



## MINUTES

### EXECUTIVE COMMITTEE MEETING

Atlanta Hilton Hotel  
Atlanta, Georgia  
July 2, 2015

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

**TABLE OF CONTENTS**  
Executive Committee Meeting  
July 2, 2015

<b>Call to Order</b> .....	<b>1</b>
<b>Review of Agenda</b> .....	<b>1</b>
<b>Unfinished Business</b> .....	<b>1</b>
Council Appointment Roadmap .....	1
<b>New Business</b> .....	<b>2</b>
2015 – 2016 Officer Travel.....	2
Association of Facilities Engineers Collaboration.....	2
Headquarters Building Usage Policy .....	2
Board of Director Strategic Assignments.....	2
Ad Hoc Committee Assignments .....	3
Contributions to ASHRAE Research Canada .....	3
Consultants for the Council on Developing Economies .....	3
ASHRAE/CIBSE Joint Statement on Climate Change .....	3
DOE Building Efficiency Vision Support .....	3
Occupant Behavior and Building Performance .....	4
Public Policy Issue Briefs .....	4
International WELL Building Institute, PBC .....	4
Chapter MOU Policy.....	4
<b>Lawrence Berkeley National Laboratory/ASHRAE MOU</b> .....	<b>4</b>
<b>IAQ Global Alliance Ad Hoc Committee Bylaws</b> .....	<b>5</b>
<b>Other Business</b> .....	<b>5</b>
Marketing Report .....	5
<b>Executive Session</b> .....	<b>5</b>
<b>Next Meeting</b> .....	<b>5</b>
<b>Adjournment</b> .....	<b>5</b>

**PRINCIPAL MOTIONS**  
Executive Committee Meeting  
July 2, 2015

<b><u>Number</u></b>	<b><u>Motion</u></b>
1 – 4	that the Public Policy Issue Briefs in Attachment K be approved.

## ACTION ITEMS

Executive Committee Meeting  
July 2, 2015

Item	Responsible	Summary of Action	Status
1 – 1	Gulledge	Modify the Council Appointments Roadmap to include a bi-annual director functional review of the committee viability.	_____
2 – 2	Littleton	Arrange for a meeting time at the Winter Meeting (after Councils have met) for an "Appointments Meeting." <i>(Secretary's Note: Suggested date and time: Wednesday, 12:00 PM – 2:00 PM – potentially with lunch served)</i>	_____
3 – 2	ExCom	Requested that any changes to the officer travel schedule be sent to Mr. Underwood by July 9 <sup>th</sup> .	_____
4 – 2	Littleton	Request that Mr. Boyce add a representative from AFE to the new Building Performance Alliance Ad Hoc.	_____
5 – 2	Littleton	Contact AFE and discuss a memorandum of understanding.	_____
6 – 2	Wentz/Chakroun	Assigned to a Headquarters Building Usage Ad Hoc. They are to consider meeting room rental fees , usage policy, and address the implied endorsement by ASHRAE when the ASHRAE building is used.	_____
7 – 2	Underwood	Make Director assignments in the next few weeks. Proposed assignments are in Attachment D.	_____
8 – 3	Littleton	Add to the senior officers meeting agenda a discussion of consultants for the Council on Developing Economies.	_____
9 – 3	Littleton	Withdraw the Joint Statement on Climate Change with CIBSE and notify them that it is dated.	_____
10 – 3	Underwood	Discuss the ASHRAE/CIBSE Joint Statement on Climate Change in October at the CIBSE meeting.	_____
11 – 3	Vallort	Contact Technology Council on how ASHRAE should address the Internet of Things (IOT) and review the application of 'big data' to HVAC&R.	_____
12 – 4	Underwood	Send the report from the IEA Annex on occupant behavior to the Building Performance Alliance with Mr. Olesen's comments.	_____
13 – 4	Vallort/Chakroun	Coordinate with UNEP on the position documents and public policy issue briefs from ASHRAE.	_____
14 – 4	Littleton	Edit the Chapter MOU policy and send it to Mr. Wentz, Chair of Members Council.	_____
15 – 4	Wentz	Review the Chapter MOU policy, provide input and present it to Members Council and report back to ExCom.	_____

<b>Item</b>	<b>Responsible</b>	<b>Summary of Action</b>	<b>Status</b>
16 – 4	Olesen	Notify with the LBNL regarding ASHRAE's willingness to collaborate, but inform them that we are not ready to sign an MOU.	_____
17 – 5	Olesen	Present the proposed IAQ GA bylaws to ExCom by the Orlando meeting.	_____



