

“REGIONAIRE”

From the DRC

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Thank You

It has been an honor and a privilege to represent all the members of Region III. As I prepare for my last Society meeting representing Region III as Director and Regional Chair, I wonder how the three years could be over already. One highlight of the three years was the hospitality of the chapters during my chapter visits, which were exceptional. I enjoyed meeting many members who do not attend Regional and Society meetings. Johnstown, Philadelphia and Roanoke each hosted great CRC meetings and many thanks to the committees that worked so hard to make them successful. This was a team effort from the region with many hours of hard work from the regional staff and Regional Vice Chairs. The region exists to serve the chapters. Where would we be without the dedication of each chapter officer, committee chair, board member and committee member? My heart felt thanks to each of you for time and effort. We all have a choice about how we spend our time. Thanks for giving something back to the industry.

One Last Pitch

In order to be recognized for your chapter's accomplishments this year, have each committee report their PAOE points. Please make sure each chapter committee has the login and password to enter the PAOE points. Some PAOE points are entered by the RVC's or by Society Headquarters, so please check that you have received proper credit.

See from the DRC, continued next column

From the DRC, continued

CRC Pittsburgh

Now is the time to start planning for the CRC. Nominate your chapter members for Regional and Society awards and Society committees. Your chapter members work hard – reward them with an award. Do you have recommendations to improve ASHRAE? Bring them forward as motions at the CRC. Member and Chapter input are very important to Society. Remember that CRC is in Pittsburgh on August 10-12, 2006. On Thursday there will be technical sessions during the day. Friday will be the CRC business session. All chapter members are invited to attend the business session. All committee members need to attend the chapter workshops on Saturday August 12.

Presidents Elect Training

The regional officers hosted a training session in Baltimore on April 8 for all incoming chapter presidents. There was a lively exchange of ideas between all in attendance. We emphasized the importance for each chapter president and all committees to start planning early. We even had a crowd attend a ball game on Friday night and a good time was had by all.

Thanks to every Region III member for a great three years.

Hope to see you in Quebec,

Charlie ❖

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CALENDAR OF EVENTS

ASHRAE ANNUAL MEETING

QUEBEC CITY, CANADA

JUNE 24-28, 2006

REGION III CHAPTERS REGIONAL CONFERENCE (CRC)

PITTSBURGH, PENNSYLVANIA

AUGUST 10-12, 2006

From the ARC

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Strength in Chapters

- **Effective Chapter Meetings**
- **An Active Chapter Board**
- **Knowledge of ASHRAE and it's Mission**
- **An ASHRAE Community**

The topic for this issues' column is "**Knowledge of ASHRAE and its Mission**". To start the discussion what is the mission of our Society? A new Strategic Plan has been developed and approved by our Board of Directors as of April 3rd, 2006. The new plan includes a new Mission Statement for our Society. It also has a new Vision and Core Values for ASHRAE. For a thorough understanding why Society exists and some very good reasons industry professionals like you and I should support it, a review is merited.

ASHRAE Mission

To advance the arts and sciences of heating, ventilating, air conditioning and refrigerating to serve humanity and promote a sustainable world.

ASHRAE Vision

ASHRAE will be the global leader, the foremost source of technical and educational information, and the primary provider of opportunity for professional growth in the arts and sciences of heating, ventilating, air conditioning, and refrigerating.

ASHRAE Core Values

Advancement

We are committed to the advancement of the arts and sciences of HVAC&R for the benefit of society, through research; technology development and transfer; and education and training.

Leadership

We are committed to providing leadership within our industry, and developing leadership qualities in our members.

See **Knowledge of ASHRAE**, next column over

Knowledge of ASHRAE, cont'd

Integrity

We are committed to honesty in the practice of our profession as embodied in the ASHRAE Code of Ethics.

Service

We are committed to service to our members and to the public.

Excellence

We are committed to the achievement of technical quality and excellence in our programs, publications, courses and other activities.

