

ASHRAE REGION II - MEETING EXPENSES SUMMARY TABLES

Version# 2026-01

Effective Date: Aug 30, 2026

SUMMARY

This file contains separate sheets/tables to allow for easy reference that shows expense summary for members that attend meetings on behalf of ASHRAE Society.

If a table cell is blank then the member/attendee would need to cover cost or possibly check if their chapter may cover the expenses.

These sheets combine the results of previous Regional Motions and discussion but should be reviewed and updated on a regular basis to ensure correct. These tables were presented at the 2026 CRC Chapter Delagates revised and discussed. It was explained that these tables should help for future clarification as to what is covered. The reimbursement amounts may need to be adjusted based on Region Funds and who the Region wishes to support.

CHAPTER REGIONAL CONFERENCE (CRC)

CRC is held once each year - typically the 4th weekend in Aug (Friday to Sunday)

The host chapter rotates between each of the 9 chapters

Attended by the Regional Officers and each chapter to have a Delegate + Alternate

It is suggested chapter also send chapter chairs to the CRC depending on what the chapter can afford

The CRC has business sessions that run from Friday Morning to Sunday at noon

Workshops for chapter chairs occur on the Saturday

During the CRC the Delagate & Alternate attend caucus meetings in which they vote on future Regional Officers which is a closed session to allow and recommend members for Society positions

Past CRC Minutes can be reviewed for more information

Society Winter and Annual Meetings

Society has 2 main meetings each year - Winter and Annual (Summer)

The Winter meeting typically occurs late January/early Feb along with AHR Show

The Annual (summer) meeting typically occurs in June

more information about dates and conferences can be found on the ashrae.org-->>conferences

Region II provides some reimbursement for members to attend the Society meetings

funds may not cover full amount of expenses but help to reduce the cost required by the member

Members attending the Society meeting are expected to attend their corresponding committee meeting(s)

Other Society Meetings

ASHRAE Centralized Training

Membership Promotion (MP) and Research Promotion (RP) society commities host centralized training for chapter chairs

The Chapter Chairs and RVCs are expected to attend the centralized training

YEA LEADERSHIP Weekend

LeaDRS PROGRAM

Chapter Visits

Regional Offices are suggest to visit chapters to review and discuss Society items with the Chapter Board Of Governors (BOG) and attend a chapter meeting. Meeting time is expected to be given during the chapter meeting to allow the visting Regional Officer(s) to have a short presentation. Regional Officers typically have a 3 year term and so it is suggested that each of the 9 chapters are visited during the RVC's term (3 years x 3 chapters/year = 9 chapter visits).

Regional Planning Meeting (RPM) & President Elect Training (PET)

A planning meeting for incoming Chapter Presidents (who are typically the upcoming CRC Delegates) to prepare for the next year. The Planning meeting reviews what expectations are at the CRC and also discuss possible chapter members who may wish to have names presented at the CRC for position(s) as a future Regional Officer or as a Society Committee Member.

Fiscal Impact

Table to allow for a overall summary of what may be required for Region II funds need to cover.

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CHAPTER REGIONAL CONFERENCE (CRC)

SUMMARY	Travel	Hotel paid by	Conf Fees/Registration	Notes
DRC	Society	Society	Society	
RMCR	Society	Region II Fund	Region II Fund	
ARC		Region II Fund*	Region II Fund*	* NEW
Regional Representative		Region II Fund*	Region II Fund*	* NEW
RVC's				
CTT	Society	Region II Fund	Region II Fund	
MP	Society	Region II Fund	Region II Fund	
RP	Society	Region II Fund	Region II Fund	
SAC	Society	Region II Fund	Region II Fund	
GAC	Society	Region II Fund	Region II Fund	
YEA	Society	Region II Fund	Region II Fund	
Nominating				
Member	Society	Region II Fund	Region II Fund	
Alternate	Society	Region II Fund	Region II Fund	
Reserve Alternate				
Regional Historian	Society	Region II Fund*	Region II Fund*	* NEW
Regional Treasurer	Society	Region II Fund*	Region II Fund*	* NEW
Regional DEI		Region II Fund*	Region II Fund*	* NEW
Regional Communication		Region II Fund*	Region II Fund*	* NEW
Chapter Delegates x9	Society	Chapter	Chapter	one Delegate per chapter
Chapter Alternates x9	Society	Chapter	Chapter	one Alternate per chapter
Section Presidents x1	Regional Allocated Visit	Chapter	Chapter	one section for Region 2 = Newfoundland and Labrador
Chapter Chairs (workshop)	one Chapter Chair per position; chapters should try to send as many to CRC as the chapter can afford			
CTT x9	Society	Chapter	Chapter	
MP x9	Chapter	Chapter	Chapter	*Expected to attend ASHRAE Centralized Training
RP x9	Chapter	Chapter	Chapter	*Expected to attend ASHRAE Centralized Training
SAC x9	Society	Chapter	Chapter	
GAC x9	Society	Chapter	Chapter	
YEA x9	Society	Chapter	Chapter	
Comm x9	Chapter	Chapter	Chapter	
Historian x9	Chapter	Chapter	Chapter	
DEI x9	Chapter	Chapter	Chapter	
CRC General Chair				
Current Year	N/A	included in CRC budget	included in CRC budget	
Following Year	Chapter	Chapter	Chapter	
Previous Year	the Chapter Delegate can submit/present financial report summary from previous CRC if previous CRC Chair can not attend			
CRC Recording Secretary	N/A	N/A	included in CRC budget	Usually, somebody already present is selected

