



ASHRAE

Technology for a Better Environment

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Emery M. Otruba, PE.
Member-Elect
Region I Nominating Committee

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March 19, 2008

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 New York winter meeting, the Society Nominating Committee has completed the nomination of the Society Officers and members of the Board for SY 2008-09. 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 2009-10. This year, the Connecticut Chapter will host the CRC 2008 in Mystic, CT. Although Region I CRC 2008 is about five months away, it will be the chapter's responsibility to research and find their best candidates. 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 2008 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 2009-10, which begins on July 1, 2009. The incoming chapter delegate to CRC 2008 in Mystic, CT should now be leading the preparation. At this point in time, the outgoing chapter delegate who attended CRC 2007 in

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

A N I N T E R N A T I O N A L O R G A N I Z A T I O N

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Niagara Falls, NY should provide the transition to take place within the chapter. In addition, all 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 2008

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)

Candidates for a new DRC for will be presented at this CRC. Garry Myers will be serving his 3rd and final year as our DRC and will be in office until June 2009.

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

The Caucus and Executive Sessions must develop 1st, 2nd, & 3rd choice recommendations for the Society year 2009-10 for each position in this group. These are the "elected" positions in the Region. **This year there are two RVC positions to fill, Chapter Technology Transfer and Research Promotion.** Backup recommendations for 2nd and 3rd 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 Cliff or myself to determine progress in developing candidates for the necessary positions.

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Elected RVC Positions	Status
Chapter Technology Transfer	Lee Loomis will be in his 3rd and final year as RVC in 2008-09 and cannot continue to serve in 2009-10.
Membership Promotion	Joe Furman will be in his 2nd year as RVC in 2008-09 and can continue to serve in 2009-10.
Research Promotion	Ron Swarhout will be in his 3rd year as RVC in 2008-09 and cannot continue to serve in 2009-10.
Student Activities	Rich Vehlow, PE will be in his 2nd year as RVC in 2008-09 and can continue to serve in 2009-10.

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**.

2A. REGIONAL EXECUTIVE COMMITTEE

There are numerous Regional Executive Committee positions, which are not grassroots RVC positions as recognized by the Society; however Region I has always respected them as such. These are the “appointed” positions in the Region. The Assistant Regional Chair (ARC) is appointed by the Society President-Elect upon DRC recommendation. 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**.

Appointed Regional Positions	Current Appointee (2007-08)	SY 2008-09 Recommendation
Assistant Regional Chair	Spencer Morasch	
Regional Treasurer	Spencer Morasch	
Regional Chapter Programs Vice Chair	Peter Oppelt	
Regional Refrigeration Vice Chair	Wayne Vanasse	
Regional Electronics Comm Chair	Heather L. Nowakowski, PE	
Regional Historian	Phil Knowlton	

3. REGIONAL NOMINATING COMMITTEE

The delegates to each regional CRC elect two regional representatives to the Society Nominating Committee for SY 2009-10. One is designated as the Member and the other as the Alternate. For SY 2008-09, Emery Otruba, PE will be in his 2nd year and Clifford Konitz 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 2008-09 is Robert Daly who is in his 3rd year of service. Refer to **Attachment B-Region I Leadership Positions**.

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4. 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 .

5. GENERAL CHAIR

Phil Knowlton is chairing the CRC 2008 to be hosted by the Connecticut, Stan Westhoff will chair CRC 2009 for the Northeast Chapter, and Bill Lau will chair CRC 2010 for the New York Chapter. Delegates from the Twin Tiers Chapter, host of the subsequent CRC 2011 are recommended to present their General Chair at this meeting. Although it is not a CRC action item, it is recommended to plan ahead.

YEAR	LOCATION	CHAPTER	GENERAL CHAIR
CRC 1992	Portland, ME	Maine Chapter	William Hansen
CRC 1993	Nashua, NH	Granite State Chapter	John Gratiot, PE
CRC 1994	Niagara Falls, NY	Niagara Frontier Chapter	David Nowak
CRC 1995	Farmington, CT	Connecticut Chapter	Anthony Edge, PE
CRC 1996	Albany, NY	Northeast Chapter	Susan DeSimone, PE
CRC 1997	New York, NY	New York Chapter	Joseph Azara
CRC 1998	Corning, NY	Twin Tiers Chapter	William Albern, PE
CRC 1999	Syracuse, NY	Central New York Chapter	John Helm
CRC 2000	Burlington, VT	Champlain Valley Chapter	Stephen Poole
CRC 2001	Tarrytown, NY	Bi-State Chapter	Joseph K. Ting, PE
CRC 2002	Cambridge, MA	Boston Chapter	Robert Persechini
CRC 2003	Rochester, NY	Rochester Chapter	Lee Loomis
CRC 2004	Ronkonkoma, NY	Long Island Chapter	Frank Morgigno/Alan Goerke, PE
CRC 2005	Long Branch, NJ	New Jersey Chapter	Michael Casolari
CRC 2006	Portland, ME	Maine Chapter	Jeff LaPierre
CRC 2007	Niagara Falls, NY	Niagara Frontier Chapter	Russ Stuber
CRC 2008	Mystic, CT	Connecticut Chapter	Phil Knowlton
CRC 2009	Albany, NY	Northeast Chapter	Stan Westhoff
CRC 2010	New York, NY	New York Chapter	Bill Lau
CRC 2011	Corning, NY	Twin Tiers	

6. 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 2009-10, as their 3-year terms of office will be complete in June 2009. 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 2009-10 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**.

