



MINUTES

EXECUTIVE COMMITTEE MEETING

November 10 and 11, 2018
ASHRAE Headquarters
Atlanta, Georgia

Note: These draft minutes were approved by the Executive Committee and are the official, approved record of this meeting.

TABLE OF CONTENTS
Executive Committee Meeting
November 10 and 11, 2018

CALL TO ORDER/INTRODUCTIONS.....	3
APPROVAL OF MINUTES.....	3
REVIEW OF ACTION ITEMS.....	3
REPORT OF THE PRESIDENT.....	3
REPORTS OF OFFICERS' CRC AND INTERSOCIETY VISITS.....	4
EXECUTIVE SESSION.....	5
UNFINISHED BUSINESS	5
Alignment of Employee Handbook with Member Policies	5
Diversity Policy.....	5
VISHRAE/ASHRAE Memorandum of Understanding.....	5
NEW BUSINESS	5
International Well Building Standard.....	5
ANSI-CEN-CEN Elec Standards Agreements	5
NZE Building Standard.....	6
Strategy for including BOD Nominees in spring BOD and ExCom activities and communications	6
How ExCom can work with USGBC to increase the energy efficiency requirements within the LEED rating system	6
BS 2019 Endorsement	6
Commercialism Policy and Major Gifts.....	6
FUTURE MEETINGS.....	6
ADJOURNMENT	7

Action Items
Executive Committee Meeting
November 10 and 11, 2018

<u>No – Pg.</u>	<u>Responsibility</u>	<u>Summary of Action</u>	<u>Status</u>
1 – 1	Littleton	(Carryover) Reapply as a partner to CCAC, instead of as an actor. (Update: 1/2017 – Ongoing. 3/2017- Ongoing. 6/2017- Ongoing. 11/2017- Ongoing. 1/2018 – Ongoing. 4/2018 – Ongoing, 11/2018 – Ongoing.	_____
2 – 1	Littleton	(Carryover) Discuss with CAR their interest in working with CCHVC on a Building Performance Award. (Update: 4/2018 – Ongoing, Tsui will continue to follow up with CAR. 6/2018 – Ongoing. 11/2018 – Ongoing.)	_____
3 – 1	Littleton	(Carryover) The original action item below has been redefined to develop a summary of key opportunities for continued ExCom attention for each organization with whom senior officers meet. (Carryover) Review the perception and optics of sponsors regarding the May meetings in Japan and develop some guidelines (Ongoing: 6/2018)	_____
4 – 1	Boyce	(Carryover) Have Members Council investigate the sponsorship and mentoring programs (including those dealing with Developing Economies). (Ongoing: 6/2018, Ongoing: 11/2018.)	_____
5 – 1	Boyce	(Carryover) Work with Members Council on a policy statement for regions to travel for potential joint CRCs using normal regional flight costs. (Ongoing: 6/2018, Ongoing: 11/2018)	_____
6 – 1	Boyce	(Carryover) Work with GAC (formerly GGAC) to develop a reporting strategy for motions and recommendations coming from the committee to EXCOM and the Board. (Ongoing: 11/2018)	_____
7 – 1	Boyce/Littleton	(Carryover) Develop a draft of a Commercialism and Sponsorship Policy for regions and chapters. . (Ongoing: 11/2018)	_____
8 – 1	Schwedler	(Carryover) Develop criteria for when it would be appropriate to pay volunteers for the development of standards. (Ongoing: 11/2018)	_____
9 – 1	Hayter/Boyce	(Carryover) Determine areas that need to be addressed and responded to if there are multiple nominees for Officer and Director positions. (Ongoing: 11/2018)	_____
10 – 1	Boyce	(Carryover) Work with Members Council to evaluate participation in the World Student Competition and develop the program to identify a participant from ASHRAE. (Ongoing: 11/2018)	_____
11 – 2	Boyce	Consider creating a liaison committee with ASPE. Be prepared to discuss at the January ExCom meeting.	_____

