



2008-2009 PRESIDENTIAL NEWSLETTER

DATE: June 6, 2008

TO: Chapter Presidents
ASHRAE Membership Promotion Committee
ASHRAE Student Activities Committee
ASHRAE Research Promotion Committee
ASHRAE Chapter Technology Transfer Committee
Regional Historians
Assistant Regional Chairs
Board of Directors

FROM: Bill Harrison *William A. Harrison*

SUBJECT: 2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

ASHRAE chapters are the backbone of this Society and our chapters play a vital role in helping the Society achieve its goals. This is especially true this year as I am asking our chapters to be the voice of ASHRAE with local owner focused organizations.

My Presidential theme, "Maintain to Sustain – Delivering ASHRAE's Sustainability Promise" puts an emphasis on reaching out to others in the buildings business and encouraging them to study and improve operational strategies. While Society officers can deliver that message on a global basis, our chapters must carry the burden of delivering the message to local owner focused organizations. I am also asking our chapters to provide educational programs for building operators on a local level. Highly skilled building operators are required if our green buildings are to remain green. It is only through the education and action of our membership on a local level that we can accomplish the market transformation we seek.

There are six categories included in this year's PAOE: Chapter Operations, Chapter Technology Transfer, Historical, Membership Promotion, Research Promotion, and Student Activities. To achieve PAOE, the requirement is to achieve the minimum points in four of the following five categories: Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion, and Student Activities. Please refer to the criteria specified in each of the categories for guidelines in calculating the PAOE points. For additional information or clarification, please check the PAOE Frequently Asked Questions (FAQ) section on the ASHRAE website.

I appreciate your dedication, enthusiasm and hard work in improving our great Society and providing value to our membership. I look forward to working with each of you during this Society year.

Instructions to Enter PAOE

For Chapters

- From the ASHRAE homepage, select the link for Secure Chapter Volunteer Activity (located on the left side of the screen). Do not login first.
- Select the link for Presidential Award of Excellence (PAOE)
- Using the login prompt in the center screen (located under Please Login, not Member Login), enter your email address, then your personal password.
- Select the link to Update PAOE Chapter Totals (Authorized Users Only)
- **Select the year (i.e., 2007-2008 or 2008-2009); enter your chapter's logon and password. (use all lower case, no spacing, the last three characters of the password are numeric). If you do not have your chapter's logon or password, please send an email to vgrant@ashrae.org.**
- Select the PAOE category to enter points.
- **Detailed instructions with screenshots are located on the ASHRAE website under Quick Links.**

For DRCs, RVCs and Regional Historians Only

- From the ASHRAE homepage, select the link for Secure Chapter Volunteer Activity (located on the left side of the screen). Do not login first.
- Select the link for Presidential Award of Excellence (PAOE)
- Using the login prompt in the center screen (located under Please Login, not Member Login), enter your email address, then your personal password.
- Select the link to Update PAOE Regional Totals (Authorized Users Only)
- **Select the year (i.e., 2007-2008 or 2008-2009); enter your region's logon and password. (use all lower case, no spacing, the last three characters of the password are numeric). If you do not have your region's logon or password, please send an email to vgrant@ashrae.org.**
- You will have a drop down box which lists all of the chapters in your region. Select chapters individually to enter points.
- **Detailed instructions with screenshots are located on the ASHRAE website under Quick Links.**



2008-2009 PAOE AWARDS

Chapters must meet “minimum” by obtaining points in the PAOE categories, there are no maximum limits on points earned.

PAOE	Minimum in four of the following five categories: Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion and Student Activities
Special Citation	Minimum in 4 of 5 categories, with a minimum of 5000 points
STAR	PAR in all categories
Honor Roll	PAOE for at least four consecutive years
High Honor Roll	STAR for at least four consecutive years
Premier	PAOE every year since the chapter's inception or since 1970; minimum of four years; chapter's first year is excluded

Sustainability Activities:

A Chapter Sustainability Award in the form of a certificate is available for each chapter that obtains at least 200 points from the items listed under Sustainability Activities in the Chapter Technology Transfer category of PAOE. The Chapter with the highest PAOE Sustainability point total will receive a Regional award in the form of a glass plaque and a certificate.



2008-2009 ASHRAE PAOE REPORTING

CHAPTER REPORTING

The Chapter President is responsible for reporting the points for the Chapter Operations category. Each Chapter Committee Chair is responsible for reporting the points for his/her respective category. The PAOE points will be entered directly on forms on the ASHRAE website by the Chapter Presidents and Chapter Committee Chairs by using their chapter PIN. The Chapter President and the Chapter Committee Chairs are responsible for ensuring that the data is entered and final report completed by July 15, 2009. The Regional Vice Chairs may access the website to obtain information for chapters in their Region and to enter points as indicated below. There will be no need for monthly or quarterly reports to the Regional Vice Chairs by the Chapter Committee Chairs.

