



**Agenda  
Honors & Awards Committee**

<b>Sunday, February 5, 2023</b>			
H&A Committee	1:00 – 5:00pm	Omni, Hazelnut (M3-North)	<a href="#">Hybrid</a>
<b>Monday, February 6, 2023</b>			
H&A Committee	2:30pm – 6:30pm	Omni, Hazelnut (M3-North)	<a href="#">Hybrid</a>

**Action Items:**

No. - Pg.	Assignment	Action Item
1 – 2	Staff	Add attendance info into previous meeting minutes
2 – 2	Media Subcommittee	For the May 1 deadline awards: plan an email campaign to send to chapter and Region H&A, as well as DRCs.
3 – 2	Media Subcommittee	Create a monthly marketing calendar to increase promotion throughout the year. Look at offering a social media kit for chapters/regions. Consider working with ASHRAE marketing on a video.
4 – 2	Staff and Isabelle	Distribute H&A calendar to the full committee once the draft is complete
5 – 2	Staff and Executive Subcommittee	Implement virtual new member training in early June
6 – 3	Personal Awards Subcommittee	Review the Eunice Foote Decarbonization Award summary and report back to the full committee by March 15, 2023.
7 – 3	Staff	Consult with the TFBD on whether or not they plan to reimburse transportation to the Plenary?
8 – 3	Staff	Add a statement to the top of the Reference Manual that references consulting the H&A webpage for additional documents.
9 – 3	Staff	See if the H&A flowchart image can be added to the top of the H&A page, <a href="#">similar to this page</a> .
10 – 3	Staff	Look at options for redesigning H&A page and eliminating the accordion.
11 – 4	Staff	Update the H&A MOP to reflect the change in Personal Awards review timeframe
12 – 5	Staff	Refer the following to the MP Committee: Does MP still notify Associate when they may be eligible for advancement? Is there a way to automate the advancement process? Can we add Fellow to the list of reasons to advance?
13 – 5	Nicolas	Finalize point value and wording for paper review addition
14 – 5	Award Design Ad Hoc & Staff	Research options for medals and plaques updates, and provide an update at the 2023 Annual Conference
15 – 5	Planning & Media Subcommittee & Staff	Complete additional research for female and international recipients and nominees, including Holladay and ESA
16 – 6	Staff	H&A Flowchart: look at having it in the rotation of photos during conference events and work with the web team to embed links within the digital file

**Motions:**

No. - Pg.	Motion	Vote
-----------	--------	------

1 – 3	Approve the Eunice Newton Foote Decarbonization Award subject to review of the criteria with the first presentation occurring at the 2024 Annual Conference Plenary session.	8-0-1
2 – 3	That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately...(please see Attachment E for full motion).	8-0-0
3 – 3	That the Honors & Awards Committee Reference Manual be updated as follows, effective immediately...(please see Attachment F for full motion).	8-0-0
4 – 4	That the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately...(please see Attachment J for full motion).	7-0-0
5 – 4	Change all nomination deadlines for Winter Conference presented awards to May 1, and change all nomination deadlines for Annual Conference presented awards to December.	9-0-0
6 – 5	To leave the Fellow membership requirement as-is and not allow retroactive application of Full Member grade.	9-0-0

1. **Call to Order** – Lavoie
2. **Roll Call/Introduction of Guests** – Lavoie
3. **ASHRAE Code of Ethics Commitment** – Lavoie  
*In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and we shall avoid all real or perceived conflicts of interests.*
4. **Review of Agenda** – Lavoie
5. **Remarks**
  - a. BOD Ex-Officio – Wei Sun
6. **Approval of Minutes** – June 26-27, 2022 Meetings – Lavoie (**Attachment A**)
  - a. **Action Item #1:** Staff to add attendee into previous meeting minutes
  - b. Moved by Karine, second by Tom. 8-0-0 CNV
7. **Review of Action Items** – Lavoie (**Attachment B**)
  - a. Action Item #2:
    - i. **Action Item #2:** For the May 1 deadline awards: plan an email campaign to send to chapter and Region H&A, as well as DRCs.
    - ii. **Action Item #3:** Create a monthly marketing calendar to increase promotion throughout the year. Look at offering a social media kit for chapters/regions. Consider working with ASHRAE marketing on a video.
    - iii. Consider including this information with CRC packages.
  - b. Action Item #5:
    - i. **Action Item #4:** Isabelle and Rhiannon will distribute to the full committee once the draft is complete
  - c. Action Item #6:
    - i. **Action Item #5:** Implement virtual new member training in early June
8. **Report of Personal Awards Subcommittee** – Phoenix
  - a. Review of Candidates (**Executive Session**)
    - i. Personal Awards Subcommittee Recommendations
      1. Distinguished 50-Year Member
      2. Distinguished 75-Year Member
      3. Distinguished Public Service
      4. F. Paul Anderson
      5. Fellow
      6. Hall of Fame
      7. Honorary Member
      8. Pioneers of the Industry

**9. New Award Requests**

- a. **(Attachment C)** Request from Ginger Scoggins: My President Elect advisory committee has discussed the possibility of an H&A ASHRAE Award to be given to a member that works to reduce carbon emissions in the built environment. We want to see if this is something H&A can discuss and, if agreeable, if it could be named after the scientist Eunice Foote as she was sounding the alarm regarding global warming and rising earth temperatures before others were.
  - i. It is being requested that this award have a December 1<sup>st</sup> deadline and that the H&A Personal Awards Subcommittee would add it to their list of awards to review and select a recipient.
  - ii. Requesting presentation at the Annual Conference Plenary.
  - iii. **Motion #1:** Approve the Eunice Newton Foote Decarbonization Award subject to review of the criteria with the first presentation occurring at the 2024 Annual Conference Plenary session. Vote: 8-0-1. Moved by Tom, second by Karine.
    - 1. **Action Item #6:** Personal Awards Subcommittee to review the award summary and report back to the full committee by March 15, 2023.
    - 2. **Action Item #7:** Staff to consult with the TFBD on whether or not they plan to reimburse transportation to the Plenary?