7. 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.

8. 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 .

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 and an Alternate to the Society's Nominating Committee for 2009-10
2. Elect a new DRC for 2009-10
3. Elect members for the Grass Roots positions of RVC Chapter Technology Transfer and RVC Research Promotion 2009-10
2. Recommend backup members for the grass roots positions of RVC Membership Promotion, RVC Research Promotion, and RVC Student Activities in the event the current RVC resigns.
3. Suggest to DRC Garry Myers any qualified member who is willing to serve the region in the appointed 2008-09 positions if Garry has not already appointed a person to those positions. Refer to Item 2A Table under SY 2008-09 Recommendations.

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4. Recommend to the DRC any members deserving the Regional Award of Merit or Chapter Service Award.
5. Suggest members as candidates for Society Office, for Society Standing Committees, for Honors and Awards.

By the close of business on **4/30/08**, please provide Cliff Konitz 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 eotruba@verizon.net and c.konitz@verizon.net . To help you in completing your list, I have attached a 'Position Chart' outlining the Region I Leadership Positions.

Cliff and I look forward to working with you in the coming months and at the upcoming Regional Planning Meeting in Albany. 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 Cliff or myself. I look forward to seeing you at the Regional Planning Meeting.

Sincerely,



Emery M. Otruba, PE
Member
Region I Nominating Committee

Cc: DRC Garry Myers
Region I Chapter Regional Committee Members (Chapter Delegates & Alternates)
Clifford Konitz (Alternate, Region I Nominating Committee)
Robert Daly (Reserve Alternate, 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

AWARD NAME	MAXIMUM # AWARDED PER YEAR	MEETING PRESENTED	HONORARIUM/ TRANSPORTATION TO PRESENTATION	NOMINATION DEADLINE AND/OR SELECTING BODY	DOCUMENTATION REQUIRED BY H&A COMMITTEE	CRITERIA
Honorary Member	3	Winter	None	December 1st/H&A Committee	Nomination Letter/Form, Biographical Record, and a statement of reason for selection of candidate	Recognizes any person of preeminent professional distinction without reference to whether he or she is, or was, a member of the Society
Fellow Award	NO LIMIT	Winter	None	December 1st/H&A Committee	Fellow Nomination Form, Nomination Letter, Biographical Record, and at least two letters of recommendation from credible sources, one of them must be from an ASHRAE Member	Recognizes distinction in the arts relating to the sciences of heating, refrigeration, air conditioning or ventilation, or the allied arts and sciences, or in the teaching of major courses in said arts and sciences, or who by reason of invention, research, teaching, design, original work, or as an engineering executive on projects of unusual or important scope, has made substantial contribution to said arts and sciences, and <u>has been in good standing as a full grade Member for at least ten (10) years is eligible</u> for election to the grade of Fellow by the Board of Directors. Guidelines for the Selection of Fellows are posted on the ASHRAE Website at www.ashrae.org/Honors and Awards .
Louise & Bill Holladay Distinguished Fellow Award	1	Annual	Transportation	May 1st/H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biographical Record	Recognizes a Fellow of the Society who continues preeminence in engineering or research
F. Paul Anderson Award	1	Winter	Transportation	December 1st/H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biographical Record	Honors a member for notable achievement, outstanding work or service in any field of the Society.
ASHRAE Award for Distinguished Public Service	1	Winter	Transportation	December 1st/H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biographical Record	Recognizes a member for outstanding public service
Andrew T. Boggs Service Award	1	Annual	Transportation	May 1st/H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biographical Record	Recognizes a past Distinguished Service Awardee for continued, unselfish, dedicated and distinguished service to the Society.
ASHRAE Hall of Fame	2	Winter	Transportation and one night's lodging	May 1st/H&A Committee	Nomination Letter with statement of reason for selection of candidate and ASHRAE Biographical Record	Honors deceased members who have made milestone contributions to the growth of ASHRAE-related technology
E. K. Campbell Award of Merit	1	Winter	\$3,000 from Life Members Club	Life Members Club	Recommendation from Life Members Club	Honors outstanding service and achievement in teaching
Distinguished Service Award	NO LIMIT	Annual	None	May 1st/H&A Committee	Nomination Letter with statement of reason for selection of candidate, ESA/DSA Point Tally Form & ASHRAE Biographical Record. Candidates must score a minimum of 15 points in accordance with the Point Tally Form	Recognizes members who have served ASHRAE faithfully as a member of committees or otherwise giving freely of his/her time and talent on behalf of the Society.

