



MINUTES

EXECUTIVE COMMITTEE MEETING

HILTON AMERICAS
HOUSTON, TEXAS
JUNE 28, 2018

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 28, 2018

CALL TO ORDER/INTRODUCTIONS.....	1
REVIEW OF AGENDA	1
UNFINISHED BUSINESS	1
ExAIL Call Schedule 2018-2019	1
ASHRAE/CIBSE Update	1
REPORT OF THE PRESIDENT.....	2
NEW BUSINESS	2
Plan for Including Officer Nominees in ExCom Meetings/Discussions	2
Plan for Including Board of Directors Member Nominees in Board Meetings/Discussions ..	2
Travel Reimbursement Policy	3
Pushing LEED Energy Efficiency Requirements.....	3
Region XIV GDPR Compliance	3
Membership Growth Concern	3
ASHRAE/VISRAE Activities (Vietnam Society of Refrigeration and Air Conditioning Engineers)	3
IOR Publications Distribution Proposal.....	4
World Student Competition	4
CRC SCHEDULE.....	4
OTHER BUSINESS	4
Marketing Report	4
EXECUTIVE SESSION.....	4
NEXT MEETING	4
ADJOURNMENT	5

Principal Motions
Executive Committee Meeting
June 28, 2018

<u>No – Pg.</u>	<u>Motion</u>
1 – 2	that the Executive Committee approves entering into a document sharing agreement with IOR that is aligned with the IOR/ASHRAE MOU.

Action Items
Executive Committee Meeting
June 28, 2018

<u>No – Pg.</u>	<u>Responsibility</u>	<u>Summary of Action</u>	<u>Status</u>
1 – 1	Littleton	Send out an ExAIL call invitation via Outlook for 2018-2019 Society year.	_____
2 – 2	Gulledge/ Littleton	Send to Hayter the CIBSE June meeting notes.	_____
3 – 2	Littleton	Develop a communications model to use with new Officer and Director nominees to the Board.	_____
4 – 2	Hayter	Determine areas that need to be addressed and responded to if there are multiple nominees for Officer and Director positions.	_____
5 – 3	Schwedler	Review how ExCom can work with USGBC to increase the energy efficiency requirements within the LEED rating system.	_____
6 – 3	Boyce	Work with Members Council to evaluate the member trends and develop a strategy to increase membership in key areas.	_____
7 – 3	Littleton	Develop a draft MOU with VISRAE/ASHRAE.	_____
8 – 4	Littleton	Communicate with IOR that ASHRAE has approved an agreement to have IOR share electronic documents and publications with ASHRAE members.	_____
9 – 4	Boyce	Work with Members Council to evaluate participation in the World Student Competition and develop the program to identify a participant from ASHRAE.	_____
10 – 4	Hayter	Send CRC Schedule to ExCom with Officer assignments.	_____
11 – 4	ExCom	Contact DALs who are invited in place of officers to attend some CRCs.	_____
12 – 4	Littleton	Send CRC assignments to necessary staff.	<u>Complete</u>



EXECUTIVE COMMITTEE MEETING

June 28, 2018

MEMBERS PRESENT:

Sheila J. Hayter, President
Darryl K. Boyce, President-Elect
Charles E. Gullett 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

GUESTS PRESENT:

Richard Humphrey

CALL TO ORDER/INTRODUCTIONS

REVIEW OF AGENDA

Ms. Hayter requested that "CRC Schedule" be added to the agenda.

UNFINISHED BUSINESS

ExAIL Call Schedule 2018-2019

Ms. Hayter reported that she would like the monthly ExAIL calls to be the first Wednesday of each month at 9:00 AM. The first call will be scheduled for Wednesday, August 1, 2018.

Mr. Littleton will send out an ExAIL call invitation via Outlook for 2018-2019 Society year.

AI - 1

ASHRAE/CIBSE Update

Ms. Hayter reported that ASHRAE and CIBSE had good meetings together in England 3 weeks ago. This is the third time the two groups have had annual meetings. Time was spent on planning future events, discussing current issues and working on the best ways to understand each other and work together.

Mr. Gullett reported that the discussions were candid, good ideas were generated and there was constructive dialogue on how to move forward. The dynamics of CIBSE being a staff driven organization versus the volunteer driven ASHRAE presents challenges. Two big issues in the future are ASHRAE working with AIRAH in Australia and how CIBSE will replicate the unique role Hywel Davies has played between organizations.

Mr. Littleton reported that the candid conversations reflected CIBSE concerns over ASHRAE's current discussions with REHVA about chapters and sections. YEA and YEN are working together very well. Changing the timing of the annual meetings between the two groups should be scheduled so that the meetings do not come so closely to the timing of ASHRAE's Annual Meeting.

Mr. Gullede and Mr. Littleton will send to Ms. Hayter their CIBSE June meeting notes. AI - 2

REPORT OF THE PRESIDENT

Ms. Hayter reported that she will be attending the Purdue Compressor Conference after the Annual Meeting and will be giving the opening remarks. The Senior Officer's Meeting will be held in Colorado in mid-July; she will then travel to Johannesburg for the chartering of the new chapter in South Africa. Richard Humphrey's involvement in the South African chapter creation has been outstanding and while in South Africa they will be meeting with 19 organizations. Mr. Mehboob, the RAL and Mr. Humphrey are coordinating efforts to develop more chapters in South Africa. Ms. Hayter reported that other "models" for chapters are being considered. The structure of the Caribbean chapter and the sub-region concept which have been successful in RAL are being reviewed as potential models.

NEW BUSINESS

Plan for Including Officer Nominees in ExCom Meetings/Discussions

Ms. Hayter reported that discussions begin now on how to plan for future multiple officer nominees and how nominees are included in ExCom meetings and events. A determination of the areas where there needs to be more planning and readiness should be established. These may include some of the following:

- Examine the cost impact if the slate of nominees for officer and director is larger than the slate presented by the Nominating Committee.
- Rethink the Board and Executive Committee nominee orientation events, including but not limited to the spring Executive Committee meeting and the Board Orientation held each year. Consider redefining the purpose and changing the timing of the events. Some of the events might be held after the Annual Meeting when election results are final.

Mr. Littleton will develop a communications model to use with Officer and Director Nominees to the Board. AI - 3

Ms. Hayter will develop a list of events and current activities held for Officer and Director Nominee orientation. AI -4

Plan for Including Board of Director Member Nominees in Board Meetings/Discussions

Ms. Hayter reported that the discussion regarding Board of Director Member Nominees should be included with the discussion of Officer Nominees in ExCom when developing an orientation process for use in the future.

Travel Reimbursement Policy Attachment A

Ms. Hayter reported all officers should review the travel reimbursement policy. The policy will be a good reminder to be vigilant when spending ASHRAE dollars and to keep our members in mind when making financial decisions while traveling. As a global society, we should also be sensitive to cultural differences and mindful to restrict criticism in public.

Pushing LEED Energy Efficiency Requirements Attachment B

Ms. Hayter reported that some ASHRAE members would like us to use our influence at USGBC and encourage them in their efforts towards climate change. Discussion included a desire to see energy efficiency integrated through more than the design phase and to focus on the long-term performance.

