



MINUTES

EXECUTIVE COMMITTEE MEETING

Hyatt Regency Hotel Long Beach
Long Beach, California
June 29, 2017

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
June 29, 2017

Call to Order	1
Review of the Agenda	1
Unfinished Business	1
ExAIL Call Schedule 2017-2018	1
Report of the President	1
2017-2018 Travel Calendar, CRC Visits and Reports	2
New Business	2
Review of Council MBOs.....	2
IoR.....	2
Presentations at Related Conferences – ASHRAE Approvals	3
Washington D.C. ASHRAE Office Space	3
Steve Bushby Report – International Standards	3
REHVA MOU Task Force	4
Director Strategic Initiatives.....	4
Developing Economies Design Guide.....	4
Task Force to Look at Ethics Process	4
Open Microphone at Board Meetings	4
INFORMATION ITEMS	4
Western HVAC Performance Alliance Report	4
Executive Session	4
Next Meeting	4
Adjournment	5

ACTION ITEMS
Executive Committee Meeting
June 29, 2017

Item	Responsible	Summary of Action	Status
1 – 1	Littleton	Convey to Peter Simmonds that the Ad Hoc Committee is complete and his report is being referred to Tech Council.	_____
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.	_____
5 – 2	ExCom	Update the Team Up Calendar with all travel dates for 2017-2018.	_____
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.)	_____
7 – 2	Littleton	Confirm and distribute staff assignments to Fall CRCs and the new Region XIV CRC assignment.	_____
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.	_____
11 – 2	Hayter	Map out who will attend the Board orientation as trainers and who will attend the appointments process.	_____
12 – 2	Schwedler/Keen	Develop a Vice President training module for Board Orientation.	_____
13 – 2	Littleton	Schedule an all staff luncheon during Fall Board/ExCom meetings. (Secretary's Note: "speed luncheon.")	_____
14 – 2	Olesen/Littleton	Finalize the dates and location of the Spring ExCom in Antwerp, Belgium beginning April 18 th – 21 st 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.	_____

Item	Responsible	Summary of Action	Status
17 – 3	Scoggins	Assess Refrigeration Committee perspective on a liaison from IOR on their committee.	_____
18 – 3	Olesen	Assign an IOR liaison to the Refrigeration Committee upon outcome of Scoggins research activities.	_____
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.	_____
20 – 3	Littleton	Create a report that identifies the Refrigeration members in ASHRAE.	_____
21 – 3	Littleton	Work with ASME in Washington D.C. to determine next steps for ASHRAE office space.	_____
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.	_____
23 – 3	Scoggins	Develop an Open Forum at the Winter Meeting in Chicago to discuss the future of standards availability, etc.	_____
24 – 3	Scoggins	Circulating the Global International Standards Ad Hoc report to standards committees.	_____
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.	_____
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.)	_____
28 – 4	Littleton	Send a thank you to those that speak at the open session of the Board meetings. (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: <ul style="list-style-type: none"> 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 	<u>Complete – see notes below.</u>

Item	Responsible	Summary of Action	Status
		<ul style="list-style-type: none">• 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. <p>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.)</p>	



Hyatt Regency Hotel Long Beach
Long Beach, California
June 29, 2017

EXECUTIVE COMMITTEE MEETING

MEMBERS PRESENT: Bjarne W. Olesen, President
Sheila J. Hayter, President-Elect
Darryl K. Boyce, Treasurer
Julia A. Keen, Vice President
Mick CA 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 Thursday, June 29, 2017 at 7:33 a.m. ExCom members and staff attended as listed above.

Review of the Agenda

No new items were added to the agenda.

Mr. Littleton will convey to Peter Simmonds that the Ad Hoc Committee is complete and his report is being referred to Tech Council. AI - 1

Unfinished Business

ExAIL Call Schedule 2017-2018

Mr. Olesen will 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.) AI - 2

Report of the President

Mr. Olesen reported that there had been good feedback from the presidential speech and would like it to be available as soon as possible.

