D R A F T

M I N U T E S

REGIONAL EXECUTIVE COMMITTEE
PLANNING MEETING

Friday, December 8, 2017
Region XIV CRC 2017
Belgrade, Serbia

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December 8, 2017

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ASHRAE Region XIV

MINUTES

CRC 2017
REGIONAL EXECUTIVE COMMITTEE
PLANNING MEETING
December 8, 2017

Friday 14:30 to 16:30 – Room 3/1, Sava Center, Belgrade

CALL TO ORDER / OPENING COMMENTS

Chair Costas Balaras called the meeting to order at 14:30 pm. He introduced himself and welcomed all members, chapter officers and guests to the first CRC of the new European Region.

Mr. Balaras reminded everyone of ASHRAE's Code of Ethics to be followed during all CRC meetings "*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*". The full Code of Ethics can be read at www.ashrae.org/codeofethics. He also pointed out that the ASHRAE Region Operations Manual is available online at https://www.ashrae.org/communities/regions[1].

ROLL CALL / GUEST INTRODUCTIONS

Mr Balaras started with a roll call of the 2017-2018 Region XIV Officers (**A-1 Roster Region XIV Officers**)

MEMBERS PRESENT:

DRC	Costas Balaras
RMCR and Treasurer	Dimitris Charalambopoulos
RVC RP	Liviu Drughean
RVC SA	Zoltan Magyar
RVC CTTC	Serafin Grana
YEA Coordinator	Aleksandar Andjelkovic
NC Member	Eduardo Maldonado
NC Alternate	Andres Sepulveda
NC Res.Alternate	Ioanna Deligkiozi
ECC	Nikolaos Giannitsanos
Historian	Alkis Triantafyllopoulos

MEMBERS ABSENT:

ARC	Ken Goodman
RVC MP	Monica Del Fresno

He then asked the Region Officers and guests (**A-2 Attendance Sheet**) for self-introductions.

REVIEW OF THE AGENDA

Mr Balaras asked if there were changes or additions to the agenda. No new items or other comments were made.
Mr. Balaras requested from Mr Charalambopoulos to track action items, in the absence of Ken Goodman, ARC who couldn't attend for personal reasons.

[1] access the updated June 26, 2018 document at 2018 Manual for Region Operations

ANNOUNCEMENTS - UPDATES

Mr Balaras recognized Prof. Branislav Todorovic, CRC General Chair to address any last minute issues about the CRC events-program. No major items were reported. Preparations have been completed and things are rolling.
Mr Balaras congratulated Branko and thanked him for all the hard efforts; we are all looking forward to a great CRC.

Mr Balaras gave a short overview of the upcoming Orientation Session that will be held later in the afternoon. He reminded members that RVCs & Nominating Com Chair will be recognized during the session and invite them to briefly touch on their training workshops and meetings. The goal is to be informative and help participants understand the program over the next couple of days; generate excitement.

Young Engineers in ASHRAE (YEA) Committee shall convert to a Grassroots Committee, effective July 1, 2018. Mr Andjelkovic will become an RVC.

Mr Balaras then presented an overview of ASHRAE collaborations with like-minded organizations throughout the global built environment. These efforts are now of particular interest in our new European region and presented some specific examples of written agreements that ASHRAE maintains with other organizations MOUs & Partnership Agreements, e.g. CIBSE/REHVA/ASHRAE Strategic Partnering Agreement, ASHRAE - Federation of European Heating and Air-Conditioning Association (REHVA) MOU; there is an ongoing effort to revise the MOU - ASHRAE-REHVA-National Societies Task Force and develop documents as guidelines to national associations on how to frame a relationship with an ASHRAE Group (for information on ASHRAE Groups refer to ROB 2.106.002.8). Members have received the current working draft.

OLD BUSINESS

Mr Balaras asked Mr Charalambopoulos, RMCR to briefly present an overview and update on the status of past CRC Motions from Region XIV that were made during the RAL CRC 2016, as SubRegion B. They will be presented in detail during our business meeting.