As an ASHRAE member the above should provide you with reasons and motivation to support our Society. How does Society accomplish the above? It does it through volunteer members participating in the organization and work of ASHRAE. A simplified version of how Society is organized is the Membership is at the top of the organization. Our 52,000 plus Membership is assigned to 13 Regions (and a Region at Large) with 164 local chapters. The **Board of Directors** is directly responsible to Society Membership. Reporting to the Board are three Councils: **Members Council** – responsible for the grass roots part of Society and the committees such as Membership Promotion, Student Activities, and Honor and Awards who support that work; **Technology Council** – responsible for the technical part of ASHRAE that includes standards and research committees; and **Publishing and Education Council** – responsible for the educational materials, handbooks, continuing education, professional development and the committees that develop and update them that includes Handbook, Professional Development, Programs, and Publications Committees. This is a lot to take in. But to understand the work ASHRAE accomplishes, you need an understanding of its organization. The above is a very brief description of our Society organization. Further information is available from the Manual for Chapter Operations, available from our Society Website or from the site itself. I hope this information gives you a better understanding of ASHRAE, the work we do, and the motivation to take become actively involved.

My term in office comes to an end before the next issue of the Regionaire is published. It has been my pleasure to have served the membership of Region III as your Assistant Regional Chair for the past two years. My major goal was to strengthen the region by increased communications at the direction of our DRC, Charlie Henck. It has been a pleasure to have worked closely with Charlie and to assist him to support our membership and to further ASHRAE's mission in our region. I leave one subject that I intended to address – **The Community of ASHRAE**. If you are motivated by the purpose of ASHRAE and involved, you are part of that community. You are a leader in your industry and making it better through your ASHRAE participation.

Yours in ASHRAE,
Dan ❖

Nominating Committee

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By now each chapter should have activated its CRC 2006 Action Committee, to prepare for CRC '06, August 10-12 in Pittsburgh. In April and May, your committee should work to first identify candidates for positions and awards and then secondly confirm those identified individuals' willingness to serve. Finally begin preparing biographies, award tally forms and letters of submittal (on your chapter's letterhead), which your chapter's Delegate will need to bring to and present at the caucus on Thursday evening.

At the training session held on April 8th, we advised you that Region III has the opportunity to fill two more Board of Director positions. Since we will have two of our four maximum allowed positions filled by our incoming DRC, Dan Pettway, and incoming DAL, Bill Bahnfleth, we could have two additional Vice Presidents, or one VP and one DAL or, two DAL's. Remember that a VP must first have served as a DRC or DAL and that a DAL must have been a **full Member for at least 5 years** at the beginning of his or her term. As for Region III officers, we need to replace Ben Crowley for RVC-CTTC (Ben has only served two years and is eligible to serve a full 3 year term if he so desires) and we need 1st and 2nd backups for all 4 RVC positions. RVC's must have been a **full member for at least 3 years** at the beginning of his or her term. The backup positions are ideal for someone interested in serving in the future, but are not now in the position, for one reason or another, to serve currently.

We also went over in detail at the April 8th session the requirements for nomination to various Honors and Awards. This detailed information can be found on the ASHRAE website, www.ashrae.org under the tab "About ASHRAE" click on "Honors and Awards."

During June and July, Complete your final preparations for CRC. At the CRC caucus, your chapter's Delegate will present your chapter's final nominations, recommendations to the President-Elect for Society Committee positions and H&A submissions in the closed session.

We challenge each chapter to submit at least one person for a Society office, a Regional office, a Society Committee position and an H&A! It would be truly wonderful if all 12 chapters meet this challenge!!

Tom ❖

ASHRAE Technical Program Features More Sessions

ASHRAE's technical program will feature shorter sessions, more sessions and fewer conflicts, beginning with the Society's 2006 Annual Meeting in Quebec City, June 24-28. ASHRAE has reconfigured the time allowed for seminars, forums and Transactions sessions, which will allow for greater time utilization for attendees.

"ASHRAE's technical program has remained in its current form for several decades," Kirk Mescher, Program Committee chair, said. "Input from attendees showed us they want more sessions packed with more technical content. Changes in presentation technology and the make-up of the technical program also have led to the need to modify the presentation schedule."

