



## MINUTES

### EXECUTIVE COMMITTEE MEETING

Conference Call Meeting  
July 31, 2017

**Note: These draft minutes have not been approved and are not the official, approved record until approved by the Executive Committee.**

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July 31, 2017

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**PRINCIPAL MOTIONS**  
Executive Committee Meeting  
July 31, 2017

<b>No. - Pg.</b>	<b>Motion</b>
1 – 2	That ExCom recommends to the Board of Directors the withdrawal from the ASHRAE Reserve Fund of \$100,000 spread across Society Years 2017-18 and 2018-19 to support the development of the Strategic Plan that will become effective in July 2019 be approved.



## **EXECUTIVE COMMITTEE MEETING**

July 31, 2017

### **MEMBERS PRESENT:**

Bjarne W. Olesen, President  
Sheila J. Hayter, President-Elect  
Darryl K. Boyce, Treasurer  
Julia A. Keen, Vice President  
Mick C. A. Schwedler, Vice President  
M. Ginger Scoggins, Vice President  
Edward K.C. Tsui, Vice President

### **STAFF PRESENT:**

Jeff H. Littleton, Executive Vice President  
Mary D. Townsend, Executive Assistant

### **Call to Order**

President Olesen called the meeting to order on Monday, July 31, 2017 at 9:06 a.m. ExCom members and staff attended as listed above.

### **Review of the Agenda**

Mr. Littleton requested that "Fall Meeting Schedule at ASHRAE Headquarters" be added to New Business.

### **Action Items**

#### **June 24 and June 28, 2017 – Long Beach, California Attachment A**

The action items from the June 24 and June 28, 2017 ExCom meeting were reviewed and Attachment A shows updated items.

#### **June 29, 2017 – Long Beach, California Attachment B**

The action items from the June 29, 2017 ExCom meeting were reviewed and Attachment B shows updated items.

**New Business****Funding for the Next Strategic Planning Cycle** Attachment C – Revised Document

Ms. Hayter moved:

- (1) That ExCom recommends to the Board of Directors the withdrawal from the ASHRAE Reserve Fund of \$100,000 spread across Society Years 2017-18 and 2018-19 to support the development of the Strategic Plan that will become effective in July 2019 be approved.

**Background:** The Society needs to start building the next strategic plan now if it is going to be ready to launch in July of 2019. A proposed schedule is below:

- **October 2017** – Staff to finalize a contract for Jay Younger, McKinley Advisors to facilitate the strategic planning cycle in partnership with PLC.
- **November 2017 Board Meeting, Atlanta** – PLC will organize a brainstorming session with the Board, in addition to the regular Board meeting.
- **March 2018 Board Meeting, Atlanta** – A Board meeting dedicated to strategic plan development. Tentatively scheduled for March 9-10, coinciding with Board/Officer orientation and appointments to reduce travel costs and be more time-efficient.
- **December 2018** – Release of draft strategic plan to grassroots volunteer leaders (Regions, Chapters, etc.) for review.
- **March 2019** – Final plan completed. Budget for strategic plan included in preliminary budget review.
- **June 2019** – Final plan and budget approved.
- **July 2019** – Plan implementation.

**Fiscal Impact:** \$100K spent from reserves to be spread over Society years 2017-18 and 2018-19. No impact on General Fund surplus/deficit budget already approved for 2017-18.

- **2017-18** – +/- \$30K for a portion of McKinley Advisor cost (contract not yet negotiated) plus \$40K for dedicated March 2018 Board meeting.
- **2018-19** – \$30K for final portion of McKinley Advisor cost

Discussion included:

- Removing Jay Younger, McKinley Advisors in the background and fiscal impact.
- Agreement that it would be the Planning Committee and/or the Executive Committee to decide on the contractor.
- Decision on the contractor will be an information item to the Board.

**MOTION 1 PASSED** (Unanimous, CNV)

**Fall Meeting Schedule at ASHRAE Headquarters** Attachment D

Mr. Littleton presented an overview of the meetings to be held at ASHRAE headquarters during the week of November 2 – November 6, 2017. A schedule will be presented to the Board with the report from ExCom.

**Executive Session**

The executive session was held from 10:20 AM to 10:26 AM.