12 – 2	Boyce/Keen	Discuss with the DRCs from regions II, IV and V about the potential for a joint CRC.	_____
13 – 3	Gulledge	Bring a diversity policy up through Members Council.	<u>Complete</u>
14 – 3	Littleton	Draft a diversity policy for staff.	_____
15 – 3	Littleton	Add the VISHRAE/ASHRAE MOU on the Winter Meeting ExCom agenda.	_____
16 – 4	Schwedler	Report back to ExCom on the status of increasing the energy efficiency requirement of the LEED rating system with USGBC.	_____
17 – 4	Littleton	Inform IBPSA of the ASHRAE 2019 endorsement.	_____
18 – 4	Littleton	Follow up with those inquiring about ASHRAE support of the September 2019 IBPSA conference in Rome.	_____
19 – 5	Littleton	Draft and refine the current commercialism policy and consult with ASHRAE legal and report at the January meeting.	_____
20 – 5	Schwedler	Investigate if ASHRAE research funds can be used to support market research activities. Recommend that a report be provided to ExCom by the January meeting.	_____



EXECUTIVE COMMITTEE MEETING

November 10 and 11, 2018

MEMBERS PRESENT:

Sheila J. Hayter, President
Darryl K. Boyce, President-Elect
Charles E. Gullledge III, Treasurer
Julia A. Keen, Vice President
M. Dennis Knight, Vice President
Farooq Mehboob, Vice President
Mick C. A. Schwedler, Vice President

STAFF PRESENT:

Jeff H. Littleton, Executive Vice President
Mary Dean Townsend, Executive Assistant to the Board
Kim Mitchell, Chief Development Officer
Alice Yates, Director of Government Affairs

CALL TO ORDER/INTRODUCTIONS

The meeting was called to order at 2:18 PM.

APPROVAL OF MINUTES

Ms. Keen moved:

that a consent motion for the meeting minutes listed below be approved:

- June 23 and 27, 2018
- June 28, 2018
- July 11, 2018

MOTION PASSED (Unanimous, CNV)

REVIEW OF ACTION ITEMS

Action items 1-10 are ongoing and included in the action item list at the beginning of the minutes. Updates are included where possible.

AI 1-10

REPORT OF THE PRESIDENT Attachment A

Ms. Hayter reported that her travels and visits are documented in the attachment to the minutes. She added detail to some of the entries to give more insight into those particular visits and events. Related to this summary, ExCom discussed best practices for ASHRAE senior officers to nurture relationships with a range of industry stakeholders, including proactively reaching out to key manufacturers and committing to meet with leaders from those organizations. As of the November ExCom meeting, the senior officers have meet with Ingersoll Rand-Trane and have meetings with Honeywell and Price scheduled. Meetings with other manufacturing stakeholders are currently being explored. This discussion addressed the original intent of Action Item 3. Mr.

Littleton offered to continue this action item and develop a summary of key opportunities for continued ExCom attention for each organization with whom senior officers meet.

REPORTS OF OFFICERS' CRC AND INTERSOCIETY VISITS

Officers reported on CRCs and other intersociety visits attended. Their reports are posted on Basecamp.

Mr. Schwedler reported on the following meetings he attended:

- Region XIV CRC – UK Midlands Chapter, United Kingdom
- Region VII CRC – Chattanooga, TN
- Region XIII CRC – Hong Kong
- Korean Chapter
- IAPMO
- ICC

Ms. Keen reported on the following meetings she attended:

- Region V CRC – Toledo, Ohio
- Region at Large CRC – Turkey

Mr. Boyce will consider creating a liaison with ASPE and will be prepared to discuss at the January ExCom meeting.

AI - 11

Mr. Boyce and Ms. Keen will have a discussion with the DRCs from regions II, IV and V about the potential for a joint CRC.

AI - 12

Mr. Knight reported on the following meetings he attended:

- Region at Large CRC – Turkey
- Region V and XII Joint CRC
- Region IX CRC
- Region III CRC
- Region II CRC
- Smart Building Alliance

Mr. Gullede reported on the following meetings he attended:

- Region VII CRC
- Region IV and XII Joint CRC
- Region I CRC
- Trane – Minneapolis
- Northwest Arkansas Chapter Chartering
- NSF – Ann Arbor and NSF 444 meetings remotely
- IFMA Conference
- SMACNA
- PEAC – Ottawa, Canada

Mr. Boyce reported on the following meetings he attended:

- Region V CRC
- APPA Living Labs and MOU discussions
- Region IV and XII CRC
- Region X CRC

- Region II CRC
- ASHRAE Headquarters Ad Hoc
- Several locations in Brazil
- ASPE – Discussion included the potential for a liaison committee of ASPE and ASHRAE members to be discussed at the Winter Meeting in January.
- AABC – Naples, Florida

EXECUTIVE SESSION

The executive session was held during the two-day meeting of the committee and separate minutes reflect the discussion.

