CRC 2017 BUSINESS MEETING

December 9-10, 2017

Saturday 10:30 to 13:00 and 15:00 to 17:30 – Room 3/0, Sava Center, Belgrade
Sunday 11:30 to 13:00 – Room 3/0, Sava Center, Belgrade

DRAFT AGENDA

1. CALL TO ORDER & OPENING REMARKS – Balaras (**Saturday** 10:30 to 10:45)

Please review prior to meeting:

a. Commitment to the ASHRAE Code of Ethics – 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 interests. (See full Code of Ethics: www.ashrae.org/codeofethics)

b. ASHRAE Region Operations Manual (revised Aug 16, 2017)

c. Appointment of Recording Secretary – Balaras
Milos Cokic (Danube Chapter)

d. Roll Call of Chapter Delegates - 2017-2018 Chapter Delegates and Alternates

e. Introductions - Balaras

Official Society Officers and Staff
Bjarne Olesen, Society President
Sheila Hayter, Society President-Elect
Julia Keen, Society Vice President
Jeff Littleton, Executive Vice President

2017-2018 Chapter Delegates and Alternates - Self Introductions

2017-2018 Region XIV Officers - Self Introductions

f. National Society & Organization Dignitaries

g. Other Guests

2. REVIEW OF AGENDA – Balaras (10:45 to 10:55)
   a. Track Action Items – Goodman/Charalambopoulos
   b. Proposed changes to the Agenda

3. ADDRESS OF CRC GENERAL CHAIR – Todorovic (10:55 to 11:00)

4. GENESIS OF REGION XIV – Balaras (11:00 to 11:15)
   - CRC Business Meeting overview

5. ADDRESS OF SOCIETY OFFICER – Keen (11:15 to 11:40)
   - Followed by Q&A / Discussion

6. ADDRESS OF SOCIETY STAFF – Littleton (11:40 to 11:55)
   - Followed by Q&A / Discussion

7. OPEN SESSION (11:55 to 12:10)
   - Dignitaries may address the CRC; Opportunities for collaboration;
   - One representative from each visiting organization;
   - Brief 1-2 min oral presentations

DRAFT

8. REGIONAL REPORTS (continue after recess) (12:10 to 13:00)
   a. Regional Chair – Balaras
      - Highlights from Executive Regional Planning Meeting
      - Information items (CRC schedule, Regional Operating Fund, Regional Visits, DL program, 2018 Chapter Opportunity Fund, Leadership Academy, LeaDRS, PAOE)
      - Recommendations, if any; Discuss and vote during the Sunday session
   b. Assistant Regional Chair - Goodman
   c. Regional Members Council Representative – Charalambopoulos
      - Update/Status of Past CRC Motions (2016 RAL CRC, SubRegionB)
   d. RVC Chapter Technology Transfer – Grana
   e. RVC Grassroots Government Advocacy – Meris
   f. RVC Membership Promotion – del Fresno
   g. RVC Research Promotion – Drughean
   h. RVC Student Activities – Magyar
   i. YEA Coordinator – Andjelkovic
   j. Regional Treasurer – Charalambopoulos
   k. Historian – Triantafyllopoulos
   l. Electronic Communications / Web Master – Giannitsanos
   m. Nominating – Maldonado/Sepulveda/Deligkiozi

RECESS AT 13:00

(13:00 to 14:30)

PRESIDENT'S LUNCHEON - Presentation by Society President Bjarne Olesen

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RECONVENE AT 15:00

9. RECALL TO ORDER – Balaras
   a. Roll Call 2017-2018 Chapter Delegates and Alternates

10. CHAPTER REPORTS & MOTIONS – Delegates / Alternates (15:15 to 17:00)
    - Limit the reports to about 10 min each; Highlight important items; Discussion will follow. All chapter reports will be included in the minutes.
    - Reading of motions. Discuss and vote during the Sunday session.
    - Use the Report Template and Motion Template.