Mr. Littleton will post presidential speech to Basecamp after edits are made with notes and manuscript. AI - 3

Mr. Tsui will provide the appropriate photo to replace in Presidential speech. AI - 4

2017-2018 Travel Calendar, CRC Visits and Reports

The Executive Committee will update the Team Up Calendar with all travel dates for 2017-2018. AI - 5

Mr. Olesen will send the 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.) AI - 6

Mr. Littleton will confirm and distribute staff assignments to Fall CRCs and the new Region XIV CRC assignment. AI - 7

Mr. Littleton will add the Region XIV CRC, Belgrade on December 7 and 8, 2017 to the CRC schedule and send out the updated worksheet. AI-8

Mr. Olesen will assign Ms. Keen to Region XIV CRC in December. AI-9

Mr. Littleton will schedule March 5 -8, 2018 for the Board orientation and appointments process at ASHRAE headquarters and Board Strategic meeting March 9-10 at ASHRAE headquarters. AI-10

Ms. Hayter will map out who will attend the Board orientation as trainers and who will attend the appointments process. AI-11

Mr. Schwedler and Ms. Keen will develop a Vice President training module for the Board orientation. AI-12

Mr. Littleton will schedule an all staff luncheon during Fall Board/ExCom meetings. (Secretary's Note: "speed luncheon.") AI-13

Mr. Olesen reported that the Spring ExCom will be held in Antwerp, Belgium. It will start on April 18th in the afternoon and end on April 20th with a dinner that evening. ExCom will depart on April 21st for planned destinations.

Mr. Olesen and Mr. Littleton will finalize the dates and location of the Spring ExCom in Antwerp, Belgium beginning April 18th – 21st and decide those ExCom members that will remain for the REHVA and AASA meetings. AI - 14

New Business

Review of Council MBOs

Ms. Hayter, Ms. Scoggins and Mr. Tsui will send Council MBOs to Mary to circulate within Excom. AI - 15

IoR Memorandum of Understanding

Mr. Olesen reported that we have a memorandum of understanding between IoR/ASHRAE. The opportunity to access the IoR refrigeration documents might be a good way to strengthen the refrigeration function of ASHRAE. The arrangement details would need to be worked out and if there is a financial impact. It would be an enhanced benefit for ASHRAE members.

- Ms. Scoggins will access the IOR refrigeration documents and their proposal and next steps forward. AI - 16
- Ms. Scoggins will assess the Refrigeration Committee perspective on a liaison from IOR on their committee. AI - 17
- Mr. Olesen will assign an IOR liaison to the Refrigeration Committee upon outcome of Scoggins research activities. AI - 18
- Mr. Littleton will request that the Marketing Department set up infrastructure to access extended Membership Benefits page on ASHRAE website to include new Society offers to ASHRAE members. AI - 19
- Mr. Littleton will create a report that identifies the Refrigeration members in ASHRAE. AI - 20

Presentations at Related Conferences – ASHRAE Approvals Attachment A

Ms. Scoggins reported that the Residential Buildings Committee would like to present at other conferences and have inquired if they need approval. The presentations to other conference would have to represent ASHRAE perspective and research. The approval would be if the presentations are based on existing ASHRAE documents, standards, position statements etc. no approval is needed.

Washington D.C. ASHRAE Office Space

Mr. Littleton reported that Mr. Bill Harris, ASME coordinates the rental space for ASHRAE in the D.C. office. ASME is currently looking for smaller square footage in the current building and may swap spaces with another tenant. This new space would still provide office space for ASHRAE. The lease tends to be year to year but that might change when moving to a new building or different location.

- Mr. Littleton will work with ASME in Washington D.C. to determine next steps for ASHRAE office space. AI - 21

Steve Bushby Report – International Standards

Mr. Olesen reported that ASHRAE's involvement in ISO standards are crucial and representation on the working groups is important. People on working groups are appointed as experts by their national standard organization.

The Executive Committee discussed ASHRAE standards and who has access to them and what are potential options for the future.