Mr. Schwedler will review how ExCom can work with USGBC to increase the energy efficiency requirements within the LEED rating system.

AI -5

Region XIV GDPR Compliance Attachment C

Mr. Littleton reported that some concerns have been expressed by our European members regarding ASHRAE's compliance with GDPR. ASHRAE has spoken with the Society attorney and they have said that ASHRAE is well covered. Open communication will continue and concerns will be addressed as they arise.

Membership Growth Concern

Ms. Hayter reported that Members Council is concerned about membership growth and is taking a serious look at the projection of 1% growth. Discussion included:

- MBO for Members Council focused on membership growth.
- Membership not growing during strong economic times.
- Critically important that we increase the consulting engineer base in the U.S.
- Membership Promotion is focusing its effort this year.
- Reminder that dues are vetted out over a twelve-month time frame so we see the financial impact from the month an individual joins through July.

Mr. Boyce will work with Members Council to evaluate the member trends and develop a strategy to increase membership in key areas.

AI -6

ASHRAE/VISRAE Activities (Vietnam Society of Refrigeration and Air Conditioning Engineers) Attachment D

Mr. Littleton reported that VISRAE has expressed real interest in a MOU with ASHRAE. Joe Deringer is currently in Vietnam and is recommended as the right contact.

Mr. Littleton will develop a draft MOU with VISRAE/ASHRAE.

AI -7

IOR Publications Distribution Proposal Attachment E

Mr. Littleton reported that there has been a long-standing discussion regarding ways to collaborate with IOR and their data base related to refrigeration. Ideas have ranged from ASHRAE members paying a small fee to receive certain publications, while many other documents would be available at no cost.

Mr. Schwedler moved:

- (1) that the Executive Committee approves entering into a document sharing agreement with IOR that is aligned with the IOR/ASHRAE MOU.

MOTION 1 PASSED (Unanimous, CNV)

Mr. Littleton will communicate with IOR that ASHRAE has approved an agreement to have IOR share electronic documents and publications with ASHRAE members.

AI -8

World Student Competition

Ms. Hayter reported that REHVA is encouraging ASHRAE to send a team to the World Student Competition. REHVA views ASHRAE as the U.S. component of this competition. It would be important to find a good representative of ASHRAE. ASHRAE doesn't have this earmarked in the budget. The timeline for submission is July and perhaps we should say thank you to the invitation but the timeline is too tight.

Mr. Boyce will work with Members Council to evaluate participation in the World Student Competition and develop the program to identify a participant from ASHRAE.

AI -9

CRC Schedule

Ms. Hayter will send the CRC Schedule to ExCom with officer assignments.

AI -10

ExCom will contact the DALs who are invited in place of officers to attend CRCs.

AI -11

Mr. Littleton will send CRC assignments to necessary staff.

AI -12

OTHER BUSINESS

Marketing Report Attachment F

EXECUTIVE SESSION

The executive session for this meeting was held during this meeting and the executive session minutes reflect the business of that session.

NEXT MEETING

Executive Committee Meeting – ASHRAE Headquarters – November 10 and 11, 2018

ADJOURNMENT

The meeting was adjourned at 11:00 AM.

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

Jeff H. Littleton, Secretary

mdt/2018/07/27

- Attachments:
- A. Travel Reimbursement Policy
 - B. LEED Energy Efficiency Requirements
 - C. Region XIV GDPR Compliance
 - D. ASHRAE/VISRAE Documents
 - E. IOR Publications
 - F. Marketing Report

1.201.027 Travel Reimbursement Policy

(90-06-10-13A/92-01-26-16/92-07-02-14E/97-01-26-08/97-06-29-18B/98-06-24-07/01-01-31-13B/02-06-23-05/02-06-27-62/03-01-29-09/03-01-29-08/03-06-29-09/06-06-25-04/07-01-31-10/07-03-25-14/07-06-24-04/08-01-20-15/08-01-23-05/09-06-21-14/10-01-24-07/10-04-22LB/11-03-07-01/11-09-29SRC/11-11-04/11-12-05SRC/12-01-22-04)

1.201.027.1 Introduction - The Board of Directors recognizes that officer, Board, council and committee activities are essential to maintaining volunteer involvement in ASHRAE. These activities provide real and tangible benefits to the public, the profession and industry and are worthy of financial support. Many members use personal or company resources to defray their travel expenses, which is greatly appreciated by ASHRAE. However, there are situations where members do not have the necessary resources to defray these costs, and ASHRAE will assist the member with these costs within the limits of this policy. The member traveling on behalf of ASHRAE shall always seek to minimize the cost to ASHRAE.

1.201.027.2. Definitions

- A. Transportation Expense: By public transportation, the cost of round trip fare from terminal to terminal. By automobile, mileage from home or office to destination and return.
- B. Travel Expense: Transportation expense plus ground transportation, hotel, meals, parking fees, registration fees for all meetings except the ASHRAE Winter and Annual Meetings, and social event expenses.
- C. Advance Purchase Coach Fare: Fourteen (14) day advance purchase (non-refundable) coach fare applicable to your destination.
- D. Transportation Expense Cap: A maximum reimbursement amount per trip established by an ASHRAE council, Board of Directors, or Director and Regional Chair.

1.201.027.3 Applicability

- A. President - Travel expenses for the President and spouse, including subscriptions to cell phone overseas international data plans and such similar expenses for presidential activities shall be reimbursed, when requested. (16-06-26-5B)
- A. President-Elect – The President Elect may request reimbursement for up to four (4) standard hotel-nights at the Annual Meeting hotel for use by guests attending the Annual Meeting. Also up to four (4) Social packages will be provided at the PE's request. (14-06-29-3)
- C. Other Officers
 - 1. Travel expenses for Officer Executive Committee activities without prior Presidential approval shall be reimbursed, when requested, for:
 - a. Board of Directors meetings.
 - b. Executive Committee meetings.
 - c. Meetings where the officer acts as chair or vice chair.
 - d. CRCs when assigned or in the officer's home region.
 - e. Finance Committee and Board Planning Committee meetings.
 - 2. Officers' spouses' travel costs shall be reimbursed, when approved by the President and requested, for 1A, 1B and 1D above.
 - 3. Travel expenses for Officer Executive Committee activities when approved by the President shall be reimbursed, when requested, for:
 - a. Meetings where the officer substitutes for the President or for another assigned officer.
 - b. Meetings with outside organizations where the officer represents ASHRAE.
 - c. Training sessions for officers.
 - d. Meetings of committees for which the officer is Coordinating Officer.
 - e. Meetings with staff.