November	Reflects October 31 results
January	Reflects December 31 results
March	Reflects February 28 results
April	Reflects March 31 results
May	Reflects April 30 results
June	Reflects May 31 results
July 15.....	Final Entry of Reported Points

DRCs and RVCs REPORTING

- Points for chapter officer/chapter committee chair who attends the CRC workshop.
- Points for Planning Sessions with DRCs or RVCs resulting in setting chapter goals for the upcoming year have been established. Planning Sessions may be held in the spring before the chapter year starts (i.e. during spring President Elect Training meetings). Points to be assigned by DRC/RVC by October 1.
- Points for achieving chapter goals have been established. Points within a range are to be assigned by DRC/RVC by June 30.
- 50 points in **each category** will be given to the **first chapter in each region** to reach PAR. Points will be given by the DRC or RVC and will be based upon their reviewing points reported on the Society webpage.
- 10 points for entering points each month for each PAOE category. Points to be assigned by DRC for Chapter Operations and by RVC for other categories.

ASHRAE HEADQUARTERS REPORTING

The PAOE Point Summary data can be obtained for each chapter in the Region from the ASHRAE website. Research Promotion points will be calculated at Headquarters.

2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – June, 2008

CHAPTER OPERATIONS: CRITERIA	MINIMUM	PAR
<p><u>100</u> points if annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast seminars or other meetings where minimum 45 minute business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.)</p> <p><u>100</u> points for maintaining a chapter website, initial update by October 1</p> <p><u>50</u> points for conducting chapter planning meeting prior to August 1st (all officers and committee chairs)</p> <p><u>50</u> points for establishing or maintaining an operating chapter section (each section)</p> <p><u>50</u> points for each Young Engineers in ASHRAE (YEA) member assigned to a committee to provide Young Engineers in ASHRAE (YEA) ideas and participation</p> <p><u>50</u> points for each nomination for the honor of Fellow Grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, with the appropriate documentation in accordance with the procedures as directed on the ASHRAE website</p> <p><u>50</u> points for appointing a chapter publicity chair who issues at least six (6) press releases, or arranges one (1) or more TV appearance promoting the work of ASHRAE</p> <p><u>25</u> points for establishing and maintaining a chapter Honors and Awards Committee</p> <p><u>25</u> points if a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited)</p> <p><u>25</u> points for each Research Project proposal submitted by a research organization located within chapter boundaries</p> <p><u>25</u> points for the CRC Action Committee meeting and bringing completed Executive Session worksheet to the Caucus</p> <p><u>25</u> points for each separate social event (limit 2)</p> <p><u>25</u> points for each chapter article published in Insights</p> <p><u>10</u> points per month for updating chapter website on a monthly basis</p> <p><u>10</u> points for publishing each chapter newsletter, hardcopy or electronic copy</p> <p><u>5</u> points for each chapter member who registers for a Winter or Annual Society meeting</p> <p><u>5</u> points for each chapter meeting with name tags</p> <p><u>DRC Assigns:</u></p> <p><u>75</u> points for a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1)</p> <p><u>50</u> points for each chapter officer who attends the CRC beyond the Delegate and Alternate</p> <p><u>50</u> points for the first chapter in each region to reach PAR (points to be given based upon DRC reviewing points reported on the Society webpage and chapter contacting DRC when PAR is reached)</p> <p><u>0 to 50</u> points for achieving goals established in planning session (points to be assigned by DRC by June 30)</p> <p><u>25</u> points for the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by the April 2009 chapter meeting (Points assigned by May 15, 2009)</p> <p><u>25</u> points for President-Elect attendance at President-Elect Training</p> <p><u>10</u> points for entering PAOE points each month (DRC to assign)</p> <p>Explanation to reach Minimum for Chapter Operations: To reach minimum, the 2008-2009 CIQ must be complete and forwarded to DRC and Society by July 1st. DRC is responsible for determining if criteria is met. All individuals serving in a chapter position must be an ASHRAE Member or Associate Member – except Webmaster and Newsletter Editor who can be a student member. No person can serve in more than one officer position (two positions for chapter less than 75 members). A chapter officer may also serve in one committee chair position.</p>	<p><u>300</u> Points plus 2008-2009 CIQ in by July 1 – Exception may be made by the DRC</p>	<p><u>500</u> Points</p>