AWARD NAME	MAXIMUM # AWARDED PER YEAR	MEETING PRESENTED	HONORARIUM/ TRANSPORTATION TO PRESENTATION	NOMINATION DEADLINE AND/OR SELECTING BODY	DOCUMENTATION REQUIRED BY H&A COMMITTEE	CRITERIA
Exceptional Service Award	20	Annual	None	May 1st/H&A Committee	Nomination Letter with a statement of reason for selection of candidate, ESA/DSA Point Tally Form & ASHRAE Biographical Record. Candidates must score a minimum of 45 points in accordance with the Point Tally Form.	Recognizes members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. <u>The individual must have been a full grade Member for a minimum of ten years and a recipient of the Distinguished Service Award.</u>
Distinguished Fifty-Year Member Award	NO LIMIT	Annual	None	May 1st/H&A Committee	Documentation of member history and service to Society(available via member database)	Recognizes members who have been a member for a minimum of 50 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.
Lincoln Bouillon Award	1	Annual	Transportation	Membership Promotion Committee	Recommendation from Membership Promotion Committee	Recognizes members who have performed the most outstanding work in increasing the membership of the Society.
William J. Collins, Jr. Research Promotion Award	1	Annual	Transportation	Research Promotion Committee	Recommendation from Research Promotion Committee	Recognizes the Chapter Resource Promotion Chair who excels in raising funds for ASHRAE Research.
Homer Addams Award	1	Annual	\$1,500	Research Administration Committee	Recommendation from Research Administration Committee	Recognizes universities which have been involved in ASHRAE research and have graduate programs in the areas of heating, ventilation, and air conditioning.
John F. James International Award	1	Winter	Transportation	Members Council	Recommendation from Members Council	Recognizes a member who has given freely of his time and talent to enhance the Society's international activities.
Ralph G. Nevins Physiology and Human Environment Award	1	Annual	\$500	TC 2.1	Recommendation from TC 2.1	Recognizes the individual who has made the most significant accomplishment in the area of man's response to the environment.
Milton W. Garland Commemorative Refrigeration Award for Project Excellence	1	Annual	Transportation	Refrigeration Committee	Recommendation from Refrigeration Committee	Recognizes a non-comfort cooling refrigeration application which highlights innovation and/or new technologies.
Refrigeration Comfort Cooling Award for Project Excellence	1	Annual	None	Refrigeration Committee	Recommendation from Refrigeration Committee	Recognizes designer and owner of a comfort cooling refrigeration application which highlights innovation and/or new technologies.
Standards Achievement Award	1	Annual	Transportation	Standards Committee	Recommendation from Standards Committee	Recognizes excellence in volunteer service for developing ASHRAE standards/guidelines.
Student Activities Achievement Award	1	Annual	Transportation	Student Activities Committee	Recommendation from Student Activities Committee	Recognizes a chapter Student Activities Chair for service related to the goals and growth of student activities at all levels.
Dan Mills Technical Award	1	Annual	Transportation	Chapter Technology Transfer Committee	Recommendation from CTTC	Recognizes a chapter CTTC Chair who excels in meeting CTTC goals in technical, energy and government activities.
Lou Flagg Historical Award	1	Annual	Transportation	Historical Committee	Recommendation from Historical Committee	Recognizes a Chapter Gold Ribbon Award winner for compiling information on outstanding historical projects or persons related to HVAC&R.

AWARD NAME	MAXIMUM # AWARDED PER YEAR	MEETING PRESENTED	HONORARIUM/ TRANSPORTATION TO PRESENTATION	NOMINATION DEADLINE AND/OR SELECTING BODY	DOCUMENTATION REQUIRED BY H&A COMMITTEE	CRITERIA
Chapter Program Star Award	1	Annual	Transportation	Chapter Technology Transfer Committee	Recommendation from CTTC	Recognizes excellence in chapter program endeavors.
Crosby Field Award (Paper Award)	1	Annual	\$750 (divided equally)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Program Committee	Recognizes the highest rated paper presented before a technical session, symposium, or at a poster session at a Society meeting in a given year. The paper having the highest score from the peer review scoring program (PRSP) will be selected for this award. In the event of a scoring tie, the H&A Committee will select the winner by majority vote.
Technical & Symposium Paper Award	4	Annual	\$500 (divided equally)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Program Committee	Recognizes top 4 papers presented each year before a technical session or a symposium at Society meetings will be designated this award.
Willis H. Carrier Award	1	Annual	\$500 (divided equally)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Program Committee; Verification of winning author's age and participation as a "principal author"	Recognizes an individual for the best published paper of outstanding quality at a Society meeting by a member of any grade who is 32 years of age or less at the time of presentation of the paper.
ASHRAE Journal Paper Award	1	Annual	\$500 (divided equally)	Publications Committee	Recommendation of Publications Committee	Recognizes author of the best ASHRAE Journal article for the calendar year. The Journal/Insights Committee will submit the article and name of the author(s) to the Honors and Awards Committee at the Winter Meeting.
Poster Presentation Award	1	Annual	\$250 (each presenter)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Program Committee	Recognizes the best poster paper from the Annual and Winter Meetings.
Student Design Project Competition Award	3 (First Prizes) 3 (Second Prizes)	Winter	First Place - \$1,500 divided equally; transportation for team rep.; 2 nights' lodging; \$100 expenses Second Place - transportation for team rep.; 2 nights' lodging; \$100 expenses	Student Activities Committee	Listing of candidate names, addresses, award category, and institution submitted by Student Activities Committee	Recognizes undergraduate students who have completed design projects based on the topics prescribed in the current year's competition brochure.
Government Activities Award	Only First Place winners awarded at Annual Meeting Plenary		None	Chapter Technology Transfer Committee	Recommendation from CTTC	Recognizes a chapter that demonstrates outstanding efforts at the state, provincial, and local government level on technical issues important to ASHRAE.
Technology Award/Award of Engineering Excellence	7 categories (up to 3 awards may be given in each category), awarded at Winter Meeting		None	Chapter Technology Transfer Committee	Candidate names, addresses, award category, and name of project submitted by CTTC	Recognizes, on an international scale, successful applications of innovative design which incorporate ASHRAE standards for effective energy management, indoor air quality, and mechanical design management technology.