4. Officers' spouses' travel costs shall be reimbursed, when approved by the President and requested, for 3A and 3B above.
5. Transportation costs shall be reimbursed, when requested, for all other officers' travel as approved by the President. Officers' spouses' transportation expenses to accompany the officers where the President requests the spouses to attend shall be reimbursed, when requested.
6. Travel expenses for Officer Executive Committee nominees to attend the spring Executive Committee meeting prior to the Annual Meeting at which they take office shall be reimbursed, when requested. Officer nominees' spouses' travel costs shall be reimbursed, when approved by the President and requested, to accompany officer nominees to the spring Executive Committee meeting.
7. Travel expenses for Officer Executive Committee nominees to attend Board of Directors and Executive Committee meetings at the Annual Meeting at which nominees take office shall be reimbursed when requested. Officers' spouses' travel costs shall be reimbursed, when approved by the President and requested, to attend the Annual Meeting at which the officers take office.
8. An honorarium shall be offered to Executive Committee members to cover the tax liability for spouse travel reimbursement with the amount to be determined individually based on each officer's specific federal and state income tax rates. (09-01-25-08)
9. Expenses for subscriptions to cell phone overseas global data plans for any officer who will be regularly traveling outside his/her own country during his/her time in office, shall be reimbursed when requested and approved by the President. (13-04-15-01)

C. Directors (DRC and DAL)

1. Travel expenses for Directors attending Board meetings shall be reimbursed per this policy: Board members should arrive either the day before or the day of their first required meeting and depart either the day of or the day after their last required meeting.
 - b. With the exception of item "e" below, hotel room reimbursement shall be at the meeting rate for a standard room as set for the meeting (headquarters hotel for Society meetings). Hotel costs include room, taxes, fees and internet access.
 - c. Ground transportation shall be for shuttles, taxis or similar transportation to and from the airport, train station, or public transportation station for the meeting location. Rental cars will not be reimbursed unless prior approval is obtained from the President or Executive Vice President.
 - d. Meal reimbursement is based on actual expenses up to a maximum of \$45.00 per day less deduction of \$10.00/breakfast, \$15.00/lunch and \$20.00/dinner for group functions (Board luncheon, social events). Meal reimbursement is not a per diem. Any amount spent over the allowance for meals will not be reimbursed by ASHRAE.
 - e. In lieu of reimbursement for meals outlined in "d" above, a Board member may choose to apply all of the \$45 meal allowance to upgrade to a concierge floor hotel room. Either meal charges or concierge floor upgrade charges — but not both — will be reimbursed. Concierge floor charges over \$45 per day are the responsibility of the Board member.
 - f. Parking expense (economy) shall be paid for the departure station. If equal or less expensive ground transportation is utilized, that cost may be reimbursed in lieu of parking.
 - g. Complimentary social events shall be provided for the Winter and Annual Meeting. The cost of the Regional Dinner shall be reimbursed.
2. Directors shall be reimbursed per the following table for attendance at council, committee, chapter or regional meetings not held during the Winter and Annual Society meetings. (17-06-25-11)

	Board Level Event	Reimbursement	
*DRC and (within of their 3 are visit per attend a of their a two (2) total.	Council meeting	Travel	Nominees DRC's first 2 years year term) allowed one year to CRC outside region; up to maximum of
	Board level committee (finance, planning, etc.)	Travel	
	Service as EX-O from BOD to committee	Travel	
	CRC - Host DAL	Travel	
	CRC - Host DRC	Travel	
	CRC - Other – Visiting DRC or DRC Nominee*	Travel	
	Presidential assignment	Travel	

3. Director nominees shall be reimbursed for travel expenses, when requested, to attend an orientation usually held in the spring prior to their taking office at the Society Annual Meeting. Director nominees' attendance at Board meetings prior to taking office shall be reimbursed per Section III, Paragraph C.1. (11-03-07-01)
4. Board members who are requested by the President-Elect to conduct the orientation for BOD nominees shall be reimbursed for travel expenses, when requested. (11-03-07-01)
- D. Ambassadors - Travel expenses for ambassadors attending meetings when authorized by the President may be reimbursed when requested.
- E. Presidential Representatives – Transportation expenses for presidential representatives and spouses attending meetings approved by the President may be reimbursed when requested. The President has the discretion to authorize travel expenses, when appropriate. (10-01-24-07)
- F. Other - Transportation expenses authorized by the Rules of the Board for members to attend meetings and participate in activities may be reimbursed when requested.
- G. Councils and Standing Committees – Transportation expenses will be reimbursed for all authorized meetings in accordance with Society's travel reimbursement policy. Reimbursement of transportation for meetings in addition to those authorized must be approved by the Society President or the committee's coordinating officer. New members of a board, council or committee who have been appointed for the succeeding year shall be invited to attend such committee meetings as guests and without vote, but the standard transportation reimbursement shall apply to them.
- H. Representatives of other organizations – Representatives of other organizations, participating in an ASHRAE project or program may be reimbursed for their travel or transportation expenses, if requested, as determined by the rules of the Board or the Manual of Procedures governing the relevant activity. The President may approve exceptions to this rule. (07-06-24-06)

1.201.027.4 Conditions

A. Transportation

1. ASHRAE policy on use of transportation is to reimburse the member for actual expenses, when requested, in an amount which does not exceed either the basic reimbursable expense limit or any transportation expense cap that applies. Exceptions must be approved in advance by the ASHRAE treasurer.
2. The basic reimbursable expense limit is for the lesser of (a) fourteen (14) day advance (no later than) purchase (non-refundable) coach fare between the destination points and one checked bag only, or (b) if an automobile is used for travel, the United States of America Internal Revenue Service reimbursement rate for total round trip direct miles driven Cost of travel insurance, ground transportation (rental car, taxi, etc.), gratuities and other similar out-of-pocket expenses are not

included (and therefore not reimbursable) in the basic reimbursable expense limit.

(17-01-29-02/13-04-15-01)

3. The traveler may request reimbursement for any combination of air, ground or other actual transportation expense, whose total does not exceed the basic reimbursable expense limit. Private vehicle operating expenses are determined from the current United States of America Internal Revenue Service reimbursement rate.
4. When the member stays overnight at a destination solely to use a reduced fare, the traveler may request reimbursement for the airfare paid plus the amount paid for the additional lodging and meal expenses. In those cases where more than one night's stay-over would give a reduced airfare, approval may be authorized by the Coordinating Officer.
5. If the most economical fare is of the type where a cost is involved for changes in travel plans, ASHRAE will reimburse the member for such costs where the change in travel plans results from unforeseen changes in the scheduled meeting or event.
6. The President and their spouse may be reimbursed for business class airfare for each segment of any trip where the total flying time (not including layover times in airports) exceeds 7 hours.

(13-04-15-01/14-06-29-4)

B. Documentation

1. Travel expense reimbursement claims must be made on the approved ASHRAE form and must bear the signature of the Society officer or chair authorizing the travel, if applicable.
2. All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed.
3. Original receipts, or electronic copies of original receipts, or tickets, must be included with any travel reimbursement claim and must clearly show the amount claimed. With the advent of ticketless travel, a receipt from the travel agency or airline or a credit card statement will be acceptable.
4. Reimbursement will not be made when a member chooses to use personal Frequent Flyer Miles for transportation.
5. All claims shall be paid in USA or Canadian currency. The exchange rate will be determined at the time the claim is processed by ASHRAE.

1.201.027.5 Member Responsibility - Prior to making arrangements to travel on behalf of ASHRAE, it is the member's responsibility to identify what expenses are reimbursable and what expense limits apply.

1.201.027.6 ASHRAE Travel Alerts/Warnings Policy

(13-04-15-01)

The safety of ASHRAE members is of paramount importance to the Society and when official travel alerts and warnings that recommend travel be restricted due to elevated safety concerns in an area are issued in a country, ASHRAE members should consider such alerts and warnings in their related travel plans to such events.