**10. Report of Planning Subcommittee – Falconer**

- a. Five-Year Review Update
  - i. Next month we will send out communication regarding reviews for the following awards:

Award	Committee/Council
ASHRAE Journal Paper	Publications Committee
Distinguished 50-Year Member	Honors & Awards Committee
Distinguished 75-Year Member	Honors & Awards Committee
Standards Achievement	Standards Committee
Student Activities Achievement	Student Activities Committee
Student Design Competition	Student Activities Committee
YEA Individual Award of Excellence	YEA Committee
Youth Outreach Award	Student Activities Committee

**11. Report of Media Subcommittee – Leppard**

- a. MOP, Reference Manual or website updates
  - i. MOP Updates **(Attachment D)**
    - 1. **Motion #2:** That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately...(please see Attachment E for full motion). Moved by Tom, second by Adam. Vote: 8-0-0.
  - ii. Reference Manual Updates **(Attachment E)**
    - 1. **Motion #3:** That the Honors & Awards Committee Reference Manual be updated as follows, effective immediately...(please see Attachment F for full motion). Moved by Tom, second by Adam. Vote: 8-0-0.
- b. All of Members Council’s reporting committees are being asked to review the necessity of their Reference Manual. Since many of the items included within a Reference Manual are already available on the committee’s webpage, is it time well spent for the committee review and update a Reference Manual? Attached is an overview of what is included in H&A’s Reference Manual and if it is already available on the H&A webpages **(Attachment F)**
  - i. **Action Item #8:** Add a statement to the top of the Reference Manual that references consulting the H&A webpage for additional documents.
  - ii. **Action Item #9:** See if the H&A flowchart image can be added to the top of the H&A page, [similar to this page.](#)

- iii. **Action Item #10:** Look at options for redesigning H&A page and eliminating the accordion.
- c. Worked with the Planning Subcommittee to create a social media campaign aimed at promoting personal awards and encouraging diverse nominees. This was a result of MBOs 3 and 5. **(Attachment G)** was posted to ASHRAE’s Facebook page in November 2022. **(Attachment H)** was posted to ASHRAE’s Facebook and Linked in page in October 2022.

**12. Old Business – Lavoie**

- a. Members Council and the BOD approved our motion that all Personal Honors awards be approved by Members Council, as opposed to the BOD. This went into effect as of January 2023. Moving forward, all award recipient recommendations will go to Members Council for final approval, which means we will have confirmation on award recipients during that same ASHRAE conference (as opposed to have to wait six months for the BOD to approve).
  - i. Rules of the Board updates: updates were made to 2.411.033.5A of the ROB, but additional updates are needed to section 2.200.010 **(Attachment I)**
    - 1. **Motion #4:** That the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately...(please see Attachment J for full motion).  
Vote: 7-0-0
  - ii. This would make write-ups impossible due to the tight turnaround time for submitting our Members Council report. (H&A meets on Sunday and Monday and staff needs to submit the report Monday evening for the Tuesday morning Members Council meeting.)
  - iii. Should we review and possibly adjust award deadlines? If so, we would need to update the H&A MOP, which currently states that “nominees for personal awards must be selected by the committee one year prior to the time the award is presented”.
    - 1. **Action Item #11:** Update the H&A MOP accordingly
  - iv. **Motion #5:** Change all nomination deadlines for Winter Conference presented awards to May 1, and change all nomination deadlines for Annual Conference presented awards to December. Vote: 9-0-0. Moved by Tom, second by Nicolas.
  - v. Below are current award deadlines and the conference where they are presented:

Award	Nomination Deadline	Reviewed by H&A & MC	Presentation
ASHRAE Award of Distinguished Public Service	December 1	Winter	Next Winter
ASHRAE Hall of Fame	December 1	Winter	Next Winter
ASHRAE Pioneers of the Industry	December 1	Winter	Next Winter
F. Paul Anderson Award	December 1	Winter	Next Winter
Fellow	December 1	Winter	Next Winter
Honorary Member	December 1	Winter	Next Winter
Andrew T. Boggs Service Award	May 1	Annual	Next Annual
Louise and Bill Holladay Distinguished Fellow Award	May 1	Annual	Next Annual
DSA & ESA	May 1	Annual	Next Annual

**13. New Business – Lavoie**

- a. Review of 10-year Full Member grade requirement for Fellow nominees
  - i. We have had a handful of potential members who don’t meet the 10-year Full Member grade requirement reach out to staff to inquire about applying their Full Member grade retroactively since they were unaware that they qualified for membership advancement to Full Member grade.
  - ii. Current definitions regarding Fellow membership requirement include:

1. The ‘Guidelines for ASHRAE Fellow Nominators’ states that one of the requirements for eligible for election to Fellow is “Good standing as a Full Member grade for at least ten (10) years”.
  2. The ASHRAE Bylaws states that a Fellow “has been in good standing as a Full Member for at least ten (10) years”.
- iii. Until now staff has approved these requests, but it is recommended that H&A discuss and approve one of the following decisions:
1. Do not allow adjustments to the start date of a member’s Full Member grade status.
  2. Allow adjustments to the start date of a member’s Full Member grade status as long as staff can confirm that they would have qualified for Full Member grade as of the previous date.
  3. Update the membership requirement from 10-years of Full Member grade to a certain number of years of Society-approved experience. (Society-approved experience pertains to how an Associate member qualifies for advancement to Full Member and includes education, licenses, and work experience.) For example, the Bylaws could be updated to read that a Fellow “is a Full Member in good standing with at least x years of equivalent Society-approved experience”.
- iv. **Motion #6:** To leave the Fellow membership requirement as-is and not allow retroactive application of Full Member grade. Vote: 9-0-0. Moved by Adam, second by Tom.
- v. **Action Item #12:** Refer the following to the MP Committee: Does MP still notify Associate when they may be eligible for advancement? Is there a way to automate the advancement process? Can we add Fellow to the list of reasons to advance?
- b. Request for DSA/ESA Point Tally Form update:
- i. From CEC Chair, Kristen Cetin:
    1. There is a CEC ad hoc committee focused on encouraging and rewarding ASHRAE members who review conference and journal papers.
    2. CEC often has trouble finding enough reviewers for conference papers
    3. They were brainstorming how to motivate reviewers and encourage more participation, and discussed adding points to the DSA/ESA Point Tally Form
    4. Discussion with Kristen:
      - a. These are technical reviews, not
      - b. Abstracts are 3-pages and take about 30 minutes to review
      - c. Conference papers are 8-pages and take about an hour to review. Members may review a couple at a time.
      - d. Journal articles are 30-40 pages and take about two hours to review. Members typically review one at a time.
      - e. Conference papers are the most common – the next conference will have 200 papers.
    5. **Action Item #13:** Finalize point value and wording. Nico proposed that completing 4-5 reviews earns ¼ point. Maximum of 2 or 3 points.
- c. Award Design:
- i. Medal to wear for award winner. Worn during the conference, presented during award ceremony. Would have to decide which awards would “qualify”. Could help spread awareness of award(s).
  - ii. Consider updating plaque style
  - iii. Creation of the Award Design Ad Hoc. Members: Karine and Nicolas
  - iv. **Action Item #14:** Ad Hoc and staff to work together to research options and provide an update at the 2023 Annual Conference.

14. **Report of Paper and Pass Through Awards Subcommittee** – Davis

- a. Review of Recommendations (**Executive Session**)

i. Pass-Through and Paper Awards

15. **Status of 22-23 MBOs** – Lavoie (**Attachment J**)

- a. MBO #4: Staff will update CRC presentation and distribute to Regions
- b. MBO #5: **Action Item #15**: Research female Fellows to nominate for Holladay. Find previous female DSA recipients and see if they qualify for ESA.
- c. **Action Item #16**: H&A Flowchart: look at having it in the rotation of photos during conference events and work with the web team to embed links within the digital file

16. **Next Meeting** – June 2023

17. **Adjournment**



**Minutes  
Honors & Awards Committee  
ASHRAE 2022 Annual Conference**

**Committee Meeting: Sunday, June 26, 2022, 1:00-5:00pm – [WebEx](#)  
Committee Meeting: Monday, June 27, 2022, 2:30-5:30pm – [WebEx](#)**

**Action Items**

<b>No. – Pg.</b>	<b>Assignment</b>	<b>Action</b>
1 – 2	Staff	Refer recommended updates to the Dan Mills Chapter Programs Award, Donald A. Siller Refrigeration Award, and Technology Award to CTTC
2 – 2	Lemire	Put together list of ambassadors to help push marketing initiative to diversify award submissions
3 – 3	Staff	Ask Members Council to refer any rejections back to H&A. Review current wording in ROB and suggest edits if necessary.
4 – 3	Staff	Consult with awards company to check price and feasibility of magnetic lapel pins
5 – 3	Lavoie and Staff	Create a calendar for H&A members
6 – 3	Staff	Email new members the new member orientation PPT

**Motions**

<b>No. – Pg.</b>	<b>Status</b>	<b>Action</b>
1 – 1	Passed	Approval of previous H&A meeting minutes from January 30-31, 2022
2 – 2	Passed	Approve recommended edits to the Fellow nomination form and the H&A Reference Manual.
3 – 2	Passed	BOD review updates to ASHRAE Rules of the Board (ROB)

**Attendees**

- Members present: Nicolas Lemire, Isabelle Lavoie, Adam Davis, Jorge Eduardo Donoso, Alyse Falconer, Ng Yong Kong, Ben Leppard, Thomas Phoenix, Daniel Rogers, Mohammad Abbas Sajid, Devin Abellon
- Incoming members present: Karine Leblanc, Maged Fouad Hashem, Mohammad Al Tassi, Richard Rooley, Wei Sun
- Members absent: Daniel Dettmers

1. **Call to Order** – Lemire
2. **Roll Call/Introduction of Guests** – Lemire
3. **ASHRAE Code of Ethics Commitment** – Lemire  
*In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interest. (See full Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)*
4. **ASHRAE Simplified Rules of Order (Attachment A)**



