



## MINUTES

### **EXECUTIVE COMMITTEE MEETING**

ASHRAE Headquarters  
Atlanta, Georgia  
November 7 and 8, 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  
November 7 and 8, 2015

<b>CALL TO ORDER.....</b>	<b>1</b>
<b>APPROVAL OF MINUTES.....</b>	<b>1</b>
<b>REVIEW OF ACTION ITEMS – June 27 and July 1, 2015 and July 2, 2015.....</b>	<b>1</b>
<b>REPORT OF THE PRESIDENT.....</b>	<b>2</b>
<b>REPORTS OF OFFICERS’ CRC AMD INTERSOCIETY VISITS .....</b>	<b>2</b>
<b>EXECUTIVE SESSION.....</b>	<b>2</b>
<b>UNFINISHED BUSINESS .....</b>	<b>2</b>
Status of Think Tank.....	2
Building Usage Policy.....	3
Ebies Award Program .....	3
<b>NEW BUSINESS .....</b>	<b>3</b>
Officers at Centralized Training, Regional Planning .....	3
ASHRAE Research Canada Contributions .....	3
University Course Development Concept.....	4
ASHRAE/APPA MOU.....	4
ASHRAE/AIA MOU.....	4
ASHRAE/UNEP Fisheries Conference.....	4
ASHRAE/AFE MOU .....	4
Approval of <i>Ammonia as a Refrigerant</i> Position Document.....	4
ASHRAE/IDEA MOU .....	5
U.S. Cities Seek Voluntary NZE Codes.....	5
Reporting to the Membership of the Marketing Department.....	5
Nominating Process .....	6
International Board Meeting .....	6
Alternative Refrigerant for High Ambient Temperature .....	6
Chapter Visits.....	6
<b>FUTURE MEETINGS.....</b>	<b>6</b>
<b>ADJOURNMENT .....</b>	<b>6</b>

**PRINCIPAL MOTIONS**  
Executive Committee Meeting  
November 7 and 8, 2015

<b><u>No – Pg.</u></b>	<b><u>Motion</u></b>
1 – 3	that the ASHRAE Headquarters Building Usage Policy be approved as seen in Attachment B.
2 – 5	that the <i>Ammonia as a Refrigerant Position Document</i> be approved as seen in Attachment I.

**ACTION ITEMS**  
Executive Committee Meeting  
November 7 and 8, 2015

Item	Responsible	Summary of Action	Status
1 – 1	Graef/ Chakroun	(Carryover) Coordinate with UNEP on the position documents and public policy issue briefs from ASHRAE. <b>(11/2015: Ongoing.)</b>	_____
2 – 1	Olesen	(Carryover) Present the proposed IAQ GA bylaws to ExCom by the Orlando meeting. <b>(11/2015: Ongoing.)</b>	_____
3 – 2	Littleton	Schedule a meeting with ASPE leadership in Orlando.	_____
4 – 2	Underwood	Discuss with Larry Staples the future of the Think Tank.	_____
5 – 3	Littleton	Send approved ASHRAE Headquarters Building Usage Policy to CEC and request that they review it against the newly revised Commercialism Policy.	_____
6 – 3	Littleton	Contact Russ Unger, of the Urban Green Council regarding ASHRAE's final decision on the Ebies Award Program.	<u>Complete</u>
7 – 3	Wentz	Consider officer participation in centralized training when making CRC assignments next Society year.	_____
8 – 3	Littleton	Review the wording of how contributions to ASHRAE Research Canada are designated in gift acknowledgement letters	_____
9 – 4	Gulledge	Proceed with University Course Development through PEC.	_____
10 – 4	Littleton	Send draft of the ASHRAE/APPA MOU to Darryl Boyce.	_____
11 – 4	Littleton	Schedule a MOU signing with AIA at the Board Leadership meetings in Orlando.	_____
12 – 4	Littleton	Send draft ASHRAE/AFE MOU to Wayne Saya for review.	_____
13 – 5	Vallort	Notify Technology Council that initiation of the revision of the <i>Ammonia as a Refrigerant</i> Position Document was approved.	_____
14 – 5	Chakroun	Contact UNEP regarding the approved position document <i>Ammonia as a Refrigerant</i> to gauge interest.	_____
15 – 5	Littleton	Send revised ASHRAE/IDEA MOU to IDEA leadership and schedule an MOU signing in Orlando.	_____
16 – 5	Littleton	Develop a TPS for the Net Zero Energy commercial building standard and present to the Board of Directors.	_____
17 – 5	Littleton	File a PINS with ANSI for the Net Zero Energy commercial building standard before Orlando.	_____

<b>Item</b>	<b>Responsible</b>	<b>Summary of Action</b>	<b>Status</b>
18 – 5	Littleton	Contact the AEDG Steering committee to gauge their interest in a Net Zero Energy AEDG.	_____
19 – 5	Littleton	Provide a Marketing Department report to ExCom in Orlando.	_____
20 – 6	Wentz	Review the process for placement of appropriate members on the Board election subcommittees.	_____



## **EXECUTIVE COMMITTEE MEETING**

ASHRAE Headquarters  
Atlanta, Georgia  
November 7 and 8, 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. Gullledge III, Vice President  
James K Vallort, Vice President

**STAFF PRESENT:** Jeff H. Littleton, Executive Vice President  
Mary Dean Townsend, Executive Assistant

### **CALL TO ORDER**

President Underwood called the Executive Committee meeting to order on Saturday, November 7, 2015 at 11:30 a.m. ExCom members and staff attended as listed above.

### **APPROVAL OF MINUTES**

Mr. Wentz moved

that a consent motion approving the minutes of the June 27, July 1, and the July 2, 2015 meetings be approved.

**MOTION PASSED** (Unanimous voice vote, CNV)

### **REVIEW OF ACTION ITEMS – June 27 and July 1, 2015 and July 2, 2015**

Action items 1 and 2 are ongoing and listed in the action item list at the beginning of the minutes. Updates are included where possible.

AI 1-2

REPORT OF THE PRESIDENT Attachment A

President Underwood reported that his travel report reflects visits made to date and submitted for ExCom's review.

REPORTS OF OFFICERS' CRC AMD INTERSOCIETY VISITS

Mr. Olesen reported that he attended the IEA Annex 66 meeting where the effect of occupant behavior on energy efficiency in buildings was discussed. He attended CLIMA 2015 in China. The meeting was very organized and 40 people attended the workshop. He also attended the 2015 Solar Decathlon. While at the decathlon, he was able to meet the organizers of the events to be held in the Middle East, China and Europe. The Architectural Institute of Korea celebrated its 70<sup>th</sup> anniversary and he presented a certificate from ASHRAE at their meeting.