This policy is intended to be applied only to events or travel planned and conducted by ASHRAE (Society or Regions or Chapters) when the activities have members traveling from one geographical location to another such that the travel results in members going into a location with a travel alert/warning.

Government travel alerts/warnings for the location of the planned event will generally be the basis for consideration of when and if ASHRAE planned events should be scheduled in that location or canceled. Airline advisories should also be checked.

A. Definitions

1. Travel Alerts are issued to disseminate information about short-term conditions, either transnational or within a particular country, or within a specific region within a country, that pose significant risks to the security of travelers. Natural disasters, terrorist attacks, coups, anniversaries of terrorist events, election-related demonstration or violence, and high-profile events such as international conferences or regional sports events are examples of conditions that might generate a Travel Alert.
2. Travel Warnings are issued when long-term protracted conditions make a country or a specific region within a country, dangerous or unstable which leads to recommendations that the risk to travel to that country be considered. A Travel Warning is also issued when the traveler's government's ability to assist

citizens is constrained due to the closure of an embassy or consulate or because of a draw-down of its staff.

B. ASHRAE events

No ASHRAE organized events or ASHRAE jointly sponsored events at the Society or regional level, such as a Chapters Regional Conference (CRC) or an ASHRAE Topical Conference, should be planned in locations where a Travel Alert/Warning exists. When planning locations for these events or activities such conditions should be considered. [Check local websites or advisories to determine if travel alerts or warnings have been posted.] Visit your country's governmental website for more information on travel alerts and warnings.

1. Should events or activities planned in areas without a "travel alert or warning" in effect at the time the decision is made on a location for hosting the event subsequently come under a travel alert or warning, then cancelation of the event should be considered.
2. Should a natural disaster (i.e. flood, earthquake, and hurricane) occur or a warning for such an event be issued by the National Weather Service in the area of an ASHRAE organized event, then cancelation of the event should be considered.
3. The decision on when and whether to cancel a Society organized event is the responsibility of the Society Executive Committee in consultation with the Society Executive Vice President.
4. The decision on when and whether to cancel a regional organized event, such as a CRC, is the responsibility of the respective Director Regional Chair (DRC) for the region in which the event will be conducted. However, the DRC should consult with the ASHRAE staff involved with supporting the event and the ASHRAE Executive Committee.
5. Hotel and other related event contracts should be reviewed specifically for terms and conditions related to cancelation policies as relates to travel alerts or warnings. Chapters sponsoring Society organized or regional organized events, such as CRCs or Topical Conferences, should submit any proposed hotel contracts to ASHRAE staff for their review and comment as it relates to this matter prior to executing such contracts. All hotel contracts should include the following "Force Majeure" statement (the percentage could be negotiable):

Force Majeure:

Performance of this agreement is subject to acts of God, war government regulation, disaster, fire, strikes, lockouts, civil disorder, weather catastrophes, terrorism, labor disputes, outbreaks of disease, travel alerts or warnings curtailment of transportation facilities or any other extraordinary occurrence having the effect of preventing 25% or more of registrants from attending or unreasonably delayed from attending in the specified time period. If there is information from any government agency that travel is "unadvised" or there is a red or above alert, we reserve the right to cancel or to adjust the block without liability. This agreement may be terminated for any one of such reasons by written notice from one party to the other without prejudice or penalty.

6. ASHRAE will consider reimbursement of expenses paid by, or to be paid by, the host chapter when a Society organized or Region organized event (such as a CRC or ASHRAE sponsored Topical Conference) is canceled due to a travel alert or warning being put into effect shortly, approximately 90 days or less, before an event was to be held. This would primarily be limited to hotel or other event cancellation fees or non-refundable deposits related to the event. A detailed accounting of these expenses must be submitted to ASHRAE to confirm what the expenses were and that they were legitimate expenses. Expenses related to hotel cancelation fees will only be reimbursed if the hotel contract includes the Force Majeure specifically listing travel alerts or warning and was first reviewed by ASHRAE staff prior to execution of the contract by the chapter as in the case of CRCs or ASHRAE Sponsor Topical Conferences. In other words, due diligence should have occurred with respect to limiting the liability of the chapter in regard to cancelation fees.
7. ASHRAE will consider reimbursement of transportation expenses for ASHRAE members in good standing who made airline transportation reservations to attend one of these events, should the event be canceled approximately 90 days or less prior to the planned date of the event, due to a travel alert or warning being put into effect at that time. This reimbursement will be limited to those individuals who were authorized

transportation reimbursement under the current rules and guidelines of ASHRAE in effect at the time of this occurrence (such as Delegates, Alternate Delegates, Regional Officers, Committee Chairs, or committee members, etc.) The member seeking reimbursement shall work with ASHRAE staff in rescheduling their transportation to the rescheduled date, when applicable, to avoid an actual expense, or to minimize any added expenses, so as to minimize the amount of reimbursement made by ASHRAE for transportation expenses. Many airline companies will allow the transfer of a ticket for a new travel date and destination for up to 12 months when travel alerts or warnings were placed into effect during the original travel dates scheduled.

8. Travel Alerts/Warnings status in the location of the planned event will generally be the basis for consideration of when and if ASHRAE planned events should be scheduled in that location or canceled. Airline advisories should also be checked.

C. Members Traveling on Office Business for ASHRAE

ASHRAE wishes to safeguard the health and welfare of officers, directors and members during their travels on behalf of the Society, protect the reputation of the Society, and avoid incurring unnecessary liability.

1. Officers and directors will not be authorized to travel into any area that would result in the lack of coverage of ASHRAE's insurance.
2. The decision to travel on behalf of the Society is fundamentally the responsibility of the traveler. Accordingly, members should consider the following when deciding to travel on behalf of the Society:
 - The importance/necessity of the travel
 - Evaluation of existing conditions/current events
 - Travel Alerts or Travel Warnings issued by governments or other regulatory agencies
 - Travel warning issued by ASHRAE
3. Travel into an area where a Travel Alert or a Travel Warning is in effect that will not cause the cancellation or voiding of ASHRAE's insurance should be evaluated on a case by case basis by the traveler.
4. The President of the Society retains the right and authority to withdraw permission for travel by any officer, director, or member traveling in behalf of the Society.

The Society Executive Vice President (Chief Staff Officer) shall have sole authority regarding the decision to send ASHRAE staff to any event.

Proposal for: The Chair and members of the LEED Steering Committee

LEEDing on Climate Change

Over the last 20 years LEED has become the dominant U.S. green building design standard and is the most widely accepted and influential green building standard globally. This is an extraordinary achievement and has made for healthier, more productive and greener homes, workplaces, schools, hospitals and public spaces for tens of millions of families, students and workers.

The purpose of this proposal is to provide strong support for LEED and USGBC in strengthening its leadership around climate issues – the single dominant issue that threatens to collapse human and environmental ecosystems.

