room as set for the meeting (headquarters hotel for Society meetings). Hotel costs include room, taxes, fees and internet access.
 - c. Ground transportation shall be for shuttles, taxis or similar transportation to and from the airport, train station, or public transportation station for the meeting location. Rental cars will not be reimbursed unless prior approval is obtained from the President or Executive Vice President.
 - d. Meal reimbursement is based on actual expenses up to a maximum of \$45.00 per day less deduction of \$10.00/breakfast, \$15.00/lunch and \$20.00/dinner for group functions (Board luncheon, social events). Meal reimbursement is not a per diem. Any amount spent over the allowance for meals will not be reimbursed by ASHRAE.
 - e. In lieu of reimbursement for meals outlined in "d" above, a Board member may choose to apply all of the \$45 meal allowance to upgrade to a concierge floor hotel room. Either meal

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- charges or concierge floor upgrade charges — but not both — will be reimbursed. Concierge floor charges over \$45 per day are the responsibility of the Board member.
- f. Parking expense (economy) shall be paid for the departure station. If equal or less expensive ground transportation is utilized, that cost may be reimbursed in lieu of parking.
 - g. Complimentary social events shall be provided for the annual and winter meeting. The cost of the Regional Dinner shall be reimbursed.
2. Directors shall be reimbursed per the following table for attendance at council, committee, chapter or regional meetings not held during the annual or winter Society meetings.

Board Level Event	Reimbursement
Council meeting	Travel
Board level committee (finance, planning, etc.)	Travel
Service as EX-O from BOD to committee	Travel
CRC - Host DAL	Transportation
CRC – Host DRC	Transportation
CRC - Other	Transportation
Presidential assignment	Travel

3. Director nominees shall be reimbursed for travel expenses, when requested, to attend an orientation usually held in the spring prior to their taking office at the Society annual meeting. Director nominees' attendance at Board meetings prior to taking office shall be reimbursed per Section III, Paragraph C.1. (11-03-07-01)
4. Board members who are requested by the President-Elect to conduct the orientation for BOD nominees shall be reimbursed for travel expenses, when requested. (11-03-07-01)
- D. Ambassadors - Travel expenses for ambassadors attending meetings when authorized by the President may be reimbursed when requested.
- E. Presidential Representatives – Transportation expenses for presidential representatives and spouses attending meetings approved by the President may be reimbursed when requested. The President has the discretion to authorize travel expenses, when appropriate. (10-01-24-07)
- F. Other - Transportation expenses authorized by the Rules of the Board for members to attend meetings and participate in activities may be reimbursed when requested.
- G. Councils and Standing Committees – Transportation expenses for council and standing committee members to attend authorized meetings shall be reimbursed, if requested, according to these rules and ROB 2.104.012. (07-01-31-10)
- H. Representatives of other organizations – Representatives of other organizations, participating in an ASHRAE project or program may be reimbursed for their travel or transportation expenses, if requested, as determined by the rules of the Board or the Manual of Procedures governing the relevant activity. The President may approve exceptions to this rule. (07-06-24-06)

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1.201.027.4 Conditions

A. Transportation

1. ASHRAE policy on use of transportation is to reimburse the member for actual expenses, when requested, in an amount which does not exceed either the basic reimbursable expense limit or any transportation expense cap that applies. Exceptions must be approved in advance by the ASHRAE treasurer.
2. The basic reimbursable expense limit is for the fourteen (14) day advance purchase (non-refundable) coach fare between the destination points and one checked bag only, or, if an automobile is used for travel, the United States of America Internal Revenue Service reimbursement rate for miles drive up to a maximum of 700 miles total. Cost of travel insurance, ground transportation, gratuities and other similar out-of-pocket expenses are not reimbursable. (13-04)
3. The traveler may request reimbursement for any combination of air, ground or other actual transportation expense, whose total does not exceed the basic reimbursable expense limit. Private vehicle operating expenses are determined from the current United States of America Internal Revenue Service reimbursement rate.
4. When the member stays overnight at a destination solely to use a reduced fare, the traveler may request reimbursement for the airfare paid plus the amount paid for the additional lodging and meal expenses. In those cases where more than one night's stay-over would give a reduced airfare, approval may be authorized by the Coordinating Officer.
5. If the most economical fare is of the type where a cost is involved for changes in travel plans, ASHRAE will reimburse the member for such costs where the change in travel plans results from unforeseen changes in the scheduled meeting or event.
6. The President or his representatives and their spouses may be reimbursed for business class airfare for each segment of any trip where the total flying time (not including layover times in airports) exceeds 7 hours. (13-04)