UNFINISHED BUSINESS

Alignment of Employee Handbook with Member Policies

Mr. Schwedler reported that the Employee Handbook and Member Policy has been updated and the Executive Director had indicated it correctly reflects the State of New York Whistleblower policy. However, since the ASHRAE Rules of the Board were updated following the recommendations of the Ethics Ad Hoc Committee, there was concern that the ROB may not correctly reflect State of New York Whistleblower requirements. Mr. Schwedler stated that since he is not familiar with the State of New York requirements, the ASHRAE Executive Director and head of HR were planning to look into this.

Diversity Policy

Mr. Gullede reported that a diversity policy will be reported through Members Council.

AI - 13

Mr. Littleton will draft a diversity policy for staff.

AI - 14

VISHRAE/ASHRAE Memorandum of Understanding Attachment B

Mr. Littleton reported that the first draft of a MOU with VISHRAE has been sent to the organization and that we have just received a response from the group.

Mr. Littleton will add the VISHRAE/ASHRAE MOU to the Winter Meeting ExCom agenda.

AI - 15

NEW BUSINESS

International Well Building Standard (IWBI)

Mr. Knight reported the IWBI has published version two of the International WELL Building Standard. The new standard has increased the number of elements or categories where credits can be earned toward having a building certified under WELL from 7 to 10. In addition, they have moved to training and certifying independent 3rd party WELL Building Assessors to meet the demand and to help speed the process of processing WELL Building Certifications rather than providing all of the final project assessments in-house.

ANSI-CEN-CEN Elec Standards Agreements

Mr. Schwedler reported that Technology Director Stephanie Reiniche is communicating with CEN counterparts and working with them to move forward. There are quite a few coordination

issues that must be overcome. The timeframe is most likely in the range of 9 – 15 months if all goes well.

NZE Building Standard

Mr. Schwedler reported that this effort is still progressing and more information will be forthcoming.

Strategy for including BOD Nominees in spring BOD and ExCom activities and communications

Ms. Hayter provided draft guidelines for including BOD nominees in spring BOD and ExCom activities and communications. My. Boyce will refine the guidelines for further discussion during the January ExCom meeting. AI - 9

How ExCom can work with USGBC to increase the energy efficiency requirements within the LEED rating system

Mr. Schwedler reported that he is the USGBC LEED Technical Committee Chair and serves on the LEED Steering Committee. LEED v4.1 is scheduled for pilot in January 2019. At this point, specifics cannot be shared, but in the past, LEED has always increased energy stringency and used ASHRAE standards and AEDGs in their work. Mick electronically introduced Chuck Gullidge, our ASHRAE representative to Greenbuild 2018, to USGBC Staff and volunteer leaders to ensure productive meetings this week at Greenbuild.

Mr. Schwedler will report back to ExCom on the status of increasing the energy efficiency requirement of the LEED rating system with USGBC. AI - 16

BS 2019 Endorsement

Mr. Littleton reported that the Energy Modeling conference is held every other year with IBPSA. The next event will be held in 2020. The 2019 global conference will be held in September in Rome, Italy.

Mr. Littleton will inform IBPSA of the ASHRAE 2019 endorsement. AI - 17

Mr. Littleton will follow up with those inquiring about ASHRAE support of the September 2019 IBPSA conference in Rome. AI - 18

Commercialism Policy and Major Gifts

Mr. Mehboob reported that there is a need for refinement of the current Commercialism Policy to address naming opportunities and other recognition of corporate donors, especially as we move towards a capital campaign.

Mr. Littleton will draft and refine the current the commercialism policy and will consult with ASHRAE legal and report at the January meeting. AI - 19

Mr. Schwedler will investigate if ASHRAE research funds can be used to support market research activities. Recommend that a report be provided to ExCom by the January meeting. AI - 20

FUTURE MEETINGS

Saturday, January 12, 2019 8:30 AM – 1:00 PM
Wednesday, January 16, 2019 7:30 – 9:00 AM
Thursday, January 17, 2019 7:30 – 11:00 AM

ADJOURNMENT

The meeting was adjourned on Sunday, November 11th at 12:00 PM.