- Mr. Boyce and Mr. Littleton will take a high level analysis of member access to standards for free with membership and the impact on the increase to dues. AI - 22
- Ms. Scoggins will develop an Open Forum at the Winter Meeting in Chicago to discuss the future of standards availability, etc. AI - 23
- Ms. Scoggins will circulate the Global International Standards Ad Hoc report to standards committees. AI - 24

REHVA MOU Task Force Attachment B

Mr. Olesen reported that the REHVA MOU Task Force he is assigning will have face to face meetings during the year. Mr. Tim Wentz has been asked to be the chair the task force.

Mr. Olesen will assign and REHVA/MOU Task Force with face to face meetings in November, the Winter and Annual Meeting. AI - 25

Director Strategic Initiatives

Mr. Olesen will send the 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. AI - 26

Developing Economies Design Guide

Mr. Olesen reported the Residential Buildings Committee does not think they can begin their work on a developing economies guide but will focus on a multi-family guide. There is still a lot of interest by the people who served on the Developing Economies Ad Hoc Committee to proceed with a design guide. Additional discussion will take place in New Dehli at a meeting on November 10 – 11, 2018.

Task Force to Look at Ethics Process

Mr. Olesen will 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.) AI - 27

Open Microphone at Board Meetings

Mr. Littleton will send a thank you to those that speak at the open session of the Board meetings. AI - 28

INFORMATION ITEMSWestern HVAC Performance Alliance Report Attachment C**Executive Session****Next Meeting**

The Executive Committee Fall Meeting will be held on Sunday, November 5th and Monday, November 6th. The schedule is as follows:

- Sunday, 2:00 – 6:00 PM Meeting Dinner following.
- Monday, 8:00 AM – 12:00 PM Meeting

Adjournment

Mr. Olesen thanked everyone for attending. The meetings was adjourned on Thursday, June 29, 2017.

A handwritten signature in black ink, appearing to read 'J. Littleton', with a horizontal line extending to the right from the end of the signature.

Jeff H. Littleton, Secretary

mdt/2017- 07 - 27

Distribution: Board of Directors
Staff Directors

Attachments: A. RBC Presentations
B. REHVA MOU Task Force
C. Western HVAC Performance Alliance Report

RBC presentations at residential buildings related conferences -- formal ASHRAE approvals needed?

From: Ginger Scoggins [<mailto:gscoggins@engineereddesigns.com>]
Sent: Tuesday, June 27, 2017 4:46 PM
To: Giometti, Tony <giometti@ashrae.org>
Cc: mschwedler@trane.com; Baxter, Van D. <baxtervd@ornl.gov>
Subject: RE: RBC presentations at residential buildings related conferences -- formal ASHRAE approvals needed?

Thanks, Tony

It seems that as long as there is a statement “the presenter does not reflect the position of society”, then we are clear. I think the question is more on the lines of what do we do when we **DO** have the presenter to represent society – as in, spreading the word on ASHRAE residential standards.

I will take this to Excom and get back with you and Van.

Thanks,

Ginger Scoggins PE, CEM, CxA, LEED® AP, Principal
Engineered Designs, Inc. | direct 919-238-7152 | main 919.851.8481 | cell 919.818-4709 | fax 919.851.9703 |
www.engineereddesigns.com | gscoggins@engineereddesigns.com

Engineering Life Into Buildings– Celebrating 19 Years!

From: Giometti, Tony [<mailto:giometti@ashrae.org>]
Sent: Sunday, June 25, 2017 6:01 PM
To: Ginger Scoggins <gscoggins@engineereddesigns.com>
Cc: mschwedler@trane.com
Subject: RE: RBC presentations at residential buildings related conferences -- formal ASHRAE approvals needed?

Hi Ginger,

There are not any procedures within CEC to monitor/approve presentations presented on behalf of ASHRAE at other conferences.

It’s more of a question as to “who speaks for ASHRAE” and who is going to review the material to make sure it is technically and factually correct.

In both cases above, neither are in CEC’s realm of responsibility, I believe.

I’ll bring it to CEC if you wish.

Thanks.