B. Documentation

1. Travel expense reimbursement claims must be made on the approved ASHRAE form and must bear the signature of the Society officer or chair authorizing the travel, if applicable.
2. All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
3. Original receipts, or electronic copies of original receipts, or tickets, must be included with any travel reimbursement claim and must clearly show the amount claimed. With the advent of ticketless travel, a receipt from the travel agency or airline or a credit card statement will be acceptable.
4. Reimbursement will not be made when a member chooses to use personal Frequent Flyer Miles for transportation.
5. All claims shall be paid in USA or Canadian currency. The exchange rate will be determined at the time the claim is processed by ASHRAE.
6. If the member cannot comply with this policy or has any special circumstances, a letter of explanation may be submitted with the travel verification requirements.

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1.201.027.5 Member Responsibility

Prior to making arrangements to travel on behalf of ASHRAE, it is the member's responsibility to identify what expenses are reimbursable and what expense limits apply.

1.201.027.6 ASHRAE Travel Alerts/Warnings Policy

The safety of ASHRAE members is of paramount importance to the Society and when official travel alerts and warnings that recommend travel be restricted due to elevated safety concerns in an area are issued in a country, ASHRAE members should consider such alerts and warnings in their related travel plans to such events.

This policy is intended to be applied only to events or travel planned and conducted by ASHRAE (Society or Regions or Chapters) when the activities have members traveling from one geographical location to another such that the travel results in members going into a location with a travel alert/warning.

Government travel alerts/warnings for the location of the planned event will generally be the basis for consideration of when and if ASHRAE planned events should be scheduled in that location or canceled. Airline advisories should also be checked.

A. Definitions

1. Travel Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, or within a specific region within a country, that pose significant risks to the security of travelers. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstrations or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.
2. Travel Warnings are issued when long-term protracted conditions make a country or a specific region within a country, dangerous or unstable which leads to recommendations that the risk of travel to that country be considered. A Travel Warning is also issued when the traveler's government's ability to assist citizens is constrained due to the closure of an embassy or consulate or because of a drawdown of its staff.

B. ASHRAE events

No ASHRAE organized events or ASHRAE jointly sponsored events at the Society or regional level, such as a Chapters Regional Conference (CRC) or an ASHRAE Topical Conference, should be planned in locations where a Travel Alert/Warning exists. When planning locations for these events or activities such conditions should be considered. [Check local websites or advisories. to determine if travel alerts or warnings have been posted.]

Visit your country's governmental website for more information on travel alerts and warnings.

1. Should events or activities planned in areas without a "travel alert or warning" in effect at the time the decision is made on a location for hosting the event subsequently come under a travel alert or warning, then cancellation of the event should be considered.
2. Should a natural disaster (i.e. flood, earthquake, hurricane) occur or a warning for such an event be issued by the National Weather Service in the area of an ASHRAE organized event, then cancellation of the event should be considered.