**Next Meeting**

The Executive Committee Fall Meeting will be held on Sunday, November 5<sup>th</sup> and Monday, November 6<sup>th</sup>.

**Adjournment**

Mr. Olesen thanked everyone for attending. The meeting was adjourned at 10:30 AM on Monday, July 31, 2017.



Jeff H. Littleton, Secretary

mdt/2017/08/3

Distribution: Board of Directors  
Staff Directors

- Attachments:
- A. Action Items – June 24 – 28, 2017 Long Beach, California
  - B. Action Items – June 28, 2017 Long Beach, California
  - C. Funding for the Next Strategic Planning Cycle – Revised Document
  - D. Fall Meeting Schedule at ASHRAE Headquarters

**ACTION ITEMS**  
Executive Committee Meeting  
June 24 and 28, 2017  
**Updated Status as of July 31, 2017**

<b>Item</b>	<b>Responsible</b>	<b>Summary of Action</b>	<b>Status</b>
1 – 2	Olesen/Littleton	(Carryover) Investigate the cost for membership in INIVE which would include participation by all ASHRAE members. <b>(Update:</b> 10/2016 - \$6,000 all ASHRAE members in N.A., \$1500 for all U.S. members. 1/2017: Ongoing. 3/2017: Ongoing. <b>6/2017: Ongoing.)</b>	<u>Ongoing:</u> discussing logistics – active.
2 – 2	Littleton	(Carryover) Reapply as a partner to CCAC, instead of as an actor. <b>(Update:</b> 1/2017 – Ongoing. 3/2017: Ongoing. <b>6/2017: Ongoing.)</b>	<u>Ongoing</u>
3 – 2	Olesen	(Carryover) Decide on who we should ask to be the flammability expert speaker at the event in July and contact them by mid- April, to see if they can attend the July meeting. <b>(Update:</b> 6/2017: <b>Ongoing.)</b>	<u>Complete</u>
4 – 2	Littleton	(Carryover) Work with staff and Mr. Wentz to produce a new antitrust electronic training module. <b>(Update:</b> 6/2017: <b>Ongoing.)</b>	<u>Ongoing</u>
5 – 2	Tsui	(Carryover) Notify PubEd of the location of the Professional Practice Guidelines. <i>(Secretary’s Note: This is in reference to an original action item “Work with PubEd and GGAC for the appropriate location to place the Guidelines for Professional Practice in the ASHRAE structure. (Update: 10/2016 - Ongoing. 6/2017: Ongoing.)</i>	<u>Ongoing</u>
6 – 2	Hayter	(Carryover) Explore the engagement between policy makers and technical professionals with regard to climate issues once the Washington D.C. office is fully staffed. <b>(Update:</b> 6/2017: <b>Ongoing.)</b>	<u>Ongoing</u>
7 – 2	Littleton	(Carryover) Update the Executive Committee Reference Manual with appropriate staff changes. <b>(Update:</b> 6/2017: <b>Ongoing.)</b>	<u>Ongoing</u>
8 – 2	Olesen	(Carryover) Notify Members Council about the effort to encourage student members to become members of other international societies. <b>(Update:</b> 6/2017: <b>Ongoing.)</b>	<u>Ongoing</u>
9 – 2	Boyce	Request that the three council identify their 5 least impactful programs/initiatives with coordination and input from Finance and Planning committees. Reports due by the Winter Meeting in Council reports. (Secretary’s Note: Recognizing that some of our programs are specifically designed to be member benefits and not profitable.)	<u>Ongoing</u>
10 – 3	Olesen	Propose the DRC forum developing ways to budget the 25K set aside for special insurance for regional and chapter contact sports, shooting events and water sports	<u>Ongoing –</u> <u>Abrams</u> <u>contacting</u>