- a. At the 2022 Winter Conference, the BOD approved the ASHRAE Simplified Rules or Order and Meeting Fundamentals as the new rules of order to be used at all levels of Society. The intent of the new rules is to streamline meetings by providing simpler meeting guidance, allowing members to focus more on business and not the details of parliamentary procedure. Councils and Committees are expected to be fully operational in the new meeting guidance beginning July 1, 2022.
  - b. Please familiarize yourself with the attached quick reference document. These rules should be used in place of Roberts Rules of Order during all Society meetings.
5. **Review of Agenda** – Lemire
6. **Remarks**
- a. BOD Ex-Officio – Devin Abellon (**Attachment J**)
7. **Approval of Minutes** – January 30-31, 2022 Meetings – Lemire (**Attachment B**)
- a. **Motion #1:** Moved by Davis and seconded by Rogers. Vote: 9-0-0 CNV.
8. **Review of Action Items** – Lemire (**Attachment C**)
9. **Report of Planning Subcommittee** – Lavoie (**Attachment D**)
- a. MBO #5 – Review all award documentation to ensure that requirements and wording include “diversity” and “inclusivity”.
    - i. **Motion #2:** Approve recommended edits to the Fellow nomination form and the H&A Reference Manual. Vote: 9-0-0 CNV.
    - ii. **Action Item #1:** Refer recommended updates to the Dan Mills Chapter Programs Award, Donald A. Siller Refrigeration Award, and Technology Award to CTTC.
  - b. MBO #6 – Elaborate a plan of action to increase awareness and improve the quality of submissions for awards by members from all origin or gender:
    - i. Focus on a marketing push as well as individual outreach. Look at presenting at the Women in ASHRAE breakfast. It would be ideal to have some marketing materials ready for the upcoming fall CRCs.
      - 1. **Action Item #2:** Lemire to put together list of ambassadors to help push this initiative
  - c. Five-year review update
10. **Report of Media Subcommittee** – NYK
- a. No updates to the MOP or Reference Manual
11. **New Business** – Lemire
- a. Referred motion from BOD: That Honors and Awards review which awards should be approved by the BOD due to the prestige of the award and propose changes to the ROB for presentation to the BOD for approval.
    - i. Current H&A awards confirmed by the BOD, which all fall under the ‘Personal Honors’ category:
      - 1. Andrew T. Boggs Service Award
      - 2. ASHRAE Award for Distinguished Public Service
      - 3. ASHRAE Hall of Fame
      - 4. ASHRAE Pioneers of the Industry
      - 5. F. Paul Anderson Award
      - 6. Fellow
      - 7. Honorary Member
      - 8. Louise and Bill Holladay Distinguished Fellow Award
    - ii. This motion came from the Board Operational Streamlining Subcommittee and the BOD had the following discussion points:
      - 1. The intent of the motion is to take the workload off of the BOD
      - 2. It typically takes the BOD 5-10 minutes to review awards
      - 3. The spirit of the motion is to free the BOD for other, more strategic items
    - iii. H&A discussion:
      - 1. Take BOD’s lead and remove award review from their agenda



- iv. **Motion #3:** That the ASHRAE Rules of the Board (ROB) be updated as follows, effective January 2023:

2.411 Honors and Awards Committee

2.411.003.5 Award Programs

~~A. This committee shall receive recommendations, select, and recommend to the BOD individuals to be considered for the following honors and awards:~~

- ~~1. Honorary Member~~
- ~~2. Fellow~~
- ~~3. Pioneers of the Industry~~
- ~~4. ASHRAE Hall of Fame~~
- ~~5. F. Paul Anderson Award~~
- ~~6. ASHRAE Award for Distinguished Public Service~~
- ~~7. Louise and Bill Holladay Distinguished Fellow Award~~
- ~~8. Andrew T. Boggs Service Award~~

B. This committee shall select and recommend to Members Council individuals for the following awards:

1. Distinguished Fifty-Year Member Award
2. Distinguished Service Award
3. Exceptional Service Award
4. Crosby Field Award
5. Willis H. Carrier Award
6. Transactions Paper Awards
7. Honorary Member
8. Fellow
9. Pioneers of the Industry
10. ASHRAE Hall of Fame
11. F. Paul Anderson Award
12. ASHRAE Award for Distinguished Public Service
13. Louise and Bill Holladay Distinguished Fellow Award
14. Andrew T. Boggs Service Award

1. Vote: 8-0-0- CNV

- v. **Action Item #3:** Ask Members Council to refer any rejections back to H&A. Review current wording in ROB and suggest edits if necessary.

b. Discussion:

- i. Award idea – awarded as a medal that is worn during the conference to promote recognition
- ii. Making any award lapel pins magnetic versus a pin
  1. **Action Item #4:** Staff to consult with awards company to check price and feasibility
- iii. Should we look at creating an accessible database of all past award winners, similar to this [Region X webpage](#).
- iv. Consider providing marketing ideas to award recipients. For example, an award summary that can be included on the recipient's LinkedIn page. This could be included in the award notification email that staff sends prior to award presentation.
- v. Consider introducing Fellows at the beginning of meetings.

- c. **Action Item #5:** Isabelle and Rhiannon to create a calendar for H&A members

- d. **Action Item #6:** Staff to email new members the new member orientation PPT

12. **Report of Personal Awards Subcommittee** – Phoenix

- a. Review of Candidates (**Executive Session**)
- b. Assignment of Write-ups (**Executive Session**)

13. **Report of Paper and Pass Through Awards Subcommittee** – Donoso

- a. Review of Recommendations (**Executive Session**)

14. **Status of 21-22 MBOs** – Lemire ([Attachment E](#))
15. **Change of Chair** – Lemire/Lavoie
  - a. Recognition of Outgoing Members
    - i. Nicolas Lemire – Chair
    - ii. Jorge Eduardo Donoso
    - iii. Ng Yong Kong (NYK)
  - b. 22-23 MBOs – Lavoie ([Attachment H](#))
  - c. Appointment of 22-23 Subcommittee and Mentors – Lavoie ([Attachment I](#))
16. **Next Meeting** – January 2023 in Atlanta, GA
17. **Adjournment**