AWARD NAME	MAXIMUM # AWARDED PER YEAR	MEETING PRESENTED	HONORARIUM/ TRANSPORTATION TO PRESENTATION	NOMINATION DEADLINE AND/OR SELECTING BODY	DOCUMENTATION REQUIRED BY H&A COMMITTEE	CRITERIA
Regional Award of Merit	no limit on awards; presented at CRC		Certificate	CRC Delegates	Candidate's name and presentation date submitted by Region to Director of Member Services	Recognizes the activities and contributions of members of ASHRAE at the chapter and regional level. Requires 10 points to qualify for award.
Chapter Service Award	no limit on awards per chapter per year in each region		Certificate	CRC Delegates	Candidate's name and presentation date submitted by Region to Director of Member Services	Recognizes the activities and contributions of members of ASHRAE at the chapter level. Requires 12 points to qualify for award.
George B. Hightower Technical Achievement Award	1	Annual	None	Technology Council	N/A	Recognizes excellence in volunteer service in the area of Technical Committee, Technical Group, and Technical Research Group activities excluding research and standards.
Service to ASHRAE Research Award	1	Annual	None	Technology Council	N/A	Recognizes excellence in volunteer service in the area of Society research.
Environmental Health Award	1	Annual	None	Technology Council	N/A	Recognizes excellence in volunteer service focused on environmental health issues.

Revised February 5, 2008

ATTACHMENT B

POSITION CHART (ASHRAE REGION I - LEADERSHIP POSITIONS)