RVC & NOMINATING (short) REPORTS

Mr Balaras asked the RVCs to make a short report on their committees; Focus on training / meeting needs for Saturday sessions; Expected attendance; Last minute urgent issues that need to be addressed; reminded all to prepare signup sheets for their workshops and training sessions and return them to DRC tomorrow afternoon.

a. **Chapter Technology Transfer**: Mr Grana, RVC CTT reported no issues
b. **Grassroots Government Advocacy**: Mr Meris, RVC GGA was not able to attend the CRC. Mr Charalambopoulos will conduct the workshop; He reported that he has received the presentation material and he is ready.
c. **Membership Promotion**: Ms del Fresno, RVC MP will conduct the Membership Promotion training with Mr Abellon, Chair of Membership Promotion Committee.
d. **Nominating**: Mr Maldonado reported that most business was completed during the electronic Caucus meeting in September. Pending business will be completed during the Caucus on Sunday morning at 7:30 am
e. **Research Promotion**: Mr Drughean, RVC RP and Ms Julia Mumford, ASHRAE Development Manager – RP will organize the training workshop for Research Promotion on Saturday morning; may need some additional time.
f. **Student Activities**: Mr Magyar, RVC SA made a short update on the CRC/Congress student YEA events. Had great attendance of about **350 students** from six Serbian Universities, and some from Croatia, Poland. The main session was organized by Prof. Bratislav Blagojevic, Danube Chapter, Student Branch Advisor Univ. Nis; Prof. Branko Todorovic, President KGH, Danube Chapter. Several

ASHRAE presentations were made by: Prof. Nenad Pavlovic, Dean Mech.Eng. Faculty, Univ. of Nis; Sheila Hayter, President-Elect; Costas Balaras, DRC Region XIV; Prof. Zoltan Magyar, RVC Student Activities; Prof. Aleksandar Anjelkovic, YEA Coordinator, which were all very well received.
The student program also included tech visits at the Univerisyt of Belgrade and a factory visit is scheduled on Firday morning.

Mr Balaras thanked all the RVCs for their hard work, commitment, leadership, and enthusiastic support, and wished them every success with their first training workshops.

NEW BUSINESS – PLANNING

Enhance Communication eMeetings

Mr Balaras announced that BASECAMP is available from ASHRAE and can be used to facilitate electronic communications among region leaders.

- **Action Item - 1**: Mr Balaras to set up an area for Region XIV on Basecamp **AI-1**

The current plan is to have an annual Regional Planning Meeting within the Region during the CRC; in the future may consider an additional f2f meeting

Set up periodic webinars-conference calls for DRC/RMCR/ARC/RVCs; open to chapter leaders

- **Action Item - 2**: Mr Balaras to investigate & coordinate with staff for setting up program; Doodle poll to fix dates/time; RVCs to facilitate **AI-2**

Enhance RVC communication with chapter chairs

- **Action Item - 3a**: All RVCs to make periodic e-communications with their Chapter Chairs and cc the DRC **AI-3**

Plan Regional Visits

Mr Balaras solicited input from Region Officers on their plans to make visits to Chapters/Sections/Student Branches; Special care should be given to foster the new ones; Try to combine visits with other local events; Transportation is covered by the Society, but additional expenses should be covered by the hosts, the region or the individuals, if possible.

- **Action Item - 4**: All RVCs to send to the DRC their first proposals for one visit by the end of year **AI-4**

Future CRCs - Cycle

Mr Balaras introduced the need to discuss and decide during the Business Session the **CRC cycle**, i.e. when to organize future CRCs in our region. He explained that due to the practical issues and the short notice, the first CRC of the new region is organized in December, but the practice is to have a spring (April/May; need to watch out for Catholic & Orthodox Easter), summer or early fall (end of September) CRC. The CRC business needs to be completed before the Society Nominating Committee meets in mid-October.
Following discussion, a summer CRC had no support. Mr Maldonado underlined that the last week of September should be avoided since this marks the begging of University classes and many individuals that are faculty will not be able to attend. Mr Charalambopoulos presented various arguments in support of a Fall CRC. Ms Deligkiozi also supported early September.
Mr Balaras called for a straw poll vote in order to prepare a recommendation for the business meeting for the chapter delegates to consider and vote.
Straw poll results:

- **Spring CRC: 0-10-1 CNV**
- **Fall CRC: 10-0-1 CNV**

Mr Magyar abstained

The recommendation will be presented by a sponsor chapter (UK Midlands)

Future CRCs - Locations

The following recommendations were made for the **locations, host chapter and General Chairs of future CRCs**; will need to fix dates according to the vote of the CRC cycle, following the final region vote/decision.

- **CRC 2018** - UK Midlands (Loughborough University) - Holland; (Alternate Spain)
- **CRC 2019** - Hellenic (20 year anniversary) - Charalambopoulos
- **CRC 2020** - Spain (Madrid) - Sepúlveda; (Alternate Cyprus ?)
- **CRC 2021**- Portugal – Maldonado

Mr Balaras called for a straw poll vote in order to prepare a recommendation for the business meeting for the chapter delegates to consider and vote.