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Society Winter and Annual Meetings

SUMMARY	Winter		Hotel	Conference	
Position	Travel	Hotel paid by	Expense Limit	Fees/Registration	Notes
DRC	Society	Society	Society	Society	
RMCR	Society	Region II Fund	350\$/night for 5 Nights	Not Covered	
ARC					
Regional Representative					
RVC's					
CTT	Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
MP	Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
RP	Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
SAC	Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
GAC	Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
YEA	Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
Nominating					
Member	Society	Region II Fund	350\$/night for 2 Nights	Not Covered	
Alternate	Society	Region II Fund	350\$/night for 2 Nights	Not Covered	
Reserve Alternate					
Regional Historian					
Regional Treasurer					
Regional DEI					
Regional Communication					
Society Grassroots Committee					
Chair	Society			Not Covered	
Vice-Chair	Society			Not Covered	

Annual (Summer)		Hotel	Conference	Notes
Travel	Hotel paid by	Expense Limit	Fees/Registration	
Society	Society	Society	Society	
Society	Region II Fund	350\$/night for 5 Nights	Not Covered	
Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
Society	Region II Fund	350\$/night for 3 Nights	Not Covered	
Society	Region II Fund	350\$/night for 2 Nights	Not Covered	
Society	Region II Fund	350\$/night for 2 Nights	Not Covered	
Society	Region II Fund	350\$/night for 2 Nights	Not Covered	
Society			Not Covered	
Society			Not Covered	

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ASHRAE Centralized Training

SUMMARY					
Position	Travel	Hotel paid by	Expense Limit	Conference Fees and Registration	Notes
Chapter Chairs (workshop)					
RP x9	Society	Chapter	Chapter	None	no meeting fees for Society centralized training
MP x9	Society	Chapter	Chapter	None	
RVC RP	Society	Region II Fund	350\$/night for 2 Nights	None	
RVC MP				None	

YEA LEADERSHIP Weekend

Position	Travel	Hotel paid by	Hotel Expense Limit	Conference Fees and Registration	Notes
YEA Attendee	Chapter	Chapter/Personal	500\$/person	None	typically a Friday to Sunday event (2 nights hotel required)
YEA LEADERSHIP Weekend					Region II allows \$500 to assist attendees (max 2 per year)
for Young Engineers in ASHRAE (YEA), 35 year old and younger: meeting for the future leaders of ASHRAE					registration fees are paid to Society who arranges for hotel room and includes meals
to learn more about the Society, develop soft skills and network with other young professionals.					Society typically arranges for 2 YEA Leadership Weekends per year
Refer to Society web site for more information, dates, and fees.					

LeaDRS PROGRAM

Position	Travel	Hotel paid by	Hotel Expense Limit	Conference Fees and Registration	Notes
LeaDRS Attendee	Chapter	Chapter/Personal	1,500\$/person	None	assistance to allow a member to attend a Society meeting - Winter or Annual (Summer)
ASHRAE Region LeaDRS Program					Region II allows \$1500 to assist attendees (max 2 per year)
Leadership Development through Regional Support (LeaDRS)					attendee(s) will need to register for the Society meeting and shadow the DRC
Society promoted regional program that encourages the development of future regional and Society leaders.					
The LeaDRS program allows a Region to select an ASHRAE member to shadow their Director and Regional Chair (DRC) at an ASHRAE conference.					
The LeaDRS program is open to all ASHRAE members (it is not restricted to YEA members).					
The LeaDRS program is run, funded, and administered by each Region.					
Contact DRC to get approvals.					

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Chapter Visits

SUMMARY				
Position	Travel	Hotel	Chapter Meeting Fees	Notes
DRC	Regional Allocated Visit*	Host Chapter	Host Chapter	visits schedule determined at CRC
RMCR	Regional Allocated Visit*	Host Chapter	Host Chapter	
ARC	Regional Allocated Visit*	Host Chapter	Host Chapter	
Regional Representative	Regional Allocated Visit*	Host Chapter	Host Chapter	
RVC's				
CTT	Regional Allocated Visit*	Host Chapter	Host Chapter	
MP	Regional Allocated Visit*	Host Chapter	Host Chapter	
RP	Regional Allocated Visit*	Host Chapter	Host Chapter	
SAC	Regional Allocated Visit*	Host Chapter	Host Chapter	
GAC	Regional Allocated Visit*	Host Chapter	Host Chapter	
YEA	Regional Allocated Visit*	Host Chapter	Host Chapter	
Nominating				
Member	Regional Allocated Visit*	Host Chapter	Host Chapter	
Alternate	Regional Allocated Visit*	Host Chapter	Host Chapter	
Reserve Alternate				
Regional Historian	Regional Allocated Visit*	Host Chapter	Host Chapter	
Regional Treasurer	Regional Allocated Visit*	Host Chapter	Host Chapter	
Regional DEI	Regional Allocated Visit*	Host Chapter	Host Chapter	
Regional Communication	Regional Allocated Visit*	Host Chapter	Host Chapter	
Distinguished Lecturer (DL)	Society	Host Chapter	Host Chapter	