There is now overwhelming scientific consensus on the severity of human driven climate change, with increasing scientific calls for more aggressive responses to limit climate change. For example, a 2017 Scientific American article entitled [The Window Is Closing to Avoid Dangerous Global Warming](#) warns that “Deadly climate change could threaten most of the world's human population by the end of this century without efforts well beyond those captured in the Paris Agreement.” The Scientific American article quotes from a 2017 report published in the Proceedings of the National Academy of Sciences that states that; "We are quickly running out of time to prevent hugely dangerous, expensive, and perhaps unmanageable climate change."

Buildings represent 40% of energy use and almost half of the emissions changing our climate. Reducing the GHG footprints of buildings – both new and existing – is now among the most economically appealing of all options. And the cost of renewable energy, energy-efficiency and storage technologies continues to drop steeply (e.g. solar PV, wind, LEDs, batteries, ground-source heat pumps, etc). Combined with new financing mechanisms (e.g. PPAs), this now makes low-carbon buildings the same price or only marginally more expensive upfront than conventional buildings, and generally cheaper when considered on a lifecycle basis. LEED should seize on the opportunity provided by these recent steep drops in renewable energy costs.

Although many LEED projects go well beyond minimum requirements, LEED's existing structure allows its highest levels - gold and platinum - to be only marginally better on climate change. Given the science and USGBC's mission, LEED can and should be used to send a much clearer, stronger message on climate change to the market. The recommendations below are the culmination of a dialogue between the undersigned and building industry stakeholders, commercial and city property owners, USGBC staff, climate scientists, USGBC committee members and other interested parties. The views below represent the opinions of the undersigned and it is our belief that these changes will strengthen LEED and enable and motivate the building industry to move faster and further on climate change. We have developed (through an iterative consensus process) a set of recommendations for changes to LEED's V4.1 process that we

believe will strengthen LEED and its global leadership position on the critical issue of climate change.

While we recognize that the weighting around climate change has increased in each successive iteration of LEED, it needs greater weight given the acceleration of climatic change and its severe impacts on human health globally, particularly on the world's poor. Because LEED is the globally recognized standard for green buildings, LEED must be a strong leader on climate change. The recommendations below are offered to support all efforts by USGBC to recognize and motivate the market to respond to the urgent need for aggressive climate action. We stand ready to assist USGBC in its efforts to tackle the greatest threat we face as a species.

Recommendation:

Through the Technical Committees, LEED V4.1 should be revised to require meaningful minimum carbon reductions for each level of LEED certification, both for new LEED buildings and for LEED rating renewals.

LEED can and must step up. Specifically, LEED V4.1 should

- 1) Establish minimum CO2 reduction for each level of LEED:
 - Certified: 20%/40% minimum CO2 reduction
 - Silver 40%/60% minimum CO2 reduction
 - Gold 60%/80% minimum CO2 reduction
 - Platinum 80%/100% minimum CO2 reduction (i.e. the reduction level called for by the IPCC)

The above provides two numbers for each level. The first is for immediate adoption in LEED V4.1. LEED V4.1 also needs to include the second, higher minimum performance to phase-in in 2 or 3 years so that everyone knows what the schedule is and can plan accordingly. (Baseline is the applicable building code requirement eg ASHRAE 90.1.) Within a few years after V4.1 adopts, small renewable energy PPAs, community solar and similar low cost renewable energy purchasing structures will be even more widespread and the cost of getting to net zero carbon buildings will drop to close to or less than zero for most of the country, so adoption of deeper minimum CO2 reductions will continue to become more cost effective. Getting LEEDs greenest buildings to a minimum of net zero carbon will allow LEED to move from just less damaging to affirmatively contributing to global warming reduction.

Operational Carbon: CO2 counted should immediately include energy from building operations, including from energy and water consumption. V4.1 should also - either immediately or within a set timeframe of maximum of 2 or 3 years, include CO2 from transportation and embodied CO2. In all cases calculations should be based on source energy (eg transportation costs included) and should preference or require measured rather than modeled data. Data for performance should be open, available and transparent – the opposite of black box.

Embodied CO2: Because embodied CO2 in materials can represent up to a decade of CO2 from operations of very efficient buildings, the V4.1 upgrade needs to include embodied CO2, preferably building-wide but at least for concrete and steel (and any other big embodied CO2 sources). Canada recently launched the [Zero Carbon Building Standard](#) that includes a requirement for projects to calculate and report their embodied carbon. LEED should immediately do the same. For example, the CarbonStar concrete CO2 disclosure standard being developed could provide an easy and transparent way to specify and measure pounds CO2/cubic yard (or cubic meter) of concrete. USGBC should support development and adoption of this kind of industry CO2 disclosure standard for building products with significant embodied CO2.

2) Correct current REC loophole

Because current profligate use of RECs commonly undermines CO2 reductions (and hurts LEED's credibility), RECs should not count in LEED or toward CO2 reduction requirements unless extremely restricted, eg only if they meet all 3 of the following conditions:

- a. RECS are from projects under development or not yet started at time RECs are purchased
- b. RECS are for a minimum 10 years purchase agreement and
- c. RECs demonstrably enable new renewable energy project financing and build-out

The above recommendations are the culmination of an extensive dialogue among a broad range of building industry stakeholders, all of whom have a deep interest in LEED and in promoting expansion of a global green building standard that leads on climate change. Endorsers of this proposal include National Grid, HOK, Amalgamated Bank and Inventiv Capital, and NGOs such as Climate Solutions, Carbon Leadership Forum and Institute for Market Transformation, as well as individuals. These individuals are listed below, and these recommendations represent the opinions of the above institutions and the undersigned.

Signatories, in order of signing:

- Greg Kats, LEED AP, President, Capital E
- Kevin Hydes, former USGBC Board Chair, LEED Fellow, CEO & Founder, Integral Group
- Rob Watson, Founding LEED Chair, LEED Fellow, Chief Science Officer, EcoHub
- Eric Corey Freed, LEED Fellow, Morrison Hershfield
- Denis Hayes, President, Bullitt Foundation
- Gunnar Hubbard, Principal and Sustainability Practice Leader, Thornton Tomasetti
- Marcus Sheffer, LEED Fellow, 7group
- Anthony Bernheim, USGBC NCC Board, LEED Fellow, FAIA
- Max Zahniser, LEED Fellow
- Ann Edminster, LEED AP, principal/founder Design AVEnues LLC
- Doug Sacra, AIA, LEED AP, President, Maple Hill Architects
- Mark Lucuik, LEED Fellow, Director of Sustainability & Principal, Morrison Hershfield