Tony



Shaping Tomorrow's
Built Environment Today

Tony Giometti
Manager of Conference Programs

ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1155
giometti@ashrae.org
www.ASHRAE.org



From: Ginger Scoggins [<mailto:gscoggins@engineereddesigns.com>]

Sent: Sunday, June 25, 2017 5:50 PM

To: Giometti, Tony <giometti@ashrae.org>

Cc: mschwedler@trane.com

Subject: FW: RBC presentations at residential buildings related conferences -- formal ASHRAE approvals needed?

Hi Tony,

Can you review the email below and let us know if there are any procedures within CEC to monitor/approve presentations from committees within ASHRAE that are speaking at other conferences?

Thanks,

Ginger Scoggins PE, CEM, CxA, LEED® AP, Principal

Engineered Designs, Inc. | direct 919-238-7152 | main 919.851.8481 | cell 919.818-4709 | fax 919.851.9703 |
www.engineereddesigns.com | gscoggins@engineereddesigns.com

Engineering Life Into Buildings— Celebrating 19 Years!

From: Baxter, Van D. [<mailto:baxtervd@ornl.gov>]

Sent: Sunday, June 25, 2017 9:36 AM

To: Ginger Scoggins <gscoggins@engineereddesigns.com>; M. Schwedler <mschwedler@trane.com>
Cc: Dan Int-Hout (dint-hout@krueger-hvac.com) <dint-hout@krueger-hvac.com>; Pratt, Lilas <LPratt@ashrae.org>; theresa.a.weston@dupont.com; Chris Mathis <Chris@mathisconsulting.com>
Subject: RBC presentations at residential buildings related conferences -- formal ASHRAE approvals needed?

Hi Ginger, Mick;

A question came up during the RBC Conferences subcommittee concerning submitting proposals for presentations at "Others" conferences to describe/promote, etc. ASHRAE's activities in the residential area. Specifically what level of formal ASHRAE approval, if any, would be required for such presentations? The purpose of these presentations is to inform other bodies engaged in residential related activities of ASHRAE/RBC activities and interest.

From my brief examination of the conference subcommittee responsibilities in the RBC MOP (2.2.2) it would appear that CEC should at minimum be informed of any such conference participation: "2.2.2 Oversee the Society's role in the conferences and workshops as identified above in cooperation with CEC"

Thanks for your help/guidance.

Best regards,

Van Baxter

Bjarne:

I had a very good meeting today with Jaap, Ioan, and Atze from REHVA. I think we have a plan going forward, but I need your approval and/or decision on the following:

1. Have you informed Ken Goodman and Steve Comstock of their appointment to the Task Force? I ran into Steve Comstock at lunch and he didn't seem to know about it. The Task Force would need a presidential appointment and I think that would need to be done sooner as opposed to later. I already have a number of action items for Ken and Steve to work on.

2. The MoU calls for a 6 month to 18 month implementation duration, but everyone agrees that it would be best to complete this task in your presidential year. Thus, we have established a 12 month timeline to complete our work.

3. Because of the timeline, we would like to have two face-to-face meetings; one in Brussels on Nov. 13 to 15 and, of course, Chicago. REHVA has a technical conference on the 13th and 14th, which would give our side a chance to see the kind of educational conferences REHVA typically produces. After the conference, we would have at least a 1/2 day meeting with REHVA. The travel expenses would need to be approved by you, if you thought this was worthwhile. If you think this isn't a good use of ASHRAE funds, we can explore other options.

4. We will have monthly conference calls. The first is tentatively scheduled for Monday, July 24. We need to check with Stefano, Steve and Ken first, but that is the plan for now.

Let me know if you have any questions on the above.

Thanks,

Tim

President Wentz, President-elect Olsen, et. al.:

This summary report covers WHPA meeting activity February 26 through June 17, 2017. My apologies for the long gap in reports. The Commercial Quality Maintenance Standard 180 User Guide Working Group has been the most active as noted below.