Mr. Wentz reported that he attended HRAI of Canada in August. He was in D.C. to attend a congressional briefing for the Alliance to Save Energy and was able to visit with Nebraska senators and representatives. He would encourage ASHRAE to stay connected to the Alliance to Save Energy. He also attended the IAPMO conference in Las Vegas where they announced their merger with ASSE. The most recent conference he attended was ASPE held in St. Louis, Missouri. He was joined at ASPE by Mr. Littleton.

Mr. Wentz will schedule a meeting with ASPE leadership in Orlando.

AI 3

Mr. Chakroun reported that he attended three CRCs. He expressed concern about the lack of attendance at the CRC workshops. He attended UNEP meetings the week before. He also attended the IIR Conference in Japan.

Ms. Graef reported that she attended the ICC annual meeting and met with Dominic Sims. The biggest surprise of the trip was their announcement to spend \$3 million on certification with Target.

Mr. Gullede reported that he attended the SMACNA meeting at the Broadmoor in Colorado Springs. There were significant observations included in the report he sent to ExCom.

Mr. Vallort reported that he attended the CRCs in Region II in Hamilton, Ontario; Region IV in Raleigh-Durham and Region-at-Large in Istanbul. He also moved from Chicago to Denver and was able to attend the Membership Promotion Centralized Training in Denver, Colorado.

EXECUTIVE SESSION

The executive session was held on November 8, 2015.

UNFINISHED BUSINESSStatus of Think Tank

Mr. Underwood reported that Larry Staples is unable to continue the Think Tank. Discussion included other ASHRAE individuals that might take on the responsibility and that there is value in continuing this resource outside of ASHRAE.

Mr. Underwood will discuss with Larry Staples the future of the Think Tank.

AI 4

Building Usage Policy Attachment B

Mr. Littleton reported that a revamped building usage policy was sent out. The major change is that for-profit companies will be allowed to rent the facility. Renters must sign a disclaimer that ASHRAE does not endorse any product or service they present.

Mr. Vallort moved

- (1) that the ASHRAE Headquarters Building Usage Policy be approved as seen in Attachment B.

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

Mr. Littleton will send approved ASHRAE Headquarters Building Usage Policy to CEC and request that they review it against the newly revised Commercialism Policy.

AI 5

Ebies Award Program Attachment C

Mr. Littleton reported that there continues to be concerns about participation in the Ebies award program. Discussion included that participation may infer that ASHRAE is endorsing all the judging criteria.

Mr. Littleton will inform Russ Unger, of the Urban Green Council, that ASHRAE does not wish to participate in the Ebies Award Program at this time.

AI 6

NEW BUSINESS

Officers at Centralized Training, Regional Planning

Mr. Vallort attended and centralized MP training in Denver and reported that officer participation in the centralized training has positive benefits. Some of the questions that come up revolve around Society level activities. Officers have the knowledge to answer these questions. He attended two of the training sessions in the last six months and would encourage officers to add these to their travel schedules.

Mr. Wentz will consider officer participation in centralized training when making CRC assignments next Society year.

AI 7

ASHRAE Research Canada Contributions Attachment D

Mr. Underwood reported that the ASHRAE Research Canada corporation was set up so that donations could be sent from Canada to ASHRAE. However, the corporation does not qualify as a charitable organization in Canada. There needs to be a way to acknowledge Canadian contributions. Corporate research funds to ASHRAE from Canada can be listed as business expenses.

Mr. Littleton will review the wording of how contributions to ASHRAE Research Canada are designated on gift acknowledgement letters.

AI 8



University Course Development Concept Attachment E

Mr. Wentz reported that the new bEQ course used at the University of Nebraska is ready to be presented to other universities as an undergraduate or graduate course.

Mr. Gullledge will proceed with University Course Development through PEC.

AI 9

ASHRAE/APPa MOU Attachment F

Mr. Littleton reported that Darryl Boyce attended the APPa conference and had the opportunity to update the APPa Board on the Building Performance Alliance (BPA) Initiative and the ASHRAE Strategic Plan with an emphasis on the commitment to improving the operation of buildings. The BPA Initiative was enthusiastically received and he believes there will be opportunities for the two organizations to work more closely together in the future. APPa is interested in revising the MOU and establishing some specific directions for ongoing cooperation.

Mr. Littleton will send draft of the ASHRAE/APPa MOU to Darryl Boyce.

AI 10

ASHRAE/AIA MOU Attachment G

Mr. Littleton reported that the ASHRAE/AIA MOU expired in 2004. The two groups recently met in D.C. at the leadership meetings. The memorandum of understanding has been modified and sent to AIA for their comments.

Mr. Littleton will schedule a MOU signing with AIA at the Board Leadership meetings in Orlando.

AI 11

ASHRAE/UNEP Fisheries Conference

Mr. Chakroun reported that he has been involved with the ASHRAE/UNEP Fisheries conference planning for some time. Currently the projected date for the event is 2017. A conference call is planned and CEC has this on its radar.

ASHRAE/AFE MOU Attachment H

Mr. Littleton reported that the draft memorandum of understanding has not been sent to the Association of Facilities Engineering. Mr. Saya of AFE will be in D.C. this coming week and it would provide an opportunity to be presented to him.

Mr. Underwood reported that ASHRAE presidential members have expressed interest in having ASHRAE more involved with building owners and operators.

Mr. Littleton will send draft ASHRAE/AFE MOU to Wayne Saya for review.

AI 12

Approval of *Ammonia as a Refrigerant* Position Document Attachment I

Mr. Vallort reported that this position document is set to expire. It needs to be renewed and that work continues on the document.

Mr. Chakroun moved

- (2) that initiation of the revision of the *Ammonia as a Refrigerant Position Document* be approved.

**MOTION 2 PASSED** (Unanimous, CNV)

Mr. Vallort will notify Technology Council that the process of revising the *Ammonia as a Refrigerant Position* can begin.

AI 13

Mr. Chakroun will contact UNEP regarding the approved position document *Ammonia as a Refrigerant* to gauge UNEP's interest.

AI 14

ASHRAE/IDEA MOU Attachment J

Mr. Littleton reported that the ASHRAE/IDEA memorandum of understanding was sent to the International District Energy Association. The association is focused on district energy and they provided some comments on the MOU when it was returned to ASHRAE. It has been revised and could be signed in Orlando.

Mr. Littleton will send the revised ASHRAE/IDEA MOU to IDEA leadership and schedule an MOU signing in Orlando.

AI 15

U.S. Cities Seek Voluntary NZE Codes Attachment K

Mr. Underwood reported that recently representatives from several stakeholder organizations (New Buildings Institute, Architecture 2030, American Council for an Energy-Efficient Economy, Aristotle Project, AnnDyl Policy Group, and ASHRAE) attended a meeting with the Manager of DOE's Building Energy Codes Program to discuss how DOE might be able to assist cities with their request to create Net Zero Energy voluntary stretch codes. The message this group received is that DOE is definitely interested in helping, but needs more information on what exactly the cities are asking. ASHRAE could take key leadership role in this effort.

Mr. Littleton will initiate development of a TPS for the NetZero Energy Codes and present it to the Board of Directors.