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3. The decision on when and whether to cancel a Society organized event is the responsibility of the Society Executive Committee in consultation with the Society Executive Vice President.
4. The decision on when and whether to cancel a regional organized event, such as a CRC, is the responsibility of the respective Director Regional Chair (DRC) for the region in which the event will be conducted. However, the DRC should consult with the ASHRAE staff involved with supporting the event and the ASHRAE Executive Committee.
5. Hotel and other related event contracts should be reviewed specifically for terms and conditions related to cancellation policies as relates to travel alerts or warnings. Chapters sponsoring Society organized or regional organized events, such as CRCs or Topical Conferences, should submit any proposed hotel contracts to ASHRAE staff for their review and comment as it relates to this matter prior to executing such contracts. All hotel contracts should include the following "Force Majeure" statement (the percentage could be negotiable):

Force Majeure:

Performance of this agreement is subject to acts of God, war, government regulation, disaster, fire, strikes, lockouts, civil disorder, weather catastrophes, terrorism, labor disputes, outbreaks of disease, travel alerts or warnings, curtailment of transportation facilities or any other extraordinary occurrence having the effect of preventing 25% or more of registrants from attending or unreasonably delayed from attending in the specified time period. If there is information from any government agency that travel is "unadvised" or there is a red or above alert, we reserve the right to cancel or to adjust the block without liability. This agreement may be terminated for any one of such reasons by written notice from one party to the other without prejudice or penalty.

6. ASHRAE will consider reimbursement of expenses paid by, or to be paid by, the host chapter when a Society organized or Region organized event (such as a CRC or ASHRAE sponsored Topical Conference) is canceled due to a travel alert or warning being put into effect shortly, approximately 90 days or less, before an event was to be held. This would primarily be limited to hotel or other event cancellation fees or non-refundable deposits related to the event. A detailed accounting of these expenses must be submitted to ASHRAE to confirm what the expenses were and that they were legitimate expenses. Expenses related to hotel cancellation fees will only be reimbursed if the hotel contract includes the Force Majeure specifically listing travel alerts or warnings and was first reviewed by ASHRAE staff prior to execution of the contract by the chapter, as in the case of CRCs or ASHRAE Sponsored Topical Conferences. In other words, due diligence should have occurred with respect to limiting the liability of the chapter in regard to cancellation fees.
7. ASHRAE will consider reimbursement of transportation expenses for ASHRAE members in good standing who made airline transportation reservations to attend one of these events, should the event be canceled approximately 90 days or less prior to the planned date of the event, due to a travel alert or warning being put into effect at that time. This reimbursement will be limited to those individuals who were authorized transportation reimbursement under the current rules and guidelines of ASHRAE in effect at the time of this occurrence (such as Delegates, Alternate Delegates, Regional Officers, Committee Chairs or committee members, etc.). The member seeking reimbursement shall work with ASHRAE staff in rescheduling their transportation to the rescheduled date, when applicable, to avoid an actual expense, or to minimize any added expenses, so as to minimize the amount of reimbursement made by ASHRAE for transportation expenses. Many times airline companies will allow the transfer of a ticket for a new travel date and

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destination for up to 12 months when travel alerts or warnings were placed into effect during the original travel dates scheduled.

8. Travel Alerts/Warnings status in the location of the planned event will generally be the basis for consideration of when and if ASHRAE planned events should be scheduled in that location or canceled. Airline advisories should also be checked.

C. Members Traveling on Official Business for ASHRAE

ASHRAE wishes to safeguard the health and welfare of officers, directors and members during their travels on behalf of the Society, protect the reputation of the Society, and avoid incurring unnecessary liability.

1. Officers and directors will not be authorized to travel into any area that would result in the lack of coverage of ASHRAE's insurance.
2. The decision to travel on behalf of the Society is fundamentally the responsibility of the traveler. Accordingly, members should consider the following when deciding to travel on behalf of the Society:

The importance/ necessity of the travel

Evaluation of existing conditions/ current events

Travel Alerts or Travel Warnings issued by governments or other regulatory agencies

Travel warnings issued by ASHRAE

3. Travel into an area where a Travel Alert or a Travel Warning is in effect that will not cause the cancellation or voiding of ASHRAE's insurance should be evaluated on a case by case basis by the traveler
4. The President of the Society retains the right and authority to withdraw permission for travel by any officer, director, or member traveling in behalf of the Society.

The Society Executive Vice President (Chief Staff Officer) shall have sole authority regarding the decision to send ASHRAE staff to any event.