With the schedule changes, some 30 additional time slots have been created. These additional slots will allow for ASHRAE Distinguished Lecturers and two-part presentations. Time slots for seminars and Transaction sessions are being reduced to 1-1/2 hours from 2 hours.

Another change was made in renaming some of the sessions. Technical sessions and symposia receive equal treatment for technical review. Because of this, they are being renamed as Transactions sessions, which indicate the presentations are formally published in ASHRAE's technical resource, Transactions.

The program features a variety of sessions, including 22 programs in the area of alternative and sustainable technologies; 11 in commercial systems and applications; 25 in indoor air quality and ventilation; and eight in refrigeration.

The technical program is comprised of 80 seminars (presentations on a central or related topic with no published papers), 15 Transactions sessions (presentations with papers on a central subject), 18 open-discussion forums and a poster session. A total of 67 papers will be presented.

Registration for the 2006 ASHRAE Annual Meeting is \$635 (\$375, ASHRAE member) prior to May 19. After May 19, the registration fee will be \$750 (\$490, ASHRAE member). For more information or to register, visit www.ashrae.org/quebeccity.

Please redistribute the Regionaire to your local chapter members. It informs them of what is being done at the regional level of Society here in Region III and reinforces your efforts in your local chapter!

Research Promotion

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Research Promotion ('03 - '06)
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Take a moment and look at the ASHRAE Strategic Plan on the website. You'll see a theme of leadership in our industry and a promotion of a sustainable world.

ASHRAE Mission: To advance the arts and sciences of HVAC&R to serve humanity and promote a sustainable world.

ASHRAE Vision: ASHRAE will be the global leader, the foremost source of technical and educational information, and the primary provider of opportunity for professional growth in the arts and sciences of heating, ventilating, air conditioning and refrigerating.

Research projects are a vital part of the Strategic Plan.

Regional Summary as of 3/31/06 – The April report is due any day now.

Region III has collected \$52,116 toward ASHRAE Research. Our annual goal is \$195,710.

Some of these YTD numbers have NOT changed since the last Regionaire!

There's still time, but we're significantly short of goal and need to act NOW!

Chapter Summary

Chapter	Chair	YTD	Goal
Philadelphia	Bill Hart	\$4,600	\$26,567
Central Penn	Dan Wyrick	\$4,436	\$10,918
Johnstown	Barry Rains	\$2,100	\$2,379
Pittsburgh	Kurt Scheer	\$1,577	\$6,336
Baltimore	Mike Ford	\$3,026	\$25,107
Nat'l Capital	Lee Guill	\$23,328	\$42,302
Hampton Rds	Tim Patterson	\$940	\$8,281
Richmond	Terrance Kerner	\$5,760	\$10,192
Lehigh Valley	Stuart Heisey	\$1,338	\$3,387
Delaware	Bob Schunke	\$865	\$11,393
Roanoke	Chris Beverly	\$2,970	\$10,784
Anthracite	Frank Kilyanek	\$1,175	\$8,064

There are a couple slots to fill and lot's of work to do before the end of June. Don't forget the Chapter Donation – You shouldn't be rolling more than your start-up funds. Thanks for all your hard work!

Brad ❖

Membership Promotion

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Membership Promotion ('05 - '08)
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Members, Members, Members

As the end of the fiscal year approaches, let us take a moment to review our performance in Membership Promotion as a Region. With monthly data through the end of March, Region III has a 14.3% delinquency rate versus our goal of a delinquency rate of 9%. This will require a focused effort by the Chapter Membership Promotion Committee, Chapter Officers and Board of Governors support, to contact all delinquents during the coming month. If we continue to follow up, we will break the 9% goal before the end of the year. Our Region III new member performance is 4.43% versus our goal of 10% new members. I encourage each Chapter MP Chair to get the latest membership grade information from the ASHRAE Website, and coordinate a call-a-thon to encourage members to upgrade.

Central PA Chapter is the closest to goal with a 9.9% delinquency rate, whereas, Richmond is the closest to goal with 8.13% new members. Keep up the great work!

During the last couple of months of the fiscal year, it is important that we continue promoting membership, and the benefits ASHRAE has to offer.