2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – June, 2008

CHAPTER TECHNOLOGY TRANSFER: CRITERIA	MINIMUM	PAR
<p><u>PLANNING AND ADMINISTRATIVE ACTIVITIES</u> <u>50</u> points for committee with a minimum of one + Chapter Level members actively handling CTTC tasks (Chair, Technical, Energy, Programs, Refrigeration, Government Activities member) (one time)</p> <p>Level 1 – Less than 100 members Level 2 – 100-249 members Level 3 – 250-499 members Level 4 – 500 or more members</p> <p><u>50</u> points for completing and publishing meeting schedule and speakers by October 1 (one time) <u>25</u> points for submitting a speaker evaluation in an updated chapter speaker list within 30 days to RVC (per meeting) <u>25</u> points for entering non-DL speaker information and evaluation within the online database upon recommendation by RVC (per speaker)</p> <p><u>AWARDS AND SUBMISSION ACTIVITIES</u> <u>50</u> points for each Technology Award, Chapter Government Activities Award, Milton Garland Award or Comfort Cooling Award entry into Regional or Society competition <u>25</u> points for each Technology Award entry into Chapter competition <u>25</u> points for articles in chapter newsletter or chapter website other than on Program (technical, business, legal and management), with copy sent to RVC <u>25</u> points each for each Handbook, Standard or Guideline reviewed by a chapter member and review submitted to cognizant group</p> <p><u>SUSTAINABILITY ACTIVITIES</u> <u>30</u> points for each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g. energy efficiency, high-performance buildings, etc.) <u>25</u> points for each chapter meeting that incorporates three or more of the strategies described below for “greening” their meetings <u>20</u> points if a chapter holds an electronic meeting for having >50% of attendees taking public transport” <u>20</u> points for each chapter meeting in which 50% of the attendees use alternate transportation (e.g., walking, biking, public transportation, etc.) <u>10</u> points for each chapter meeting in which 25% of the attendees use alternate transportation (e.g., walking, biking, public transportation, etc.)</p> <p>Please note for Sustainability Points: A Chapter Sustainability Award is available for each chapter that obtains at least 200 points from the items listed above under <u>Sustainability Activities</u>. The Chapter with the highest PAOE Sustainability point total will receive a Regional award.</p> <p><u>MEETING, PRESENTATIONS OR EVENTS</u> <u>100</u> points for hosting each 3-hour segment of an ASHRAE Learning Institute (ALI) course, 3-hour PDH seminar or satellite teleconference presentation (live or delayed) <u>100</u> points for presenting a program on operation and maintenance to a BOMA, IFMA or APPA chapter <u>50</u> points for holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs <u>25</u> points for each documented contact (meeting) by a chapter member with government officials (all government levels including school boards), business or professional groups with the goal of promoting ASHRAE related subjects or Chapter goals and objectives <u>25</u> points for each program on refrigeration, Government Activities/Advocacy, business, management, legal education or on a controversial issue (minimum 45 minute presentation, maximum 2 per subject area) <u>25</u> points for each technical tour with a 30 minute presentation</p>	<p><u>350</u> Points</p>	<p><u>750</u> Points</p>

2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – June, 2008

25 points for each chapter presentation (minimum 15 minutes) by an ASHRAE voting or corresponding Technical Committee (TC), Task Group (TG) or Standards Project Committee (SPC) member on status of TC or TG efforts (Research activities, Standards activities, Handbook activities, etc.) (one per meeting, limit 4 talks per year)

25 points for holding each lunch, breakfast or other meetings, in a geographical location different than the monthly meeting, in addition to eight monthly meetings (minimum 45 minute program)

25 points for each joint meeting held with other industry related societies or other associations (limit 2)

RVC Assigns:

100 points for the incoming committee chair attending the committee CTT CRC workshop

0 - 100 points for establishing and maintaining an ASHRAE library for technology transfer (includes display at chapter meetings and local access to materials such as handbooks, standards, technical papers, information on ASHRAE and information on ordering materials) (one time)

50 points for the **first chapter** in each region to reach PAR (points to be assigned by RVC and will be based upon RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached)

50 points for planning/goal setting session with RVC (points assigned by RVC by October 1)

0 to 50 points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)

25 points each for updating PAOE points online between December 15 and January 1, and between May 15 and June 1, (or April 15 and May 1 for regions that have Spring CRCs (RVC to assign)

10 points for entering PAOE points each month (RVC to assign)

2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – June, 2008

HISTORICAL: CRITERIA	MINIMUM	PAR
<p> <u>50</u> points for chapter historical display at CRC (updated annually) <u>50</u> points for publishing article on chapter, company or member history in chapter newsletter, Society publication or chapter website <u>50</u> points for the original history and for each one year of chapter history written in current year (i.e., Society Gold Ribbon Award) <u>50</u> points for each leadership recall interview <u>50</u> points for program on history at monthly chapter meeting (limit of one) <u>50</u> points for each history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award) <u>25</u> points for chapter archives indexed and maintained <u>25</u> points for digitizing chapter archives </p> <p> (Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter, are not acceptable for PAOE points or the Society Gold Ribbon Award.) Histories for the Gold Ribbon Award shall be written by the Chapter Historian or a member of the Historical Committee from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, person, event or company. Information obtained from electronic material is not acceptable. </p> <p> <u>Regional Historian Assigns:</u> <u>100</u> points for incoming committee chair attending the committee CRC workshop <u>50</u> points for the first chapter in each region to reach PAR (points to be assigned by Regional Historian and will be based upon the Regional Historian reviewing points reported on the Society webpage and chapter contacting Regional Historian when PAR is reached) <u>10</u> points for entering PAOE points each month (Regional Historian to assign) </p>	<p><u>100</u> Points</p>	<p><u>200</u> Points</p>