**ACTION ITEMS**  
 Executive Committee Meeting  
 June 24 and 28, 2017  
 Updated Status as of July 31, 2017

		events and the process for application for financial assistance support.	<u>B. Skelton, Chair of DRC Forum for update. Complete</u>
11 – 3	Olesen	Notify CLIMA 2019 that they will be reporting to CEC this Society year and not the Executive Committee.	<u>Complete</u>
12 – 4	Boyce	Work with the Finance Committee on an alternative way to determine membership dues besides the CPI.	<u>Ongoing</u>
13 – 4	Scoggins	Give direction to the IAST MTG to create a Research Topic Acceptance Request (RTAR). (Secretary's Note: MTG formed as part of the Strategic Plan –Initiative 1B)	<u>Complete</u>
14 – 5	Littleton	Check with legal counsel if Cuba can be a member of AASA and also any approved funding opportunities for Cuba by ASHRAE or its partners.	<u>Ongoing</u>
15 – 5	Littleton	<del>Explore marketing options going forward since the U. S. withdrawal from the Paris Agreement. (Examples: international mayors, GGAC, National Association of State Energy Officials.)</del> Explore ways to become more involved with the International Conference of Mayors.	<u>Changed wording- Ongoing</u>
16 – 5	Olesen	Provide ethics complaint report to the Board in the future at the Annual Meeting.	<u>Complete</u>
17 – 6	Littleton	Investigate membership into Global Alliance Buildings. (GABC)	<u>Ongoing</u>
18 – 7	Littleton	Review CEC schedule of Annual and Winter meetings and determine whether they are scheduled and/or conflict with Ramadan.	<u>Complete</u>



**ACTION ITEMS**  
Executive Committee Meeting  
June 29, 2017  
**Updated July 31, 2017**

<b>Item</b>	<b>Responsible</b>	<b>Summary of Action</b>	<b>Status</b>
1 – 1	Littleton	Convey to Peter Simmonds that the Ad Hoc Committee is complete and his report is being referred to Tech Council.	<u>Complete</u>
2 – 1	Olesen	Schedule dates for ExAIL calls once a month and send dates out once chosen. (Potential times are: 9 AM Eastern time first Monday of each month.)	<u>Complete</u>
3 – 1	Littleton	Post Presidential speech to Basecamp after edits are made with notes and manuscript.	<u>Complete</u>
4 – 1	Tsui	Provide the appropriate photo to replace in Presidential speech.	<u>Complete</u>
5 – 2	ExCom	Update the Team Up Calendar with all travel dates for 2017-2018.	<u>Reminder to all to update.</u>
6 – 2	Olesen	Send updated Excel file of the travel calendar to ExCom and include all Intersociety assignments. (Secretary's Note: Include Tsui and Scoggins CRC swap and Olesen to RAL.)	<u>Complete</u>
7 – 2	Littleton	Confirm and distribute staff assignments to Fall CRCs and the new Region XIV CRC assignment.	<u>Ongoing – Staff member to assist with MP and Costas do the Chapter Operations training.</u>
8 – 2	Littleton	Add Region XIV CRC, Belgrade on December 8 and 10, 2017 to the CRC schedule and send out the updated worksheet.	<u>Complete</u>
9 – 2	Olesen	Assign Keen to Region XIV CRC in December.	<u>Complete</u>
10 – 2	Littleton	Schedule March 5 -8, 2018 for the Board orientation and appointments process and Board Strategic meeting March 9-10 at ASHRAE headquarters.	<u>Complete</u>
11 – 2	Hayter	Map out who will attend the Board orientation as trainers and who will attend the appointments process.	<u>Complete</u>
12 – 2	Schwedler/Keen	Develop a Vice President training module for Board Orientation.	<u>Ongoing – Scoggins to contact Phoenix for VP Training presentation.</u>

