

Minutes: College of Fellows (COF) Board

Date: January 22, 2012

**Location: Dearborn Room 1, Flr 7
Palmer House Hotel
Chicago, IL**

- Dr. Ken Cooper, COF chair, convened the board meeting at 10:02am. (See attachment 1, meeting agenda.) **(Note: New action items were not specifically identified during the meeting. However action items were implied and are shown in bold face in these minutes.)**
- Participants gave self introductions. (See attachment 2, “Sign In” sheet, for list of attendees.)
- Adelman distributed information regarding the “College of Fellows Campaign” (See attachment 3.) Ms. Adelman explained that funds raised for the campaign would be used to support a travel grant to be awarded by COF to a Ph.D. student to assist with expenses in attending a Society meeting (annual or winter)
Action: Charles moved and Coad seconded to set the request to be sent to members of the COF be set at \$100 (US). Motion passed
- Approval of the COF minutes from the 2011 Winter Meeting will be delayed until the 2012 Annual Meeting as the minutes distributed were from the wrong meeting.
- The COF “Financial Position” (Attachment 4) was distributed by Claridge. He explained that the “Travel Committee” expense line shown on attachment 3b will be changed to “Travel Grant Award” in future reports.
- Rooley reported that, although there is not a debate planned for the 2012 Winter Meeting, he encourages the COF to sponsor a debate for the 2013 Winter Meeting. He solicited debate topics from those attending the COF meeting. **The COF authorized Rooley to select a topic for the 2013 debate.**
- **Claridge reported that the Applications handbook is ready for review and that a solicitation for reviewers will be sent to the COF.** (See attachment 5, “ASHRAE College of Fellows – Handbook Committee.”)
- Hallstrom described the COF speakers bureau (see <http://ashraecof.org/>) and indicated the ASHRAE Web site has a link to the COF speakers bureau . He also noted that handbook reviewers are listed on the COF Web site. He reminded the COF that PAOE points are given if a Fellow serves as a handbook reviewer.
- Culp reported on the COF mentoring program and introduced the two recipients of the COF mentoring travel grant. The recipients are attending the 2012 Winter Meeting as one of the two meetings for which they will receive travel funding from

the COF. Goldschmidt moved and Coad seconded to continue the \$4000/year to continue the travel grant program. Motion passed.

- Cooper reported that COF historical documents are now archived by ASHRAE Headquarters. It primarily consists of material collected by Rod Kirkwood.
- Hallstrom showed a beta version of the ASHRAE terminology book which is an update from the previous hard-copy (printed) version. The on-line version will be available before the summer meeting.
- CULP announced the ASHRAE “YEA” mixer will be held at the 2012 Winter Meeting
- **Culp encouraged COF members to nominate future Fellows.**
- **Cooper requested that Coad and Goldschmidt prepare materials to promote the nomination of new fellows by those presently holding the Fellows award.**
- **The COF nominating committee will recommend a new slate of officers whose terms will begin following the 2012 Annual Meeting.**
- The meeting adjourned at 11:51 am, CST.

Agenda

**ASHRAE College of Fellows Meeting
Sunday, January 22, 2012, 10:00 AM – Noon
Palmer House, Dearborn 1 (7th floor)
Chicago, IL
www.ashraecof.org**

1. Call to order - Introductions
2. Attendance sign-in
3. Review and approval of the Agenda
4. Chairman's Report – Cooper
 - a. Fund Raising for mentoring program – Patricia Adelman
5. Approval of the Minutes from Montreal - Hayter
6. Treasurers Report – Claridge
7. Secretary's Report – Hayter
8. Subcommittee Reports
 - a. Handbook – Claridge
 - b. Web Page – Hallstrom
 - c. Mentoring – Culp
 - d. Historian – Cooper/Jackins
 - e. Program – Rooley
 - f. Speakers Bureau Update - Hallstrom
9. Old Business
 - a. New Fellows initiative - Townsend
10. New Business
 - a. YEA mixer - Culp
11. Adjournment