AI 16

Mr. Littleton will file a PINS with ANSI for the NetZero Energy Standard before Orlando.

AI 17

Mr. Littleton will contact the AEDG Steering committee to gauge their interest in a Net Zero Energy AEDG for commercial buildings.

AI 18

Reporting to the Membership of the Marketing Department

Mr. Underwood reported that the Marketing Department serves the whole of ASHRAE and is currently only working as an internal service. He is concerned that the group does not report to a council or committee.

Mr. Littleton will provide a Marketing Department report to ExCom in Orlando.

AI 19

Nominating Process

Mr. Gulledge reported on the general board election subcommittee process and suggested that officer and board member placement is key to its success.

Mr. Wentz will review the process for placement of appropriate members on the Board election subcommittees.

AI-20

International Board Meeting

Mr. Vallort asked for background on the potential for an ASHRAE Board meeting outside of North America. Discussion included the process of choosing where a meeting would take place and who would be the anticipated audience. The meeting could be held in conjunction with two CRCs or at the same time as another society is meeting.

Alternative Refrigerant for High Ambient Temperature

Mr. Chakroun reported that the Montreal Protocol is phasing out the HFC refrigerants and will be discussing an alternative. ASHRAE needs to be involved in this discussion.

Chapter Visits

Mr. Underwood requested that Mr. Chakroun make a Chapter visit for him in Boston on January 18-19, 2016.

FUTURE MEETINGS

Winter Meeting – Orlando, Florida

Saturday, January 23, 2016	8:30 AM – 1:00 PM
Wednesday, January 27, 2016	7:30 – 9:00 AM
Thursday, January 28, 2016	7:30 – 11:00 AM

The Spring Executive Committee Meeting is scheduled for May 1 – 4, 2016 at the Fairmont Banff Springs.

ADJOURNMENT

Mr. Underwood thanked everyone for coming. The meeting was adjourned on Sunday, November 8, 2015.



Jeff H. Littleton, Secretary

mdt/2014-12-8

Distribution: Board of Directors  
Staff Directors

- Attachments:
- A. Report of the President
  - B. ASHRAE Headquarters Building Usage Policy
  - C. Ebies Award Program
  - D. ASHRAE Research Canada Contributions
  - E. University Course Development Concept
  - F. ASHRAE/APPAA Memorandum of Understanding
  - G. ASHRAE/AIA Memorandum of Understanding
  - H. ASHRAE/AFE Memorandum of Understanding
  - I. Approval of *Ammonia as a Refrigerant* Position Document
  - J. ASHRAE/IDEA Memorandum of Understanding
  - K. U.S. Cities Seek Voluntary NZE Codes



## ASHRAE FOUNDATION LEARNING CENTER GUIDELINES FOR RESERVING MEETING ROOMS

ASHRAE will use the ASHRAE Foundation Learning Center (AFLC) to advance ASHRAE's mission and strategic goals as follows:

- Promote ASHRAE as a focal point for leading, organizing, or hosting meetings influential in the built environment.
- Use the AFLC to build relationships with other organizations.
- Provide a top-tier educational facility and advance the professional development of ASHRAE members.
- Provide a top-tier meeting facility for ASHRAE volunteers.
- Recoup operating costs.

### AFLC Facilities

The ASHRAE headquarters building is a LEED Platinum 'living lab' that demonstrates the potential of sustainable technologies and design in the built environment. The facility hosts 107 of ASHRAE's 110-member staff.

The AFLC at ASHRAE headquarters features three main rooms, which can be subdivided into a total of seven smaller rooms. An expansive pre-meeting function area provides room for breaks and catered buffet meal service. A coffee bar area provides easy access to coffee services. Wireless Internet access is provided throughout the entire AFLC. All AFLC rooms feature extensive floor-based electrical outlets to support the use of laptops during meetings (computers not provided).

Conference room 1 is the largest of the three AFLC rooms. It can accommodate 120 individuals seated classroom style with small tables for each participant, or 200 people theater style (no tables). The room features three ceiling-mounted projectors and adjoining wall-mounted screens. The three projectors can be used to project the same image concurrently when the room is not sub-divided. The three projectors can also be used individually when the room is sub-divided into three smaller rooms. A single wireless microphone system and lectern is available for use in large meetings. Small 1.5 by 4 ft tables may be configured for classroom-style seating (two chairs per table). The tables can also be combined to create the effect of a single large conference room table.

Conference Room 1 can be configured as follows:

1. One large meeting room - Capacity of 120 class room style; 200 theater style; 3 projectors/screens.
2. One medium meeting room and one small meeting room
  - a. Medium meeting room – Capacity of 65 classroom style; 110 theater style; 2 projectors/screens
  - b. Small Meeting room - Capacity of 30 classroom style; 55 theater style; 1 projector/screen
3. Three small meeting rooms – Each with a capacity of 30 classroom style, 55 theater style 1 project/screen each.

### Conference Rooms 2 and 3

Conference rooms 2 and 3 are identical. Like conference room one, they feature ceiling mounted projectors and adjoining screens. The two projectors can be used to project the same image concurrently when the room is not sub- divided. The two projectors can also be used individually when the room is sub-divided into two smaller rooms.

Conference rooms 2 and 3 can each can be divided into two smaller rooms.

1. One large meeting room - Capacity of 60 classroom style 100 theater style; 2 projectors/screens.
2. Two small meeting rooms – Capacity of 25 classroom style; 4 theater style; one projector

**Reservations**

Use of the AFLC by any party is at the exclusive discretion of ASHRAE. Reservations must be made at least two weeks in advance. Reservation forms and information on meeting facility availability is available from:

Lizzy Seymour

Email: [lseymour@ashrae.org](mailto:lseymour@ashrae.org)

Tel: 404-636-8400

**Meal Services**

Meal catering may be provided by third-party catering services. ASHRAE staff can provide recommendations. Coffee services will be provided by ASHRAE for a nominal fee. Meeting organizers are responsible for arranging and paying caterers and for ensuring caterer's clean-up after meal services. The cost of any damages to the AFLC will be borne by the party causing the damage.

**Internet Access**

Complimentary wireless Internet access is provided for all meetings. Use of the Internet must comply with ASHRAE's policies and use of the internet.

## **ASHRAE FOUNDATION LEARNING CENTER USAGE ELIGIBILITY**

ASHRAE reserves the right to reject any individual or organization from using the AFLC, or adjust the fee structure, for any reason.

### **Not-For-Profit Organizations and ASHRAE Chapters**

- ASHRAE encourages the use of the AFLC by not-for-profit organizations to help build relationships and position ASHRAE as a leading portal for community conversations about built environment sustainability. Examples include IES, USGBC, AIA, etc.
- Qualified not-for-profit organizations related to the built environment may use the AFLC at the discretion of the EVP.
- Fees:
  - Regular Office Hours Fees: Approved not-for-profit organizations will not be charged a fee for use of the meeting space at the discretion of the EVP.
  - After Hours/Weekend Fees: Approved not-for-profit organizations will be charged \$50/hour to offset the cost of overtime paid to ASHRAE staff that remain in the building.