### Action Items from 2022 Annual Conference in Toronto

<b>No. – Pg.</b>	<b>Assignment</b>	<b>Status</b>	<b>Action Item</b>
1 – 2	Staff	Complete	Refer recommended updates to the Dan Mills Chapter Programs Award, Donald A. Siller Refrigeration Award, and Technology Award to CTTC
2 – 2	Lemire	Complete	Put together list of ambassadors to help push marketing initiative to diversify award submissions
3 – 3	Staff	Complete	Ask Members Council to refer any rejections back to H&A. Review current wording in ROB and suggest edits if necessary.
4 – 3	Staff	Ongoing	Consult with awards company to check price and feasibility of magnetic lapel pins
5 – 3	Lavoie and Staff	Ongoing	Create a calendar for H&A events
6 – 3	Staff	Complete	Email new members the new member orientation PPT

## **Award Request Form to Honors & Awards**

Category: Personal Honors

Name: EUNICE NEWTON FOOTE DECARBONIZATION AWARD

Reason for Establishment: At the request of the Presidential-Elect Advisory Committee it was noted that an award for works done to decarbonize the built environment was not currently part of ASHRAE awards and recognitions. Due to the increased focus by ASHRAE, and its investment to be a leader in this area, it was suggested that an award to recognize individuals taking on the decarbonization challenge, should be recognized. The award description and scoring process below, as well as the mini-biography should explain why Eunice Newton Foote was selected.

Funding Source: This award will be planned into the annual budget of Honors and Awards once accepted. We understand that future funding and inflation must be considered. If a standing committee is created on decarbonization, they would assume the responsibility of this award financially.

Selection Criteria: Please see this award's suggested description and scoring criteria. Please note that the formatting and concept of scoring is based on the Environmental Health Award.

### **EUNICE NEWTON FOOTE DECARBONIZATION AWARD**

This award is named in honor of Eunice Newton Foote, who is the scientist attributed to being the first to conclude that certain gases warmed when exposed to sunlight and that rising carbon dioxide levels would change atmospheric temperature (known today as greenhouse gas effect) and impact climate.

This award honors members for notable achievement, outstanding work, or service that is focused on the decarbonization of the built environment.

The Honors & Awards (H&A) (until a standing committee on decarbonization is formed) committee will annually review all eligible nominations received.

### **PROCEDURES FOR THE EUNICE NEWTON FOOTE DECARBONIZATION AWARD**

1. Purpose. The purpose of the award is to recognize excellence in volunteer service focused on the decarbonization of the built environment. It will heighten general membership awareness of, and interest in, the benefits of decarbonization and its impact on our climate.
2. Award Presentation. Each year the Society recognizes the outstanding efforts of a single volunteer around decarbonization activities. Nominations are solicited during the first half of the Society year. The Honors and Awards Committee will determine the single nominee for each Society Year.
3. Eligibility Requirements. The award is open to ASHRAE members and non-members who have demonstrated outstanding achievement in the ASHRAE decarbonization activities. The recipient will be selected from all nominations that meet a 5 point minimum requirement as outlined under Section 7 Criteria for Selecting Recipients.

4. Judging. Honors and Awards Committee will review all eligible nominations received at the ASHRAE Winter Meeting. While the point total should be considered, it should not be used as the only criteria for selection. The summary document and perceived importance of the activities should be evaluated. The award may be omitted if a suitable candidate is not identified.

5. Presentation. The Eunice Newton Foote Decarbonization Award is presented during the Honors and Awards portion of the Plenary Session at the ASHRAE Annual Meeting. A plaque and medallion (composed of fully recycled materials) is presented to the recipient by the ASHRAE President.

6. Application. A nomination for the Eunice Newton Foote Decarbonization Award should include a cover letter outlining the nominee's decarbonization activities in ASHRAE. This summary should contain an explanation, no more than 300 words, of the nominee's qualifications. Documentation of non-ASHRAE bio activities with regards to reducing your carbon footprint, or local sustainability projects, that project information or details should be an attachment (no more than 5 pages) attached to the summary.

It is due to the staff liaison of Honors and Awards ([masterson@ashrae.org](mailto:masterson@ashrae.org)) before December 1st each year.

7. Criteria for Selecting Recipients. Following is an outline of how points are awarded.

**A. ASHRAE activities**

1. Chair of an ASHRAE sponsored decarbonization program	0.5 point / program
2. Presenter at an ASHRAE sponsored decarbonization program	0.5 point / program
3. Presenting as a DL on a Decarb concept (3 point max per DL topic)	0.5 point / program
4. Presenter to an associated <sup>4</sup> organization with ASHRAE	0.25 point / program
5. Lead Author of a Journal published article on decarbonization	1.5 points / paper
6. Co-Author of a Journal published article on decarbonization	1 point / paper
7. Member of the Task Force on Building Decarbonization (TFBD)	1 point / appointment <sup>2</sup>
8. Sub-Committee Chair of the TFBD	2 points / appointment
9. Chair of the TFBD	4 points / appointment
10. Chair of a Position Document (PD) Committee	2 points / PD
11. Member of a Position Document (PD) Committee	1 point / PD
12. Lead Reviewer of a handbook chapter related to decarb	1 point / chapter
13. Member of a Working Group identified to address decarbonization (see list below)	1 point / PC <sup>1</sup>
14. Chair of a Standard or Guideline PC related to decarbonization (see list below)	1 additional point / PC <sup>1</sup>
15. Decarbonization Subcommittee Chair of a Standing Committee	1 point / tour <sup>3</sup>
16. Participate in an ASHRAE Sponsored Decarbonization Challenge	1 point / challenge
17. Active participation in the Building Industry Decarbonization Collaboration (BIDC) activities.	0.5 point / activity
18. Listed member of a project submitted to ASHRAE for a Technology Award	1 point / project
19. Document volunteering in a sustainability community project	0.5 / project
20. Document home renovation to reduce carbon footprint	1 / project