- Bob Berkebile, FAIA, Principal Emeritus, BNIM
- Jamie McKay, LEED Fellow, Principal, Morrison Hershfield
- Stevan Vinci, LEED Fellow, Building Science Consultant, Morrison Hershfield
- Joe Aamidor, Aamidor Consulting
- Sandy Wiggins, former USGBC Board Chair, Consilience
- Jenny Carney, LEED Fellow, Vice President, WSP
- Josh Radoff, LEED AP, Sr Vice President, Built Ecology, WSP
- Brian Dunbar LEED Fellow, Executive Director, Institute for the Built Environment
- Brandon Tinianov, Chair of the USGBC Advisory Council and USGBC Board member, VP Viewglass
- Alex Wilson, LEED AP, Founder BuildingGreen, Inc.
- Stephen Ashkin, former member BOD USGBC, President of The Ashkin Group
- Bill Updike, Principal, Integral Group, frmr Chief, Green Building & Climate, Washington, DC
- David Gottfried, founder of U.S. and World Green Building Councils, CEO of Gottfried Institute
- Chris Schaffner, LEED Fellow, Chair LEED Advisory Committee, President, The Green Engineer
- Karen Weigert, USGBC Advisory Council member, Snr Fellow, Chicago Council on Global Affairs, former Chief Sustainability Officer for the City of Chicago
- Mary Ann Lazarus FAIA LEED AP BD&C, Consultant, Cameron MacAllister Group
- Betsy del Monte FAIA LEED AP BD&C, Consultant, Cameron MacAllister Group
- Mike Davis, FAIA, LEED AP, President, Bergmeyer
- Angela Brooks, FAIA, LEED AP BD+C, Brooks + Scarpa
- Rand Ekman, AIA, LEED Fellow, SVP and Chief Sustainability Officer, HKS
- Paula McEvoy, FAIA, LEED Fellow, Associate Principal, Sustainable Design Director, Perkins+Will
- Marsha Maytum, FAIA, LEED AP, Principal, Leddy Maytum Stacy Architects
- William Leddy, FAIA, LEED AP, Principal, Leddy Maytum Stacy Architects
- Mark Palmer, LEED Fellow, San Francisco Department of the Environment
- Kevin Stack, MS, BaDT, LEED Fellow, LEED Faculty, Northern Forest
- Dennis Murphy, Founder, USGBC California and EndtoEnd Strategies
- Mark Chambers, LEED AP, Sustainability Director, New York City
- Robert Socolow, professor, Princeton University
- Will Wynn, former two term mayor Austin
- Tommy Wells, Director, Department of Energy and Environment, Washington, DC
- Angela Brooks, FAIA, ENV SP, LEED ap bd+c, BROOKS + SCARPA
- Raphael Sperry, LEED AP BD+C, Senior Sustainability Consultant, Arup
- Emma Stewart, LEED AP, former member USGBC BOD
- Chris Forney, LEED Fellow, Principal, Brightworks Sustainability
- Anne Hicks Harney, FAIA, LEED Fellow, Founding Principal – Long Green Specs
- Pauline Souza, LEED Fellow, Sustainability Director, Partner, WRNS Studio
- Heather Jauregui, LEED AP BD+C, O+M, Associate, Perkins Eastman
- Robert Phinney, AIA, LEED FELLOW, ENV SP Associate Principal Page Southerland Page, Inc.
- Jacob Werner, AIA, LEED BD+C, Director of Sustainable Design | Associate Wilson Architects Inc
- Gwen Fuertes LEED AP BD+C Leddy Maytum Stacy Architects
- Heather Jauregui, LEED AP BD+C, O+M, Associate, Perkins Eastman
- Kristen Dotson LEED AP BD+C The Miller Hull Partnership

- Katherine Bubriski, AIA LEED AP BD+C, Director of Sustainability & Building Performance Arrowstreet
- Mike Manzi, LEED AP BD+C, Associate Principal, Bora Architects
- Justin Glover, AIA, LEED AP [BD+C] Associate Principal STUDIOS architecture
- Joshua R Gassman, LEED AP BD+C, Senior Associate, Lord Aeck Sargent
- Rob Winstead LEED AP BD+C, Principal VMDO Architects
- Shirine Boulos-Anderson, AIA, LEED AP, Principal and Sustainability Design Leader, Ellenzweig
- Carolyn Day, AIA, LEED AP BD+C, past USGBC Massachusetts Board, Associate, Ellenzweig
- Chris Forney, LEED Fellow, Principal, Brightworks Sustainability
- Jeff Frost, LEED AP BD+C, Brightworks Sustainability
- Jim Nicolow FAIA, LEED Fellow, Principal, Lord Aeck Sargent
- Michelle Amt, AIA, LEED AP BD+C, Director of Sustainability, VMDO Architects
- Kathy Shaloo Berg AIA, LEED AP BD+C ZGF ARCHITECTS LLP
- Joseph Collins FAIA, LEED AP BD +C ZGF ARCHITECTS LLP
- Ted Hyman FAIA, LEED AP BD+C ZGF ARCHITECTS LLP
- Allyn Stellmacher AIA, LEED AP ZGF ARCHITECTS LLP
- Todd Stine AIA, LEED AP BD+C, DBIA ZGF ARCHITECTS LLP
- Tim Williams AIA, LEED AP BD+C ZGF ARCHITECTS LLP
- Jason Westrope, LEED AP BD+C, Principal, Development Management Associates, LLC
- Joyce Coffee, LEED AP, President, Climate Resilience Consulting
- Stephen Endy, AIA, LEED AP BD+C, Mahlum Architects
- Jan Carl Willemse AIA, LEED AP ZGF ARCHITECTS LLP
- Douglas Farr FAIA, LEED AP, Founding Principal, Farr Associates
- Lori Cowles, LEED AP, AIA, CEFP, Principal HMFH
- Tina Stanislaski, LEED AP, AIA, Principal HMFH
- Pip Lewis, LEED AP, AIA, Principal HMFH
- Laura Wernick, FAIA, LEED AP, REFP, Principal HMFH
- Julia Nugent, LEED AP, AIA, Principal HMFH
- Robert Williams, LEED AP, AIA, Senior Associate HMFH
- Chin Lin, LEED AP, AIA, Senior Associate HMFH
- Deborah Collins, LEED GA, AIA, Senior Associate HMFH
- Matt Larue, LEED GA, AIA, Senior Associate HMFH
- Susan Heinking AIA, LEED Fellow, Vice President of High Performance, Pepper Construction Company
- Chris Dillion, LEED AP President, Campbell Coyle Real Estate
- Allen Schaffer AIA, LEED AP BD+C, Director of Sustainable Design, Moody Nolan
- William Sturm, AIA, LAP, CPHC, Principal, Serena Sturm Architects, Ltd.
- Alice Sung, AIA, LEED AP, BD+C, ISSP-SA, Principal, Greenbank Associates
- David Kaneda PE, FAIA, LEED Fellow, Eur Ing, Managing Principal, Integral Group
- Matt Macko, LEED AP, Founding & Managing Member, stok
- Claudia Cleaver LEED AP, Principal, Morse Cleaver Architects
- Sharon Refvem, LEED Fellow, Director, Sustainability Resource Group, Hawley Peterson Snyder
- Bridget Brewer, LEED AP, Principal, Brewer Studio Architects