~~RESOURCE PROMOTION
ARC COMMITTEE MEETING~~

January 2012

Chicago

Sign-In Sheet

Email

Name	Position	Email
Don Beaty		dbeaty@dlbassociates.com
Glenn Hourahan		glenn.hourahan@aca.org
GEORGE JACKINS		gjackins@aol.com
FLOREA CHIRIAC		floreac@chiriac@gmail.com
Dick Hayter		dick@barbdick.com
ART HALLSTROM	ART@AHALLSTROM.COM	
LOW KELTER		slowiskelter@conest.net
DAVID CLARIDGE		dclaridge@tamu.edu
Lauren Ronsse		ronsse.lauren@gmail.com
Tea Zakula		tzakula@mit.edu
SRIRAM SOMASUNDARAM		sriram.somasundaram@pnl.gov
Victor Goldschmidt		creating2@earthlink.net
SRINIVAS KATIPAMULA	SRINIVAS.KATIPAMULA@PNNL.GOV	
Candace Devaughn		cdevaughn@ashrae.org
Patricia Adelman		padelmann@ashrae.org
Robert "Dutch" Useton		dutch.useton@lennoxintl.com
Bill COAD		wjcoad@coadengineering.com
Charlie Culp		cculp@tam.edu
RICHARD A CHARLES		RAC@781EAOL.COM
S.A. Sherif		sasherif@ufl.edu
Ken Cooper		dad@coopshome.us
Farooq Mehboob		farooq.mehboob@smehboob.com
Math Modera		mmodera@acdavis.edu
YUGUO LI		liyg@hku.hk
BRIAN A. ROCK		hvacman@ku.edu
C. Mike Scofield		cmscofield@aol.com
Richard Rooley		rcharo@rooley.com
David Gramman		dgramman@sbcajobd.net
Hugh McMillan		hugh_mc@mcmillan.ashrae.org

College of Fellows Campaign

Goal:

Raise \$5,000 a year (\$1,000 per student, per meeting x 2, plus expenses)

Expenses: It costs approximately \$1.21 (including postage) to mail a letter using a mail house.

Message to donors:

Helping to start both a technical and mentoring relationship with ASHRAE for PhD Engineering Students by defraying the costs of attending the Conferences for a year and assigning a non-school related mentor to assist with ASHRAE and real world challenges.

Solicitation Mailings:

February 15th, 2012: Hard mail letter to all Fellows in US & Canada (email format to others)

Personalized Letter, Personalized Return

Ask Amounts: \$100, \$50, Other

Q: Should a separate letter/message be sent to College members? Is the message different?

Q: Should we reference their past involvement in ASHRAE? I.e. "As a past member of TC 7.1, you know how important the technical side of ASHRAE is to the future of our industry ..."

If so – what's the hierarchy? SBA trumps TC?

May 1st, 2012: 2nd Hard mail letter to all Fellows in US & Canada (email format to others)

Personalized letter, personalized return

Ask Amounts: \$100, \$50, Other

Annual Meeting, 2012: Evaluate results

Recommendations:

Website should be updated

- Specific tab referencing campaign
 - Mission Statement/Why's of the campaign
 - Goals (financial & non-financial)
 - Letters
 - Link to donate online
 - Contact information
- Add information to currently blank or semi-blank tabs
 - See example
- Update/add information to the "Join Us" tab
 - Who are/What is the College of Fellows
 - Who is a Fellow?
 - Do? Mission? Goals?

Prepare a FAQ about the campaign to be used as reference, when additional information is requested and for website

Officers should call contacts and ask for their support

Five calls each to known friends that don't otherwise give

9:27 PM
01/09/2012

College of Fellows of ASHRAE
Statement of Financial Position
As of December 31, 2011

	<u>Dec 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash in bank - operating	\$ 11,201.87
Total Checking/Savings	<u>\$ 11,201.87</u>
Total Current Assets	<u>\$ 11,201.87</u>
TOTAL ASSETS	<u><u>\$ 11,201.87</u></u>
NET ASSETS & EQUITY	
3010 · Unrestricted(retained earnings)	\$ 11,201.87
Surplus (Deficit)	<u>\$ -</u>
TOTAL NET ASSETS & EQUITY	<u><u>\$ 11,201.87</u></u>

