



# ASHRAE

*Technology for a Better Environment*

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March 17, 2010

**To:** Region I Chapter Presidents and Presidents-Elect

**Subject:** Preparation for CRC Caucus and Executive Sessions

Dear Presidents and Presidents-Elect,

The purpose of this letter is to acquaint you with the procedures and practices associated with nominating candidates for Regional and Society level positions and Honors and Awards. Although much of this activity occurs at the fall Chapters Regional Conference (CRC) each year with the Delegates and Alternates, who are part of the Nominating Committee, in order to come to the CRC with a good understanding, preparation ahead of time is key.

## PREPARATION

At the recent Orlando winter meeting, the Society Nominating Committee has completed the nomination of the Society Officers and members of the Board for SY 2010-11. Hence, it's our turn to start thinking about the candidates whom we want to nominate from Region I to fill the available Society and regional positions for SY 2011-12. This year, the Twin Tiers Chapter will host the CRC 2010 in Watkins Glen, NY. Although Region I CRC 2010 is about five months away, it will be the chapter's responsibility to research and find their best candidates in the next couple months. We hope that you will review your chapter roster, and that you will provide candidates to fill the available positions. Note that the candidate for any office must be in good standing within Society, i.e. current dues paid member; and that he/she is willing to accept the responsibilities of the office. Your primary duty is **to develop a list of candidates for Society & Regional positions**. At the CRC 2010 Caucus/Executive Sessions, you are **to elect members to the Society Nominating Committee** and **to recommend candidates for Society & Regional positions as well as for Honor & Awards**.

Please note that, at the CRC, the chapter delegates elect regional representatives (a Member and an Alternate) to the Society Nominating Committee, as well as a Reserve Alternate should the Member or Alternate resign for any reason. For all other positions, candidates are only recommended. The regional representatives to the Society Nominating Committee will work with you at the CRC in the Caucus and Executive Sessions. It is important to know that the recommended candidates who will be considered for any elected positions are meant for SY 2011-12, which begins on July 1, 2011. The incoming chapter delegate to CRC 2010 in Watkins Glen, NY should now be leading the preparation. At this point in time, the outgoing chapter delegate who attended CRC 2009 in Albany, NY should provide the transition to take place within the chapter. In addition, all

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information should be transferred to the incoming delegate, who will introduce the CRC motions and will also introduce candidates to the Chapter Regional Committee.

The delegates may recommend candidates for Society Office, Society Committees - including Technical Committees (TCs), Task Groups (TGs), Standard Project Committees (SPCs), Standing Standard Project Committees (SSPCs), as well as Society Honors & Awards. Any individual or Chapter may also make recommendations directly to Society without consideration at the CRC.

**ORIENTATION, CAUCUS AND EXECUTIVE SESSIONS – CRC 2010**

An Orientation Session, open to all attendees at the CRC, will be held prior to the Caucus Session. The purpose is to review the various Regional and Society positions, which are to be filled and to allow other than the Delegates and Alternates to furnish advice and counsel. During the CRC Caucus Session on **Friday morning**, the Delegates and Alternates will present biographies of candidates they wish to have considered. If you wish to have the Delegates consider other candidates, we will obtain the Biographical Records from Society for use at our meeting. We will only review and briefly discuss the candidates in the Caucus. These brief discussions and your effective preparation prior to the CRC will provide the basis for final voting in the Executive Session on **Saturday morning. Attendance at the Orientation Session, Caucus, and Executive session is mandatory for both the Delegate and Alternate of each Chapter. Attendance at the Business Meetings also is mandatory.**

A “Preparatory Worksheet” will be distributed at the Regional Planning Meeting in preparation for the CRC Executive Session. It lists the regional positions requiring recommendations. Space is also provided for Society’s recommended positions if the Delegates have a candidate that they would like to support. In order to develop a list of qualified people for the various positions, each Chapter Delegate and Alternate should presently be recruiting potential candidates. The following is information related to each section of the CRC Worksheet, which serves as the agenda for the Caucus and Executive Sessions. According to ASHRAE “The position seeks the person, rather than the person seeking the position.”

1. DIRECTOR & REGIONAL CHAIR (DRC)

Spencer Morasch will be serving his 2nd year as our DRC and will be in office until June 2012.