**B. Decarb Conference and Actual Decarbonization experience**

1. Chair of a Decarb conference	3 points / conference
2. Vice Chair or Sub-Committee Chair of a Decarb conference	2 points / conference
3. Member of an organizing committee	1 point / conference
4. Presentation at a conference	1 point / conference

**NOTES:**

- 1 For standing committees "Project Committee" refers to a 2-year term.
- 2 "Appointment" is usually a single year term. If you have not completed the term, the appointment year, the points shall not be counted.
- 3 Tour" typically refers to a 3-year term,
- 4 Associated Organization include those with an MOU with ASHRAE, part of the AASA, or the BIDC

**List of eligible Working Groups or ASHRAE Recognized Committee:**

- Task Force for Building Decarbonization
- Building Energy Quotient
- TC 2.5
- SSPC 90.1
- SSPC 90.2
- SSPC 211
- SSPC 189.1
- SPC 240
- SPC 100
- A Working Group (SPC, GPC, TC, MTG) that incorporates Decarbonization or Greenhouse Gas measurements in their documents.

Note: If the submitter feels that an Working Group or Committee should count towards the point total, please include reason in the 300 word Summary and details in the allowed five pages of back-up information.

In addition to being a scientist, she fought for women's rights at the time alongside her neighbor and friend Elizabeth Cady Stanton. Her involvement was even noted when in a 1902, Susan B Anthony delivered a speech where she called on young feminists to continue and lead the work of the founders on the movement, including Eunice Newton Foote.

Foote died in September 1888 in Lenox, Massachusetts.

Established in the 2022-2023 ASHRAE Society Year, the Eunice Newton Foote Decarbonization Award recognizes an individual for notable achievement, outstanding work, or service focused on decarbonizing of the built environment. The form of the award is a plaque and medallion.



## H&A MOP Motion

That the Honors & Awards Committee Manual of Procedures (MOP) be updated as follows, effective immediately:

### 3. Responsibilities / Duties

2. This committee shall recommend to ~~the BOD~~ Members Council the candidates for all honors and awards for contributions to the sciences and arts of heating, refrigeration, air conditioning and ventilation, or the closely allied fields.

### 5. Duties of Committee Members

3. Duties of the Staff Liaison shall include the following:

~~F. Sending ballots, write-ups and biographies to the Board of Directors 60 days prior to Society meetings on recommended award.~~

### 8. Operating Rules

9. The committee will report only affirmative actions taken on nominations or selections. Sponsors of nominations that are not recommended to ~~the Board~~ Members Council will be so notified by the H&A Committee staff liaison.

10. Recipients of awards and members eligible for advancement are not to be notified, or announcement made of such action, until ~~Board~~ Members Council approval has been received; recognition and presentation are to be made at the following Society conference.

12. Award nominees to be recommended to ~~the Board~~ Members Council for the Hall of Fame must have been unanimously approved by the Honors and Awards Committee. For all other award nominees, only one negative vote will be allowed on any award recipient to be recommended to ~~the Board of Directors~~ Members Council. Two or more negative votes by the H&A Committee will defeat a motion and that individual will not be recommended to ~~the Board~~ Members Council.

### 9. Standing Rules

8. All voting for honors and awards of the Society shall be strictly secret and held at meetings of ~~the Board of Directors and Members Council, and that the Honors and Awards Committee be instructed to place the necessary information for such voting before the Board at least two months prior to the applicable meeting.~~

### 14. Schedule

3. Nominations from the Honors and Awards Committee will be sent to ~~the Board of Directors sixty (60) days prior to the Annual or Winter Conference~~ Members Council. The nominees will be considered, and voted upon, by ~~the Board~~ Members Council at the Annual or Winter Conference.

### 16. Personal Honors

1. Honorary Member

B. Any notable person of preeminent professional distinction may be elected an Honorary Member. Election of an Honorary Member shall be by ~~the Board of Directors~~ Members Council.

~~C. In submitting candidates for Honorary Member to the Board for vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of each person nominated.~~

D. Nomination for Honorary Member shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

## 2. Fellow Grade

A. Requirements for eligibility for election to the grade of Fellow by ~~the Board of Directors~~ Members Council:

~~B. In submitting the names of candidates for Fellow grade to the Board for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of each person nominated.~~

C. Nominations for Fellow shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by ~~the Board~~ Members Council by secret ballot, and four or more negative votes by ~~the BOD~~ Members Council shall defeat the proposal.

## 3. Louise and Bill Holladay Distinguished Fellow Award

A. ~~The Board of Directors~~ Members Council approves the establishment of the "Louise and Bill Holladay Distinguished Fellow Award" to recognize a Fellow of the Society who continues preeminence in engineering or research.

