

**2012-2013**  
**CRC CHAPTER SUMMARY REPORT INSTRUCTIONS**

**1. MEMBERSHIP PROMOTION:**

- **Area assigned members** = members who have paid society dues (available from the **PAOE Area Assigned Member Count Listing** on the ASHRAE website). At [www.ashrae.org](http://www.ashrae.org), login using your email address and password. Click on the Society Groups tab and select Chapters. Scroll down and click on the generic PAOE newsletter then select View Reports. On the next page, select **Area Assigned Member Count Listing** and click the submit button. The next page is the listing of Area Assigned Members and Students by chapter and region.
- **Chapter dues paying members** = number of members in current chapter roster, excluding students (available from the **Chapter Dues Paid/Unpaid Report**. This report is included in the Chapter Management Reports posted on the ASHRAE website at [www.ashrae.org](http://www.ashrae.org). From the ASHRAE homepage, login using your email address and password. Select the Society Groups tab, then Chapters. On the left side of the screen, select Run Reports then click on the link for your chapter. On the next page, click on Run Chapter Reports, select **Run Chapter Dues Paid to Society Report by Date**.
- **New members to date** = new chapter dues paying members (available from the **New Members Report**. This report is included in the Chapter Management Reports posted on the ASHRAE website at [www.ashrae.org](http://www.ashrae.org). (See instructions above in Chapter Dues Paying Members), then select **Run New Member Report by Date**.
- **Delinquent members to date** = delinquent area assigned members (available from the **Society Unpaid Dues Report-Members**. This report is included in the Chapter Management Reports on the ASHRAE website at [www.ashrae.org](http://www.ashrae.org). (See instructions above in Chapter Dues Paying Members), then select **Run Chapter Delinquency Report by Date**.

**Instructions to access the Chapter Management Reports are listed in the above paragraph for Chapter Dues Paying Members. These are live data reports so your numbers are up-to-date. If you have any questions or need further assistance, please contact the following ASHRAE staff: Daniel Gurley ([dgurley@ashrae.org](mailto:dgurley@ashrae.org)); or Vickie Grant ([vgrant@ashrae.org](mailto:vgrant@ashrae.org)) or Jeanie Kirksey ([jkirksey@ashrae.org](mailto:jkirksey@ashrae.org))**

**2. STUDENT ACTIVITIES:**

The number of new student members is available from chapter membership report.  
List the number of student branches the chapter is currently supporting.

Information that may be included in the attached chapter executive summary; number of K-12 student activities, number of post high school student activities, number of teach-ins per class to an organized student group and monthly meeting student nights.

**3. Chapter Technology Transfer:**

Information that may be included in the attached chapter executive summary; the number of technical programs on refrigeration technology to professional or business groups, number of presentations by an ASHRAE TC member, number of chapter sponsored continuing education courses, the number of Technology Award submittals into chapter, regional and Society competition and Government Affairs Award entries into regional competition.

List the number of regular monthly meetings with tech program

List the average chapter monthly meeting attendance

List the number of seminars, ALI courses, tours or other technical programs outside regular monthly meeting

List the number of chapter social events

List the number of Chapter Technology Awards and the number of chapter presentations on refrigeration technology

Information that may be included in the attached chapter executive summary; if the full chapter yearly programs and speakers and schedules were announced in the chapter newsletter by October 22, list of chapter programs and speakers.

**4. RESEARCH PROMOTION/FUNDRAISING:**

List the chapter goal and the total dollars contributed.

Information that may be included in the attached chapter executive summary; full circle level, number of RP nights, number of contributions \$50 and above, High Five Award and RP trends.

**5. CHAPTER HISTORY:**

Indicate if the chapter had a historical display at the CRC or has moved the current history information to the chapter website.

**6. FINANCES:**

List the chapter total funds balance (include all accounts), chapter dues, average monthly meal cost and the date of the last chapter audit.

Information that may be included in the attached chapter executive summary; the dollar amount for reserve funds, active checking, scholarship accounts. Describe any other sources of income and describe any special project or programs funded by the chapter.

