

## Region I – Financial (Related) Motions

INTENT: It is clear that the Region I Fund was created and defined by the Chapter Delegates at each CRC through the CRC motions. The Regional Treasurer is responsible for developing the budget for this Fund under the guidance of the DRC to clearly show compliance to the allowable expenses and chapter assessments. Each year's budget requires Chapter Delegates to review and approve at the annual CRC in August. All travel reimbursements for Chapter Delegates & Alternates as well as Regional Executive Committee shall follow the ASHRAE Travel Reimbursement Policy as outlined in the Society Rules of the Board (ROB) Book #2.

### **CRC '80 (Connecticut)**

Region I Fund was established to cover the expenses of regional officers and other regional expenses. Chapter assessments were established at the rate of \$1.50 per chapter dues paying member.<sup>1</sup>

### **CRC '89 (Long Island)**

Twin Tiers Chapter introduced a motion, which was approved with a vote count of 12-2-0-0-CNV. This motion has defined the purpose of the Fund and its use as follows:

1. Contingencies for losses by a host chapter for the annual CRC, if so requested and substantiated.
2. Contingencies for losses at the regional dinners at the Society Annual and Winter Meetings, if so requested and substantiated.
3. To defray the cost of stationary, reproduction and mailing costs for the Regional Executive Committee for newsletters and chapter correspondences, if so requested and substantiated.
4. To defray the cost of telephone communication by the Regional Executive Committee, if so requested and substantiated.
5. To defray the cost of regional awards and honors, ribbons, certificates, etc., if so requested and substantiated.
6. To defray the lodging costs of the Regional Executive Committee when making official visits to chapters when authorized by the Regional Chairman, if so requested and substantiated. Reimbursement is to be for room costs only; meals & other expenses are not to be reimbursed. Society reimburses mileage expenses.
7. To reimburse the chapters for Chapter Chairpersons attending workshops at CRC when so authorized and in the amount authorized by the previous CRC, if so requested and substantiated.

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<sup>1</sup> This motion did not define what expenses were allowed. The allowed expenses were later defined at CRC '89

Subsequently, a second motion brought forward by Twin Tiers clarified the expenses to be paid under Item #7 above. This motion passed with a vote count of 13-1-0-0-CNV: All chapters assigned to Region I will be reimbursed through Region I Treasury for each CRC attendee as follows:

- a. Minimum of **\$50** per Chairperson in attendance with chapter headquarters 100 miles or less from host chapter.
- b. Maximum of **\$100** per Chairperson in attendance with chapter headquarters over 100 miles from host chapter.
- c. The chairpersons eligible for reimbursement are those serving the grassroots committees, namely, TEGA, Chapter Programs, Student Activities, Refrigeration, Membership Promotion and Research Promotion, a total of 6 chairpersons.

A balance of approximately **\$10,000** should be planned for the Fund at the end of each Society year.

The motion also established Chapter Assessment and is read as such, "Each chapter shall be assessed **\$3.00** per year for each chapter dues paying member of record at the end of the Society fiscal year (June 30). However, each chapter shall not be assessed more than **\$1,000**".<sup>2</sup>

Payment shall be made to the 'ASHRAE Region I Fund' no later than January 31st of each year. Funds shall be forwarded to the Regional Treasurer.

#### **CRC '91 (Rhode Island)**

Northeast Chapter introduced a motion to expand the reimbursements. The motion passed with a vote count of 11-4-0-0-CNV.

1. Region I Fund reimbursement procedure was modified to cover the cost of registration at the CRC for all members of the Region I Executive Committee.<sup>3</sup>

#### **CRC '95 (Connecticut)**

Champlain Valley Chapter introduced a motion (vote count of 11-2-2-0-CNV) to further expand the disbursement of Region I fund to cover expenses as defined below This motion was unanimously approved and the budget was updated to reflect this change.

The Region I Fund allowed expenses for the CRC REGIONAL PLANNING MEETING be changed and amended to include expenses for additional activities. Approved expenses for the CRC Regional Planning Meeting shall include as follows:

1. Regional Executive Committee member's hotel accommodations.
2. CRC General Chairman hotel accommodations.

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<sup>2</sup> The \$1,000 cap was removed at CRC '96

<sup>3</sup> The members of the Executive committee were defined at CRC '03

3. Meeting room rental & audio-video equipment.
4. Group meals for Regional Executive Committee & CRC General Chairman.
5. Group meals for upcoming CRC Delegates & Alternates.
6. Entertainment at dinner if requested by DRC

#### **CRC '96 (Northeast)**

Connecticut Chapter presented a motion (vote count of 15-0-0-0-CNV) to remove the cap on chapter assessment (which was originally set at \$1,000 in 1989) effective Society Year 1997-98. This motion was unanimously approved and the 1997-98 budget has been updated to reflect this change.