User Manual Working Group

- After the group agreed to limit their work to roof top units, activity focused on how to format a maintenance plan and which metrics would be appropriate.
- February 26, 2017: In an effort to better understand how Standard 180 might be implemented, two flow charts were introduced and discussed. As part of this discussion an issue arose regarding using pressure drop to determine filter condition. The chair felt this was not permitted by the standard. Two contractor members cited field experience and other reasons why this method is valid. I also mentioned there is no language in the ASHRAE Standard prohibiting this practice. Regardless, the chair tabled this issue.
- March 2, 2017: The group discussed annual and quarterly reports and their content. In this discussion the subject of pressure drop measurement came up again. This led to another vigorous debate on whether air flow measurement (filter pressure drop) was compliant with the standard. With discussion at an impasse, the chair conferred with CQM Chair, Don Langston. The result was the meeting was adjourned. Confusion over the intent of the standard resulted in a change in working group leadership.

Comment: Standard 180 was intentionally written using generic terms describing what is required. How the requirements are achieved is left to the user's discretion. The opinion that the standard did not permit pressure drop measurements was erroneous. This difference threatened to fragment the group. The aforementioned member change resolved the conflict. CQM Chair, Don Langston has taken over the working group leadership.

- March 16, 2017: Mr. Langston reviewed the group focus - to facilitate operationalizing standard 180 within the WHPA context using ASHRAE Standard 180 as a reference point.
- March 30, 2017: R. Danks presented an overview of Standard 180 as part of a regrouping process for the working group. Content, intent and reasons why the standard was written as it was were given. Also explained the differences between the ASHRAE/ANSI process requirements and what the WHPA is doing. A significant difference is that SPC 180 meets twice per year. WHPA committees and working groups meet much more frequently. Also committed to requesting access to the ASHRAE User Guide for Standard 62.1 as a reference/road map for the working group to benchmark. Presentation was well received.

- April 20, 2017: discussion continued on ASHRAE Standard 180 and the philosophy followed in its development. Additional discussion on how to communicate the value of compliance with Standard 180 would be for owners.
- April 27, 2017: With Access to the 62.1 Standard User Guide, the group discussed how the format could be applied to the WHPA effort. Pacific Gas & Electric presented their guide document for participants in their HVAC optimization program. These appeared to be helpful guidance for the working group. Also discussed were some of the barriers in the program such as Investor Owned Utilities do not like metrics, contractors do not like to be told how to do business by utilities, etc.

Comment: It appears that this working group is now converging on the direction they need to take. With a better understanding how their work related to the ASHRAE work and examples of other user guides, the group is better aligned, progress is being made.

Joint Executive Committee and Council of Advisors

- Meeting May 17, 2017: discussion of the on-line permitting initiative. A status report on ASHRAE Standard 221 was presented. WHPA accomplishments for 2017 Q1 were presented.

Commercial Quality Maintenance

- Committee April 18, 2017: Mentioned new Calif regulations regarding installing HVAC equipment now require acceptance testing and documentation for each equipment item. Announced the creation of two new 180 working groups: Customer Communications and Contract Data Specification. These groups using Standard 180 as a reference point are focused on issues specific to the WHPA effort with utility incentive, contractor implemented maintenance programs for energy efficiency. The working groups efforts appear to be pointed toward contractor processes to provide compliance with Standard 180 to clients. Also discussed the PG&E user guide. The intent is to provide proof of value of the maintenance contract. This is difficult with the tendency of clients not to share utility data, etc.

Customer Communications Working Group

- April 23, 2017: Working group formed to provide material for the WHPA user guide on customer interviews. Discussion on the benefits of compliance with Standard 180, cited the tendency for clients to revert to less than minimum maintenance after the incentive program expires. Also mentioned linking the WHPA work product to the potential ASHRAE 180 user manual.

- May 23, 2017: Presentation on sales training program. Cited value added through preventive and predictive maintenance. Also presented an example sales plan. This material was an orientation for the working group to develop a how to effectively communicate with the customer.

Note: WHPA sees selling the benefit of a 180-compliant maintenance program as a significant element in the overall compliance process. While ASHRAE 180 is directed more toward building owners (as the responsible parties), in their efforts to operationalize the standard any guidance to aid in securing a fair contract seems necessary in this context.

Again, my apologies for the late delivery of this report.

Respectfully submitted,

Richard Danks