- Myer Harrell, LEED AP BD+C, Homes, Director of Sustainability, Weber Thompson Architects
- Jeffrey Blaevoet, LEED AP, PE, CEng, Director of Innovation, Guttman & Blaevoet
- Kent Peterson, LEED AP, PE, FASHRAE, Principal, P2S Inc.
- Mark Goodman, LEED AP, JD, Principal, Law Office of Mark Goodman
- Jamie Qualk, LEED AP, CxATate Walker, AIA LEED Fellow, Director of Sustainability, OPN Architects
- Kjell Anderson, LEED AP BD+C, Director of Sustainable Design, LMN Architects
- Brad Benke, LEED AP BD+C, LMN Architects
- Chris Patterson, LEED AP, LMN Architects
- Ralph DiNola, LEED Fellow, CEO, New Buildings Institute
- Kelly Roberts, LEED AP, BD+C, Principal, Walter P Moore
- Jean Carroon, FAIA, LEED Fellow, Principal Goody Clancy
- Kate Simonen, AIA LEED AP, SE, Carbon Leadership Forum Director, University of Washington
- Bruce King, PE, Director, Ecological Buildings Network
- Joseph Connell, Executive Director, Building Materials Reuse Association
- David Johnson, AIA, Principal, SERA
- Jeremy Shiman, Green Associate, Designer, WRNS Studio
- Amy Hattan, LEED Green Associate, VP Corporate Sustainability, Thornton Tomasetti
- Stacey Smedley, LEED BD+C, LFA, Director of sustainability, Skanska
- Larry Strain, LEED AP, FAIA, Principal, Siegel & Strain Architects
- Michelle Moore, CEO, Groundswell; former SVP, U.S. Green Building Council
- Benjamin Galuza, LEED AP, Principal, Integral Group
- Marge Anderson, Executive Vice President, Seventhwave
- Keith Mestrich, President, Amalgamated Bank
- Paulus Ingram, Managing Partner, Inventiv Capital
- Donald Simon, co-founder USGBC-NCC, co-founder Build It Green, Partner at Wendel Rosen Black & Dean, LLP
- Andrew McAllister, Commissioner, California Energy Commission
- Michael McAteer, National Grid, Director Strategic Business, Policy and Evaluation
- Cliff Majersik, Executive Director, Institute for Market Transformation
- Phil Angelides, President, Riverview Capital Investments, California State Treasurer (1999-2007)
- Eileen Quigley, Living Future Accredited, Sustainability Manager, Natural Resources Defense Council
- Jay Gould, CEO, Interface
- Julie Hiromoto, LEED AP, AIA, WELL AP, Living Future Accredited, Principal, HKS, Inc.
- Alex Spilger, WELL AP, LEED AP, SVP/Director of Sustainability, Cushman & Wakefield
- Dave Freeman, ex Chair of the Tennessee Valley Authority and ex Chair of SMUD
- Terry Garcia, former chief science and exploration officer, National Geographic Society, CEO Exploration Ventures
- Travis Price, FAIA, President, Travis Price Architects
- Alisdair McGregor, PhD PE, Arup Fellow, Principal, Arup
- Jason Hartke, former SVP of USGBC, President, Alliance to Save Energy
- Steve Nadel, President, American Council for an Energy Efficiency Economy

- Bart Harvey, Chair of Calvert Impact Investments

From: Unrein, Brian
Sent: Friday, May 18, 2018 1:58 PM
To: GDPR_Staff <GDPR_Staff@ashrae.org>
Subject: Follow up to our meeting

Hello,

Per our meeting yesterday here is the information back from our GDPR specialist firm, Polsinelli, regarding the questions surrounding the topic of direct marketing eligibility of non-members based on their engagement with ASHRAE.

The summary is that at the lowest level of engagement, such as a customer subscribed to something, bought a book, or expressed similar type of interest to ASHRAE, it is preferred from a legal standpoint to gain explicit consent via either our consent page, or a checkbox inline within any customer engagement process. This would give us 100% compliance. I was told that we might be able to consider in lieu of consent, falling back on the legal basis of legitimate interest, which might be ok, but might expose us to a bit more risk in the event that someone wanted to get litigious with us. There is still a lot of uncertainty in the GDPR landscape, so it might be reasonable to consider legitimate interest in some cases if we determine the risk of lawsuit to be low. There isn't any precedent yet and hopefully things will become more clear as time goes on, at which time we could adjust accordingly.

I also would like to share with the group the concerns that the Region 14 leadership has expressed in signing off on the data processing agreement. Their concern is that they do not want to be exposed to personal financial risk in the event of some type of GDPR related incident. I spoke with Polsinelli to find out if there was any [financial] protections that the Region/Chapters leaders could have and he suggested we could consider writing in a paragraph into the agreement that indemnifies individual leaders from any personal penalties [financial] except in the cases of intentional reckless or malicious intent. I recommend that we add in the additional language to offer some protection to our volunteer leaders. **If you all are comfortable with the notion of ASHRAE supporting [financially] the chapters in the rare event of a GDPR related penalty, then I will proceed with amending and reissuing the data processing agreement to the region and chapters.** I have asked for a draft of such language from Polsinelli by Tuesday and I would like to notify Region 14 soon if we have a consensus to accept the amendments described above.

Let me know if any questions or feedback.

-Brian

Brian Unrein | IT Manager
Extension:1149

From: Littleton, Jeff
Sent: Wednesday, May 30, 2018 11:29 AM
To: 'Bldgscan' <jderinger@bldgscan.com>; ASHRAE <ashrae@ashrae.org>
Cc: lanhdhkk@yahoo.com; wta12@tamu.edu; ng khanh <cnkhanh1986@gmail.com>; Harr, Julie <JHarr@ashrae.org>; Comstock, Steve <Comstock@ashrae.org>; Joseph J. Deringer <joseph.deringer@gmail.com>; McHenry (Mack) Wallace <mack@wisewatt.com>
Subject: RE: Formal Email to ASHRAE proposing cooperation activities from VISRAE (Vietnam Society of Refrigeration and Air-Conditioning Engineers)

Thanks, Joe. Confirming receipt of the proposed cooperation agreement between ASHRAE and VISRAE. I don't recall seeing the earlier email, so thank you for redirecting the note to me. I will get this in front of the ASHRAE senior officers and we will come back to you soon. The upcoming Annual Meeting in Houston might be a good opportunity for the officers to review and discuss this request for collaboration.

Please pass along my thanks to the folks at VISRAE for initiating the conversation. We will come back with additional information, though that will likely be after the annual meeting at the end of the June.

Thanks again,
Jeff

From: Bldgscan <jderinger@bldgscan.com>
Sent: Tuesday, May 29, 2018 12:12 PM
To: Littleton, Jeff <JLittleton@ashrae.org>; ASHRAE <ashrae@ashrae.org>
Cc: lanhdhkk@yahoo.com; wta12@tamu.edu; ng khanh <cnkhanh1986@gmail.com>; Harr, Julie <JHarr@ashrae.org>; Comstock, Steve <comstock@ashrae.org>; Joseph J. Deringer <joseph.deringer@gmail.com>; McHenry (Mack) Wallace <mack@wisewatt.com>
Subject: Fwd: Formal Email to ASHRAE proposing cooperation activities from VISRAE (Vietnam Society of Refrigeration and Air-Conditioning Engineers)

Dear Jeff Littleton,

I am forwarding to you an attached letter from VISRAE (Vietnam Society of Refrigeration and Air-Conditioning Engineers).

The VISRAE letter is a formal communication from VISRAE but was sent just to "ashrae@ashrae.org." Julie Hair had suggested to me that you would be an appropriate recipient who would be able to organize an appropriate high-level response from ASHRAE to VISRAE's request for cooperation.

The attachment to the VISRAE letter lists 5 possible areas of cooperation, plus 3 possible related activities.