2. ASSISTANT REGIONAL CHAIR (ARC)

Prior to the 2009 CRC, the position of Assistant Regional Chair was not mandatory and may be appointed at the discretion of the DRC. Historically, Region I has had an ARC to assist the DRC and was used as a way of preparing, training, and educating a possible candidate for the position of DRC. Frequently, the ARC also held the position of Regional Treasurer. In 2009 the ARC position was made mandatory as a way to prepare a possible candidate for DRC. The CRC along with the DRC recommends candidates to the Society president for appointment to a one-year term. In no case should an ARC be reappointed to the position for more than three consecutive years. **This year Joseph Furman will be in his 1<sup>st</sup> year as ARC in 2010-11 and can continue to serve in 2011-12. However backup recommendations for 2<sup>nd</sup> and 3<sup>rd</sup> choice for the position should be furnished in case the sitting ARC resigns for any reason.** Candidates should have been Full Members of the Society for three years prior to the start of their term.

3. REGIONAL VICE CHAIR (RVC) - For Grassroots Committees

The Caucus and Executive Sessions must develop 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> choice recommendations for the Society year 2009-10 for each position in this group. These are the “elected” positions in the Region.

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**This year there are no grassroots RVC positions to fill; all RVCs may continue for another year. However backup recommendations for 2<sup>nd</sup> and 3<sup>rd</sup> choice for each position should be furnished in case the sitting RVC resigns for any reason.** Each chapter would normally have at least one candidate for consideration. The CRC recommends candidates to the Regional Chair who will make the final recommendation to the Society President-Elect for official appointment to the position. Three candidates are needed for each position to allow for replacements if necessary. Each delegate is contacted prior to the CRC by Emery or myself to determine progress in developing candidates for the necessary positions.

<b>Elected RVC Positions</b>	<b>Status</b>
Chapter Technology Transfer	Steve Rosen will be in his 2 <sup>nd</sup> year as RVC in 2009-10 and can continue to serve in 2011-12.
Membership Promotion	Rich Vehlow, PE will be in his 1 <sup>st</sup> year as RVC in 2009-10 and can continue to serve in 2011-12.
Research Promotion	Darcy Carbone will be in her 2 <sup>nd</sup> year as RVC in 2009-10 and can continue to serve in 2011-12.
Student Activities	Om Taneja, PE will be in his 1 <sup>st</sup> year as RVC in 2009-10 and can continue to serve in 2011-12.

The term of office for each of these positions is intended for a three-year period subject to annual appointment by the Society President-Elect. Candidates should have been Full Members of the Society for three years prior to the start of their term. A detailed job description for the Regional Vice Chair position is available in the Manual of Chapter Operations. Refer to **Attachment B-Region I Leadership Positions** and **Attachment C-RVC History**.

**3A. REGIONAL EXECUTIVE COMMITTEE**

There are numerous Regional Executive Committee positions, which are not grassroots RVC positions as recognized by the Society; however Region I have always respected them as such. These are the “appointed” positions in the Region. Also, the Regional Treasurer, Regional Refrigeration Vice Chair, Regional Webmaster, Regional Newsletter Editor Judge, Regional Historian and Regional Chapter Programs Vice chair are appointed annually by the DRC usually prior to the CRC. Prior to the CRC, recommendation for these positions from the Delegates and Alternates should be made to the DRC for consideration. The Delegates and Alternates will offer suggestion on candidates for the DRC appointed positions at the CRC if any of these positions are not filled prior to CRC. Refer to **Attachment B-Region I Leadership Positions**.

<b>Appointed Regional Positions</b>	<b>Current Appointee (2009-10)</b>	<b>SY 2010-11 Recommendation</b>
Assistant Regional Chair	Garry Myers	In 2009 this became an elected position.
Regional Treasurer	Garry Myers	
Regional Chapter Programs Vice Chair	Peter Oppelt	
Regional Refrigeration Vice Chair	Steven Friedman	
Regional Electronics Comm Chair	Heather L. Nowakowski, PE	
Regional Historian	Phil Knowlton	

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**4. REGIONAL NOMINATING COMMITTEE**

The delegates to each regional CRC elect two regional representatives to the Society Nominating Committee for SY 2011-12. One is designated as the Member and the other as the Alternate. For SY 2010-11, Clifford Konitz (Member) will be in his 6th year and Emery Otruba, PE (Alternate) ~~will~~ will be in his 4th year of service on this most important committee. Service on Nominating Committee is limited to six years. The backup to the Alternate position, known as Reserve Alternate, for SY 2009-10 is Robert Daly. Refer to **Attachment B-Region I Leadership Positions**.