2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – June, 2008

MEMBERSHIP PROMOTION: CRITERIA	MINIMUM	PAR
<p><u>100</u> points if net area assigned members exceeds that of previous year (25 points for each percent increase in net area assigned member growth)</p> <p><u>100</u> points for a chapter phone campaign for delinquent members with a 10% success rate (obtaining payment from 10% of the members on the delinquent list)</p> <p><u>100</u> points for sending a list of prospective members to Membership Promotion Staff Liaison (Ashley Pruet) by November 1st with names and valid email addresses for a number of prospects equal to 10% of chapter area assigned members or 50, whichever is less</p> <p><u>50</u> points if committee size is 5 or 3% of chapter members (whichever is less)</p> <p><u>50</u> points for an active mentoring program and 5 additional points for each meeting where new members are introduced and recognized – 100 points maximum</p> <p><u>50</u> points for conducting follow-up calls on all delinquent members</p> <p><u>50</u> points for each Young Engineers in ASHRAE (YEA) Night at a chapter meeting (limit of one)</p> <p><u>30</u> points for retention of each new member (dues paid second year)</p> <p><u>25</u> points for Membership Promotion Night at chapter meeting (limit of two)</p> <p><u>25</u> points for each new member in Young Engineers in ASHRAE (YEA) category</p> <p><u>10</u> points for each upgrade from associate to member</p> <p><u>RVC Assigns:</u></p> <p><u>100</u> points for the incoming committee chair attending the committee MP CRC workshop</p> <p><u>50</u> points for the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached)</p> <p><u>50</u> points for planning/goal setting session with RVC (points assigned by RVC by October 1)</p> <p><u>0 to 50</u> points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)</p> <p><u>10</u> points for entering PAOE points each month (RVC to assign)</p>	<p><u>200</u> Points</p>	<p><u>400</u> Points</p>

2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – June, 2008

RESEARCH PROMOTION: CRITERIA	MINIMUM	PAR
<p>GOAL</p> <p>Contributions considered towards a chapter <i>Goal</i> include gifts to ASHRAE, ASHRAE Learning Institute, ASHRAE Research, and the ASHRAE Foundation.</p> <p>Exceptions: Foundation gifts made as part of routine ongoing Foundation Solicitations.</p> <p>A chapter's <i>Goal</i> shall be set by each Region's DRC.</p> <p>OPTION 1 <u>10</u> points earned by a chapter for each 1% of <i>Goal</i> attained – max of 1000 points (100% of Goal)</p> <p>-OR-</p> <p>OPTION 2 <u>10</u> points earned for each dollar per area assigned member attained <u>20</u> additional points for each dollar per area assigned member collected above the Society dollar per member Goal of \$75</p> <hr/> <p><u>300</u> points for reaching Challenge Goal (105% of <i>High Five</i>) <u>250</u> points for each new Golden Circle Investor acquired and credited to the chapter (as determined by the RVC & RP ExCom rules) <u>200</u> points <i>High Five Award</i> <u>150</u> points for each renewed Golden Circle Investor credit divided by number of chapters recognized in accordance with RP ExCom guidelines <u>100</u> points for new <i>High Five</i> level of contributions <u>100</u> points for chapters who have reached goal (based on receipts at headquarters) by June 16, 2009 <u>100</u> points for workshop attendance by incoming committee chair at the Research Promotion training workshop held in either August or September <u>50</u> points for Chapter Full Circle Award (postmarked by December 15th) <u>50</u> points for achieving of 30 percent of goal by December 31st <u>50</u> points for each endowed honor roll level contribution that is an addition to the donor's current fiscal year honor roll level contribution <u>50</u> points for planning/goal setting session with RVC by October 1 <u>25</u> points for formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31st (Note: Recognition certificates must be ordered from headquarters by November 30th to qualify) <u>25</u> points for Research Promotion Night at a chapter meeting (limit of two) <u>10</u> points per \$ per/member for chapters who meet or exceed \$50 per/member and reach or exceed Goal</p>	<p><u>800</u> Points</p>	<p><u>1050</u> Points</p>

2008-2009 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE) – June, 2008

STUDENT ACTIVITIES: CRITERIA	MINIMUM	PAR
<p>$30\sqrt{D/M}$ for chapter investment in student activities</p> <p>D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members</p> <p><u>100</u> points for transferring 10% of graduating student members into associate members <u>100</u> points for establishing a <u>new</u> student branch or reactivating an inactive student branch <u>50</u> points if net student membership exceeds that of previous year <u>50</u> points for each engineering college undergraduate or tech school student placed in an ASHRAE related summer intern job or part-time job during school <u>50</u> points for each entry in the ASHRAE Student Design Project Competition <u>50</u> points for a chapter member mentoring a student design team participating in the ASHRAE Student Design Project Competition <u>50</u> points for each scholarship to a tech or undergraduate engineering student (minimum of \$100 scholarship award) <u>50</u> points for chapters providing formal recognition of student branch advisors to university administration or dean of engineering <u>25</u> points for each K-12 student activity (excluding National Engineering Week) in which one or more chapter member participates (other than advisor) <u>25</u> points for each K-12 activity promoting engineering to and for girls <u>25</u> points for each National Engineering Week Activity <u>25</u> points for each chapter activity with student branch including Student Night (limit of two), meetings, technical programs and technical tours <u>25</u> points for each post H.S. activity in which one or more chapter member participates (other than advisor) <u>25</u> points for each ASHRAE Senior Undergraduate Project Grant funded <u>25</u> points for each Young Engineers in ASHRAE (YEA) Member that presents the ASHRAE Young Engineers in ASHRAE (YEA) program to student branches <u>25</u> points for each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting <u>20</u> points for each student member attending a chapter monthly meeting, a regional meeting, or a Society level meeting (limit 200 points for Society level meetings)</p> <p><u>RVC Assigns:</u> <u>100</u> points for the incoming committee chair attending the committee SA CRC workshop <u>100</u> points for an individual planning/goal setting session with RVC (points assigned by RVC by October 1) <u>50</u> points for each active student branch where the faculty advisor is a chapter member <u>50</u> points for the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached) <u>0 to 50</u> points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) <u>10</u> points for entering PAOE points each month (RVC to assign)</p>	<p><u>300</u> Points</p>	<p><u>500</u> Points</p>