I therefore challenge each Membership Promotion Chairman to lead their chapter in securing at least 5 new chapter members, and 2 new advancements before June 30th.

Enlist the help of your Chapter Presidents and board members to ensure that your chapter will be strong long after your term as Membership Promotion Chairman has expired. A healthy sustainable Chapter requires new members, and the only way to obtain new members is to spread the word about the tremendous benefits ASHRAE has to offer.

Remember: The six "P's": Prior Proper Planning Prevents Poor Performance. So plan for the future Chapter sustainability, and promote ASHRAE Membership.

George❖

**Have you made your
Annual Contribution to
ASHRAE Research
Promotion? It's not too
late. The program year
ends June 30th!**

Student Activities

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PAOE

We are reaching the home stretch for this year's campaign and it appears that National Capital has taken a stranglehold on the top position in the Region. Congratulations to Stephanie Mages for all of her hard work. However, the rest of you shouldn't give up as I know many of you have held activities and just need to report. If you don't know how to report your activities, contact your Chapter President for your chapter username and password and then give me a call and I'll walk you through it.

As of May 1, 2006, we have six (6) chapters who have reached both minimum PAOE (200 pts) and PAR (400 points). Minimum is still in reach of all of you and I am expecting more of you to reach PAR. Let's make a concentrated effort!

Some of you have asked me about where to find the "SMG" number for new student members and how to know if you have more student members this year than you did last year? The quantity of new student members is easy - visit to the website and download the membership reports and you will find the new student members listed. However, overall growth is a different animal. However, here is the answer: Ashley Pruett will send it to me after June 30, and I'll forward it to you to report it prior to July 30.

Student Activities Points as of May 1, 2006:

National Capital	2085
Baltimore	1311
Johnstown	1170
Lehigh Valley	565
Anthracite	530
Philadelphia	500
Pittsburgh	175
Roanoke	100
Richmond	70
Central PA	50
Delaware	0
Hampton Roads	0

CHAPTER VISITS

This year I had the pleasure of visiting two chapters, Johnstown and Central PA. Of course, Johnstown is my home chapter, making that visit a "no-brainer".

See Student Activities next column

Student Activities continued

In April, I attended Central PA's Student Activities Night. Three Penn State AE students presented their senior projects to our group. Believe me, the work on these projects is top rate and any of our firms would be lucky to hire one of these students! Congratulations also to Mr. Kevin Kaufman, a junior at Penn State who was the recipient of a \$3,000 Henry Adams Scholarship through Society.

Over my three years, I will be visiting each and every one of your chapters, which, of course means that I have to make 5 visits each over the last two years of my term (I may make Pittsburgh yet this year). Please remember to notify me of your student activities events such that I can coordinate my visits to your chapters.

Paul ❖

Two New ASHRAE Refrigeration Awards for 2007

Two new Refrigeration Committee awards to be presented at the 2007 summer meeting will be for new refrigeration technology applied in a unique manner. They are:

Milton W. Garland Commemorative Refrigeration Award for Project Excellence
(for strictly refrigeration applications).

Refrigeration Comfort Cooling Award for Project Excellence.
(for comfort cooling or shared applications over 300 tons plant capacity)

The preparations requirements for either award are similar and are limited to a 6-page submittal. For details go to www.ashrae.org. Use the short cut "refrigeration". When the page comes up look down the list to find links for both awards. Be sure to follow the format instructions as this is a primary consideration in judging. Review the scoring chart to be sure you cover all the judging categories.

Submit your application to your Chapter Awards Committee. Your chapter will review the application and forward it to the CRC for region grading. There is no limit as to the number that can be submitted. The Refrigeration Committee must receive applications by November 1, 2006 so you should start now. You, the Project Owner, and your Chapter deserve recognition for a job well done. Good Luck. If you have questions, contact Jim Bushnell of the Refrigeration Committee at jimb@abac.com.

Where is my Research Promotion contribution going?