#### **CRC '97 (New York)**

Champlain Valley Chapter presented a motion (vote count of 12-0-0-3-CNV). The motion states, effective Society Year 1998-1999, that each chapter in Region I be assessed \$4.00 per year increased from \$3.00 per year for each chapter dues paying member of record at the end of the Society fiscal year (June 30).

1. Twin Tiers Chapter introduced a motion (vote count of 12-0-0-3-CNV). The motion states that Region I reimburse Region I RVCs for basic registration fees and hotel costs for Society Winter and Annual meetings at Headquarters hotel. Reimbursement shall be 50% of the cost of the above up to a maximum of \$500 per RVC per year until such time as the Society provides the reimbursement.

#### **CRC '00 (Champlain Valley)**

New Jersey Chapter presented a motion (vote count of 14-0-0-1-CNV). The motion states that in developing and managing its budget, Region I follows the recommendations of the 2000 Audit Committee:

1. Region I should purchase a computer program such as "Quicken" for the Treasurer. Data entry should be carefully done by each of the designated categories for tracking and reporting.
2. The fiscal year should be established (July 1 to June 30) and reports run for that period. Entries should only be reported in the year they occur. Reports should not be modified for late revenues or payments.
3. Region I fund balance should be maintained to an amount determined by the Region to defray unexpected CRC expenses.

New Jersey Chapter presented a motion (vote count of 14-0-0-1-CNV). The motion states that the DRC prepares the annual budget and submits its budget proposal to the chapter delegates & alternates for their review & comments at least one week prior to the CRC.

Twin Tiers Chapter presented a motion (vote count of 8-6-0-1-CNV). The motion states that, effective Society Year 2001-02, the chapter assessment be reduced to \$3.00 per chapter dues paying member in Region I.

New Jersey Chapter presented a motion (vote count of 8-4-2-1-CNV). The motion states that in determining the Region I chapter assessments, the following rule be used: The amount contributed by each chapter shall be based on the chapter dues paying member count of the past fiscal year. This shall be determined by the following formula:  
Equivalent Count = [Total Annual Membership Fees Collected By Society]/[Full Paying Member Fee]<sup>4</sup>

Northeast Chapter introduced Motion #009-01 (vote count of 13-0-1-1-CNV). The motion states that, effective Society Year 2000-01, Region I reimburse Region I representatives (Member & Alternate) to Society Nominating Committee for basic registration fees and hotel costs for Society Winter and Annual meetings at Headquarters hotel. Reimbursement shall be provided to cover 50% of the expenses to a maximum of \$500 per person annually until such time as the Society provides the reimbursement.<sup>5</sup>

#### **CRC '01 (Bi-State)**

New Jersey Chapter presented a motion (vote count of 15-0-0-1-CNV). The motion states that the Region I Fiscal Guidelines presented by the Audit Committee be presented in their entirety at CRC, discussed, and elevated to binding status on the Regional Finance Committee.

Champlain Valley Chapter presented a motion (vote count of 15-0-0-1-CNV). The motion states that the Regional Treasurer prepares and maintains a chronological record of all motions that are related to Region I financial responsibility for revenue and expenditures. October 1st of the same year shall be the date for completion and distribution to each chapter president and executive member in Region I.

#### **CRC '02 (Boston)**

Bi-State Chapter presented Motion #146-01 (vote count of 15-0-0-0-CNV). The motion states that the "seed money" not to exceed \$1,200 per year be provided to Host Chapter for its organization of the CRC starting SY 2002-03. Any net gain from the CRC will be used to pay the seed money back to the region.

Bi-State Chapter presented Motion #146-03 (vote count of 15-0-0-0-CNV). The motion states that Region I adopt the "Guidelines for Regional Finance" as per attachment.

Northeast Chapter introduced Motion #009-01 (vote count of 15-0-0-0-CNV). The motion states that, at the regional planning meeting, the regional treasurer should remind chapter presidents to file Form 990 with IRS if the chapter's gross receipts exceed \$25,000.

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<sup>4</sup> At CRC '03 this formula was amended to concur with practice.