**5. REGIONAL AWARD OF MERIT and CHAPTER SERVICE AWARD**

The Regional Award of Merit and Chapter Service Award are given for service at the Region and Chapter respectively. There is no limit on the number of awards per year permitted in a Region. It is each Chapter's responsibility to insure that deserving members are recommended. Qualifications, which must be submitted in writing through the Caucus and Executive Sessions, are to include a biographical record of the candidate's services rendered and the year of accomplishment. There is some good descriptive information in the MCO, but the most up to date point tally forms and concise descriptions of the awards and how to prepare and submit for them are given on the ASHRAE website at [www.ashrae.org/members/page/1104](http://www.ashrae.org/members/page/1104).

**6. GENERAL CHAIR**

Shirley Bergmann is chairing the CRC 2010 to be hosted by the Twin Tiers Chapter, Bill Lau will chair CRC 2011 for the New York Chapter, and Darcy Carbone will chair CRC 2012 hosted by the Boston Chapter. Delegates from the Central New York Chapter, host of the subsequent CRC 2013 are recommended to present their General Chair at this meeting. Although it is not a CRC action item, it is recommended to plan ahead.

<b>YEAR</b>	<b>LOCATION</b>	<b>CHAPTER</b>	<b>GENERAL CHAIR</b>
<b>CRC 1992</b>	<b>Portland, ME</b>	<b>Maine Chapter</b>	<b>William Hansen</b>
<b>CRC 1993</b>	<b>Nashua, NH</b>	<b>Granite State Chapter</b>	<b>John Gratiot, PE</b>
<b>CRC 1994</b>	<b>Niagara Falls, NY</b>	<b>Niagara Frontier Chapter</b>	<b>David Nowak</b>
<b>CRC 1995</b>	<b>Farmington, CT</b>	<b>Connecticut Chapter</b>	<b>Anthony Edge, PE</b>
<b>CRC 1996</b>	<b>Albany, NY</b>	<b>Northeast Chapter</b>	<b>Susan DeSimone, PE</b>
<b>CRC 1997</b>	<b>New York, NY</b>	<b>New York Chapter</b>	<b>Joseph Azara</b>
<b>CRC 1998</b>	<b>Corning, NY</b>	<b>Twin Tiers Chapter</b>	<b>William Albern, PE</b>
<b>CRC 1999</b>	<b>Syracuse, NY</b>	<b>Central New York Chapter</b>	<b>John Helm</b>
<b>CRC 2000</b>	<b>Burlington, VT</b>	<b>Champlain Valley Chapter</b>	<b>Stephen Poole</b>
<b>CRC 2001</b>	<b>Tarrytown, NY</b>	<b>Bi-State Chapter</b>	<b>Joseph K. Ting, PE</b>
<b>CRC 2002</b>	<b>Cambridge, MA</b>	<b>Boston Chapter</b>	<b>Robert Persechini</b>
<b>CRC 2003</b>	<b>Rochester, NY</b>	<b>Rochester Chapter</b>	<b>Lee Loomis</b>
<b>CRC 2004</b>	<b>Ronkonkoma, NY</b>	<b>Long Island Chapter</b>	<b>Frank Morgigno/Alan Goerke, PE</b>
<b>CRC 2005</b>	<b>Long Branch, NJ</b>	<b>New Jersey Chapter</b>	<b>Michael Casolari</b>
<b>CRC 2006</b>	<b>Portland, ME</b>	<b>Maine Chapter</b>	<b>Jeff LaPierre</b>
<b>CRC 2007</b>	<b>Niagara Falls, NY</b>	<b>Niagara Frontier Chapter</b>	<b>Russ Stuber</b>
<b>CRC 2008</b>	<b>Mystic, CT</b>	<b>Connecticut Chapter</b>	<b>Phil Knowlton</b>
<b>CRC 2009</b>	<b>Albany, NY</b>	<b>Northeast Chapter</b>	<b>Stan Westhoff</b>

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<b>CRC 2010</b>	<b>Watkins Glen, NY</b>	<b>Twin Tiers Chapter</b>	<b>Shirley Bergman</b>
<b>CRC 2011</b>	<b>New York, NY</b>	<b>New York Chapter</b>	<b>Bill Lau</b>
<b>CRC 2012</b>	<b>Boston, MA</b>	<b>Boston Chapter</b>	<b>Darcy Carbone</b>
<b>CRC 2013</b>	<b>Syracuse</b>	<b>Central New York Chapter</b>	

**7. SOCIETY OFFICERS AND BOARD OF DIRECTORS**

The Society Officers presently consist of four Vice Presidents, a Treasurer, President-Elect and President. All Vice Presidents are not expected to continue to Treasurer, President-Elect and President (This is the current order of succession in the Society). This provides the opportunity for many qualified members to serve as an officer, and therefore to impact the basic direction of the Society, without the commitment to continue on to the extremely demanding position of President. You may suggest a person for any of the positions.