Just in case this is something you have been wondering, a good bit of it is being invested right here in our region. Below is a list of active research projects in Region III

1051-RP **PROCEDURES FOR RECONCILING COMPUTER CALCULATED RESULTS WITH MEASURED ENERGY DATA**

September 2003 – March 2005
Drexel University
Principal Investigator, T. Agami Reddy
TC 4.7, Energy Calculations

1091-RP **DEVELOPMENT OF DESIGN STRATEGIES FOR RAINSCREEN AND SHEATHING MEMBRANE PERFORMANCE IN WOOD FRAME WALLS**

September 2000 – September 2004
Pennsylvania State University
Principal Investigator, E.F.P. Burnett
TC 4.4, Building Materials and Building Envelope Performance

1212-RP **AIRFLOW MEASUREMENT OF BIOLOGICAL SAFETY CABINETS**

September 2002 – October 2004
Micro-Clean, Inc. Principal Investigator, James T. Wagner & Donald J. Clarke TC 9.10, Laboratory Systems

1252-RP **INTERACTIONS BETWEEN DYNAMIC ELECTRICAL RATES AND THERMAL ENERGY AND STORAGE**

April 2004 – November 2005
Field Diagnostic Services, Inc.
Principal Investigator, Todd M. Rossi
TC 7.4, Building Operations Dynamics
TC 6.9, Thermal Storage

1260-RP **REFRIGERANT DISTRIBUTION IN EVAPORATOR MANIFOLDS**

June 2003 – December 2004
University of Maryland
Principal Investigator, R. Rademacher
TC 8.4, Air-to-Refrigerant Heat Transfer Equipment

Active Research Projects continued

1270-RP **PERFORMANCE CHARACTERISTICS OF SELECTED REFRIGERANTS IN FLAT MICROSCALE CONDENSERS**

December 2004 – December 2006
University of Maryland
Principal Investigator, Michael Ohadi
TC 1.3, Heat Transfer and Fluid Flow

1275-RP **EVALUATION AND ASSESSMENT OF FAULT DETECTION AND DIAGNOSTIC METHODS FOR CENTRIFUGAL CHILLERS – PHASE II**

January 2004 – June 2005
Drexel University
Principal Investigator, Agami Reedy
TC 7.5, Smart Building Systems

1312-RP **TOOLS FOR EVALUATING FAULT DETECTION AND DIAGNOSTIC METHODS FOR AIR-HANDLING UNITS**

September 2005 – August 2007
Drexel University
Principal Investigator, Jin Wen
TC 7.5, Smart Building Systems

Regional Planning Meeting & President Elect Workshop Held

On April 7th and 8th the Region III Planning Meeting and President Elect Workshop were held in Baltimore, Maryland. Topics for the Regional Planning Meeting were a review of action items from past sessions, discussions on regional issues, health of the region including those of individual chapters to identify where extra support was needed, and Pittsburgh CRC preparations. The social event, the Orioles and Red Sox Baseball game, was attended by 12 participants. The highlight of the sessions was Saturday's President Elect Workshop. Eleven of the region's chapters were represented by twenty chapter officers. Subjects discussed were Society and Regional organization, Chapter Planning and Leadership, Regional and Chapter Communications, and current ASHRAE Hot Topics. Due to the increased attendance and the quality of evaluation by participants, additions and changes will be made in next year's session to make it even more effective in providing tools for chapter leadership. Thanks to those who participated.

Chapter Technology Transfer

*Benjamin W. Crowley, Region III Vice Chairman
Chapter Technology Transfer ('05 - '07)*
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As the 2005-06 ASHRAE Year winds down...

We're in the final stretch. Two more months and we'll be able to kick back, have a nice drink, and write our final reports summarizing the successes of this year and the opportunities for improvement in the future. Most of the Chapters in our Region are down to their final meeting for the year. Keep your focus. Review your PAOE goals. And finish the year with a strong showing.

Technology Awards

The submission deadline to the Regional Competition is May 15! We're almost there, and I've received only one entry thus far. I'm sure there are a huge number of projects in our Region that would be ideal candidates for ASHRAE Technology Awards. Get the word out, and send in the winners of your Chapter competitions.

As mentioned in my previous articles, if you would like to comment on the structure of the Technology Awards, I would be happy to collect your comments and bring them to Quebec for our next meeting in June.