### **For-Profit and Commercial Organizations**

- The AFLC may be used by commercial firms related to the built environment at the discretion of the EVP.
- Disclaimer Requirements – Commercial firms using the ASHRAE facility must take steps to make it clear that ASHRAE does not endorse commercial products or services in any way.
  - Invitation Disclaimer – Any invitation to an event held by a commercial firm must include the following disclaimer: "Use of the ASHRAE facility by commercial organizations does not imply ASHRAE endorsement of any product or service."
  - Published Material Disclaimer – Any material distributed at an event held at ASHRAE headquarters by a commercial firm that references ASHRAE must state, "Use of the ASHRAE facility by commercial organizations does not imply ASHRAE endorsement of any product or service."
  - Presentation Disclaimer – PowerPoint presentations made by commercial organizations at ASHRAE headquarters must prominently feature the disclaimer, "Use of the ASHRAE facility by commercial organizations does not imply ASHRAE endorsement of any product or service."
- Fees:
  - Room rental: \$250 half day; \$500 full day including room set, microphones and projectors.
  - Coffee service: \$25 per half day.
  - After Hours/Weekend Fees: Approved not-for-profit organizations will be charged \$50/hour to offset the cost of overtime paid to ASHRAE staff that remain in the building.

### **Alcohol Policy**

- As a general rule, alcohol may not be served in the AFLC. Exceptions may be granted by the EVP.

### **Catering Policy**

- Catering options are available. Fees and logistics are the responsibility of the event organizer.

### **Parking Policy**

- The meeting space capacity exceeds the parking capacity, particularly during business hours. ASHRAE has made arrangements with some neighboring buildings for overflow parking and reserves the right to ask meeting organizers to use that parking.



EBie Awards – Email Chain

I had a conference call with Urban Green Council (UGC) ED Russell Unger late last week regarding the EBie awards. Attached is the updated awards EBie criteria. They would still like ASHRAE to endorse the awards program at the Society level. Friendly reminder that UGC is the New York City Chapter of the USGBC. With 22 staff onsite in NYC, they are bigger than some entire Societies that collaborate with ASHRAE. During the call I mentioned our concern that ASHRAE's endorsement of the EBie awards implied endorsement of all the criteria on which the award is based, such as GreenGuard, Greenseal Standard, Forest Stewardship Council, etc. We have been discussing this endorsement for a couple of years. At this point, my recommendation is that we simply say 'no' to the idea of ASHRAE sponsorship at the Society level and encourage them to work with ASHRAE NYC Chapter on a Chapter-level sponsorship. The program promotes existing building energy efficiency, but I don't think you need to spend more time on this awards endorsement question. Another option is to form a group to do a deep dive into overhauling the criteria so that they are based on ASHRAE standards, but it's not worth that time investment and it's not clear that UGC would agree.

There is an ExCom AI tied to the EBie awards. Perhaps David will allow a quick discussion of this issue during the ExCom meeting next week.

See you soon!  
Jeff

Jeff Littleton  
Executive Vice President

Email: [JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)  
Tel: 1100

The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

-----Original Message-----

From: Russell Unger [<mailto:ru@urbangreencouncil.org>]  
Sent: Friday, October 30, 2015 7:10 PM  
To: Littleton, Jeff  
Cc: Chris Anjesky; Chris Halfnight  
Subject: Follow Up Info on EBies

Dear Jeff—

Please disregard my last email: we pulled the information together.

Great to speak to you yesterday, and I hope we can figure out a way to work together on the EBie Awards. Attached please find the following:

- EBie Scorecards (note that we only included the All-Rounder; all other awards are a subset of this). This include the jury scorecard and calculations as well as the evaluation criteria we publish on the EBie website.

- EBie Award Categories and Rules

- EBie Overview, including key dates. The submission period opens on 1/6/16. We would want to implement any changes to the entry form by the end of December.

As I mentioned, we are not wedded to program details and welcome ASHRAE's input. We would love to agree on a path that would enable ASHRAE's participation in time for a January launch. That might include making simple changes now, and deferring other changes to next year.

We look forward to your comments and recommendations.

Sincerely,

Russell



## Urban Green's EBie Awards: A New Kind of Competition

As much as we applaud the latest green skyscraper or the new net-zero school building, the biggest opportunity for dramatic resource reductions lies with improving what we already have. In New York City alone, over 85% of buildings in use now will still be with us in 2030.

Enter the [EBie Awards](#)™ (*EE-bees*; short for Existing Buildings), which take a fresh approach to improving the sustainability of buildings across the country.

Now in its fifth year, the EBie Awards are a **national juried competition** for people who have made great strides in improving environmental building performance but whose accomplishments are eclipsed by rave reviews for the latest megaproject. Their work is often done on a limited budget and required great tenacity and quiet conviction; they are the workhorses of the green building movement. They may be celebrated among their immediate colleagues or within their buildings, but few else know their stories.

The EBies work on a number of levels:

- They put a spotlight on real people who have implemented **replicable** solutions to measurably reduce waste, cut energy and water use, make lighting more efficient, and engage tenants in sustainability initiatives;
- They bring new professions into the green building spotlight, such as building engineers, operations and maintenance staff, and property managers;
- They highlight great work in all kinds of buildings, from luxury residential towers to suburban office spaces to low-income housing;
- They serve as case studies that can guide and inspire building staff across the country, increasing each winning project's impact.

In 2015, we received 82 entries resulting in 15 finalists and 8 winners. EBie submissions have grown in quantity and quality each year, with 2015 being the strongest ever. We expect to easily surpass these numbers in 2016.

## 2015 EBIE AWARDS KEY DATES

Call for Entries Open:	January 6, 2016
Call for Entries Closes:	April 4, 2016
Finalists Announced:	May 4, 2016
EBie Awards in NYC:	June 20, 2016

## ABOUT URBAN GREEN COUNCIL

Urban Green Council, the New York City affiliate of the U.S. Green Building Council, advances sustainability in urban buildings through education, advocacy and research. Our in-house experts and a dedicated network of volunteers are helping to transform the built environment in New York City with models that can be replicated in urban centers nationwide.

Urban Green provides a range of educational and networking events for its members and the green building community at large, conducts research, and advocates for change that will make cities more sustainable. Our website and newsletter (circ. 7,500+) reach an audience comprised of professionals working in architecture, engineering, design, construction, real estate development and management, product development and manufacturing, government, and urban planning.

Urban Green is acknowledged as the premier forum for the development of environmentally sound building practices in the greater New York area. Our input is sought on major policy issues and regulatory initiatives locally and nationally.

**ASHRAE Research Canada Contributions**

Doug,

That unfortunately does not clarify it. Our accountants and my reading of the rules it is not possible for ARC to qualify as a charity. A discussion re ARC will be on the ExCom agenda in Atlanta.