    - HELLENIC – Triantafyllopoulos / Dalavouras
    - DANUBE – Todorovic / Dobosi
    - PORTUGAL – Sarmento / Alexandre
    - SPAIN – Sepúlveda / De Frutos
    - CYPRUS – Hadjigeorgiou / Vacanas
    - IRELAND – Oxizidis / Finn
    - UK-MIDLANDS – Holland / Zhang
    - UK-LONDON & SE – Dada / Salehi Kouhestani

11. REGIONAL REPORTS (continue) (17:00 to 17:30)

RECESS & CONTINUE SUNDAY AT 11:30

SATURDAY NIGHT

- *Belgrade Tour 1* *18:00-20:00*
- *Traditional Serbian Dinner* *20:00-22:00*

SUNDAY

- *Nominating Committee Executive Meeting – DEL/ALT* *07:30-09:00, Room D1*
- *Chapter Operations Training –DEL/ALT, Chapter Chairs, Region Officers, Society Officers & Staff, Members* *09:00-11:00, Japanese Room*

DRAFT

RECONVENE (SUNDAY 11:30)

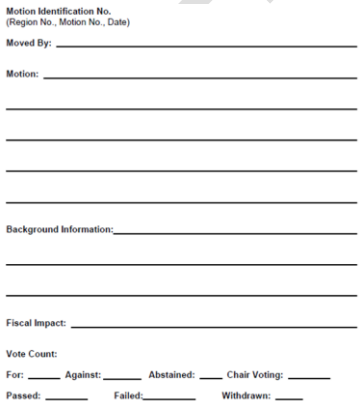
12. RECALL TO ORDER – Balaras

    b. Roll Call 2017-2018 Chapter Delegates and Alternates

13. CHAPTER MOTIONS & RESOLUTIONS – Delegates / Alternates

Chapter motions will be presented by the Delegate and will be discussed and voted on, following Robert's Rules of Order. Voting member count (8) and quorum (50%). Voting needs to pass/fail motions (i.e., All matters shall be decided by a majority of those voting, with fiscal matters requiring a two thirds majority. Letter ballots require a majority of the voting membership to cast an affirmative vote). When speaking about an issue/motion to state if you are speaking FOR or AGAINST the issue or motion.
All CRC motions for the Society are brought to the Members Council by the RMCR for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the Rules of the Board.
If there is a motion for the Region, then if it passes and adopted by the majority of the voting members, it becomes a resolution for the Region.

- **Motion X**: Chapter Name - Delegate


Motion Identification No.
(Region No., Motion No., Date)
Moved By: _____
Motion: _____
_____
_____
_____
_____
Background Information:_____
_____
_____
Fiscal Impact: _____
Vote Count:
For: ____ Against: ____ Abstained: ___ Chair Voting: ____
Passed: _____ Failed:_____ Withdrawn: ____

14. REGIONAL PLANNING – Balaras
    a. Regional Chair – Balaras
        - 2018 Chapter Opportunity Fund
        - Regional Operating Fund
        - CRC Schedule
        - Recommendations (will be updated, if any)
    b. Regional Reports (continue, if necessary) – Region Officers
    c. Training Workshop Assessments - RVCs
    d. Other - Discussion

15. Q&A SOCIETY OFFICERS & STAFF

16. NEW BUSINESS

17. ANNOUNCEMENTS – Balaras
    a. Submit to HQs transportation forms (if needed); DRC to sign
    b. Other

18. FUTURE MEETINGS (Society & Region) – Balaras
    a. ASHRAE Winter Meeting, Chicago, IL, January 2018
        - Regional Dinner in Chicago (Will announce time/place)
    c. CRC 2018, UK Midlands (Loughborough University, England), Date 2018

19. ADJOURNMENT

(13:00 to 15:00)

AWARDS LUNCHEON - Presentation of Chapter Awards and Certificates of Appreciation