CTTC PAOE Summary

Here are the standings for our Region as of a few days ago:

Chapter	CTTC Points	Chapter	CTTC Points
Anthracite	570	Lehigh Valley	180
Baltimore	1010	National Capital	565
Central PA	0	Philadelphia	0
Delaware	0	Pittsburgh	545
Hampton Roads	0	Richmond	660
Johnstown	140	Roanoke	815

You will recall that PAOE minimum this year is 350 points; PAR is 750. We've got a ways to go. Don't wait until the last minute to report your points.

See CTTC next column

CTTC continued

Looking forward to Next Year...

As this year winds down, next year begins. You should be in the process of planning for CTTC activities for the next Society year. Hopefully, you've targeted the incoming CTTC Chair for your Chapter, identified sub-Chairs for Programs, TEGA, and Refrigeration sub-committees, and begun your planning for the coming year.

Set up your calendar with meeting dates and times, locations, themes, and identify opportunities for joint meetings. Other technical societies will be in the planning stages for next year as well, so if you're hoping for a joint meeting you'd better get on their calendar early.

Identify potential topics and speakers for each meeting. Include at least one panel discussion. Make use of a least one Distinguished Lecturer in your list of programs – we'll sort out the allocations and whatnot later. Include a slot for a speaker on "ASHRAE and Advocacy". Include at least one program on Refrigeration.

Beyond the Chapter meetings, think about ways to become a conduit between the technical content of ASHRAE and your local membership. Don't settle for being passive; turn your Chapter into an advocate for heating, ventilating, refrigeration, and air-conditioning technologies and their application in your community.

Plan to highlight the Technology and Government Activity Awards. Setup your own awards program that can feed into the Regional competition.

Plan to promote Refrigeration. Host a tour of a local refrigeration plant or process (ice rinks, breweries, food processing facilities, etc.). Hold a competition for design of refrigeration related table top displays at a Chapter meeting – get local students involved.

There are millions of ways to push your Chapter forward, but you won't be able to do it alone. You'll need the support of your Board, and you'll need the support of a committee. Choose your battles, make your plans, and have a good time doing it.

Further Resources

We recently completed the Regional Workshop for Incoming Chapter Presidents. Hopefully, your incoming Chapter President has some ideas of his/her own, but don't expect the President to make all the decisions or to do all of the heavy lifting. Use the President as a resource for planning and to help recruit members for your committee; and get the President's approval for your action plan before you begin your implementation.

See CTTC Page 8

CTTC continued from Page 7

Later this summer, we'll be congregating in Pittsburgh for this year's Chapters' Regional Conference (CRC). Based on your feedback from last year's CRC, we've decided to compress the CTTC Workshop into a single afternoon session on Saturday. We've got a ton of material to cover, and I'm going to try to make it more hands-on/practical this year. If we can identify all of the players early enough, we'll do some of the work in advance of the CRC in order to make our time together more interactive and productive. More on that later....

Ben ❖

Suggestions to Presidents for a Successful Chapter Year

During the review of the President Elect Workshop, it was suggested that important points be provided to President Elects for a successful Chapter program year. As a follow up to the session, all of the Regional Officers were asked to provide a list of what they thought were the most important items necessary for a successful chapter program year. Some of them are directly related to the duties they are involved with and some are not. They have not been edited so that they would provide direct input to our Chapter President Elects.

From Nominating Chair Tom Sobieski:

At this time, in my opinion, the four most important activities that the President Elect's should accomplish in the near future are:

- 1) See that their chapter's CRC Action Committee is in place and performing their proscribed duties.
- 2) See that all their chapter's offices and committees are all formed and staffed with the most competent and motivated members possible.
- 3) See that the CIQ is completed and submitted by the June deadline (incomplete if necessary).
- 4) See that next year's chapter program is planned and firmed up as soon as possible

See Suggestions next column

Suggestions continued

From DRC Charlie Henck:

Four points in chapter operations that I would stress are:

- 1) Plan your year with the board of directors early (before August 1)
- 2) Fill all chapter committees and have them meet early (before August 31)
- 3) Get chapter officers and chairs to CRC
- 4) Goal setting and MBO development with DRC