Revised 3/19/08

POSITION	SOCIETY FISCAL YEAR															
	94-95	95-96	96-97	97-98	98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10
DRC (Regional Chairman)	JT-1	JT-2	JT-3	GNM-1	GNM-2	GNM-3	RD-1	RD-2	RD-3	LGB-1	LGB-2	LGB-3	GM-1	GM-2	GM-3	
Nominating, Member	WA-4	WA-5	SW-1	SW-2	DR/RG	SW-4	JT-1	JT-2	JT-3	JT-4	GNM-4	GNM-5	CK-2	EO-1	EO-2	
Nominating, Alternate	LK-1	LK-2	LK-3	DR-1	SW-3	RG-2	GNM-1	SW-5*	GNM-2	GNM-3	JT-5*	CK-1	BD-1	CK-3	CK-4	
Nominating Reserve Alternate										RD-1	RD-2	AR-1		BD-2	BD-3	
RVC Membership	PO-2	PO-3	SM-1	SM-2	SM-3	BI-1	NG-1	NG-2	NG-3	RP-1	RP-2	RP-3	SM-4	JF-1	JF-2	
RVC Student Activities	AF-1	AF-2	AF-3	WS-1	WS-2	WSNM	NM-2	BD-1	BD-2	BD-3	EO-1	EO-2	EO-3	RV-1	RV-2	
RVC Research Promotion	GM-3	RD-1	RD-2	RD-3	JT-1	SM-1	SM-2	SM-3	CK-1	CK-2	CK-3	AB-1	RWS-1	RWS-2	RWS-3	
RVC TEGA (Technology Transfer)	EP-1	EP-2	EP-3	AF-1	AF-2	AF-3	FM-1	FM-2	FM-3	MGC-1	MGC-2	MGC-3	LL-1	LL-2	LL-3	
ARC / Regional Treasurer	BR-1	BR-2	GH-1	GH-2	RD-1	RD-2					GM-1	GM-2	MGC-1	SM-1		
Assistant Regional Chair (ARC)							JT-3	BR-3	FM-1	NG-1						
Regional Chap Programs/ RVC CP	BR-2	BR-3	JG-1	JG-2	MS-1	MS-2	MS-3	RS-1	RS-2	RS-3	AB-1	PO-1	PO-2	PO-3		
Regional Refrigeration / RVC Ref	BF-3	WW-1	WW-2	WW-3	LI-1	LI-2	RM-1	JT-1	BR-1	WV-1	WV-2	WV-3	WV-4	WV-5		
Regional Treasurer							CK-1	CK-2	JT-3	GM-1						
Regional Historian	GR-8	WB-1	PB-1	JT-1	SW-1	GR-9	SW-2	SW-3	SW-4	GMH-1	GMH-2	GMH-3	PK-1	PK-2		
Regional Newsletter Judge	WA-1	AD-1	AD-2	PB-1	PB-2	PB-3	MB-1	MB-2	MB-3	MC-1	MC-2	MC-3	MC-4	HN-1		
Regional Electronics Communications							RM-1	MC-1	MC-2	MC-3	MC-4	MC-5	MC-6	HN-1		
REMARKS																
Society Nominating Committee: Member, Alternate and Reserve Alternate LEGEND:*Plus 1 yr as Board Elected Mbr	Each year, Chapter Delegates/ Alternates nominate and elect candidates to these positions at the Chapter Regional Conference. The elected Member & Alternate will represent Region I at the ASHRAE Nominating Committee meeting to actively participate in the nomination of Society-wide leadership. Knowledge of Society-wide & Region-wide operations is required.															
PB: Paul Britton	WA: Bill Albern				DR: Donald Rich				LK: Louis Kelter				SW: Stanley Westhoff			
RG: Ruth Giacobbo	JT: Joseph Ting				GNM: Giustino N. Mastro				CK: Clifford Konitz				BD: Bob Daily			
EO: Emery Otruba	RD: Roger Dieffenbach				AR: Al Rogers											
DRC (Director & Regional Chair)	A year prior to the opening of this DRC position, Chapter Delegates/Alternates will nominate and recommend the successful candidate to the Society Nominating Committee via Region I Nominating Member. The Society Nominating Committee will review the candidate and re-nominate for election by the general membership.															
BM: Bruno Morabito	PB: Paul Britton				WA: Bill Albern				SW: Stan Westhoff				JT: Joseph Ting			
GNM: Giustino N. Mastro	RD: Roger Dieffenbach				LGB: Lynn G. Bellenger				GM: Garry Myers							
RVC (Regional Vice Chair)	Each year, Chapter Delegates/Alternates will nominate and recommend the successful candidates to the DRC based on the RVC performance from feedback obtained through the chapter BOGs. The DRC together with the Society grassroots committee Chair will review the candidate and re-nominate for recommendation to the Society President-elect for re-appointment..															
AB: Andrew Braum	AD: Anthony DiFiglia				AF: Alfred Finger				BD: Bob Daly				BF: Brian Frary			
BI: Brent Ingraham	BR: Gordon (Bill) Root, Jr.				CK: Clifford Konitz				EO: Emery Otruba				EP: Edward Pearson			
FM: Frank Morgigno	GD: Guy DeFeo				GH: Gilbert Hendry				GM: Garry Myers				GMH: George M Hardisty			
GR: Gordon Root, Sr.	HM: Henry Manczyk				HN: Heather Nowakowski				JF: Joseph Furman				JG: Jerald Griliches			
LI: Leo Iaonnou	LL: Lee Loomis				MB: Martin Bartnik				MC: Micheal Colwell				MGC: Michael G. Circosta			
MS: Matthew Smith	NG: Nicholas Gangemi				NM: Norm Maxwell				PK: Philip Knowlton				PO: Peter Oppelt			
RA: Raymond Albrecht	RM: Robert McCabe				RP: Robert Persechini				RS: Russell Stuber				RV: Richard Vehlow			
RWS: Ronald Swarthout	SI: Sam Iwobi				SM: Spencer Morasch				WB: Walter Bishop				WS: Wayne Stewart			
WT: Walter Triechler	WV: Wayne Vanasse				WW: William Wladyka											
ARC, Reg Treasurer, Historian, Reg Chap Programs, Reg Ref, Reg Electronics Communications Newsletter Editor Judge	Chapter Delegates/Alternates may recommend candidates to the DRC for his/her consideration of these positions. In most instances, DRC makes his/her appointment prior to the CRC. DRC does recommend his/her appointments to the President-elect for considerations.															