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ASHRAE Region XIV

2017-2018 Chapter Delegates and Alternates

Chapter Name	Full Name	Position	Email	Print Grade
HELLENIC	Mr Triantafyllos A Triantafyllopoulos	Chapter Delegate	a.trianta@gmail.com	Member
HELLENIC	Mr Angelos K Dalavouras	Chapter Alternate	dalavouras@general-refrigeration.gr	Life Member
DANUBE	Dr Branislav B Todorovic, PhD	Chapter Delegate	todorob@eunet.rs	Fellow Life Member
DANUBE	Mr Ioan S Dobosi, PhD, PE	Chapter Alternate	ioansilviu@dosetimpex.ro	Member
PORTUGAL	Mrs Isabel G Sarmento	Chapter Delegate	isabel.sarmento@engenheiros.pt	Member
PORTUGAL	Dr Jose Luis C Alexandre, PhD	Chapter Alternate	jla@fe.up.pt	Associate
SPAIN	Mr Andres J Sepúlveda	Chapter Delegate	andres.sepulveda@commtech.es	Member
SPAIN	Mr Miguel A De Frutos	Chapter Alternate	miguelangel.defrutos@swegon.es	Member
CYPRUS	Mr Zacharias Hadjigeorgiou	Chapter Delegate	zacharias@heatflow.com.cy	Member
CYPRUS	Mr Louis S Vacanas	Chapter Alternate	lvme_consulting@cytanet.com.cy	Associate
IRELAND	Dr Simeon Oxizidis, PhD	Chapter Delegate	simeon.oxizidis@ierc.ie	Member
IRELAND	Dr Donal P Finn	Chapter Alternate	donal.finn@ucd.ie	S-B-A Member
UK-MIDLANDS	Mr Michael J Holland	Chapter Delegate	mholland@abilityprojects.co.uk	Member
UK-MIDLANDS	Dr Yi Zhang	Chapter Alternate	yizhanguk@gmail.com	Member
UK-LONDON & SE	Mr Karim Dada	Chapter Delegate	karim.dada@arup.com	Associate
UK-LONDON & SE	Dr Mohammad Salehi Kouhestani	Chapter Alternate	Mohammad.salehi@wspgroup.com	Member

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ASHRAE Region XIV

2017-2018 Region XIV Officers

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REGION XIV Region Officers

As of 11/27/2017

8134602
Prof Aleksandar S Andjelkovic
Trg Dositeja Obradovica 6
Faculty of Technical Sciences
Novi Sad, Vojvodina, 21000 SERBIA

Phone: 381652006060 Fax: 216350775
Email: aleksandar.andjelkovic@gmail.com

Position	Begin Date	End Date
Region YEA	07/01/2017	06/30/2018

5065380
Mr Dimitris A Charalampopoulos
24 Niridon Str
Paleon Phaliron, 175 61 GREECE
D A Charalampopoulos & Assoc
Phone: +306976640889 Fax:
Email: dimitris@ashrae.gr

Position	Begin Date	End Date
Region Members Council Rep	07/01/2017	06/30/2018
Region Treasurer	07/01/2017	06/30/2018

2017315
Dr Constantinos A Balaras, PhD, P.Eng
Agiasou 11
Vrilisia, 15235 GREECE
NOA
Phone: +302108109152 Fax: +302108103236
Email: costas@noa.gr

Position	Begin Date	End Date
Region Director and Regional Chair	07/01/2017	06/30/2018

8177287
Mr Kenneth Richard Goodman
36 COLLEGEFORT
CASTLEKNOCK
DUBLIN, D15HK80 IRELAND
Ken Goodman & Associates
Phone: 0876711977 Fax:
Email: cionnach@yahoo.com

Position	Begin Date	End Date
Region Assistant Regional Chair	07/01/2017	06/30/2018

273280
Mr Serafin R Grana Eng
Av. Roma 114-8 D
Lisboa, 1700-353 PORTUGAL
Termifrio- Projectos e Planeamento Industrial, Lda
Phone: 351917215000 Fax: 351217936268
Email: termifrio@mail.telepac.pt

Position	Begin Date	End Date
Region Chapter Technology Transfer	07/01/2017	06/30/2018

5216127
Mr Nick Meris
Metamorfoseos Sotiros 13
Vrilissia, Attiki, 152 35 GREECE
Daikin Hellas S.A.
Phone: 2106829167 Fax: 2108761400
Email: meris.n@daikin.gr

Position	Begin Date	End Date
Region Grassroots Government Advocacy	07/01/2017	06/30/2018

8248290
Ms Monica Del Fresno, Eng
C/ General Lacy, 3, Esc 3 - 2A
Madrid, 28045 SPAIN
Consultant
Phone: 0034669598556 Fax:
Email: monic.fres@gmail.com