**Contents of Chapter Executive Summary Attachment:**

**1. Chapter Problems**

List your chapter's problems and comment on your solutions to these problems.

**2. Chapter Innovations and Suggestions**

Comment on any successes and new ideas that were introduced during the year.

**3. CRC Summary Form Background**

Include a brief paragraph for each section of the CRC summary report form that highlights the chapter activities not included on the summary for each area.

## 2012-2013 ASHRAE CRC CHAPTER SUMMARY REPORT

<b>REGION</b>	VII	<b>CHAPTER WEBSITE:</b> <a href="http://www.ashraeregion.org/wv">www.ashraeregion.org/wv</a>		
<b>CRC LOCATION</b>	CHARLESTON, WV			
<b>CHAPTER</b>	WEST VIRGINIA			
<b>CHAPTER NUMBER</b>				
<b>1. MEMBERSHIP PROMOTION</b>		<b>YTD/REPORTED 2012-2013</b>	<b>REPORTED 2011-2012</b>	<b>REPORTED 2010-2011</b>
NUMBER OF AREA-ASSIGNED MEMBERS (AAM)		63	42 (SECTION)	36 (SECTION)
NUMBER OF CHAPTER DUES PAYING MEMBERS (CDPM)		24 (LIMITED DATA)	0	0
NUMBER OF NEW MEMBERS TO DATE (AAM)		21	6	0
NUMBER OF MEMBERS DELINQUENT TO DATE (AAM)		8	NO DATA	NO DATA
<b>2. STUDENT ACTIVITIES</b>				
NUMBER OF NEW STUDENT MEMBERS		17	0	0
NUMBER OF ACTIVE STUDENT BRANCHES		0	0	0
<b>3. CHAPTER TECHNOLOGY TRANSFER</b>				
NUMBER OF REGULAR MONTHLY MEETINGS WITH TECH PROGRAM		4 PHYSICAL., 2 ELECTRONIC	0	0
MONTHLY MEETING ATTENDANCE (TOTAL/AVERAGE)		26	0	0
NUMBER OF SEMINARS, ALI COURSES, TOURS OR OTHER TECHNICAL PROGRAMS OUTSIDE REGULAR MONTHLY MEETING		4 (3 AFTERNOON, 1 EXPO)	0	0
NUMBER OF TECHNICAL PROGRAMS ON REFRIGERATION TECHNOLOGY		0	0	0
NUMBER OF SOCIAL EVENTS SEPARATE FROM A TECHNICAL PROGRAM (I.E. GOLF, MEMBER'S NIGHT OUT, ETC.)		1 (YEA)	0	0
NUMBER OF ADVOCACY MEETINGS AND OTHER ACTIVITIES		3 STATE, WVCOA	2	0
NUMBER OF TECHNOLOGY AWARD SUBMITTALS TO CHAPTER/REGION		0	0	0
<b>4. RESEARCH PROMOTION/FUNDRAISING</b>				
CHAPTER GOAL		0	0	0
TOTAL DOLLARS CONTRIBUTED		0	0	0
<b>5. CHAPTER HISTORY</b>				
CHAPTER HISTORICAL DISPLAY AT CRC		NO	NO	NO
CHAPTER HISTORY MOVED TO WEB SITE		NO	NO	NO
<b>6. FINANCES</b>				
TOTAL FUNDS BALANCE		\$4655	\$1000	\$0
CHAPTER DUES		30	30	30
MEMBER COST OF MEALS		15	-	-
DATE OF LAST CHAPTER AUDIT		MAY 2013	-	-

**SPRING CRCs – ENTER DATA FOR THE CURRENT YEAR IN THE “YTD REPORTED” COLUMN AND ENTER YTD RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.**

**FALL CRCs – ENTER DATA FOR THE YEAR JUST COMPLETED IN THE “YTD REPORTED” COLUMN AND ENTER DATA FOR YEAR-END RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.**