**PAOE 2008-2009
CHAPTER OPERATIONS SAMPLE REPORTING FORM
(MINIMUM = 300 POINTS PLUS 2008-2009 CIQ IN BY JULY 1,
EXCEPTION MAY BE MADE BY DRC, PAR = 500 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2009. **"SAMPLE COPY – DO NOT USE FOR REPORTING – ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
If annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast seminars or other meetings where minimum 45 minute business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.) – 100 points	
For maintaining a chapter website, initial update by October 1 – 100 points	
For conducting chapter planning meeting prior to August 1 st (all officers and committee chairs) – 50 points	
For establishing or maintaining an operating chapter section (each section) – 50 points	
For each Young Engineers in ASHRAE (YEA) member assigned to a committee to provide Young Engineers in ASHRAE (YEA) ideas and participation – 50 points	
For each nomination for the honor of Fellow Grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, with the appropriate documentation in accordance with the procedures as directed on the ASHRAE website – 50 points	
For appointing a chapter publicity chair who issues at least six (6) press releases or arranges one or more TV appearance promoting the work of ASHRAE – 50 points	
For establishing and maintaining a chapter Honors and Awards Committee – 25 points	
If a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited) – 25 points	
For each Research Project proposal submitted by a research organization located within chapter boundaries – 25 points	
For the CRC Action Committee meeting and bringing completed Executive Session worksheet to the Caucus – 25 points	
For each separate social event (limit 2) – 25 points	
For each chapter article published in Insights – 25 points	
For updating chapter website on a monthly basis – 10 points (per month)	
For publishing each chapter newsletter, hardcopy or electronic copy - 10 points	
For each chapter member who registers for a Winter or Annual Society meeting – 5 points	
For each chapter meeting with name tags – 5 points	

DRC ASSIGNS:

For a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1) – 75 points	
For each chapter officer who attends the CRC beyond the Delegate and Alternate – 50 points	
For the first chapter in each region to reach PAR (points to be given based upon DRC reviewing points reported on the Society webpage and chapter contacting DRC when PAR is reached) – 50 points	
For achieving goals established in planning session (points to be assigned by DRC by June 30) – 0 to 50 points	
For the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by April 2009 chapter meeting (Points assigned by May 15, 2009) – 25 points	
For President-Elect attendance at President-Elect Training – 25 points	
For entering PAOE points each month (DRC to assign) – 10 points	
Explanation to reach Minimum for Chapter Operations: To reach minimum, the 2008-2009 CIQ must be complete and forwarded to DRC and Society by July 1 st . DRC is responsible for determining if criteria is met. All individuals serving in a chapter position must be an ASHRAE Member or Associate Member – except Webmaster and Newsletter Editor who can be a student member. No person can serve in more than one officer position (two positions for chapter less than 75 members). A chapter officer may also serve in one committee chair position.	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED.)	

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**PAOE 2008-2009
CHAPTER TECHNOLOGY TRANSFER SAMPLE REPORTING FORM
(MINIMUM = 350 POINTS, PAR = 750 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2009. **"SAMPLE COPY – DO NOT USE FOR REPORTING – ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
<u>PLANNING AND ADMINISTRATIVE ACTIVITIES:</u>	
For committee with a minimum of one + Chapter Level members actively handling CTTC tasks (Chair, Technical, Energy, Programs, Refrigeration, Government Activities member) (one time) – 50 points Level 1 – Less than 100 members Level 2 – 100-249 members Level 3 – 250-499 members Level 4 – 500 or more members	
For completing and publishing meeting schedule and speakers by October 1 (one time) – 50 points	
For submitting a speaker evaluation in an updated chapter speaker list (database) within 30 days to RVC (per meeting) – 25 points	
For entering non-DL speaker information and evaluation within the online database upon recommendation by RVC (per speaker) – 25 points	
<u>AWARDS AND SUBMISSION ACTIVITIES:</u>	
For each Technology Award, Chapter Government Activities Award, Milton Garland Award or Comfort Cooling Award entry into Regional or Society competition – 50 points	
For each Technology Award entry into Chapter competition – 25 points	
For articles in chapter newsletter or chapter website other than on Program (technical, business, legal and management), with copy sent to RVC – 25 points	
For each Handbook, Standard or Guideline reviewed by a chapter member and review submitted to cognizant group – 25 points	
<u>SUSTAINABILITY ACTIVITIES:</u>	
For each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g. energy efficiency, high-performance buildings, etc.) – 30 points	
For each chapter meeting that incorporates three or more of the strategies described below for “greening” their meetings – 25 points	
If a chapter holds an electronic meeting for having >50% of attendees taking public transport – 20 points	
For each chapter meeting in which 50% of the attendees use alternate transportation (e.g., walking, biking, public transportation, etc.) – 20 points	