~~B. The Honors and Awards Committee will submit the name of a candidate to the Board of Directors for approval. In addition to the biography, a statement of reason for the selection of the nominee should be included.~~

## 4. F. Paul Anderson Award

C. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to ~~the BOD~~ Members Council a candidate for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

~~D. In submitting the name of the candidate for the F. Paul Anderson Award to the BOD for vote, the Honors and Awards Committee shall include, in addition to the biographical record, a statement of reason for the selection of the candidate nominated.~~

## 5. ASHRAE Award for Distinguished Public Service

~~B. In submitting the name of the candidate for the ASHRAE Award for Distinguished Public Service to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the candidate nominated.~~

C. Nomination for the ASHRAE Award for Distinguished Public Service shall be made by the Honors and Awards Committee to ~~the Board of Directors~~ Members Council. Election shall be by secret ballot of ~~the BOD~~ Members Council, and four or more negative votes shall cause the rejection of the proposed candidate.

## 6. Andrew T. Boggs Service Award

~~E. In submitting the name of the candidate for the Andrew T. Boggs Service Award to the BOD for their vote, the Honors and Awards Committee shall include, in addition to the regular biographical record, a statement of reason for the selection of the nominee.~~

F. Nominations for the award shall be received by the Honors and Awards Committee for consideration, and the committee shall recommend to ~~the Board of Directors~~ Members Council

a candidate for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council, and four or more negative votes shall cause the rejection of any proposed candidate.

7. ASHRAE Hall of Fame

C. Nominations for the ASHRAE Hall of Fame shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to ~~the Board of Directors~~ Members Council for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

8. ASHRAE Pioneers of the Industry

C. Nominations for the ASHRAE Pioneers of the Industry shall be received by the Honors and Awards Committee for consideration, and the committee shall unanimously recommend to ~~the Board of Directors~~ Members Council for approval. Approval of this award shall be by secret ballot of ~~the BOD~~ Members Council and two or more negative votes shall cause the rejection of any proposed candidate.

**Background:** These updates reflect the recently approved motion to have all Personal Awards sent to Members Council for approval, as opposed to the BOD. These updates have already been approved for the ASHRAE Rules of the Board.

**Fiscal Impact:** None

**Vote:**

## H&A Reference Manual Motion

That the Honors & Awards Committee Reference Manual be updated as follows, effective immediately:

### 2. Appendix A-1: Honors and Awards – General

- ~~The BOD shall confirm individuals recommended for the following honors and awards based on the follow requirement:~~
- *Merge the previously BOD approved award into the list of Members Council approved award.*

### 6. Appendix B: Honors and Awards Calendar

- Remove mention of referring award recipients to BOD

**Background:** These updates reflect the recently approved motion to have all Personal Awards sent to Members Council for approval, as opposed to the BOD. These updates have already been approved for the ASHRAE Rules of the Board.

**Fiscal Impact:** None

**Vote:**

<b>Reference Manual Appendix</b>	<b>Reference Manual Document</b>	<b>Currently on H&amp;A Webpages?</b>
Appendix A-1	Honors and Awards - General	*
Appendix A-2	Awards Schedule	*
Appendix A-3	Form of all Honors and Awards	*
Appendix A-4	Plenary Format	
Appendix B	Honors and Awards Calendar	*
Appendix C	Format for Committee Objectives	
Appendix D	Guidelines for Awards	
Appendix E	Content, Format, and Handling Motions	
Appendix F	Mentoring Program	
Appendix G	Code of Ethics	
Appendix H	Confidential Information Agreement	
Appendix I-1	Honors and Awards Review Schedule	
Appendix I-2	Five-Year Review of ASHRAE Honors and Awards	
Appendix I-3	Sample Five-Year Review Tracking Sheet	
Appendix I-4	Honors and Awards Recommendation Form	
Appendix J-1	Guidelines for ASHRAE Fellow Nominators	X
Appendix J-2	ASHRAE Fellow Nomination Form	X
Appendix K	Pioneers of the Industry Nomination Form	X
Appendix L	DSA/ESA Instructions and Point Tally Form	X
Appendix M	ASHRAE Hall of Fame Nomination Form	X
Appendix N-1	Checklist for Write-Ups	
Appendix N-2 to N-9	Sample Write-Ups	
Appendix O	Biographies for Named Awards	
Appendix P-1	History of F. Paul Anderson Award	
Appendix P-2	History of Milton W. Garland Award	
Appendix P-3	History of ASHRAE Award for Distinguished Public Service	
Appendix Q	Past Presidents and Recipients of Honors and Awards	

\*Some of this information is included on the H&A website



# F. PAUL ANDERSON AWARD



**SAMIR TRABOULSI,  
PH.D., P.ENG., P.E.**

**Beirut, Lebanon**

The unique F. Paul Anderson Award knows no bounds.  
Its impacts can be quite profound at the Lebanese  
Chapter, Region At Large, and ASHRAE Society.





# ASHRAE FELLOW RECIPIENT



**CHANDANA  
DALUGODA, C. ENG**

**Philiyandala, Srilanka**

Being an ASHRAE Fellow has put me in a different class of recognition within the engineering sphere, which gives a different perception in HVAC consultancy work.





# ASHRAE FELLOW RECIPIENT



**BING LIU, P.E.**

**Portland, Oregon,  
United States**

Being an ASHRAE Fellow, I was respected by my colleagues and collaborators as a thought leader. It also helped me to contribute more to the Society.



# ASHRAE FELLOW RECIPIENT



**KATHLEEN OWEN**

**Cary, North Carolina,  
United States**

Being an ASHRAE Fellow has meant automatic acceptance as a professional in ASHRAE groups outside the small part of that world I usually inhabit.





# ASHRAE FELLOW RECIPIENT



**CELSO CARDOSO SIMÕES  
ALEXANDRE, P.ENG.**

**São Paulo, Brazil**

This award impacts my professional status with my German company, who consider themselves honored to have the first employee to receive this award. In Brazil it was recognized as an honor for the air conditioning industry.