A handwritten signature in black ink, appearing to read 'J. Littleton', followed by a horizontal line extending to the right.

Jeff H. Littleton, Secretary

mdt/2018/12/14

- Attachments: A. Report of the President
B. VISRAE/ASHRAE Memorandum of Understanding

Report of President Sheila Hayter
ASHRAE Travel for July 1, 2018
Through October 31, 2018

Date	Meeting	Location	Comments
July 8 - 11	Purdue Conferences	West Lafayette, IN	Three concurrent conferences, more than 800 attendees, very technical program, I gave comments during the opening session describing ASHRAE and how ASHRAE's priorities align with the conference focus areas.
July 12 - 15	Senior Officers Planning Meeting	Estes Park, CO	Three-days of planning discussions for the 18/19 Society Year. Notes shared with the ExCom members.
July 19	NREL Energy Execs Leadership Academy	Golden, CO	Summarized how my background working in a research environment and my connection with the day-to-day of industry are complimentary. Presentation contained a mini-version of the Society theme speech.
July 20 – 29	South Africa Chapter Chartering and Stakeholder Meetings	Johannesburg and Cape Town, South Africa	Chartered a new ASHRAE chapter in South Africa and supported the chapter leadership in nurturing relationships between the ASHRAE chapter and organizations located in South Africa having overlapping interests with ASHRAE. The chapter organized 12 separate meetings with stakeholders during the week in addition to the formal event for the chapter chartering activities. Gave the presidential address during the chartering event.
July 30	CIBSE volunteer senior leaders	Windsor, UK	On my way back from South Africa, Tim Wentz and I met with the current and a recent past president of CIBSE during a layover in the UK. The purpose of this meeting was to discuss the effectiveness of on-going collaborative activities and strategize for which new activities should be prioritize in the near future.
August 2 – 5	Region IX CRC	Sioux Falls, SD	Participated in CRC activities, gave the presidential address
August 14 – 19	Region XIII CRX	Hong Kong	Participated in CRC activities, gave the presidential address, gave a presentation on retro-commissioning during the tech session plenary
August 20 – 23	Electrification 2018	Long Beach, CA	First EPRI conference focused on the potential for a 100% electrified economy. 5 concurrent tracks (one of which addressed buildings) and an expo. I believe the buildings track could be improved if ASHRAE involved with planning/facilitating it. Nearly 2000 attendees. Next Electrification conference in April 2020 in Charlotte, NC.

August 27	IR-Trane leadership meeting	St. Paul, MN	Senior officers visited Ingersoll Rand-Trane leadership. The purpose of the meeting was for both organizations to increase familiarity about activities in areas of mutual interest and to discussion potential collaborations.
September 4 – 9	Region XIV CRX	Loughborough, UK	Participated in CRC activities, gave the DL presentation, “Integrating RE in Buildings,” during the CRC technical session, gave the presidential address as the CRC luncheon keynote
September 10 – 15	SHASE Annual Conference	Nagoya, Japan	Gave a presentation on grid-efficient buildings and urbanization during the conference “international day.” Attend ASHRAE Japan Chapter meeting. Attended conference social events.
September 24	Minnesota Energy Expo	Minneapolis, MN	Attended 12 th Annual Minnesota Energy Expo, jointly sponsored by the Minnesota ASHRAE Chapter and the Association of Energy Engineers Twin Cities chapter. Presented in 3 sessions: presidential address as luncheon keynote, panelist on the “Beneficial Electrification” panel, and a DL talk on Integrating RE in Buildings. Conference featured 3 program tracks and an expo.
September 25	National Sanitation Foundation	Ann Arbor, MI	Senior officers met with leaders from the National Sanitation Foundation (NSF) to discuss NSF’s efforts to develop a standard addressing prevention of legionella in buildings systems.
October 1 – 4	AHR-Mexico	Mexico City, Mexico	The AHR-Expo is the largest expo for the HVAC industry in Latin America having 9,809 attendees and 3766 exhibitors at this year’s event. I participated in the technical program accompanying the expo, represented ASHRAE during the expo ribbon cutting event, and networked with ASHRAE members and potential members from Mexico and other Latin American nations. I participated in two separate technical program sessions. I gave the presentation, “Integrating RE in Buildings” during one session and I was a panelists discussion challenges facing women in the HVAC and construction industries during a second session. I was also stationed at the ASHRAE booth within the expo where I answered questions about ASHRAE’s activities supporting industry challenges, spoke with individuals interested in becoming ASHRAE members, and assisted with the sales of ASHRAE publications.
October 5 – 9	Region-at-Large CRC	Antalya, Turkey	Participated in CRC activities, gave the presidential address
October 10 – 13	CIBSE Young Engineer Awards	London, UK	My activities with CIBSE included serving as a member of the jury to select the CIBSE Graduate of the Year; sitting on a