For each chapter meeting in which 25% of the attendees use alternate transportation (e.g., walking, biking, public transportation, etc.) – 10 points	
Please note for Sustainability Points:	
1. A Chapter Sustainability Award is available for each chapter that obtains at least 200 points from the items listed above under <u>Sustainability Activities</u> .	
2. The Chapter with the highest PAOE Sustainability point total will receive a Regional award.	
<u>MEETING, PRESENTATIONS OR EVENTS:</u>	
For hosting each 3-hour segment of an ASHRAE Learning Institute (ALI) course, 3-hour PDH seminar or satellite teleconference presentation (live or delayed) – 100 points	
For presenting a program on operation and maintenance to a BOMA, IFMA or APPA chapter – 100 points	
For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs – 50 points	
For each documented contact (meeting) by a chapter member with government officials (all government levels including school boards) business or professional groups with the goal of promoting ASHRAE related subjects or Chapter goals and objectives – 25 points	
For each program on refrigeration, Government Activities/Advocacy, business, management, legal education or on a controversial issue (minimum 45 minute presentation, maximum 2 per subject area) – 25 points	
For each technical tour with a 30 minute presentation – 25 points	
For each chapter presentation (minimum 15 minutes) by an ASHRAE voting or corresponding Technical Committee (TC) Task Group (TG) or Standards Project Committee (SPC) member on status of TC or TG efforts (Research activities, Standards activities, Handbook activities, etc.) one per meeting, limit 4 talks per year) – 25 points	
For holding each lunch, breakfast or other meetings, in a geographical location different than the monthly meeting, in addition to eight monthly meetings (minimum 45 minute program) – 25 points	
For each joint meeting held with other industry related societies or other associations (limit 2) – 25 points	
<u>RVC ASSIGNS:</u>	
For the incoming committee chair attending the committee CTT CRC workshop – 100 points	
For establishing and maintaining an ASHRAE library for technology transfer (includes display at chapter meetings and local access to materials such as handbooks, standards, technical papers, information on ASHRAE and information on ordering materials) (one time) – 0 - 100 points	
For the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached) – 50 points	
For planning/goal setting session with RVC (points assigned by RVC by October 1) – 50 points	

For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) – 0 to 50 points	
For updating PAOE points online between December 15 and January 1, and between May 15 and June 1, (or April 15 and May 1 for regions that have Spring CRCs (RVC to assign) – 25 points each	
For entering PAOE points each month (RVC to assign) – 10 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED)	

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**PAOE 2008-2009
HISTORICAL SAMPLE REPORTING FORM
(MINIMUM = 100 POINTS, PAR = 200 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2009. **"SAMPLE COPY – DO NOT USE FOR REPORTING – ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
For chapter historical display at CRC (updated annually) – 50 points	
For publishing article on chapter, company or member history in chapter newsletter, Society publication or chapter website – 50 points	
For the original history and for each one year of chapter history written in current year (i.e., Society Gold Ribbon Award) – 50 points	
For each leadership recall interview – 50 points	
For program on history at monthly chapter meeting (limit of one) – 50 points	
For each history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award) – 50 points	
For chapter archives indexed and maintained – 25 points	
For digitizing chapter archives – 25 points	
(Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter, are not acceptable for PAOE points or the Society Gold Ribbon Award.) Histories for the Gold Ribbon Award shall be written by the Chapter Historian or a member of the Historical Committee from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, standard, person, event or company. Information obtained from electronic material is not acceptable.	
<u>REGIONAL HISTORIAN ASSIGNS:</u>	
For incoming committee chair attending the committee CRC workshop – 100 points	
For the first chapter in each region to reach PAR (points to be assigned by Regional Historian and will be based upon the Regional Historian reviewing points reported on the Society webpage and chapter contacting Regional Historian when PAR is reached) – 50 points	
For entering PAOE points each month (Regional Historian to assign) – 10 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED.)	

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**PAOE 2008-2009
MEMBERSHIP PROMOTION SAMPLE REPORTING FORM
(MINIMUM = 200 POINTS, PAR = 400 POINTS)**

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MINIMUM POINTS	YEAR-TO-DATE
If net area assigned members exceeds that of previous year (25 points for each percent increase in net area assigned member growth) – 100 points	
For a chapter phone campaign for delinquent members with a 10% success rate (obtaining payment from 10% of the members on the delinquent list) – 100 points	
For sending a list of prospective members to Membership Promotion Staff Liaison (Ashley Pruett) by November 1 st with names and valid email addresses for a number of prospects equal to 10% of chapter area assigned members or 50, whichever is less – 100 points	
If committee size is 5 or 3% of chapter members (whichever is less) – 50 points	
For an active mentoring program and 5 additional points for each meeting where new members are introduced and recognized – 100 points maximum	
For conducting follow-up calls on all delinquent members – 50 points	
For each Young Engineers in ASHRAE (YEA) Night at a chapter meeting (limit of one) – 50 points	
For retention of each new member (dues paid second year) – 30 points	
For Membership Promotion Night at chapter meeting (limit of two) – 25 points	
For each new member in Young Engineers in ASHRAE (YEA) category – 25 points	
For each upgrade from associate to member – 10 points	
<u>RVC ASSIGNS:</u>	
For the incoming committee chair attending the committee MP CRC workshop – 100 points	
For the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached) – 50 points	
For planning/goal setting session with RVC (points assigned by RVC by October 1) – 50 points	
For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) – 0 to 50 points	