Straw poll results:

- **11-0-0 CNV**

The recommendations will be presented by the host chapters

CRC Advisory Work Group

Mr Balaras discussed the need to set up an advisory work group to support the future CRC Host Committees and setup general procedures.

Issues to consider: affordability including airfare & hotel costs; Rotate N/S or E/W parts of the Region, Solicit sponsors, consider small Expo; Organize a technical conference (consider papers?); Organize program (e.g. Training of Chapter Chairs: CCTC/GGAC/SAC/YEA to occur during the Business Meeting, but consider chapter officer/committee chair multitasking; MP & RP will attend centralized training that will alternate between Regions XIII – RAL – XIV; Improve Alt/Del training via conference calls prior to CRC, complete most of the work ahead of time and focus on essentials during the CRC in a single time slot; Combine Presidents & Awards Lunch or have an Awards Banquet; Consider a Student's program, training for web & electronic communications, Historians etc but need to consider transportation costs; Shorten duration?

The **members** of the Region XIV **CRC Advisory Work Group** are:

- Charalambopoulos, Goodman, Maldonado, Sepulveda, Todorovic/Galebovic (as past CRC General Chair and host)

- **Action Item - 5a**: The CRC Advisory Work Group to assist hosts of CRC 2018
- **Action Item - 5b**: The CRC Advisory Work Group to develop a time plan (Summer 2018) **AI-5**

Regional Operating Fund

Mr Charalambopoulos, Treasurer reported on the current balance

Mr Balaras discussed the need to set up a Region Finance Work Group and work on developing some guidelines and recommendations for securing healthy finances.

Issues to consider: Bank account; Future financial resources (consider different models); Income from CRC (fix a percentage of reasonable profits), Chapters based on a fixed amount per chapter assigned member, Members in the Region (need to demonstrate the benefits and return on investment); Goal to support Region Officers for travel (or ensure that host chapters/sections/student branches etc to cover accommodation expenses or limit to volunteer officer self-finance), cover CRC losses, organize other events, technical work group activities, consider participation in LeaDRS, Leadership Academy, etc.

Mr Balaras encouraged all members to bring proposals/ideas to the Business Meeting

The **members** of the Region XIV **Finance Work Group** are:

- Balaras, Charalambopoulos, Goodman

- **Action Item - 6**: Start plan development for CRC 2018 or 2019 **AI-6**

- **Action Item - 7**: Regional Treasurer shall prepare an annual financial report soon after the end of the fiscal year on June 30 and send it to all delegates & regional officers; send same report accompanied by all records and receipts to the Audit Committee. **AI-7**

Audit Committee
The audited report and comments by the Audit Committee shall be will be presented to the CRC Business Meeting as an agenda item in order to obtain approval prior to the new fiscal year budget approval. Mr Balaras as DRC will appoint the three members of the committee to conduct a mandatory annual audit of the fund and to report the results of the audit to the CRC 2018

- **Action Item - 8**: DRC to appoint three members from the pool of chapter delegates plus the Regional Treasurer to perform the audit for CRC 2018 **AI-8**

2018 Chapter Opportunity Fund

Mr Charalambopoulos reported that the available budget for the chapter opportunity fund is $9,250. The intent is to provide resources for Chapters to undertake projects that otherwise would not be affordable, that are unusual, and that improve the visibility of the Chapter in its community. It can be distributed to the Chapters as the Regional Leadership determines.
Mr Balaras discussed the need to set up a working group to set up and communicate to all chapters the guidelines and provide template to follow for submitting their proposal, define time plan, perform the evaluations and announce the results.
Mr Maldonado suggested to take into consideration that new chapters have a priority in obtaining this type of ficnancial support for their activities.

The **members** of the Region XIV **Chapter Opportunity Fund Group** for handling the process are:
- Charalambopoulos, Goodman, Grana, Deligkiozi, Andjelkovic (provided that the individuals do not submit a proposal)

- **Action Item - 9**: Announce the process at the Business meeting, develop and circulate supporting application material, evaluate proposals for the 2018 Chapter Opportunity Fund **AI-9**

Nominations – Region XIV Officers

Mr Maldonado introduced the need to develop guiding principles for the new region in terms of identifying and electing the future leadership among qualified individuals, e.g. rotation of DRC – RVCs with balance representation and engagement amongst Chapters, as much as possible.
The work will be handled the **Nominating Advisory Work Group**, chaired by Mr Maldonado, Nominating Committee Member and with a suitable number of Nominating Committee members. The time plan is to develop a first draft to consider by mid-2018

- **Action Item - 10**: The Nominating Advisory Work Group to develop a first draft of guiding principles for future region leadership by mid-2018 **AI-10**

Leadership Academy

Mr Charalambopoulos introduced the Leadership Academy program that is intended to identify up-&-coming Chapter leaders; Chapter (or possibly the Region) provides for transportation; Society for 2 nights' hotel accommodation and food.
For 2018, the deadline to apply was December 1, 2017 but may wish to consider for 2019.
Mr Balaras pointed out that in order to sustain this type of activity the chapters/region needs to have strong finances to cover expenses and sustain a strong operating fund.

