***Agenda***

**ASHRAE College of Fellows Meeting**

**Sunday, June 24, 2018, 10:00 AM – 12:00 PM**

**Hilton Americas, 339AB (Floor 3)**

**Houston, TX**

1. Call to order – Introductions – Simmonds
2. Attendance Sign-in
3. Review and approval of the Agenda
4. Approval of the Minutes from Chicago \*
5. Approval of the College of Fellows Manual of Procedures (this will be posted to Basecamp prior to the meeting and copies will be available at the meeting)
6. Revisions to article 2.105.009.02 (COF) Membership (the proposed revision will be posted to basecamp and copies will be available at the meeting)
7. Treasurer’s Report – Knight H
8. Secretary’s Report – Colliver
9. Staff Liaison Report – Gotzmer \*
10. Continuing Business
    1. Scope and Purpose – Simmonds \*
    2. COF and YEA, Developing the relationship - Simmonds
    3. COF Intranet Report – Simmonds
    4. COF Meeting Attendance - Simmonds
    5. Travel Awards - Simmonds
       1. Awardees

(Antash Najib)

* + 1. Need for Mentors

1. Subcommittee Reports
   1. Mentoring – Simmonds
   2. Program –
   3. Development Committee – Branson
2. New Business
3. Adjournment