Attachment 4b

Attachment 4b

ASHRAE COLLEGE OF FELLOWS
FINANCIAL RECONCILIATION —December 2011

	SY 98-99	SY 99-00	SY 00-01	SY 01-02	SY 02-03	SY 03-04	SY 04-05	SY 05-06	SY 06-07	SY 07-08	SY 08-09	SY 09-10	SY 10-11	SY 11-12
	Actual	Actual	Actual	Actual	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
INCOME														
Contributions Members	\$ 7,920.00	\$ 15,763.44	\$ 1,843.50	\$ 10,064.84	\$ 7,500.00	\$ 1,390.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions Society	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 10,420.00	\$ 18,263.44	\$ 1,843.50	\$ 10,064.84	\$ 7,500.00	\$ 1,390.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENSES														
Stationery	\$ 163.10	\$ 339.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 837.33	\$ 607.71	\$ 21.62	\$ -	\$ 238.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mailings	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 1,475.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Awards & Certificates	\$ 1,885.15	\$ -	\$ 69.71	\$ -	\$ -	\$ 46.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ 219.47	\$ 14.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ -	\$ 460.56	\$ 36.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outside Computer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outside Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,768.20	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing & Copying	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ 30.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ 43.71	\$ -	\$ -	\$ -	\$ -	\$ -
Travel Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.00	\$ 690.00	\$ -	\$ 60.00	\$ 30.00	\$ 50.00	\$ -
Web Page	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mentoring Program Expense	\$ -	\$ 384.00	\$ 360.00	\$ 363.00	\$ 500.00	\$ 1,980.00	\$ 3,249.28	\$ 4,812.55	\$ 603.55	\$ 2,542.55	\$ 1,450.68	\$ -	\$ -	\$ -
COF Memorial Book	\$ -	\$ -	\$ 260.02	\$ -	\$ 509.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 2,885.58	\$ 2,011.32	\$ 762.31	\$ 363.00	\$ 6,000.00	\$ 2,268.00	\$ 4,247.90	\$ 2,510.00	\$ 3,279.28	\$ 2,003.19	\$ 4,812.55	\$ 2,572.55	\$ 2,500.68	\$ -
SURPLUS	\$ 7,534.42	\$ 16,252.12	\$ 1,081.19	\$ 9,701.84	\$ 1,500.00	\$ (878.00)	\$ (4,147.90)	\$ (2,510.00)	\$ (3,279.28)	\$ (2,003.19)	\$ (4,812.55)	\$ (663.55)	\$ (2,572.55)	\$ -
ACCUMULATED SURPLUS	\$ -	\$ 23,786.54	\$ 24,867.73	\$ 34,569.57	\$ 36,069.57	\$ 33,691.57	\$ 29,543.67	\$ 27,033.67	\$ 23,754.39	\$ 21,751.20	\$ 16,938.65	\$ 16,275.10	\$ 13,702.55	\$ 11,201.87

ASHRAE Foundation COLLEGE OF FELLOWS

Endowed Principal	Cannot withdraw principal.	Principal	\$ 34,399.32
Accumulated Interest Income	Only the interest income can be withdrawn for use.	Interest Income	\$ 35,640.83
TOTAL		Unrealized Investment Income	\$ 70,040.15

02-03 Mailing Budget Expense Breakdown	1500
01-02 Fund Raising---Kirkwood	2000
02-03 President's Mailings--6 @ \$300	1500
02-03 Fund Raising	5000
Total	

ASHRAE College of Fellows - Handbook Committee

2011 Handbook Review

PDF COPY of Handbook Review Form

WORD Copy of ASHRAE Handbook Chapter Review

Handbook Review

Dear Ashrae Fellow,

We need your help this year in reviewing the 2010 ASHRAE Handbook - Refrigeration. Any specialized knowledge you have in HVAC applications can help ASHRAE maintain its well-deserved reputation as the "Standard of the Industry".

Your local ASHRAE Chapter will receive Presidential Award of Excellence (PAOE) points for every Chapter you agree to review.

When you volunteer, we will email you an **ASHRAE HANDBOOK CHAPTER REVIEW FORM**. This template will speed your examination of the text and figures as well as guide you in your suggestions for chapter improvement.

[Click here to email your selection today!](#)