ATTACHMENT C

**ASHRAE Region I Grass Roots Committees Vice Chairs
CRC 2008 Work Sheet**

Revised 3/19/08

Year	Student Activities	TEGA	Membership Promotion	Research Promotion	Refrigeration	Chapter Programs
1967-68	S. A. Spencer		Leonard Kowadlo			
1968-69	S. A. Spencer		W. A. Reichenbach			
1969-70	S. A. Spencer		W. A. Reichenbach			
1970-71	S. A. Spencer		Realto E. Cherne			
1971-72	James H. Carpenter		Paul A. Bourquin	Arnold L. Windman		
1972-73	James H. Carpenter		Douglas L. Stolz	Arnold L. Windman		
1973-74	Alexander R. Susman		Douglas L. Stolz	Harvey G. Stenger		
1974-75	Alexander R. Susman	James R. Fisher, PE	Douglas L. Stolz	Harvey G. Stenger		
1975-76	Alexander R. Susman	James R. Fisher, PE	Richard R. Monsen	Harvey G. Stenger		
1976-77	Robert A. Michaud	James R. Fisher, PE	Richard R. Monsen	Alexander R. Susman		
1977-78	Robert A. Michaud	Walter W. Treichler, Jr.	Richard R. Monsen	Paul E. Evans		
1978-79	Robert A. Michaud	Walter W. Treichler, Jr.	Thomas S. Brown	Paul E. Evans		
1979-80	Aldo F. Fioravanti	Walter W. Treichler, Jr.	Thomas S. Brown	Paul E. Evans		
1980-81	Aldo F. Fioravanti	Francis Ferreira	Thomas S. Brown	Daniel E. DiLoreto		
1981-82	Aldo F. Fioravanti	Howard O. Ward	Paul E. Britton	Daniel E. DiLoreto		
1982-83	Neil Vallencourt, PE	Theodore K. Knowles	Paul E. Britton	Valentine J. Fenti		
1983-84	Neil Vallencourt, PE	Theodore K. Knowles	Paul E. Britton	Valentine J. Fenti		
1984-85	Neil Vallencourt, PE	Theodore K. Knowles	Lynn G. Bellenger, PE	Valentine J. Fenti	Harold H. DeHaas	William F. Albern, PE
1985-86	Michael F. Sisti, PE	Theodore K. Knowles	Lynn G. Bellenger, PE	Joseph P. Gardner	Harold H. DeHaas	William F. Albern, PE
1986-87	Michael F. Sisti, PE	William F. Albern, PE	Daniel J. Fenti	Joseph P. Gardner	Stanley M. Westhoff	Michael F. Sisti, PE
1987-88	Michael F. Sisti, PE	William F. Albern, PE	Daniel J. Fenti	Joseph P. Gardner	Stanley M. Westhoff	David Kennedy
1988-89	S. Louis Kelter, PE	Efrain Rosa	Daniel J. Fenti	Joseph P. Gardner	Stanley M. Westhoff	David Kennedy
1989-90	S. Louis Kelter, PE	Efrain Rosa	Samuel O. Iwobi, PE	Raymond J. Albrecht, PE	Gaetano Defeo	Peter C. Oppelt
1990-91	S. Louis Kelter, PE	Efrain Rosa	Samuel O. Iwobi, PE	Raymond J. Albrecht, PE	Gaetano Defeo	Robert Persechini
1991-92	Walter W. Treichler, Jr.	Henry Manczyk	Samuel O. Iwobi, PE	Raymond J. Albrecht, PE	Gaetano Defeo	Robert Persechini
1992-93	Walter W. Treichler, Jr.	Henry Manczyk	Samuel O. Iwobi, PE	Garry N. Myers	Brian J. Frary	Robert Persechini
1993-94	Walter W. Treichler, Jr.	Henry Manczyk	Peter C. Oppelt	Garry N. Myers	Brian J. Frary	Gordon W. Root, Jr., PE
1994-95	Alfred C. Finger, Jr., PE	Edward E. Pearson, PE	Peter C. Oppelt	Garry N. Myers	Brian J. Frary	Gordon W. Root, Jr., PE
1995-96	Alfred C. Finger, Jr., PE	Edward E. Pearson, PE	Peter C. Oppelt	Roger W. Dieffenbach	William J. Wladyka	Gordon W. Root, Jr., PE
1996-97	Alfred C. Finger, Jr., PE	Edward E. Pearson, PE	Spencer Morasch	Roger W. Dieffenbach	William J. Wladyka	Jerald Griliches
1997-98	Wayne L. Stewart	Alfred C. Finger, Jr., PE	Spencer Morasch	Roger W. Dieffenbach	William J. Wladyka	Jerald Griliches
1998-99	Wayne L. Stewart	Alfred C. Finger, Jr., PE	Spencer Morasch	Joseph K. Ting, PE	Leonides Ioannou	Matthew Smith
1999-00	Norm Maxwell, PE	Alfred C. Finger, Jr., PE	Brent Ingraham	Spencer Morasch	Leonides Ioannou	Matthew Smith
2000-01	Norm Maxwell, PE	Frank Morgigno	Nick Gangemi	Spencer Morasch	Robert McCabe, PE	Matthew Smith
2001-02	Robert Daly, PE.	Frank Morgigno	Nick Gangemi	Spencer Morasch	Joseph K. Ting, PE	Russell Stuber
2002-03	Robert Daly, PE	Frank Morgigno	Nick Gangemi	Clifford Konitz	Gordon W. Root, Jr., PE	Russell Stuber
2003-04	Robert Daly, PE	Mike Circosta, PE	Robert Persechini	Clifford Konitz	Wayne Vanasse	Russell Stuber
2004-05	Emery Otruba, PE	Mike Circosta, PE	Robert Persechini	Clifford Konitz	Wayne Vanasse	Andrew Braum
2005-06	Emery Otruba, PE	Mike Circosta, PE	Robert Persechini	Andrew Braum	Wayne Vanasse	Peter C. Oppelt
2006-07	Emery Otruba, PE	Lee Loomis	Spencer Morasch	Ron W. Swarthout	Wayne Vanasse	Peter C. Oppelt
2007-08	Richard Vehlow, PE	Lee Loomis	Joseph Furman	Ron W. Swarthout	Wayne Vanasse	Peter C. Oppelt
2008-09	Richard Vehlow, PE	Lee Loomis	Joseph Furman	Ron W. Swarthout		
2009-10						

ATTACHMENT C

Notes:

1. No RVCs were identified prior to Society Year 1967-68.
2. Student Activities Committee was once known as Educational Activities Committee, and prior to that was named as Education & Chapter Programs Committee.
3. TEGA Committee was known as ETA (Energy Technical Activities) as well as Energy Management/Conservation/Tech Affairs Committee. This committee is responsible for refrigeration activities starting 2000-01. In 2004-05 Society combined TEGA and Chapter Programs into CTTC- Chapter Technology Transfer Committee. The Region still chooses to have separate RVC-Chapter Programs(DRC appointed) and RVC-Tega (Elected by Delegates).
4. Refrigeration Committee was originally called "R" in ASHRAE, which was then a standing committee and changed its status to grassroots & back to standing. It's has become an appointed position starting 2000-01. Usually appointed by DRC prior to CRC.
5. Chapter Programs was established as a Society grassroots committee since 1995-96. Prior to that point in time, Region I DRC has always appointed a member to serve in the regional capacity. In 2004-05 Society combined TEGA and Chapter Programs into CTTC- Chapter Technology Transfer Committee. The Region still chooses to have separate RVC-Chapter Programs (DRC appointed) and RVC-Tega (Elected by Delegates). The RVC – Chapter Programs is usually appointed by DRC prior to CRC.
6. Shaded cells indicate positions either did not exist that year or are appointed positions.

Society BOD Service Record-President, President-elect, Treasurer, Vice Presidents, DRCs, DALs Position

	YEAR	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95
OFFICERS	PRESIDENT	BURROUGHS	FLAGG	BUTLER	GOWAN	RICH	CHARLES	PATTERSON	MANNING
	PRES-ELECT	FLAGG	BUTLER	GOWAN	RICH	CHARLES	PATTERSON	MANNING	HAYTER
	TREASURER	NICHOLS	GOWAN	RICH	CHARLES	PATTERSON	MANNING	HAYTER	HILL
	VICE PRES	BUTLER	BUCKLER	BUCKLER	HAYTER	MANNING	HAYTER	BLOSSOM	BLOSSOM
	VICE PRES	GOWAN	CHARLES	CHARLES	MANNING	OLSEN	JAMES	HILL	HOLTE
	VICE PRES		NICHOLS	HAYTER	OLSEN	MCQUISTON	MCQUISTON	HOLTE	JACKINS
	VICE PRES		RICH	PATTERSON	PATTERSON	PEARSON	PEARSON	KESSNER	KESSNER
DIRECTORS	REGION I	BRITTON	ALBERN	→	→	WESTHOFF	→	→	TING
	REGION II	BUCKLER	JOHNSON	→	→	MCINTYRE	→	→	DUGAN
	REGION III	PEARSON	REIG	→	→	NANES	→	→	SOBIESKI
	REGION IV	STORY	→	STANLEY	→	→	PHOENIX	→	→
	REGION V	CROSBY	→	FERDELMAN	→	→	CAPPELLETTI	→	→
	REGION VI	O'HIGGINS	→	FISHER	→	→	DARBY	→	→
	REGION VII	KOPTIS	→	→	COPELAND	→	→	HOUSTON	→
	REGION VIII	CALLAHAN	→	→	GOODMAN	→	→	ROBERTS	→
	REGION IX	JENKINS	→	→	IVESDAL	→	→	KOPERSKI	→
	REGION X	HANSEN	→	→	SOSOKA	→	→	MATHAUDHU	→
	REGION XI	GOEPFERT	HOLTE	→	→	MATTISON	→	→	BOOME
	REGION XII	SANCHEZ	→	KESSNER	→	→	WILLIAMS	→	→
DIRECTORS	AT LARGE	OLSEN	→	→	HILL	→	→	BELLENGER	→
		WICKS	MARKEL	→	→	HOMAN	→	→	BISSET
		SPAUSCHUS	→	WOLF	→	→	DILLON	→	→
		MANNING	→	→	MACKIE	→	→	BROWN	→
		PATTERSON	→	JAMES	→	→	HOLTE	COAD	→
		GOODMAN	→	BLOSSOM	→	→	TAPIAS	→	→
		HAYTER	→	CHEE	→	→	VALLORT	→	→
		WOLF	MCQUISTON	→	→	JACKINS	→	→	BUCK
				GRAHAM	→	→	→	STAPLES	

Society BOD Service Record-President, President-elect, Treasurer, Vice Presidents, DRCs, DALs Position