<sup>5</sup> This motion was not added to the policies until August 2003 due to oversight by the 2000/2001 Treasurer.

### **CRC '03 (Rochester)**

Niagara Frontier presented motion #12-01 (vote count 13-1-0-1 CNV): The Motion states, "If requested, Region I reimburse the immediate past Director & Regional Chair (DRC) for the CRC registration, transportation expenses and hotel accommodation to perform his/her final duty as DRC effective immediately. Reimbursement shall be the cost of the above up to a maximum of \$500.

New Jersey introduced a Motion (vote 11-0-0-4 CNV) clarifying the formula for chapter assessment originally defined at CRC '00. The motion states, "That the dollar amount collected for each chapter for the Regional Assessment be calculated based upon a fee per Chapter Dues Paying Member. The fee level will be set by the Regional Treasurer each year and approved by the chapter Delegates at each CRC. The Regional Assessment will be set so that a positive cash flow is maintained at all times.

Bi-State Chapter introduced a motion (vote 9-2-0-4 CNV) that "the Regional Assessment is [set at] \$7 per Chapter Dues Paying Members for 2003-04".

The members of the Region I Excom were resolved to consist of 14 members as follows; DRC, ARC, Web Master, RVC Program, RVC Resource Promotion, RVC Membership Promotion, RVC TEGA, RVC Student Activities, RVC Refrigeration, Nominating Committee Member, Nominating Committee Alternate, Historian, CRC General Chair, Treasurer.

### **CRC '04 Long Island**

A motion was introduced (vote 15-0-0 CNV) to approve the budget presented by the Treasurer for the fiscal year 2004/2005.

A motion was introduced (vote 15-0-0-4 CNV) that "the Regional Assessment is to be reduced from \$7 per Chapter dues paying member to \$5 per Chapter Dues Paying Members for 2004-05".

A motion was introduced (vote 15-0-0-4 CNV) that "the Region I fund reserve be raised to \$24,000 from its original reserve amount of \$10,000".

A motion was introduced to accept the "Region I Financial Policies" Rev 0

### **CRC '05 New Jersey**

1. Twin Tiers Chapter introduced a motion (vote count of 13-0-1-1-CNV) revising their CRC '97 motion as follows; "Region I reimburse Region I RVCs for basic registration fees and hotel costs **not to exceed that for the Headquarters Hotel** for Society Winter and Annual meetings at Headquarters hotel. Reimbursement shall be ~~50%~~ of the cost of the above up to a maximum of **\$250** ~~\$500~~ per RVC **to a maximum of \$500** per year until such time as the Society provides the reimbursement.

2. Northeast Chapter introduced a motion (vote count of 13-0-1-1) revising their CRC '00 motion as follows; "Region I reimburse Region I ~~representatives (Member & Alternate)~~ **Nominating Committee Member and Alternate** to Society Nominating Committee for basic registration fees and hotel costs **not to exceed that for the headquarters hotel**, for Society Winter and **fall meetings**. ~~Annual meetings at Headquarters hotel.~~ Reimbursement shall be **the cost of the above up to a maximum of \$250 per society nominating committee meeting per committee member** ~~provided to cover 50% of the expenses~~ to a maximum of \$500 per ~~year person annually~~ **year** until such time as the Society provides the reimbursement.
3. Twin Tiers introduced a motion (Vote count 14-0-0-0) to "Amend the Region 1 Financial Policy to provide for reimbursement to the Region I Executive Committee members for lodging expenses at the annual CRC beginning FY2006/2007. Reimbursement to be limited to \$300 per meeting"

### **CRC '06 Maine**

1. Bi-State presented motion # 146-1 (vote count of 10-0-1-0 CNV) to approve the budget as presented by the Treasurer for the fiscal year 2006/2007.
2. Bi-State presented motion # 146-2 (vote count of 8-0-2-0 CNV) that "the Region I Assessment is to be increased from \$3.35 per Chapter dues paying member to \$5.78 per Chapter Dues Paying Member for 2006/2007".
3. Bi-State presented motion # 146-3 (vote count of 5-0-7-0 CNV) to amend the Region I Financial Policy, Article 1.2 Reports, by removing "The incoming DRC shall procure the services of a professional independent auditor to review and document the status of the regional finances".
4. Bi-State presented motion # 146-4 (vote count of 11-1-0-0 CNV) to amend the Region I Financial Policy, Article 1.5 Budget, by replacing "\$24,000 as June 30, 2004" with "\$28,200 as June 30, 2006".