* visit needs to be confirmed with DRC that within yearly total allocations for the region
or if visit needs to be paid from Region II Funds
DL visits need to be reviewed with RVC CTTC to be witing Society allocated visits
each chapter should be allocated one DL visit per year
but chapters can schedule DL visits between chapters one after the another
so that considered "one visit" and then would allow additional chapter visits

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Regional Planning Meeting (RPM) & President Elect Training (PET)

SUMMARY				
Position	Travel	Hotel	Other Costs	Notes
DRC	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
RMCR		*Chapter	None	*Usually not required but if a necessity, covered by Chapter
ARC		*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Regional Representative		*Chapter	None	*Usually not required but if a necessity, covered by Chapter
RVC's				
CTT	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
MP	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
RP	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
SAC	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
GAC	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
YEA	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Nominating				
Member	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Alternate	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Reserve Alternate				
Regional Historian	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Regional Treasurer	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Regional DEI		*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Regional Communication		*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Chapter Delegates x9	Regional Allocated Visit	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Section Presidents x1	Regional Allocated Visit	*Section	None	one section for Region 2 = Newfoundland and Labrador
CRC General Chair				
Current Year	Society	*Chapter	None	*Usually not required but if a necessity, covered by Chapter
Following Year	attendance at RPM/PET not required			just the next upcoming CRC Chair to attend RPM/PET
Previous Year	attendance at RPM/PET not required			
Group Meal(s)			Region II Fund	Region II fund can pay for meals at RPM/PET if not "donated"

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SUMMARY

9,900.00 \$

9,900.00 \$

(700.00) \$

700.00 \$

- \$

- \$

Position	CRC	Society Meetings	Centralized Training	Chapter Visits	RPM & PET
DRC	- \$	- \$	- \$	- \$	- \$
RMCR	- \$	- \$	- \$	- \$	- \$
ARC	1,650.00 \$	- \$	- \$	- \$	- \$
Regional Representative	1,650.00 \$	- \$	- \$	- \$	- \$
RVC's					
CTT	- \$	- \$	- \$	- \$	- \$
MP	- \$	- \$	- \$	- \$	- \$
RP	- \$	- \$	700.00 \$	- \$	- \$
SAC	- \$	- \$	- \$	- \$	- \$
GAC	- \$	- \$	- \$	- \$	- \$
YEA	- \$	- \$	- \$	- \$	- \$
Nominating					
Member	- \$	(700.00) \$	- \$	- \$	- \$
Alternate	- \$	(700.00) \$	- \$	- \$	- \$
Reserve Alternate					
Regional Historian	1,650.00 \$	- \$	- \$	- \$	- \$
Regional Treasurer	1,650.00 \$	700.00 \$	- \$	- \$	- \$
Regional DEI	1,650.00 \$	- \$	- \$	- \$	- \$
Regional Communication	1,650.00 \$	- \$	- \$	- \$	- \$
Chapter Delegates x9	- \$	- \$	- \$	- \$	- \$
Chapter Alternates x9	- \$	- \$	- \$	- \$	- \$
Section Presidents x1	- \$	- \$	- \$	- \$	- \$
Chapter Chairs (workshop)					
CTT x9	- \$	- \$	- \$	- \$	- \$
MP x9	- \$	- \$	- \$	- \$	- \$
RP x9	- \$	- \$	- \$	- \$	- \$
SAC x9	- \$	- \$	- \$	- \$	- \$
GAC x9	- \$	- \$	- \$	- \$	- \$
YEA x9	- \$	- \$	- \$	- \$	- \$
CRC General Chair					
Current Year	- \$	- \$	- \$	- \$	- \$
Following Year	- \$	- \$	- \$	- \$	- \$
Previous Year	- \$	- \$	- \$	- \$	- \$
CRC Recording Secretary	- \$	- \$	- \$	- \$	- \$

Number of Hotel Nights

Eventually....

103 Nights

(50.00) \$

(5,150.00) \$

total of below counts =	45	56	2	0	
	CRC	Society Meetings	Centralized Training	Chapter Visits	RPM & PET
	3	10			
	3				
	3				
	3	6			
	3	6			
	3	6		2	
	3	6			
	3	6			
	3	4			
	3	4			
	3				
	3	2			
	3				
	3				