From RVC Student Activities Paul Petrilli:

My check list is as follows:

- 1) Submit your Chapter Information Questionnaire (CIQ) by the requested deadline.
- 2) Insist that your Committee Chairs attend CRC in Pittsburgh
- 3) Review your chapter calendar to make sure that a minimum of two (2) Student Nights are planned.
- 4) Require that your Committee Chairs provide you with and MBO (Management By Objectives) and that they submit it to the respective RVC's.
- 5) Review your chapter PAOE totals online on a monthly basis.
- 6) HAVE FUN!!!

From RVC Membership Promotion George Wells:

1. CRC Workshop Attendance

Attendance and participation in the Membership Promotion Workshop on August 12th, 2006, is the **most important task** the Membership Promotion Chairs will undertake all year! This workshop equips the incoming/repeat chairs with the tools necessary to have a successful year. It provides a vehicle for shared experiences from repeat chairs and offers the incoming chairs the opportunity to provide fresh ideas that can be added to the existing effective tools for a successful year. If a chair misses the workshop, he/she is behind the eight ball for the rest of the year!

2. Chapter Membership Promotion Committee

It is vital that the Membership Promotion Chair have a **minimum of two committee members**. This enables one to focus on Delinquents, one to drive New Membership, and the Chair can focus on managing and directing the program, which includes assigning mentors and introducing new members at all chapter meetings. This will also provide a succession plan of personnel to take over as MP Chair for future society years.

3. Chapter MP Chair needs the commitment of the Chapter Board

The Chapter MP Chair should **challenge the Board** to show leadership by committing to get one or more new members in 2006-2007.

See Suggestions Page 9

From RVC Research Promotion Brad Lowe:

- 1) Absolutely challenge the Chapter leadership to obtain Full Circle - My feeling is this should be a no-brainer...
- 2) Support the RP Chair with the BOG as Committee Members to make phone calls. At each BOG Meeting, have the Chair distribute 5-10 names for each officer to contact before the next BOG meeting. Include RP on the agenda for each BOG meeting to discuss the results and distribute new lists.
- 3) Plan one special event to support Research. A golf outing, silent auction, bull roast/BBQ, etc.
- 4) When setting the budget for the year, include a sizable Chapter Research donation in the approved budget. If for some reason, the chapter fails financially, that money could be reallocated. However, if it is in the budget, it won't get overlooked.

From Regional Historian Tom Rockecharlie:

- 1) Have a Historian in place by July 1, 2006 and have that individual attend the CRC.
- 2) Submit a Gold Ribbon entry to The Regional Historian by May 1, 2007 (Gold Ribbon Award explained at the CRC)
- 3) Submit copy of Chapter archive contents to Regional historian by December 1, 2006.
- 4) Write Article for Chapter newsletter on Chapter History by September 1, 2006.

From RVC Chapter Technology Transfer Ben Crowley:

- 1) Determine your leadership structure for CTTC (Chair + SubChairs for Refrigeration, Programs, TEGA is recommended, but not always practical)
- 2) Communicate your leadership structure to the RVC for CTTC
- 3) Establish 2-3 specific goals for enactment by your CTT Committee (use the PAOE as a guide to give shape to your ideas)
- 4) Set your calendars for next year (dates, themes, venues, joint meetings, topics & speakers) prior to the end of the current year
- 5) Get the appropriate members of the leadership team (Chairs and sub-Chairs) to CRC
- 6) Put the Regional Officers and Chapter Presidents on your newsletter/meeting announcement distribution list

From ARC Dan Pettway:

- 1) Conduct Summer Planning Meetings with Officers and set goals for program year.
- 2) Review duties and expectations (include CRC attendance) with all officers and chapter committee chairmen

See Suggestions next column

- 3) Complete Chapter Information Questionnaire and submit to Society and DRC as soon as possible
- 4) Establish meaningful and interesting chapter programs for Year
- 5) Conduct meaningful board and chapter meetings with set agendas.
- 6) Include social functions to put the fun back in ASHRAE.