For entering PAOE points each month – 10 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED)	

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**PAOE 2008-2009
RESEARCH PROMOTION
(MINIMUM = 800 POINTS, PAR = 1050 POINTS)**

THE RESEARCH PROMOTION POINTS ARE ENTERED DIRECTLY FROM HEADQUARTERS. SEE THE 2008-2009 PAOE NEWSLETTER FOR RESEARCH PROMOTION CRITERIA.

RVC REPORTS: FOR WORKSHOP ATTENDANCE BY CHAIR AT THE RESEARCH PROMOTION CENTRALIZED TRAINING WORKSHOP HELD IN EITHER JULY, AUGUST OR SEPTEMBER (POINTS ASSIGNED BY RVC) – 50 POINTS

RVC REPORTS: FOR PLANNING/GOAL SETTING SESSION WITH RVC (POINTS ASSIGNED BY RVC BY OCTOBER 1) – 20 POINTS

PLEASE SEE THE PAOE POINT SUMMARY REPORT ON THE ASHRAE WEBSITE OR RP TRAINING MANUAL FOR RESEARCH PROMOTION POINTS.

THE RESEARCH PROMOTION REPORT IS SENT TO THE CHAPTER RESEARCH PROMOTION CHAIR AT THE END OF EACH MONTH AND TO THE CHAPTER PRESIDENTS FOUR TIMES DURING THE CAMPAIGN (DECEMBER, MARCH, MAY, JULY).

**PAOE 2008-2009
STUDENT ACTIVITIES SAMPLE REPORTING FORM
(MINIMUM = 300 POINTS, PAR = 500 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2009. **"SAMPLE COPY – DO NOT USE FOR REPORTING – ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
$30\sqrt{D/M}$ for chapter investment in student activities D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members	
For transferring 10% of graduating student members into associate members – 100 points	
For establishing a <u>new</u> student branch or reactivating an inactive student branch – 100 points	
If net student membership exceeds that of previous year – 50 points	
For each engineering college undergraduate or tech school student placed in an ASHRAE related summer intern job or part-time job during school – 50 points	
For each entry in the ASHRAE Student Design Project Competition – 50 points	
For a chapter member mentoring a student design team participating in the ASHRAE Student Design Project Competition – 50 points	
For each scholarship to a tech or undergraduate engineering student (minimum of \$100 scholarship award) – 50 points	
For chapters providing formal recognition of student branch advisors to university administration or dean of engineering – 50 points	
For each K-12 student activity (excluding National Engineering Week) in which one or more chapter member participates (other than advisor) – 25 points	
For each K-12 activity promoting engineering to and for girls – 25 points	
For each National Engineering Week Activity – 25 points	
For each chapter activity with student branch including Student Night (limit of two), meetings, technical programs and technical tours – 25 points	
For each post H.S. activity in which one or more chapter member participates (other than advisor) – 25 points	
For each ASHRAE Senior Undergraduate Project Grant funded – 25 points	
For each Young Engineers in ASHRAE (YEA) Member that presents the ASHRAE Young Engineers in ASHRAE (YEA) program to student branches – 25 points	

For each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting – 25 points	
For each student member attending a chapter monthly meeting, a regional meeting, or a Society level meeting (limit 200 points for Society level meetings) – 20 points	
<u>RVC ASSIGNS:</u>	
For the incoming committee chair attending the committee SA CRC workshop – 100 points	
For an individual planning/goal setting session with RVC (points assigned by RVC by October 1) – 100 points	
For each active student branch where the faculty advisor is a chapter member – 50 points	
For the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage and chapter contacting RVC when PAR is reached) – 50 points	
For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) – 0 to 50 points	
For entering PAOE points each month (RVC to assign) – 10 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED.)	

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**PAOE 2008-2009
AREA ASSIGNED MEMBERS (AS OF JUNE 30, 2008)**

REGION I

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
001	Boston	941	55
003	Rhode Island	140	9
004	Connecticut	536	20
006	Long Island	297	28
007	New Jersey	787	17
008	New York	749	144
009	Northeast	273	8
010	Central New York	305	33
011	Rochester	240	10
012	Niagara Frontier	173	6
111	Champlain Valley	110	2
118	Maine	170	47
129	Twin Tiers	121	63
146	Bi-State	259	6
152	Granite State	180	20

REGION II

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
013	Quebec	217	128
014	Montreal	458	189
015	Ottawa Valley	343	26
016	Toronto	958	71
037	Hamilton	211	32
100	Halifax	134	9
116	London	110	20
117	NB/PEI	115	33
141	Windsor	53	22