LeaDRS

Mr Balaras introduced the LeaDRS program that is an ASHRAE regional program that encourages the development of future regional and Society leaders. It allows the Region to select an ASHRAE member to shadow the Director and Regional Chair (DRC) at an ASHRAE conference. The intention is to prepare new YEA members (but not limited) for their upcoming duties and expectations as a Regional leader through direct interaction with the DRC.
The LeaDRS program is run, funded, and administered by the Region.

Mr Balaras pointed out that in order to sustain this type of activity the chapters/region needs to have strong finances to cover expenses and sustain a strong operating fund.

Distinguished Lecturers

Mr Grana provided an update of the DL program for Society Year 2017-18. He encouraged early planning for next year and en effort to coordinate among chapters in order to have multiple chapter visits during a DL visit.
Mr Balaras underlined the need that the host chapters properly treat DLs and cover expenses other than transportation.

PAOE

Mr Balaras pointed out that past chapter engagement in the Presidential Award of Excellence (PAOE) program and entering points, has been weak, despite the various, high quality and reach chapter activities. PAOE is a valuable tool for Chapter operations, work allocation, setting MBOs and focusing on critical items, monitoring progress and benchmarking progress; it is also a good tool for Chapter & Committee Award recognition.
The RVCs should use the PAOEs as a tool, encourage and help chapter committee chairs to enter the points and show their colors

- **Action Item - 11**: RVCs to enter the PAOE points that they are responsible for, encourage/support chapters to enter points, remind them of deadlines **AI-11**

MBOs

Mr Balaras emphasized the need for this year to enhance communication with national societies & European organizations. He invited the region officers to present 1-2 MBOs for this year during the Business Meeting, placing an emphasis to fostering new and older chapters' needs, sections, student branches, and overall support to Members.
He also underlined the need to strengthen communications within the Region to chapters and members

Mr Balaras challenged the region leaders beyond their specific MBOs with the following:

- RVCs should make at least one visit to different chapters/sections or student branch, as applicable. The goal is that each chapter and section, and as may student branches, shall be visited by at least one regional representative in the Society year
- ARC to foster Members at Large
- MP to advance to Full Members 25% of eligible chapter members
- Nominating Committee Chair to encourage chapters to enhance the pool of candidates for nominations and H&A; Educate chapter delegates and alternates of responsibilities early, Follow-up
- GGAC to have one chapter success story contribution
- YEA to encourage and support chapters to set up a YEA Committee Chair
- WebSite & History to start a history timeline and collect relevant material
- Use website and Social Media for communication and promotion

Mr Balaras reminded region leaders that during the Business Meeting they will make a short oral report or better prepare a couple of slides to summarize main items, e.g., Explain your role, Focus on your plans/MBOs; Touch on news and key items from your Committees; Report on CRC training results, Chapter Chair attendance & engagement, other participation; Communication issues with Chapters; RVC plans to help Chapter Chairs; Plans to strengthen communications with chapters, e.g. eMeetings, conf calls; Plan visits by coordinating with chapter events

FUTURE MEETINGS

Mr Balaras announced that there will be a Region Dinner in every Society Meeting and in the future may also consider a joined dinner with other regions.
For Chicago in January 2018, the champion for making the arrangements will be Mr Andjelkovic

- **Action Item - 12**: Mr Andjelkovic to circulate doodle poll to fix time/place and make arrangements for a region dinner in Chicago, January 2018 **AI-12**