Position	Begin Date	End Date
Region Membership Promotion	07/01/2017	06/30/2018

8223239
Mr Liviu Geo Drughean
122-124, Blv. Lacul Tei, sector 2
122-124, Blv. Lacul Tei, sector 2
Bucharest, 020396 ROMANIA
Technical University of Bucharest
Phone: 744649813 Fax:
Email: liviu.drughean@utcb.ro

Position	Begin Date	End Date
Region Research Promotion	07/01/2017	06/30/2018

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REGION XIV Region Officers

As of 11/27/2017

5087960
Dr Zoltan Magyar
Comfort Consulting Kft
Deak Ferenc U 2 Fszt 3
Szigetszentmiklós, 2310 HUNGARY

Phone: 36309642500 Fax: 3624656528
Email: zmagyar@invitel.hu

Position	Begin Date	End Date
Region Student Activities	07/01/2017	06/30/2018

2005301
Dr Eduardo A B Maldonado
Av Antonio Augusto de Aguiar 3D
Lisboa, 1069-030 PORTUGAL
Ordem dos Engenheiros - PT500839166
Phone: 917847100 Fax: 351227162145
Email: ed.maldonado@netcabo.pt

Position	Begin Date	End Date
Region Nominating Committee Member	07/01/2017	06/30/2018

8135858
Mr Andres J Sepúlveda
Estocolmo 13, Polígono Europolis
Las Rozas
Madrid, 28232 SPAIN
Commtech
Phone: +34 609265470 Fax: +34 916370198
Email: andres.sepulveda@commtech.es

Position	Begin Date	End Date
Region Nominating Committee Alternate	07/01/2017	06/30/2018

8114170
Mr Triantafyllos Andreas Triantafyllopoulos
13 Nikitara Street and 38 Pontou Street (Corner)
Athinas, 16777 GREECE

Phone: +306941676299 Fax:
Email: a.trianta@gmail.com

Position	Begin Date	End Date
Region Regional Historian	07/01/2017	06/30/2018

8273932
Mr Nikolaos Spiridonos Giannitsanos
Kountouriotou 190, Pireaus
Piraeus, 18535 GREECE
Hellenic Navy
Phone: 6946961605 Fax:
Email: nikos.giannitsanos@ashrae.gr

Position	Begin Date	End Date
Region Electronic Communications	07/01/2017	06/30/2018
Region Webmaster	07/01/2017	06/30/2018

745308
Dr Branislav B Todorovic, PhD
Koste Racina 6
Belgrade, 11000 SERBIA
University Belgrade
Phone: 381112667775 Fax: 381112667775
Email: todorob@eunet.rs