Three of the present Directors-at-large (DALs) now in office are to be replaced for 2010-11, as their 3-year terms of office will be complete in June 2011. These positions, as well as DRCs, are the normal stepping-stones to the position of Vice-President. You should be working to bring candidates forward in this area for 2011-12 from Region I. Typically; candidates have extensive experience on Society committees/councils. Biographies will be necessary for any candidate whom a Chapter wishes to be considered. Refer to **Attachment D-Society BOD Service Record**.

**8. SOCIETY STANDING COMMITTEES**

Appointments to the committees listed in this section are made each year by the Society President-Elect, except for the Research Administration Committee, Technical Activities Committee, and the Standards Committee whose members are elected by the Society Board of Directors. This is an area very important to the Society and an opportunity for our members to develop experience. Any Chapter or member may also submit names independently at any time.

**9. SOCIETY HONORS AND AWARDS**

Candidates for Society awards may be recommended at the Caucus and Executive Session of the CRC. Any Chapter or member may also submit names directly to the Society Honors and Awards Committee at any time. Please refer to the attached Honors and Awards Criteria for your use. The entire Honors and Awards program description and point tally forms can be found on the society website at [www.ashrae.org/members/page/1104](http://www.ashrae.org/members/page/1104) .

A preliminary copy of the worksheet will be provided by the Society in July. In the meantime, we want you to provide us the list of chapter members who have served Region I as RVC, ARC, Regional Executive Members. We will provide you the list of chapter presidents who served your respective chapter if requested. Remember that it is at the CRC Executive Session in which you will participate in August that recommendations for future leaders are made. Your diligence in submitting candidates for consideration is very important to ASHRAE.

**SUMMARY**

To reiterate, at the Caucus/Executive Sessions, the Delegates must execute the following action items:

1. Elect a Member, Alternate and Reserve Alternate to the Society's Nominating Committee for 2011-12
2. Elect an ARC for 2011-12.

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3. Recommend backup members for the grass roots positions of RVC Chapter Technology Transfer, RVC Membership Promotion, RVC Research Promotion, and RVC Student Activities in the event the current RVC resigns.
4. Suggest to DRC Spencer Morasch any qualified member who is willing to serve the region in the appointed 2010-11 positions if Spencer has not already appointed a person to those positions. Refer to Item 3A Table under SY 2010-11 Recommendations.
5. Recommend to the DRC any members deserving the Regional Award of Merit or Chapter Service Award.
6. Suggest members as candidates for Society Office, for Society Standing Committees, for Honors and Awards.

By the close of business on **4/30/10**, please provide Emery Otruba and myself a short list of chapter members who are willing to serve at the Society and Regional level of ASHRAE. Send this list via email to [c.konitz@verizon.net](mailto:c.konitz@verizon.net) and [eotruba@verizon.net](mailto:eotruba@verizon.net). To help you in completing your list, I have attached a 'Position Chart' outlining the Region I Leadership Positions.

Emery and I look forward to working with you in the coming months and at the upcoming Regional Planning Meeting in Troy. Through good planning, preparation, and working together as a team, we can accomplish all of our goals. I know that this may appear daunting, and a lot of information to absorb, but if you review the information presented, read it over a couple times and look at the attachments provided, it will all come together for you. It was not too long ago that I sat in my first CRC as an alternate from my chapter, and attended the Caucus and Executive sessions with a basic idea of what was going on. The next year as delegate, a lot more of this became clearer, aided by the excellent preparation provided to us delegates and alternates. Preparation is so important. Please take part in the process, it is your Region and your society.

If you have any further questions, please do not hesitate to contact Emery or myself. I look forward to seeing you at the Regional Planning Meeting.

Sincerely,

Clifford F. Konitz  
Member- Elect  
Region I Nominating Committee

Cc: DRC Spencer Morasch  
Region I Chapter Regional Committee Members (Chapter Delegates & Alternates)  
Emery Otruba (Member, Region I Nominating Committee)

Attachments:  
Attachment A - Honors and Awards Criteria  
Attachment B - Region I Position Chart  
Attachment C - Regional Vice Chairs History  
Attachment D - Society BOD Service Records