Regards,

David

**From:** Cochrane, Doug CCS [<mailto:Doug.Cochrane@carrierenterprise.com>]  
**Sent:** Friday, October 23, 2015 11:30 AM  
**To:** David Underwood  
**Subject:** RE: Carrier ARC deduction

Talking to our taxman here - CRA will not allow ARC as a charitable donation as it is not a registered charity (they check during an audit). Therefore it has to go under as a business expense.

The only way that can change from my understanding is if ARC becomes a registered charity and then all including personal contributions would be charitable donations as well.

Hope that clarifies it.

**Doug Cochrane P.Eng., LEED AP, MAshrae | Engineering Sales Manager Central Market | Carrier Enterprise Canada L.P.** | 1515 Drew Rd, Mississauga, ON, L5S 1Y8  
O: 905-405-3232 or 1-800-561-8178 x 3232 | E-Fax: 416-849-0219 | F: 905.405-4010 or 1-800-387-4983 | M: 416-356-8539  
[doug.cochrane@carrierenterprise.com](mailto:doug.cochrane@carrierenterprise.com) [www.carrier.ca](http://www.carrier.ca)



 Please consider the environment before printing this email

**From:** David Underwood [<mailto:dunderwood@hvacrtdu.com>]  
**Sent:** Tuesday, October 20, 2015 1:12 PM  
**To:** Cochrane, Doug CCS <[Doug.Cochrane@carrierenterprise.com](mailto:Doug.Cochrane@carrierenterprise.com)>  
**Subject:** Carrier ARC deduction

Doug,

Can you tell me if the claim was as a business expense or as a charitable donation. The difference is critical, please advise.

Regards,

David

## **UNIVERSITY COURSE DEVELOPMENT CONCEPT**

The topic certainly has merit in my opinion and you are correct, we should bring the concept forward to both ExCom and PEC for further discussion and exploration.

Thanks to all of you for what I thought were a series of successful and informative meetings in Washington.

Regards,

David

Email: [dunderwood@hvacrtdu.com](mailto:dunderwood@hvacrtdu.com)

The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

-----Original Message-----

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]  
Sent: Saturday, October 17, 2015 10:55 AM  
To: Tim Wentz; Bjarne Olesen; David Underwood  
Subject: MSU Integrated Design

Thanks again for the time you invested in our visit to D.C. last week! thought you might be interested in the MSU response below to the course development concepts we discussed. They seem to be interested. If David deems it appropriate to do so, perhaps we can discuss with PEC and/or ExCom next month and see if the concepts get further traction.

Many thanks,  
Jeff

Jeff Littleton  
Executive Vice President

Email: [JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)

Tel: 1100

The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

-----Original Message-----

From: Amende, Kevin [<mailto:KAmente@me.montana.edu>]

Sent: Friday, October 16, 2015 9:26 PM

To: Littleton, Jeff

Cc: Mukhopadhyay, Jaya; Livingston, Christopher; Everts, Michael; Watson, Bradford; McNab, Thomas; Ortego, Rachael; Johnson, Ralph

Subject: Re: MSU Integrated Design

Hi Jeff,

I concur with Ralph. I am also going to forward this onto some of the other engineering faculty who might be interested as well. Ralph and I will get back to you.

Thanks,  
Kevin

> On Oct 16, 2015, at 3:34 PM, Johnson, Ralph <[ralphj@montana.edu](mailto:ralphj@montana.edu)> wrote:

>

> Hi Kevin and Jeff,

> Thank you for following up on this Kevin and yes Jeff this is of interest to the School of Architecture. I am going to forward this email to several members of our faculty and schedule a meeting with all those interested within the next two weeks. Following that meeting we will get back to you Jeff with our thoughts and comments.

>

> I think this is something well worth doing which can benefit our students and ultimately the professions. We are looking forward to exploring this opportunity.

> Best Regards,

> Ralph

>

> -----Original Message-----

> From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]

> Sent: Friday, October 16, 2015 1:23 PM

> To: Amende, Kevin <[KAmente@me.montana.edu](mailto:KAmente@me.montana.edu)>

> Cc: Johnson, Ralph <[ralphj@montana.edu](mailto:ralphj@montana.edu)>

> Subject: MSU Integrated Design

>

> Hi Kevin,

>



> I was in D.C. this week with the Senior officers meeting with several other organizations. Our President-Elect Tim Wentz is a professor at the University of Nebraska and our Treasurer Bjarne Olesen (President-Elect-Elect) is a professor at the Technical University of Denmark. We discussed at length the possibility of ASHRAE forming a committee(s) to build complete off-the-shelf courses that could be picked up by universities on subjects such as IBD, Mechanical System Design Fundamentals, etc. We would build a complete course package (syllabus, lesson plans, presentations, quizzes, tests, etc.) and possibly even templates for tools such as 'Blackboard'. A committee would be charged with updating the courses annually to include new project examples, references to the latest standards, technology updates, BIM object evolution, etc. The courses would be handled much like a continuous maintenance standard. The makeup of the committee for each course would enable us to engage many different disciplines and cross traditional boundaries (i.e. engineering, architecture, construction management, commissioning, operations/maintenance, etc.). We envision that ASHRAE would fund the development of the courses and engage with representatives from interested universities. The courses would be entirely free to universities. We could market them through our student branch advisor network. Perhaps there are ASHRAE books or standards that could contribute to the course materials (heavily discounted).

>

> What are your thoughts? Would something like that be of interest to the MSU engineering and architectural programs? Do you think this is a workable model? These are all just concepts, but I think there is a nugget here that will allow us to increase engineering and architecture student exposure to IBD and HVAC.

>

> I'm headed to Guadalajara next week for the AHR Expo Mexico, but am back in the office all of the week of Oct. 26 if you would like to chat.

>

> Many thanks,

> Jeff

>

>

>

>

> Jeff Littleton

> Executive Vice President

>

> Tel: 1100 | Fax: 678-539-2100

> Email: [JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)

> ASHRAE

> , , ,

>

> The information transmitted, including attachments, is intended only for the person(s) or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and destroy any copies of this information.

>

> -----Original Message-----

> From: Amende, Kevin [<mailto:KAmente@me.montana.edu>]

> Sent: Thursday, October 15, 2015 10:58 AM

> To: Littleton, Jeff  
> Cc: Johnson, Ralph  
> Subject: MSU Integrated Design

>

> Hi Jeff,

>

> Thank you again for making the time to speak with Jaya's and my classes while you were in Bozeman. It also sounds like you had a chance to meet Ralph Johnson as well! He mentioned you had some interest in helping MSU develop more integrated design through ASHRAE support. We are planning on bringing faculty together to discuss potential opportunities, but wanted to first get a clear representation of what you had in mind. If you would share your thought we will get a discussion started.