Position	Begin Date	End Date
Region CRC General Chair	07/01/2017	06/30/2018

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ASHRAE Region XIV

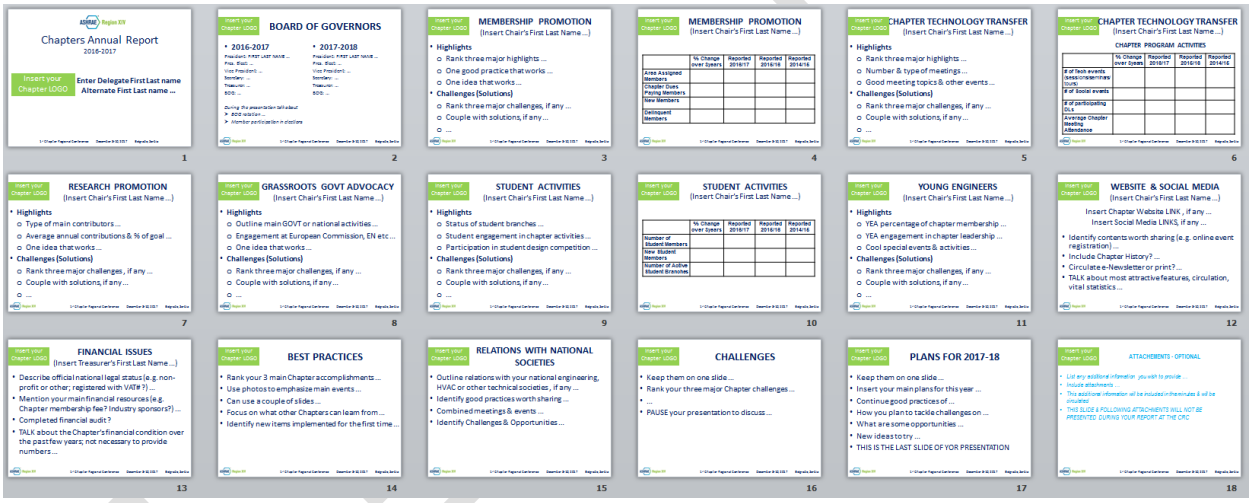
2017 CRC Chapter Report Template

CHAPTER REPORT

Use the template (XXNAMEYY_Chapter_2017.pptx) that was circulated on November 12 to prepare your Chapter Report and follow it as much as you can. Insert your Chapter logo in the green areas and fill out the text areas accordingly.

Be creative and keep your presentations to the point; Show your successes but also share your challenges to generate fruitful discussions. Insert pictures or text to highlight technical-social events, key and special programs, new ideas. For our new chapters, you can shorten the presentation and focus to your plans/ideas for this year and your main challenges.

It would greatly help our logistics if you can **email your Chapter power point presentations by December 4th** to Costas Balaras, DRC (costas@noa.gr)



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ASHRAE Region XIV

2017 CRC Chapter Motions

CHAPTER MOTIONS

Refer to the CRC-Manual-20170918.pdf in Appendix BB on p. 39 for helpful guidance (see the highlights).

To facilitate the process, if you have not yet done so, **email your Chapter motions** to Dimitris Charalambopoulos, RMCR (dimitris@ashrae.gr) **before the CRC Business Session** so that he can provide you with feedback, if necessary, to improve clarity and to ensure that they are concise. Please do not wait till the last minute.

GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCE

MOTIONS AND RESOLUTIONS AT THE CRC

Chapter members have the right and the responsibility to present to the chapter CRC Action Committee motions to enhance regional, chapter or Society activity. These motions will be presented by the delegate during the business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

All CRC motions except regional motions are brought to the Members Council by the RMCR for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following:

A. Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.

B. CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by the Members Council and recommendations forwarded to the President-Elect.

C. The RMCR has the responsibility of monitoring all CRC motions from his/her region and reporting at the next CRC the status of those motions.

MOTION FORMAT: The motion should be written in concise, succinct language ("whereas" and "legalese" do not enhance the understandability or acceptability of motions). A sample format is shown on the next page. The body of the motion should contain as completely as possible the following information:

A. State completely the action which is being recommended or required. Example: "Move that Society dues be lowered..."

B. Qualify wherever possible elements of the motion so that they are not open-ended or open for interpretation, debate or floor negotiation. Example: "Move that Society dues be lowered to $90 per year..."

C. Include wherever appropriate the time frame for the execution of your request. Example: "Move that Society dues be lowered to $90 per year, effective July 1, 2013" (with background data on fiscal impact, if possible).

D. Where a motion is expected to modify or to become a Rule of the Board (ROB), it should be worded as the proposed Rule of the Board it is intended to read.

REQUIRED BACKGROUND INFORMATION: As a separate statement, provide historical background, progression of events, related incidents or other general information which would be helpful for the council and subsequently Board of Directors to appropriately debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research, the more beneficial the request is to the betterment of the Society, the more likely the matter will be dealt with favorably.

In summary, a good motion spells out who, what, when, how much and then explains why it is good and timely action.

APPENDIX BB

GUIDELINES FOR CONDUCTING CHAPTERS REGIONAL CONFERENCE

FORMAT FOR CRC MOTIONS

Motion Identification No.
(Region No., Motion No., Date)

Moved By: _____

Motion: _____

_____

_____

_____

_____

Background Information: _____

_____

_____

Fiscal Impact: _____

Vote Count:

For: _____ **Against:** _____ **Abstained:** ____ **Chair Voting:** _____

Passed: _____ **Failed:** _____ **Withdrawn:** ____

APPENDIX BC

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