	YEAR	1995-96	1996-97	1997-98	1998-99	1999-2000	2000-2001	2001-2002	2002-2003
OFFICERS	PRESIDENT	HAYTER	HILL	HOLTE	JACKINS	GOODMAN	WOLF	COAD	COLLIVER
	PRES-ELECT	HILL	HOLTE	JACKINS	GOODMAN	WOLF	COAD	COLLIVER	ROOLEY
	TREASURER	HOLTE	JACKINS	GOODMAN	WOLF	COAD	COLLIVER	ROOLEY	R. VALLORT
	VICE PRES	GOODMAN	→	BELLENGER	→	ROOLEY	→	DE BULLET	→
	VICE PRES	JACKINS	COAD	→	PATENAUDE	→	BUCK	→	PETERSON
	VICE PRES	STAPLES	→	COLLIVER	→	SOBIESKI	→	IVESDAL	→
	VICE PRES	WOLF	→	ROOLEY	VALLORT	→	BURGETT	→	TOWNSEND
DIRECTORS	REGION I	TING	→	MASTRO	→	→	DIEFFENBACH	→	→
	REGION II	DUGAN	→	BOYCE	→	→	CROWTHER	→	→
	REGION III	SOBIESKI	→	DE BULLET	→	→	DEBES	→	→
	REGION IV	TRAN	→	→	NEWCOMER	→	→	EDMONSON	→
	REGION V	SCHWENKER	→	→	DRAKE	→	→	ESCAMILLA	→
	REGION VI	O'HIGGINS	→	→	HARJU	→	→	J VALLORT	→
	REGION VII	HOUSTON	BUCKMASTER	→	→	LUNSFORD	TOWNSEND	→	LUNSFORD
	REGION VIII	ROBERTS	STAMBAUGH	→	→	HARRISON	→	→	MCMILLAN
	REGION IX	KOPERSKI	CLARK	→	→	DAVIS	→	→	WENTZ
	REGION X	MATHAUDHU	BORGES	→	→	PETERSON	→	→	BRANDT
	REGION XI	BOOME	→	MC DOWALL	→	→	DUNFORD	→	→
	REGION XII	PATENAUDE	→	→	NOBLE	→	→	LE VISEUR	→
	REGION XIII				TSE	→	→	WONG	→
	REGION-AT-LARGE								ARNOLD
DIRECTORS	AT LARGE	ALLEN	→	→	CUMMINGS	→	→	HOLNESS	→
		BELLENGER	ANDERSON	→	→	BILDERBECK	→	→	BEDA
		BISSET	→	CARTER	→	→	BOYCE	→	→
		BROWN	ARNOLD	→	→	SLABINSKI	→	→	PHOENIX
		BUCK	→	BURGETT	→	→	GRASSO	→	→
		COLLIVER	→	WOODS	→	→	GROFF	→	→
		MECKLER	→	→	GOLDSCHMIDT	→	→	JARNAGIN	→
		TODOROVIC	→	→	REISTAD	→	→	SHERMAN	→
	VALLORT	BUCKLEY	→	→	WILLIAMS,TH	→	→	SPIELVOGEL	

Society BOD Service Record-President, President-elect, Treasurer, Vice Presidents, DRCs, DALs Position

	YEAR	2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	
OFFICERS	PRESIDENT	ROOLEY	R. VALLORT	BURGRTT	TOWNSEND	PETERSON	HARRISON	HOLNESS	
	PRES-ELECT	R. VALLORT	BURGETT	TOWNSEND	PETERSON	HARRISON	HOLNESS		
	TREASURER	BURGETT	TOWNSEND	PETERSON	HARRISON	HOLNESS	BELLENGER		
	VICE PRES	BOYCE	BOYCE	MCMILLIAN	MCMILLIAN	PERSILY	PERSILY		
	VICE PRES	PETERSON	HOLNESS	HOLNESS	BELLENGER	BELLENGER	FIELDS		
	VICE PRES	HARRISON	HARRISON	PHOENIX	PHOENIX	TSE	TSE		
	VICE PRES	TOWNSEND	JARNAGIN	JARNAGAN	GRASSO	GRASSO	WATSON		
DIRECTORS	REGION I	BELLENGER	→	→	MYERS	→	→		
	REGION II	BUNDOCK	→	→	LAMAN	→	→		
	REGION III	HENCK	→	→	PETTWAY	→	→		
	REGION IV	EDMONSON	LEPPARD	→	→	POSTON	→		
	REGION V	ESCAMILLA	WILSON	→	→	BETZ	→		
	REGION VI	J VALLORT	HEGBERG	DAY	DAY	LINDER	→		
	REGION VII	LUNSFORD	→	HALLSTROM	→	→	KEMPF		
	REGION VIII	MCMILLAN	→	GIESLER	→	→	FULK		
	REGION IX	WENTZ	→	OLSON	→	→	ROSE		
	REGION X	BRANDT	→	WILLIAMS	→	→	ZAROOUR		
	REGION XI	DEAN	→	→	HANEGAN	→	→		
	REGION XII	LE VISEUR	RISLEY	→	→	MONTGOMERY	→		
	REGION XIII	WONG	OW	→	→	HU	→		
	REGION-AT-LARGE	ARNOLD	→	TRABOULSI	→	→	CHAKROUN		
DIRECTORS	AT LARGE	HOLNESS	UNDERWOOD	→	→	BALARAS	→		
		BEDA	→	FIELDS	→	→	DWYER		
		MORTGOMERY	→	→	BAHNFLETH	→	→		
		PHOENIX	→	HAYTER	→	→	REEDY		
		MURPHY	→	→	HERMANS	→	→		
		PERSILY	→	→	OLESEN	→	→		
		JARNAGIN	LOVVORN	→	→	KELSO	→		
		SHERMAN	WATSON	→	→	KNEBEL	→		
	SPIELVOGEL	→	VALLORT	→	→	THRASHER			