>

> Cheers,

> Kevin

>

> Sent from my iPad



## MEMORANDUM OF UNDERSTANDING

### AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC. AND ASSOCIATION OF HIGHER EDUCATION FACILITIES OFFICERS

#### PURPOSE

In recognition of shared technical interests, the American Society of Heating, Refrigerating, and Air-Conditioning (ASHRAE) and the Association of Higher Education Facilities Officers (APPA) agree to support this Memorandum of Understanding to advance and promote the mutual interests of engineering and facility professionals. We are committed to work together toward the following goals:

#### OBJECTIVES

- Maintain effective communication between ASHRAE and APPA to optimize efforts in areas of mutual interest without duplication.
  - Identify opportunities for shared operation services.
  - Identify opportunities for shared promotion and sales of member products and services.
- Share products prepared by both ASHRAE and APPA with its members without impairing the value of membership in either of the organizations.
  - Where mutually beneficial, jointly promote educational programs to members (such as member discounts offer to the other society's members).
  - Where mutually beneficial, jointly identify, create and identify new products and services.
- Encourage continuing dialogue between ASHRAE and APPA at national, regional and local levels on issues of importance to engineers and facilities professionals
- Encourage collaborative and cooperative activities to promote continuing professional development.
- ASHRAE and APPA agree each organization shall cross-market, where appropriate, each other's products and services and that an appropriate compensation/commission be negotiated to compensate both organizations for such cross-marketing efforts.

Each organization recognizes the unique and varying concerns of the other and neither organization will interpret or impose conditions herein to prevent the other organization from fulfilling its mission. Each organization will give proper recognition to each other for individual and joint efforts in reporting to their respective membership and to the general public.

This Partnership Agreement provides the framework for action and guidelines for interaction between ASHRAE and APPA. This agreement should be reviewed on a periodic basis in order to (1) measure progress being made to accomplish the objectives of the agreement, and (2) to consider expanding the partnership relationship between APPA and ASHRAE.

Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant, that it is a beginning point and that any protocol of specific projects and activities developed is intended as an integral part of this understanding.

Executed this 10th day of July

President-Elect, ASHRAE

Executive Vice President, ASHRAE

President, APPA

Executive Director, APPA



THE AMERICAN INSTITUTE  
OF ARCHITECTS

## Memorandum of Understanding

### ASHRAE And American Institute of Architects

Founded in 1894, ASHRAE, Atlanta, Georgia advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

Founded in 1857, the American Institute of Architects (AIA) is the leading professional membership association for licensed architects, emerging professionals and allied partners. AIA serves as the voice of the architecture profession and the primary resource for AIA members in service to society.

ASHRAE and AIA agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward on the following activities and goals:

#### **CONSISTENT LEADERSHIP COMMUNICATION**

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/AIA senior representatives to:

- Ensure ongoing advancement of collaborative projects.
- Keep each respective organization informed of major initiatives.
- Discuss new opportunities for collaboration.

ASHRAE shall take responsibility for initiating the first annual liaison meeting. Action items with assigned responsibilities shall be recorded at each meeting. The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are:

#### **CONFERENCES AND MEETINGS**

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to the primary annual meeting.

ASHRAE and AIA agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.

## **YOUNG PROFESSIONALS DEVELOPMENT**

ASHRAE and AIA agree to connect the leaders of the Young Engineers in ASHRAE (YEA) and Young Architects Forum (YAF) to explore joint activities that can help optimize collaboration between engineers and architects early in career development. YAF participate in YEA Leadership Weekend is one example.

## **STUDENT CONNECTIONS**

ASHRAE (300+ student branches) and the American Institute of Architect Students (AIAS) agree to support collaboration between each organization's student branches and encourage joint activities that will pave the way for career-long harmony between participating engineers and architects.

## **CHAPTER COLLABORATION**

ASHRAE (179 Chapters) and AIA (270 state and local chapters) agree to coordinate promotion of joint grassroots meetings of respective members. Exchange of Chapter/Section leader contact information will be considered as one way to accomplish this objective.

Recognizing that both organizations have a presence outside of the U.S., AIA and ASHRAE agree to work to connect chapters around the globe for the betterment of the global built environment. The organizations agree to promote the ongoing global exchange of ideas and best practices for built environment design and operation, with special emphasis on health and resiliency.

## **ADVOCACY**

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and AIA agree to work together on common public affairs goals and ideologies. During annual liaison meetings, public affairs strategies will be discussed and common goals identified. Collaborative opportunities to be considered include:

- Joint promotion of codes and standards at the local, state and federal levels.
- Promoting mutually beneficial positions during the development and passage of state and federal legislation.
- Education of legislators on issues important to the members of each organization.

## **STEM/STEAM SUPPORT**

Recognizing a parallel commitment to promote Science, Technology, Engineering and Math (STEM) or Science, Technology, Engineering, Architecture and Math (STEAM), ASHRAE and AIA agree to exchange ideas on how to promote STEM education. The organizations agree to explore ways to work together on STEM/STEAM promotion at the local, national, and global levels.

## **PUBLICATIONS**

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and AIA agree to:

- Provide at least one complimentary subscription the primary membership periodical to be received at the headquarters location of the other organization.
- Explore opportunities to jointly produce publications of mutual benefit.
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Use periodicals to promote the other organization's events, publications and other activities.

## **EDUCATION**

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and AIA agree to:

- Cross-market educational offerings and the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and AIA.
- Discuss ways that certifications programs can be jointly develop or administered.

## **TECHNICAL ACTIVITIES COORDINATION**

ASHRAE and AIA members share many areas of common technical interest, including built environment health and safety, energy efficiency, and resilience and materials transparency. The two organizations agree to foster technical cooperation in these and other areas of common interest by:

- Encouraging members in each organization to participate on technical committees and task forces.
- Providing opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to buildings and community developments.
- Establishing liaison representatives to key technical committees where mutually beneficial to do so.

## **RESEARCH**

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and AIA agree to:

- Promote research in areas where research results will add to the body of knowledge in health, resiliency, energy efficiency, and sustainability.
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources.

**ADMINISTRATIVE CONTACTS**

The administrative contacts for actions tied to this MOU shall be:

**For ASHRAE:**

Jeff Littleton  
Executive Vice President  
ASHRAE  
1791 Tullie Circle NE  
Atlanta, GA 30320  
Tel: 404-636-8400  
Email: [jlittleton@ashrae.org](mailto:jlittleton@ashrae.org)

**For AIA:**

Robert Ivy, FAIA  
EVP/CEO  
AIA  
1735 New York Ave, NW  
Washington, D.C. 20006-5292  
Tel: 800-242-3837  
Email: [robertyivy@aia.org](mailto:robertyivy@aia.org)

**TERMINATION**

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate.

**TERM**

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

**LEGAL STANDING**

This MOU reflects a commitment by ASHRAE and AIA to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and AIA. Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.