## EXECUTIVE COMMITTEE MEETING

Atlanta Hilton Hotel  
Atlanta, Georgia  
July 2, 2015

MEMBERS PRESENT: T. David Underwood, President  
Timothy G. Wentz, President-Elect  
Bjarne W. Olesen, Treasurer  
Walid Chakroun, Vice President  
Patricia T. Graef, Vice President  
Charles E. Gulledge, Vice President  
James K. Vallort, Vice President

STAFF PRESENT: Jeff H. Littleton, Executive Vice President  
Mary D. Townsend, Executive Assistant  
Jim Scarborough, Manager – Grassroots Government Affairs  
Mark Ames, Manager – Federal Government Affairs

### Call to Order

President Underwood called the Executive Committee meeting to order on Thursday, July 2, 2015 at 7:30 a.m. ExCom members and staff attended as listed above.

### Review of Agenda

The following items were added to the agenda under New Business and are to be discussed if time permits:

- Workshop with Building Owners on Operation and Maintenance Training
- PEAC Report on Standing Committees
- NCEES – Masters or equivalent funding
- IDEA Memorandum of Understanding
- Timing of User's Manuals

### Unfinished Business

#### Council Appointment Roadmap Attachment A

Mr. Gulledge reported that some revisions have been made to the Council Appointment Roadmap. The most updated version is attached.

Mr. Gulledge will modify the Council Appointments Roadmap to include a bi-annual director functional review of the committee viability.

Mr. Littleton will arrange for a meeting time at the Winter Meeting (after Councils have met) for an "Appointments Meeting." (*Secretary's Note: Suggested date and time: Wednesday, 12:00 PM – 2:00 PM – potentially with lunch served*)

AI 2

#### New Business

#### 2015 – 2016 Officer Travel Attachment A

Mr. Underwood requested that any changes to the officer travel schedule be provided by July 9<sup>th</sup>.

AI 3

#### Association of Facilities Engineers Collaboration Attachment B

Mr. Littleton reported that the Association of Facilities Engineers (AFE) has expressed interest in a memorandum of understanding with ASHRAE. AFE uses many ASHRAE standards and would like a more formal connection with ASHRAE. The group is well respected and an especially good fit given ASHRAE's strategic directive to work more closely with building owners.

Mr. Littleton will request that Mr. Boyce add a representative from AFE to the new Building Performance Alliance Ad Hoc.

AI 4

Mr. Littleton will contact AFE to discuss a memorandum of understanding.

AI 5

#### Headquarters Building Usage Policy Attachment C

Mr. Underwood reported that the discussion continues on the use of the ASHRAE headquarters meeting rooms by outside firms.

Discussion points by ExCom included:

- Allowing a commercial entity that would be inviting the general public to an event.
- Implying endorsement of a commercial firm if they use the facility?
- Interfacing with industry and advancing a brand by allowing larger group to use facility.
- Developing a higher fee structure .
- Currently non-profits are not charged for usage during the day; only after hours.

Mr. Wentz and Mr. Chakroun are assigned to a Building Usage Ad Hoc. They are to consider rate structure, re-define limits on use of the building and develop a disclaimer that makes it clear ASHRAE does not endorse organizations that use the headquarters meeting rooms.

AI 6

#### Board of Director Strategic Assignments Attachment D

Mr. Underwood reported that he will be making these assignments in the next few weeks. Proposed assignments are in Attachment D.

AI 7

Ad Hoc Committee Assignments Attachment E

Mr. Underwood reported that presidential ad hocs will be discussed at the senior officer's meeting. This will include the potential for a Women in Engineering Ad Hoc and assignments to the Residential Standing Committee that was formerly an ad hoc committee.

Contributions to ASHRAE Research Canada Attachment F

Mr. Underwood reported that he received a call from an ASHRAE Board member whose company's contribution to ASHRAE was not credited as a charitable contribution.

Mr. Littleton explained that corporations in Canada may claim a contribution to ARC as a business expense, but that contributions cannot be claimed as a charitable contributions because ARC is not a registered charity

Consultants for the Council on Developing Economies Attachment G

Mr. Wentz reported that there is a proposal to add four consultants to each council, for a total of 12 consultants. Many of the consultants would be former members of the Developing Economies Ad Hoc. This group of 12 would meet as a steering committee workforce and report to ExCom. The group of 12 people would be similar to corresponding members, whose transportation is not funded and whose names would not be included in the rosters.

Mr. Littleton will add to the Leadership meeting list the discussion of consultants for the Council on Developing Economies. AI 8

ASHRAE/CIBSE Joint Statement on Climate Change Attachment H

Mr. Littleton reported that the the ASHRAE/CIBSE joint statement on climate change is out of date. ASHRAE should meet and discuss developing a new joint statement with CIBSE, UNEP and REHVA.