# ASHRAE FELLOW RECIPIENT



**ALESSANDRO (ALEX)  
SANDELEWSKI, PH.D., ING.**

**Milan, Italy**

I felt it was a fitting recognition of almost 50 years of work in the HVAC field, and at the same time an honor for ASHRAE members outside of the USA and Canada.





# F. Paul Anderson AWARD

**Nominate a member**

- Outstanding Service in Society ●
- Exceptional Leadership in HVAC&R ●
- Activities of Outstanding Value ●



**Deadline is December 1st**  
**HonorsandAwards@ashrae.org**



ASHRAE HONORS & AWARDS

# ASHRAE FELLOW

Nominate an ASHRAE member today!

- INVENTION, RESEARCH, TEACHING
- DESIGN, ORIGINAL WORK
- PM ON UNUSUAL/IMPORTANT SCOPE

**Deadline is December 1st 2022**

\*Must have been a full member for 10 years



## Rules of the Board Updates

1. That the ASHRAE Rules of the Board (ROB) be updated as follows, effective immediately:
  - 2.200 Board of Directors
    - 2.200.010 The Board of Directors elects the following:

<del>ASHRAE Hall of Fame</del>	<del>2 or more negative votes defeats</del>
<del>Honorary Member</del>	<del>2 or more negative votes defeats</del>
<del>F. Paul Anderson Award</del>	<del>2 or more negative votes defeats</del>
<del>Pioneers in the Industry</del>	<del>2 or more negative votes defeats</del>
<del>Fellow</del>	<del>4 or more negative votes defeats</del>
<del>Louise and Bill Holladay Distinguished Fellow Award</del>	<del>4 or more negative votes defeats</del>
<del>Andrew T. Boggs Service Award</del>	<del>4 or more negative votes defeats</del>
<del>ASHRAE Award for Distinguished Public Service</del>	<del>4 or more negative votes defeats</del>

~~2.200.010.2 Society level awards as delineated in ROB 2.411.003.3 and 2.411.003.4.~~

2.200.010.3 Nominations submitted to the Board by a three-person BOD subcommittee appointed by the President.

2.200.010.3.1 Nominating committee, eight members and eight alternates (SBL 7.6)

2.200.010.3.2 Technology, Publishing and Education Councils

2.200.010.3.3 Standards Committee (SBL 7.9)

2.200.010.3.4 Research Administration Committee (SBL 7.7)

2.200.010.3.5 Technical Activities Committee (SBL 7.8)

2.200.010.3.6 Handbook Committee

2.200.010.4 Scholarship Trustees

2.200.010.5 ASHRAE Foundation Trustees

~~2.200.010.6 Other recipients of Society level awards~~

**Background:** At the 2022 Annual Conference the BOD approved H&A's motion that all awards be submitted to Members Council for approval (which originated from a request by the Board Operational Streamlining Subcommittee). The previous motion addressed updates to ROB section 2.411.003.5 A, and this motion addresses other the ROB section that also need to be updated to reflect the recently approved changes.

**Fiscal Impact:** None

**Vote:**



## Management by Objectives (MBOs)

Honors and Awards Committee

ASHRAE Society Year 22-23

Isabelle Lavoie, Chair

MBO	Status	Due Date	Assigned To	ASHRAE Strategic Plan	MBO Comments
1. Obtain nominees for each honor with special attention to nominees for significant personal awards (i.e. Distinguished Public Service, Pioneers of the Industry, Boggs, Holladay, Honorary Member, and Hall of Fame)	-Received nominees for DPS, Boss, Holladay, Honorary, & HOF -No nominee for POI -Boggs & Holladay: May 1	December 2022 and May 2023	Personal Awards Subcommittee	4	Reach out to Regional Nominating Members by July 15 for fall CRCs and April 15 for Spring CRCs
2. Provide global awareness of H&A awards via <i>Chapter Notes</i> , and targeted communication to ASHRAE chapter leaders	Article in October and November 22 promoting December 1 deadline	October 2022 and March 2023	Media Subcommittee	4	Advertising/promote personal awards before their due dates by providing articles in <i>Insights</i> and <i>Key Notes</i>
3. Create a social network campaign to promote and encourage submission of personal awards	Fellow & F. Paul Anderson promotion on FB and LinkedIn in Fall 22. Six profiles (5 Fellow, 1 F. Paul) were posted to FB.	November 2022 and April 2023	Media Subcommittee	4	The campaign should occur the month prior to the two award submission deadlines of May 1 and December 1
4. Provide chapters and regions with updated information they can use to promote H&A		February and July 2023	Planning Subcommittee	3, 4	Update H&A PowerPoint presentation and distribute to Nomination Committee members and Chapter Presidents and Delegates.
5. Put in place actions to increase awareness and improve the quantity of submission for awards by members from all origin and gender	Profiles created for the following past recipients: 2 women Fellow, 3 international Fellow, 1 international F. Paul Anderson	December 2022	Planning & Media Subcommittee	4	<b>Fellow:</b> prepare a short profile on the past three female recipients as in the past six years there has only been 12% female Fellows selected <b>Hall of Fame:</b> prepare a short profile on the past international recipient <b>Holladay:</b> prepare a short profile on the past three international recipients <b>T. Boggs:</b> go through the list of past Female ESA recipients and identify potential female applicants <b>Holladay:</b> go through the list of past Female Fellow recipients and identify potential female applicants

\*ASHRAE Strategic Plan Initiatives – 1: Resilient Buildings and Communities, 2: Indoor Environmental Quality, 3: Organizational Streamlining, 4: Improve Chapter Engagement, Capacity and Support