**FOR ASHRAE**

**FOR AIA**

\_\_\_\_\_  
David Underwood, President

\_\_\_\_\_  
Elizabeth Chu Richter, President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

---

Jeff Littleton, Executive Vice President

---

Signature

---

Date

---

Robert Ivy, Executive Vice President/CEO

---

Signature

---

Date





## **Memorandum of Understanding**

### **ASHRAE And Association of Facilities Engineering**

Founded in 1894, ASHRAE, Atlanta, Georgia advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

Founded in 1915, the Association of Facilities Engineering (AFE), McLean, Virginia, is a professional organization of some 10,000 that promotes the optimal operation of plants, grounds and offices at Fortune 500 manufacturers, universities, medical centers, government agencies and innovative small firms from around the world. AFE provides education, certification, technical information and other relevant resources to plant and facility engineering, operation and maintenance professionals worldwide.

ASHRAE and AFE agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward on the following activities and goals:

#### **CONSISTENT LEADERSHIP COMMUNICATION**

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/AFE senior representatives to:

- Ensure ongoing advancement of collaborative projects.
- Keep each respective organization informed of major initiatives.
- Discuss new opportunities for collaboration.

ASHRAE/AFE shall take responsibility for initiating the first annual liaison meeting. Action items with assigned responsibilities shall be recorded at each meeting.

#### **CONFERENCES AND MEETINGS**

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to the primary annual meeting.

ASHRAE and AFE agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.

## **CHAPTER COLLABORATION**

ASHRAE and AFE agree to coordinate promotion of joint grassroots meetings of respective members. Exchange of Chapter/Section leader contact information will be considered as one way to accomplish this objective.

## **ADVOCACY**

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and AFE agree to work together on common public affairs goals and ideologies. During annual liaison meetings, public affairs strategies will be discussed and common goals identified. Collaborative opportunities to be considered include:

- Joint promotion of codes and standards at the local, state and federal levels.
- Promoting mutually beneficial positions during the development and passage of state and federal legislation.
- Education of legislators on issues important to the members of each organization.

## **PUBLICATIONS**

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and AFE agree to:

- Provide at least one complimentary subscription the primary membership periodical to be received at the headquarters location of the other organization.
- Explore opportunities to jointly produce publications of mutual benefit.
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Use periodicals to promote the other organization's events, publications and other activities.

## **EDUCATION**

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and AFE agree to:

- Cross-market educational offerings and the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and AFE.
- Discuss ways that certifications programs can be jointly develop or administered.

## **TECHNICAL ACTIVITIES COORDINATION**

ASHRAE and AFE agree to foster technical cooperation in areas of common interest by:

- Encourage members in each organization to participate on technical committees and task forces.
- Provide opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to buildings and community developments.
- Establish liaison representatives to key technical committees where mutually beneficial to do so.

## RESEARCH

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and AFE agree to:

- Promote research in areas where research results will add to the body of knowledge in promoting a healthy, sustainable and efficient built environment.
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources.

## ADMINISTRATIVE CONTACTS

The administrative contacts for actions tied to this MOU shall be:

### For ASHRAE:

Jeff Littleton  
Executive Vice President  
ASHRAE  
1791 Tullie Circle NE  
Atlanta, GA 30320  
Tel: 404-636-8400  
Email: [jlittleton@ashrae.org](mailto:jlittleton@ashrae.org)

### For AFE:

Wayne P. Saya Sr., CPE  
Executive Director  
Association for Facilities Engineering  
8200 Greensboro Drive, Suite 400  
McLean, VA 22102  
Tel: 571-395-8777  
Email: [waynesaya@afe.org](mailto:waynesaya@afe.org)

## TERMINATION

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate.

## TERM

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

## LEGAL STANDING

This MOU reflects a commitment by ASHRAE and AFE to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement. In addition, this MOU does

not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and AFE. Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.

**FOR ASHRAE**

\_\_\_\_\_  
David Underwood, President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeff Littleton, Executive Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR AFE**

\_\_\_\_\_  
Dennis M. Hydrick, President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wayne P. Saya, Executive Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Report to ExCom  
from  
Technology Council  
Meeting of October 19, 2015**

**Motions requiring ExCom Approval:**

1. Technology Council recommends that the BOD ExCom approve a start to the revision of the *Ammonia as a Refrigerant* Position Document (PD).

**BACKGROUND:** The current PD expires in July 2017. REF requests a revision to develop a PD which fits the latest ASHRAE PD template, is consistent with *Refrigerants and their Responsible Use* PD, addresses any on recent technical advancements, and updates references.

**TechC Vote: 11-0-0, CNV**



## **Memorandum of Understanding**

### **ASHRAE And The International District Energy Association**

Founded in 1894, ASHRAE, Atlanta, Georgia advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

Founded in 1909, the International District Energy Association (IDEA) works actively to foster the success of its Members as leaders in providing reliable, economical, efficient and environmentally sound district heating, district cooling and cogeneration (also known as combined heat and power or CHP) services.

ASHRAE and IDEA agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward on the following activities and goals:

#### **CONSISTENT LEADERSHIP COMMUNICATION**

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/IDEA senior representatives to:

- Ensure ongoing advancement of collaborative projects.
- Keep each respective organization informed of major initiatives.
- Discuss new opportunities for collaboration.

ASHRAE/IDEA shall take responsibility for initiating the first annual liaison meeting. Action items with assigned responsibilities shall be recorded at each meeting.

#### **CONFERENCES AND MEETINGS**

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to the primary annual meeting.

ASHRAE and IDEA agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.

## **ADVOCACY**

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and IDEA agree to work together on common public affairs goals and ideologies. During annual liaison meetings, public affairs strategies will be discussed and common goals identified. Collaborative opportunities to be considered include:

- Joint promotion of codes and standards at the local, state and federal levels.
- Promoting mutually beneficial positions during the development and passage of state and federal legislation.
- Education of legislators on issues important to the members of each organization.

## **PUBLICATIONS**

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and IDEA agree to:

- Provide at least one complimentary subscription the primary membership periodical to be received at the headquarters location of the other organization.
- Explore opportunities to jointly produce publications of mutual benefit.
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Use periodicals to promote the other organization's events, publications and other activities.

## **EDUCATION**

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and IDEA agree to:

- Cross-market educational offerings and the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and IDEA.
- Discuss ways that certifications programs can be jointly develop or administered.

## **TECHNICAL ACTIVITIES COORDINATION**

ASHRAE and IDEA agree to foster technical cooperation in areas of common interest by:

- Encourage members in each organization to participate on technical committees and task forces.
- Provide opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to buildings and community developments.
- Establish liaison representatives to key technical committees where mutually beneficial to do so.

## **RESEARCH**

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and IDEA agree to:

- Promote research in areas where research results will add to the body of knowledge in district energy.
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources.