Mr. Littleton will withdraw the joint statement on climate change with CIBSE.. AI 9

Mr. Underwood will discuss the ASHRAE/CIBSE Joint Statement on Climate Change in October at the CIBSE meeting. AI 10

DOE Building Efficiency Vision Support Attachment I

Mr. Vallort will contact Technology Council on how ASHRAE should address the Internet of Things (IOT) impact on HVACR technology. A second subject Tech Council should review is application of 'big data' to HVAC&R issues. AI 11



Occupant Behavior and Building Performance Attachment J

Mr. Olesen asked where within ASHRAE the issue of occupant behavior and building performance is being addressed. He suggested that TAC develop a recommendation. The Building Performance Alliance Ad Hoc could also address this issue.

Mr. Underwood will send the report from the IEA Annex on occupant behavior to the Building Performance Alliance with Mr. Olesen's comments.

AI 12

Public Policy Issue Briefs Attachment K

Mr. Wentz moved

(1) that the Public Policy Issue Briefs in Attachment K be approved.

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

Mr. Vallort and Mr. Chakroun will coordinate with UNEP on the position documents and public policy issue briefs from ASHRAE.

AI 13

International WELL Building Institute, PBC Attachment L

Mr. Olesen reported that the International WELL Building Institute, based in Washington D.C., is similar to LEED. The institute has an indoor environment perspective but are not well known outside of the United States. This is a supplement to LEED, so a building owner would receive both LEED and the certification from the International WELL Building Institute. The IWBI is not complete until after occupation of the building. The information regarding the institute was forwarded to the Environmental Health Committee. There is hope that they would be willing to use ASHRAE standards and the potential for a visit during the leadership meetings in Washington, D.C.

Chapter MOU Policy Attachment M

Mr. Littleton reported that the draft Chapter MOU policy is attached. It has not been sent to Members Council. Chapters should be able to enter into MOUs with other chapters but at the same time, should be monitored to ensure that they are coordinated with other potential MOUs. The path forward is to develop a policy for Members Council to review.

Mr. Littleton will edit the Chapter MOU policy and send it to Mr. Wentz, Chair of Members Council.

AI 14

Mr. Wentz will review the Chapter MOU policy, provide input and present it to Members Council. He will then report back to ExCom.

AI 15

Lawrence Berkeley National Laboratory/ASHRAE MOU Attachment N

Mr. Olesen reported that the Lawrence Berkeley National Laboratory (LBNL) would like to establish a MOU with ASHRAE on a specific project defined in attachment N.. Mr. Olesen will notify LBNL that ASHRAE is willing to collaborate, but that we are not ready to sign this specific MOU.

AI 16

IAQ Global Alliance Ad Hoc Committee Bylaws Attachment O

Mr. Olesen reported that it is not necessary for IAQ GA to be incorporated. Once complete, the bylaws will be presented to ExCom and the Board of Directors. The goal is to have the bylaws complete and accepted by the Orlando meeting.

Mr. Olesen will present the proposed IAQ GA bylaws to ExCom by the Orlando meeting.

AI 27

Other Business

Marketing Report Attachment P

The marketing report is attached.

Executive Session

The executive session convened at 9:49 a.m. and ended at 11:15 a.m.

Next Meeting

*Executive Committee Fall Meeting – November 7 & 8, 2015 – Atlanta Headquarters*

- *November 7, 2015 1:00 p.m. – 5:00 p.m.*
- *November 8, 2015 8:00 a.m. – 11:30 a.m.*

Adjournment

Mr. Underwood thanked everyone for coming. The meeting was adjourned at 11:30 AM on Thursday, July 2, 2015.



Jeff H. Littleton, Secretary

Mdt/2015/10/05

Distribution: Board of Directors  
Staff Directors

Attachments: A. Council Appointment Roadmap  
B. Association of Facilities Engineers Collaboration  
C. Headquarters Building Usage Policy  
D. Board of Director Strategic Assignments  
E. Ad Hoc Committee Assignments  
F. Contributions to ASHRAE Research Canada  
G. Consultants for the Council on Developing Economies  
H. ASHRAE/CIBSE Joint Statement on Climate Change  
I. DOE Building Efficiency Vision Support

- J. Occupant Behavior and Building Performance
- K. Public Policy Issue Briefs
- L. International WELL Buildings Institute, PBC
- M. Chapter MOU Policy
- N. Lawrence Berkeley National Laboratory/ASHRAE MOU
- O. IAQ Global Alliance Ad Hoc Committee Bylaws
- P. Marketing Report