**ACTION ITEMS**  
 Executive Committee Meeting  
 June 29, 2017  
**Updated July 31, 2017**

13 – 2	Littleton	Schedule an all staff luncheon during Fall Board/ExCom meetings. (Secretary's Note: "speed luncheon.")	<u>Complete</u>
14 – 2	Olesen/Littleton	Finalize the dates and location of the Spring ExCom in Antwerp, Belgium beginning April 18 <sup>th</sup> – 21 <sup>st</sup> and decide those ExCom members that will remain for the REHVA conference.	<u>Complete</u>
15 – 2	Sheila/Scoggins/Tsui	Send Council MBOs to Mary to circulate within Excom.	<u>Complete</u>
16 – 2	Scoggins	Access the IOR refrigeration documents and their proposal and next steps forward.	<u>Complete</u>
17 – 3	Scoggins	Assess Refrigeration Committee perspective on a liaison from IOR on their committee.	<u>Complete</u>
18 – 3	Olesen	Assign an IOR liaison to the Refrigeration Committee upon outcome of Scoggins research activities.	<u>Complete</u>
19 – 3	Littleton	Request the Marketing Department set up infrastructure to access extended Membership Benefits page on ASHRAE website to include new Society offers to ASHRAE members.	<u>Ongoing – will follow up with IoR.</u>
20 – 3	Littleton	Create a report that identifies the Refrigeration members in ASHRAE.	<u>Ongoing</u>
21 – 3	Littleton	Work with ASME in Washington D.C. to determine next steps for ASHRAE office space.	<u>Ongoing</u>
22 – 3	Boyce/Littleton	Take a high level analysis of member access to standards for free with membership and the impact on the increase to dues.	<u>Ongoing</u>
23 – 3	Scoggins	Develop an Open Forum at the Winter Meeting in Chicago to discuss the future of standards. <del>availability, etc.</del>	<u>Ongoing – modified.</u>
24 – 3	Scoggins	Circulating the Global International Standards Ad Hoc report to standards committees.	<u>Complete</u>
25 – 4	Olesen	Assign a REHVA MOU Task Force with face to face meetings in November, the Winter and Annual Meeting.	<u>Complete</u>
26 – 4	Olesen	Send Presidential Director Strategic Initiatives to Planning Committee with feedback to ExCom on what direction should be taken. Report due to ExCom before the Fall Board Meeting.	<u>Ongoing</u>
27 – 4	Olesen	Contact Gordon Holness to form a task force to look at the Ethics Process. First report due at the Winter Meeting in Chicago. (Secretary's Note: Task Force should include one Board member, make sure Holness has recommendations from recent tribunal.)	<u>Ongoing</u>

**ACTION ITEMS**  
Executive Committee Meeting  
June 29, 2017  
**Updated July 31, 2017**

28 – 4      Littleton

Send a thank you to those that speak at the open session of the Board meetings. Complete – see notes below.  
(Secretary's Note: Mick Schwedler's email to Mary 7/11/17):

Steve Rosenstock's request to the Board of Directors was brought to the attention of the AEDG Steering Committee yesterday. Here is what occurred:

- I provided background on Mr. Rosenstock addressing the Board of Directors, as well as his request to review the 2015 ASHRAE response to the U.S. Department of Energy's definition of Zero Energy
- I personally reviewed the 2015 ASHRAE document, to which I had provided comments.
- The AEDG-SC had spent a significant amount of time debating and making the decision to use the term "Zero Energy" rather than Net Zero Energy
- The ASHRAE representative at the time, Pat Graef, had agreed with the use of the term Zero Energy, and informed ExCom that decision.
- I knew that Mr. Rosenstock had attended the AEDG-SC meeting in Long Beach. I had to go to another meeting. AEDG-SC Chair, Tom Phoenix, stated that he thought Mr. Rosenstock would bring up the subject during the AEDG-SC meeting, but he never did.
- Discussion of the two terms, Zero Energy and Net Zero Energy was
- Given the history of decisions and schedule for publication, AEDG-SC decided to keep the term "Zero Energy" in the document.

I consider this ExCom Action Item closed. Please let me know if I need to do more (cc Bjarne? Who will send a different message with feedback to Steve? etc. )

### **Revised – Development Process for New Strategic Plan Launching July 2019**

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- **2017-2018** – +/- \$30K for a portion of facilitator cost (contract not yet negotiated) plus \$40 for dedicated March 2018 Board meeting.
- **2018-2019** – \$30K for final portion of the facilitator contract.

Schedule for the Fall meetings held at ASHRAE Headquarters from Wednesday, November 2, 2017 – Monday, November 6, 2017

**Thursday, November 2**

8:00 AM – 10:00 AM Finance subcommittees  
11:00 AM – 2:00 PM Finance Committee

**Friday, November 3**

9:00 AM – 11:30 AM Audit  
1:00 PM – 5:00 PM Members Council

**Saturday, November 4**

8:00 AM – 12:00 PM Members Council  
12:00 Luncheon Members Council and Board of Directors  
1:00 – 5:00 PM Board of Directors (Board Dinner following)

**Sunday, November 5**

8:00 AM – 2:00 PM Board of Directors (Lunch provided)  
2 PM – 5:00 PM Executive Committee (ExCom Dinner following)

**Monday, November 6**

8:00 AM – 12:00 PM Executive Committee