Regards,

Dr. David Claridge

Ashrae College of Fellows Handbook Chair

Chapter Title	Fellow Reviewer Name	Date Signed Up	Date Review Submitted	Date PAOE points awarded
SYSTEMS AND PRACTICES				
1. Halocarbon Refrigeration Systems Refrigerant Piping	Fred Kohloss	2/13/2011	4/2/2011	
2. Ammonia Refrigeration Systems	Fred Kohloss	2/13/2011	4/2/2011	
	Cesar Luis D L Lim	2/13/2011	4/1/2011	
	Dr. Zahid H. Ayub	2/14/2011		
3. Carbon Dioxide Refrigeration Systems	Fred Kohloss	2/13/2011	4/2/2011	
	Cesar Luis D L Lim	2/13/2011	4/1/2011	
	D. Zahid H. Ayub	2/14/2011		
4. Liquid Overfeed Systems	Cesar Luis D L Lim	2/13/2011	4/1/2011	
5. Component Balancing in Refrigeration Systems				
6. Refrigerant Systems Chemistry	Jay Field	3/8/2011	4/6/2011	
7. Control of Moisture and Other Contaminants in Refrigerant	Jay Field	3/8/2011	4/28/2011	
8. Equipment and System Dehydrating, Charging, and Testing				
9. Refrigerant Containment, Recovery, Recycling, and Reclamation	Jay Field	3/8/2011	4/27/2011	
COMPONENTS AND EQUIPMENT				
10. Insulation Systems for Refrigerant Piping	Cesar Luis D L Lim	2/13/2011	4/1/2011	
	Hugh McMillan	2/20/2011	4/19/2011	
11. Refrigerant-Control Devices	David Underwood Verle Williams	2/21/2011 2/20/2011	4/3/2011	
12. Lubricants in Refrigerant Systems	Jay Field	3/8/2011	4/21/2011	
13. Secondary Coolants in Refrigeration Systems	Cesar Luis D L Lim	2/13/2011	4/1/2011	
14. Forced-Circulation Air Coolers	Prof. Dr. Essam E. Khalil	2/20/2011	4/11/2011	
15. Retail Food Store Refrigeration and Equipment	Cesar Luis D L Lim	2/13/2011	4/1/2011	
	Verle Williams	2/20/2011		
16. Food Service and General Commercial Refrigeration Equipment	Cesar Luis D L Lim	2/13/2011	4/3/2011	
	Verle Williams	2/20/2011		
17. Household Refrigerators and Freezers	Cesar Luis D L Lim	2/13/2011	4/3/2011	
	Prof. Dr. Essam E. Khalil	2/20/2011	4/11/2011	
	Verle Williams	2/20/2011		
18. Absorption Systems	Prof. Dr. Essam E. Khalil	2/20/2011	4/11/2011	
	Verle Williams	2/20/2011		
FOOD COOLING AND STORAGE				
19. Thermal Properties of Foods	Dr. Erv L. Bales	2/14/2011		
20. Cooling and Freezing Times of Food				
21. Commodity Storage Requirements				
22. Food Microbiology and Refrigeration				
23. Refrigerated-Facility Design	Cesar Luis D L Lim	2/13/2011	4/3/2011	
24. Refrigerated-Facility Loads	Prof. Dr. Essam E. Khalil	2/20/2011	4/11/2011	
REFRIGERATED TRANSPORT				
25. Cargo Containers, Rail Cars, Trailers, and Trucks	Brian Rock	2/14/2011	4/28/2011	
26. Marine Refrigeration	Dr. Zahid H. Ayub	2/14/2011		
27. Air Transport				
FOOD, BEVERAGE, AND FLORAL APPLICATIONS				
28. Methods of Precooling Fruits, Vegetables, and Cut Flowers				
29. Industrial Food-Freezing Systems	Cesar Luis D L Lim	2/13/2011	4/3/2011	
30. Meat Products	Cesar Luis D L Lim	2/13/2011	4/3/2011	
31. Poultry Products	Cesar Luis D L Lim	2/13/2011	4/3/2011	
32. Fishery Products	Cesar Luis D L Lim	2/13/2011		
	Dr. Zahid H. Ayub	2/14/2011		
33. Dairy Products	Cesar Luis D L Lim	2/13/2011		
34. Eggs and Egg Products	Cesar Luis D L Lim	2/13/2011		
35. Deciduous Tree and Vine Fruit				
36. Citrus Fruit, Bananas, and Subtropical Fruit				
37. Vegetables				
38. Fruit Juice Concentrates and Chilled Juice Products				

ASHRAE College of Fellows – Handbook Committee

Chair: David Claridge

Dear Ashrae Fellow,

As an ASHRAE Fellow, dedicated to enhancing our Society's technical image through out Society and our community, you are in the unique position of being able to directly influence and enhance ASHRAE's technical image internally and in the community!

We need your help this year in reviewing the 2010 *ASHRAE* Handbook - Refrigeration. Any specialized knowledge you have in HVAC applications can help ASHRAE maintain its well-deserved reputation as the "Standard of the Industry".

As a Thank you! for your hard work, your local ASHRAE Chapter will receive Presidential Award of Excellence (PAOE) points for every Chapter you agree to review.

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[Click here to email your selection today!](#)

Regards,

Dr. David Claridge

Ashrae College of Fellows Handbook Chair

[PDF Copy of Handbook Review Form](#)

[Word Copy of ASHRAE Handbook Chapter Review](#)

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