REGION III

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
021	Philadelphia	849	64
022	Central Pennsylvania	418	60
023	Johnstown	65	31
024	Pittsburgh	342	146
025	Baltimore	763	11
026	National Capital	1007	52
027	Hampton Roads	210	5
028	Richmond	274	11
098	Lehigh Valley	157	5
112	Delaware	198	2
125	Roanoke	177	23
134	Anthracite	97	1

**PAOE 2008-2009
AREA ASSIGNED MEMBERS (AS OF JUNE 30, 2008)**

REGION IV

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
029	North Piedmont	215	51
030	Southern Piedmont	378	7
031	South Carolina	142	2
032	Atlanta	970	187
097	Greenville	229	2
106	Triangle	413	39
113	Charleston	129	40

REGION V

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
038	Cleveland	352	2
039	Columbus	356	38
040	Cincinnati	349	23
041	Dayton	189	25
042	Toledo	120	1
043	Central Indiana	335	35
044	Evansville	91	12
045	Detroit	520	64
047	Western Michigan	328	68
090	Akron/Canton	143	5
103	Northern Indiana	82	5
120	Fort Wayne	92	4
121	Eastern Michigan	97	10

REGION VI

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
048	Wisconsin	379	45
049	Illinois	1190	59
050	Central Illinois	175	25
051	Iowa	246	18
052	Minnesota	931	92
054	Saint Louis	597	57
095	Madison	261	34
107	Northeast Wisconsin	145	3
115	La Crosse Area	131	15
119	Rockford	62	2
123	Mississippi Valley	128	1
159	Cedar Valley	75	1

**PAOE 2008-2009
AREA ASSIGNED MEMBERS (AS OF JUNE 30, 2008)**

REGION VII

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
055	Louisville	178	8
056	Memphis	210	6
057	Birmingham	261	4
058	Mobile	70	5
059	New Orleans	114	0
060	Baton Rouge	100	8
061	Mississippi	98	5
088	Nashville	300	10
099	East Tennessee	182	4
114	Tennessee Valley	77	36
128	Bluegrass	162	24
130	Northwest Florida	81	2
133	North Alabama	53	0

REGION VIII

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
062	Arkansas	270	40
063	Shreveport	80	5
064	Houston	679	49
065	Alamo	243	15
066	Austin	247	40
067	Dallas	627	10
068	Central Oklahoma	291	29
069	Northeastern Oklahoma	211	30
070	Fort Worth	295	2
071	West Texas	76	10
091	East Texas	79	20
154	South Texas	67	2
165	Mexico City	118	72
166	Monterrey	98	70
173	Guadalajara	38	5

REGION IX

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
053	Kansas City	609	210
072	El Paso	65	11
073	Rocky Mountain	748	59
074	Utah	283	19
075	Nebraska	331	24
076	Wichita	109	15
077	New Mexico	172	15
093	South Dakota	153	61
127	Black Hills Area	45	3
131	Big Sky	114	5
135	Idaho	137	3
148	Pikes Peak	103	2
150	Ozarks	62	5

**PAOE 2008-2009
AREA ASSIGNED MEMBERS (AS OF JUNE 30, 2008)**

REGION X

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
081	Sacramento Valley	292	9
082	Golden Gate	782	50
083	San Joaquin	89	8
084	Southern California	710	38
085	San Diego	372	21
086	Central Arizona	372	39
087	Tucson	104	12
092	Southern Nevada	225	9
101	San Jose	224	10
105	Orange Empire	368	17
108	Hawaii	229	26
126	Northern Nevada	99	6
144	Sierra Delta	54	2
155	Tri County	99	14

REGION XI

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
017	Manitoba	152	2
018	Southern Alberta	323	17
019	Northern Alberta	231	44
020	British Columbia	495	12
078	Inland Empire	96	7
079	Puget Sound	727	53
080	Oregon	572	90
096	Regina	70	4
102	Saskatoon	97	54
122	Alaska	188	9
136	Mid-Columbia	60	8
145	Vancouver Island	52	4

REGION XII

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
034	Jacksonville	315	74
035	Florida West Coast	418	44
036	Miami	203	41
094	Central Florida	342	33
104	Gold Coast	162	2
109	Spacecoast	87	1
110	Puerto Rico	149	26
132	Gulfstream	134	2
139	Southwest Florida	119	2
172	Brasil	140	12
178	Argentina	82	34

**PAOE 2008-2009
AREA ASSIGNED MEMBERS (AS OF JUNE 30, 2008)**

REGION XIII

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
142	Singapore	268	8
143	Hong Kong	667	149
149	Malaysia	192	60
157	Taiwan	94	5
167	Philippines	80	85
170	Thailand	70	3
183	Indonesia	87	53

REGION-AT-LARGE CHAPTERS

CHAPTER #	CHAPTER NAME	MEMBERS	STUDENTS
158	India	202	13
160	Saudi Arabia	114	3
161	Cairo	70	52
162	Lebanese	80	64
163	Western India	115	19
164	Kuwait	118	47
168	Hellenic	212	12
169	South India	103	6
171	Sri Lankan	64	3
174	Pakistan	48	119
175	Emirates Falcon	523	16
176	Danube	128	9
177	Portugal	89	29
179	Northern Pakistan	42	11
180	Polonia	38	7
181	Bahrain	50	0
182	Spain	135	1
184	Qatar Oryx	87	0