ADJOURNMENT

The meeting was adjourned at 17:20

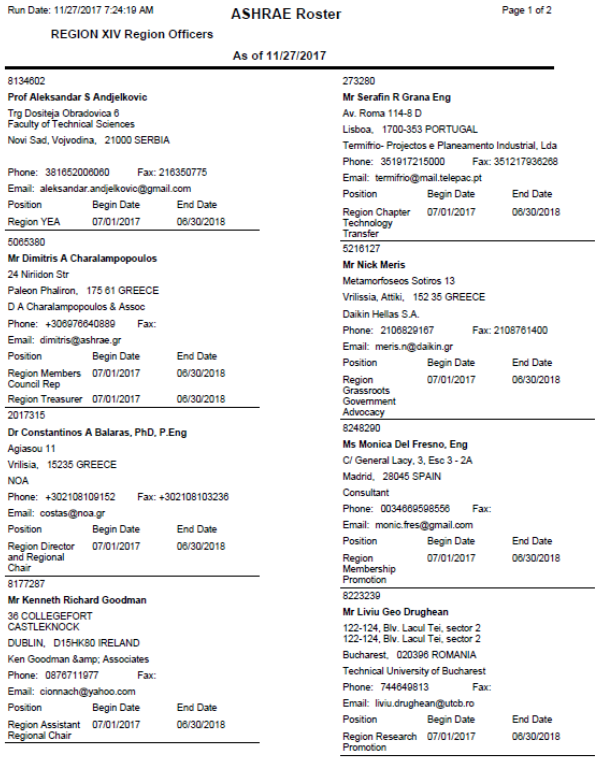
Mr Balaras invited all participants to move to the Orientation Session （RVCs will be recognized and asked them to summarize their training sessions) and wished everyone a GREAT CRC!

Respectfully submitted,

Constantinos A. Balaras, PhD FASHRAE
Director and Regional Chair
ASHRAE Region XIV
www.ashrae.eu

REGION XIV
Region Officers

2017-2018 Region XIV Officers



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REGION XIV Region Officers

As of 11/27/2017

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

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

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

8177287
Mr Kenneth Richard Goodman
36 COLLEGEFORT
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Position	Begin Date	End Date
Region Assistant Regional Chair	07/01/2017	06/30/2018

273280
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Position	Begin Date	End Date
Region Chapter Technology Transfer	07/01/2017	06/30/2018

5216127
Mr Nick Meris
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Daikin Hellas S.A.
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Position	Begin Date	End Date
Region Grassroots Government Advocacy	07/01/2017	06/30/2018

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

8223239
Mr Liviu Geo Drughean
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Position	Begin Date	End Date
Region Research Promotion	07/01/2017	06/30/2018

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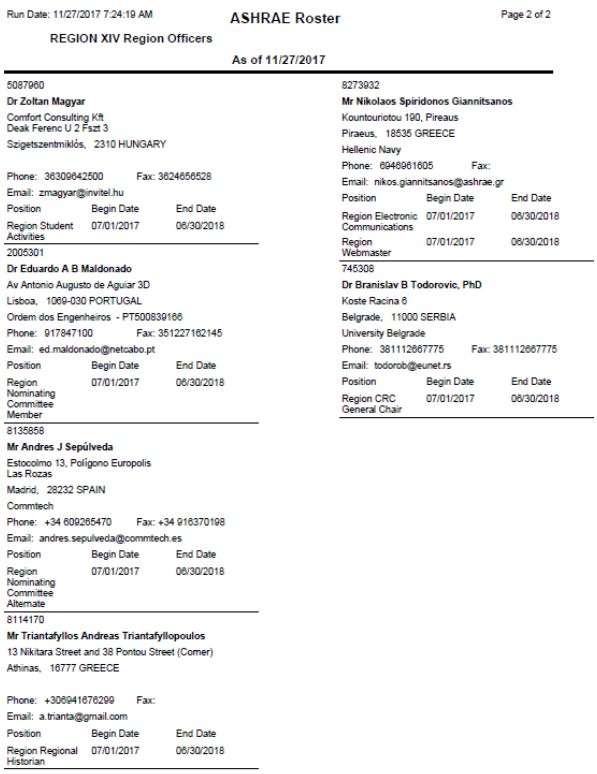

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REGION XIV Region Officers

As of 11/27/2017

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

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

8135858
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Position	Begin Date	End Date
Region Nominating Committee Alternate	07/01/2017	06/30/2018

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

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

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REGION XIV
REGIONAL EXECUTIVE COMMITTTEE
PLANNING MEETING

ATTENDANCE

ASHRAE Region XIV

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CRC 2017
December 8-10, 2017
Belgrade, Serbia

EXECUTIVE REGIONAL PLANNING MEETING

December 8, 2017
Friday 14:30 to 16:30 –Room 3/1, Sava Center, Belgrade

PLEASE PRINT LEGIBLY AND COMPLETE EACH COLUMN
Information on this sign-in sheet is subject to public disclosure and will be include in the public minutes

LAST NAME	First Name	CHAPTER (or Organization for Guests)	POSITION	Email
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ASHRAE Region XIV

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CRC 2017
December 8-10, 2017
Belgrade, Serbia

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ASHRAE Region XIV

CRC 2017
December 8-10, 2017
Belgrade, Serbia

LAST NAME	First Name	CHAPTER (or Organization for Guests)	POSITION	Email
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