## **ADMINISTRATIVE CONTACTS**

The administrative contacts for actions tied to this MOU shall be:

### **For ASHRAE:**

Jeff Littleton  
Executive Vice President  
ASHRAE  
1791 Tullie Circle NE  
Atlanta, GA 30320  
Tel: 404-636-8400  
Email: [jlittleton@ashrae.org](mailto:jlittleton@ashrae.org)

### **For IDEA:**

Robert P. Thornton  
President and CEO  
International District Energy Association  
24 Lyman Street, Suite 230  
Westborough, MA 01581  
Tel: 612-607-4544  
Email: [rob.idea@districtenergy.org](mailto:rob.idea@districtenergy.org)

## **TERMINATION**

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate.

## **TERM**

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

## **LEGAL STANDING**

This MOU reflects a commitment by ASHRAE and IDEA to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and IDEA. Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.



**FOR ASHRAE**

\_\_\_\_\_  
David Underwood, President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeff Littleton, Executive Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR IDEA**

\_\_\_\_\_  
Bruce Ander, Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert P. Thornton, President and CEO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**US Cities Seek Voluntary NZE Stretch Codes**

**From:** [dunderwood@hvacrtdu.com](mailto:dunderwood@hvacrtdu.com)  
**Sent:** Friday, October 30, 2015 4:20 PM  
**To:** Littleton, Jeff  
**Cc:** Tim Wentz  
**Subject:** RE: ASSISTANCE REQUESTED: US Cities Seek Voluntary NZE Stretch Codes

Jeff,

I agree as we touched on this at our recent meeting with DOE. ExCom can help us with determining a path forward. If we are not at this table other groups will outgun us. I am concerned about one word used often in the letter from the cities and that is “prescriptive” in reference to codes. It is my opinion that it not be possible to get to net zero without modeling an integrated building design.

Please add this to our agenda.

Regards,

David

**From:** Littleton, Jeff [<mailto:JLittleton@ashrae.org>]  
**Sent:** Friday, October 30, 2015 3:18 PM  
**To:** David Underwood  
**Cc:** Tim Wentz  
**Subject:** FW: ASSISTANCE REQUESTED: US Cities Seek Voluntary NZE Stretch Codes

Hi David,

You may recall that this issue was brought up by DOE during our leadership meetings. I’d suggest that you may wish to consider adding this to the ExCom meeting for discussion? There’s a nugget of an idea here for a NZE Standard or Code. DOE has essentially said they are going to explore options for developing a NZE code in the attached letter. Why don’t we provide them with a solution? We could build a coalition or organizations or push this as the next installment of AEDG (or a bit of both). I’d suggest that we need to be proactive here. I would not want to receive an announcement in a couple of months that DOE is partnering with AIA and ICC to develop a NZE code/standard?

I’ve copied Tim here because he was part of that discussion with DOE.

Many thanks,  
Jeff

Jeff Littleton | Executive Vice President  
Extension:1100

**From:** Littleton, Jeff  
**Sent:** Friday, October 30, 2015 3:12 PM  
**To:** Claire Ramspeck; Reiniche, Stephanie; Ames, Mark; Scarborough, Jim  
**Subject:** FW: ASSISTANCE REQUESTED: US Cities Seek Voluntary NZE Stretch Codes

I'd suggest that we need to send a proposal to DOE to develop "NZE Stretch Codes". What does that look like? Who needs to be involved?

- Potential partners
  - ICC, IAPMO
  - NASEO, IMT, Conference of Mayors
  - AIA
  - Chapters in cities that signed the letter?
- Would it be as simple as developing an NZE Standard for Commercial Buildings?
- What is contained in an NZE standard/code?
  - Performance vs. prescriptive?
- Could we get financial support from DOE? Should it start as an AEDG for NZE buildings? Would the AEDG be the basis for a code?

I'd like to add this to the agenda of the ExCom meeting next week. Please let me know your thoughts. Ideally, we would come up with a straw-man plan for developing NZE guidance.

Thanks,  
Jeff

**From:** Ames, Mark  
**Sent:** Wednesday, October 28, 2015 11:40 AM  
**To:** Scarborough, Jim; 'Richard Vehlow'; Sonya Pouncy; Chad Moore; Jeff Hurd; Jeff Hurd; Vorasen Leewattanakit; [vikrammur@gmail.com](mailto:vikrammur@gmail.com)  
**Cc:** Pratt, Lilas; Littleton, Jeff  
**Subject:** ASSISTANCE REQUESTED: US Cities Seek Voluntary NZE Stretch Codes

Good Morning GGAC Responsive Engagement Subcommittee,

ASHRAE has an opportunity to assist several cities – likely over 100 – who either have or are expected to make plans to achieve net zero energy buildings. With the help of our members, we may be able to encourage these cities to adopt our standards (e.g. 189.1/IgCC), AEDGs, guidelines, bEQ, and other products as pathways for achieving net zero energy. There may also be opportunities to explore the development of new standards. Please continue reading for additional information.

Attached you will find a letter to the US Department of Energy from 11 US cities requesting DOE's help in developing voluntary stretch building energy codes. These codes would support the cities' commitment to achieving energy use reductions of 40%, 70%, and zero-net-energy as compared with similar buildings measured by the 2015 IECC and ASHRAE 90.1 2013. Also attached is DOE's response to the letter.

Yesterday, representatives from several stakeholder organizations (New Buildings Institute, Architecture 2030, American Council for an Energy-Efficient Economy, Aristotle Project, AnnDyl Policy Group, and

myself for ASHRAE) attended a meeting with the Manager of DOE's Building Energy Codes Program to discuss how DOE might be able to assist cities with their request to create these voluntary stretch codes. The message we received is clear: DOE is definitely interested in helping, but needs more information on what exactly the cities are asking. For instance, are the cities interested in adopting existing model codes, such as the IgCC/189.1 and ICC 700? Would they prefer if DOE creates a new model code for them? What is their scope and timeline? How would cities define "net zero energy"?

The attendees for this meeting are now going to circle back with the 11 cities, receive clarification on what specifically they're asking for, and then speak with DOE again to determine what actions the Department is willing to commit to in the very near term.

While this is playing out, ASHRAE may wish to reach out to its members in these cities, encouraging our members to begin meeting with city officials (if they are not already) to determine how ASHRAE can assist, such as providing and organizing local support for the adoption of 189.1/IgCC as a voluntary stretch code.

In addition to these 11 cities, there will be an entire day devoted to city emissions reductions announcements during COP21 in Paris next month, during which over 100 cities are expected to announce plans for net zero energy buildings or similar large-scale reductions. When those announcements are made, ASHRAE may wish to reach out to our members in those cities and encourage them to make connections with their local officials. Here's a link to an article that provides related information <http://icleiusa.org/citytalkusa-measuring-up/>

How would you like to proceed?

Jim and I are happy to answer any questions you may have.

Best regards,  
Mark

Mark Ames | Senior Manager of Federal Government Affairs

Extension:1116 | Fax:202-833-0118 | Email: [mames@ashrae.org](mailto:mames@ashrae.org)