	event and CIBSE Council meeting		<p>panel for a session during the CIBSE Young Engineers Awards event that addressed questions regarding how professional competence is managed and monitored and technical standards within the engineering profession are upheld; addressing the CIBSE Council; participating in meetings to evaluate on-going and plan new collaborative activities between ASHRAE and CIBSE; and attending a formal event for recognizing contributions of individual CIBSE members. In addition to the CIBSE events, I also met with staff from BSRIA to strategize about ASHRAE/BSRIA partnership opportunities and met with leaders from the Institute of Refrigeration (IOR),</p>
October 15 – 20	International Sustainable Energy Congress	Bogota and Cali, Colombia	<p>Attended the International Sustainability Conference held at Universidad El Bosque in Bogota where I gave the presidential address and the presentation, "My Road to Leadership in ASHRAE." Attended a chapter seminar held on the Univalle campus in Cali where I gave the presidential address. Attended the Colombia Chapter meeting where I gave the presidential address. Participated in meetings with AICAIR leadership to discuss how to leverage existing ASHRAE resources to help buildings professionals in Colombia enhance their knowledge about incorporating energy efficiency, indoor air quality, and thermal comfort strategies into their projects and to help these professionals inform subnational policy makers interested in policy related to the built environment</p>
October 24	Corpus Christi College	Oxford, UK	<p>The purpose of the meeting was to strategize opportunities to combine expertise about human behavior (expertise represented by the Corpus Christi College faculty in attendance) and building performance (represented by ASHRAE) to address challenges that are anticipated to occur as the buildings sector and energy sector converge as means for how energy is generated, distributed, and stored are evolving.</p>
October 25 – 26	UN Environment Ozone Action Branch	Paris, France	<p>Attend the annual planning meeting between ASHRAE and the UN Environment Ozone Action Branch. The purpose of the meeting was to discuss the activities completed during the past year that occurred under the ASHRAE/UNE Ozone Action partnership and to plan the activities to occur during the next year. Under the ASHRAE/UNE Ozone Action partnership, ASHRAE assists UNE Ozone Action in building capacity in developing economy nations related to safe use and handling of emerging refrigerants and knowledge building about efficient and sustainable alternatives for designing, constructing, and operating refrigeration systems. This work is in support of</p>



Memorandum of Understanding ASHRAE and VISRAE

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 1998, VISRAE, Hanoi, Vietnam, a socio-professional institution of Vietnamese citizens working in the sectors of Refrigeration, Air-Conditioning, and Air Technology (e.g., clean rooms, thermal pressurize rooms, gas liquefaction and separation, etc.).

ASHRAE and VISRAE agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together 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/VISRAE senior representatives to:

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

ASHRAE/VISRAE 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:

For ASHRAE:

Jeff Littleton
Executive Vice President
ASHRAE
1791 Tullie Circle, NE
Atlanta, GA 30329
Phone: 404-636-8400
Email: jlittleton@ashrae.org

For VISRAE:

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 VISRAE 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 VISRAE 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 VISRAE 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 VISRAE 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.
- Explore mutually beneficial ways to translate publications for member benefit.

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 VISRAE 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 VISRAE.
- Discuss ways that certifications programs can be jointly developed or promoted.

TECHNICAL ACTIVITIES COORDINATION

ASHRAE and VISRAE 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 VISRAE agree to:

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

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 VISRAE 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 VISRAE. 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

Printed Name/Title

Signature

Date

Printed Name/Title

Signature

Date

FOR VISRAE

Printed Name/Title

Signature

Date

Printed Name/Title

Signature

Date

DRAFT