Two other attachments to the VISRAE letter include:

- A copy of the VISRAE by-laws as a socio-professional organization of Vietnamese citizens working in the sectors of Refrigeration, Air-conditioning and air technology (e.g., clean rooms, thermal pressurized rooms, gas liquefaction and separation, etc.)
- A PowerPoint presentation describing key aspects of VISRAE.

The VISRAE letter also lists two people;le who might help in this effort, Mr. Khanh Cu and myself.

Khanh Cu will be back in Vietnam for the summer. I will be at the summer conference in Houston in June.

I would be happy to discuss this further, by email, phone, or in person in Houston.

Best regards,
Joe

Joseph J. Deringer, AIA, LEED AP

BSA LLC (*Building Science Analytics LLC - Principal*)

34 Pearl Street, San Francisco, CA USA 94103 • 510•843•9000 (mobile)

jderinger@bldgscan.com • skype: josephderinger

www.su-per-b.org • www.bldgscan.com • www.learnhpb.org

Begin forwarded message:

From: Hoi lanhDHKK <lanhdhkk@yahoo.com>

Subject: Email to ASHRAE Scan Final

Date: May 21, 2018 at 10:14:15 PM PDT

To: "ashrae@ashrae.org" <ashrae@ashrae.org>, "jderinger@bldgscan.com" <jderinger@bldgscan.com>, "wta12@tamu.edu" <wta12@tamu.edu>, "cnkhanh1986@gmail.com" <cnkhanh1986@gmail.com>, "cuxuandong241057@gmail.com" <cuxuandong241057@gmail.com>, "Joseph.Deringer@gmail.com" <Joseph.Deringer@gmail.com>

Hello,

We are at Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) would like to send herewith this email the scanned letter to ASHRAE about cooperation proposal between VISRAE and ASHRAE.

We are pleased to get support for communication from:

Joseph J. Deringer

[1351 Addison Street, Berkeley, CA 94702 USA](http://1351AddisonStreet,Berkeley,CA94702USA)

Mobile: +1 (510) 843-9000

Email: Joseph.Deringer@gmail.com Skype: josephderinger

Khanh Nguyen Cu

[400 Southwest Parkway Apt 612A, College Station, TX 77840 USA](http://400SouthwestParkwayApt612A,CollegeStation,TX77840USA)

Mobile: +1 (979) 402-7309/+84 (97) 297-3486

Email: wta12@tamu.edu Skype: cnkhanh1986

If you have any question, please don't hesitate to contact us.

Regards.

*Vietnam Society of Refrigeration and
Air-Conditioning Engineers (VISRAE)
A3 Building, 10 Nguy en Cong Hoan Street
Ba Dinh District, Hanoi, Vietnam
Email: lanhdhkk@yahoo.com*



Vietnam Society of Refrigeration and
Air-Conditioning Engineers (VISRAE)
A3 Building, 10 Nguyen Cong Hoan Street
Ba Dinh District, Hanoi, Vietnam
Email: lanhdhkk@yahoo.com¹

Hanoi, May 22, 2018

To American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE):

We would like to take this opportunity to introduce the Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE).

VISRAE is a socio-professional institution of Vietnamese citizens working in the sectors of Refrigeration, Air-conditioning and air technology (e.g., clean rooms, thermal pressurized rooms, gas liquefaction and separation, etc.). Attached to this letter is a short slide presentation about VISRAE along with the VISRAE By-Laws.

We see ASHRAE as currently the largest professional association of extensive expertise and people working in the Heating, Ventilation and Air-conditioning and Refrigerating (HVAC) sectors in United of States, and worldwide. ASHRAE is well known worldwide for expertise in both HVAC engineering and green building technologies.

We believe that ASHRAE has interest in the promotion of the arts and sciences of HVAC not only within respective countries but also worldwide. For these reasons we at VISRAE would like to establish a strong cooperation with ASHRAE. We outline some key objectives, which could potentially become topics for cooperation activities as described in "VISRAE – ASHRAE potential cooperation activities" attachment. We hope that ASHRAE will be interested in the cooperation we propose!

If you would like to discuss this, or if you have any questions, please feel free to give me a call at +84 243.7710543/ +84911876395 or send me an email at lanhdhkk@yahoo.com¹.

To improve the communication between ASHRAE and VISRAE, we are very pleased that we have had volunteer support from:

¹ Temporary email address due to IT system upgrade. The new official one should be updated at the soonest time.



- Mr. Joseph Deringer (jderinger@bldgscan.com): He is not only an ASHRAE Life Member but also a key technical advisor for the Vietnamese Energy Code (ASHRAE Standard 90.1 equivalent)
- Mr Khanh Cu(wta12@tamu.edu): He is an ASHRAE Student member and a VISRAE member; he is taking a post graduate program in engineering at Texas A&M University.

We hope that Mr. Joseph Deringer and Mr. Khanh Cu will be able to assist VISRAE and ASHRAE to establish the proposed long-term cooperation.

Thank you very much, and we hope to receive your favorable response soon.

Best regards,

**Vietnam Society of Refrigeration and
Air-Conditioning Engineers (VISRAE)**



CHỦ TỊCH

TS. Tạ Quang Ngọc



ATTACHMENT

VISRAE – ASHRAE potential cooperation activities:

1. Entering into a formal VISRAE-ASHRAE cooperative agreement
2. Disseminating knowledge and expertise within Vietnam of efficient high-performance HVAC applications developed in the US: training activities for new technologies and equipment which similar to the ASHRAE training activities at winter and annual conferences
3. Inviting ASHRAE experts to Vietnam to present and discuss about ASHRAE Standards and Guidelines (Also related HVAC standards, AHRI certificated, UL listed, etc.) to raise the level of understanding in Vietnam about key ASHRAE standards.
4. Applying to Vietnam key standards published/co-authored by ASHRAE
 - Reviewing and evaluating the standards published/co-authored by ASHRAE in case if those ones are applied in Vietnam:
 - 90.1
 - 62.1
 - 189.1 (ASHRAE Green Building Standard)
 - Developing recommendations for Vietnamese HVAC Standards derived from ASHRAE Standards²
5. Working on the English-Vietnamese Dictionary (Terminological Set) of HVAC and Building Engineering so that it becomes the base document for business and commercial development between Vietnam and US in HVAC and Building Engineering sectors²

Possible Related Actions:

1. Sending VISRAE members to ASHRAE conferences:
 - Starting with the January 2019 Winter Conference in Atlanta, GA.
 - Followed by the June 2019 ASHRAE Annual Conference in San Diego, CA.
 - Followed by subsequent ASHRAE Conferences.
2. Possibly holding a Joint VISRAE & ASHRAE Conference somewhere in Vietnam, date and content to be determined.
3. Promoting discussions between the governments of the US and Vietnam in support of the VISRAE-ASHRAE cooperation. Such discussions might attract funding opportunities from US agencies (USAID, etc) and NGOs.

² This will require cooperation with the Vietnamese Standards and Quality Institute (VSQI), which is the entity recognized by the Vietnamese government for publishing standards (especially HVAC equipment/product certification standards). VSQI will work on the standards approval and publication process for Vietnam.



VIETNAM SOCIETY OF REFRIGERATION AND AIR-CONDITIONING ENGINEERS (VISRAE)

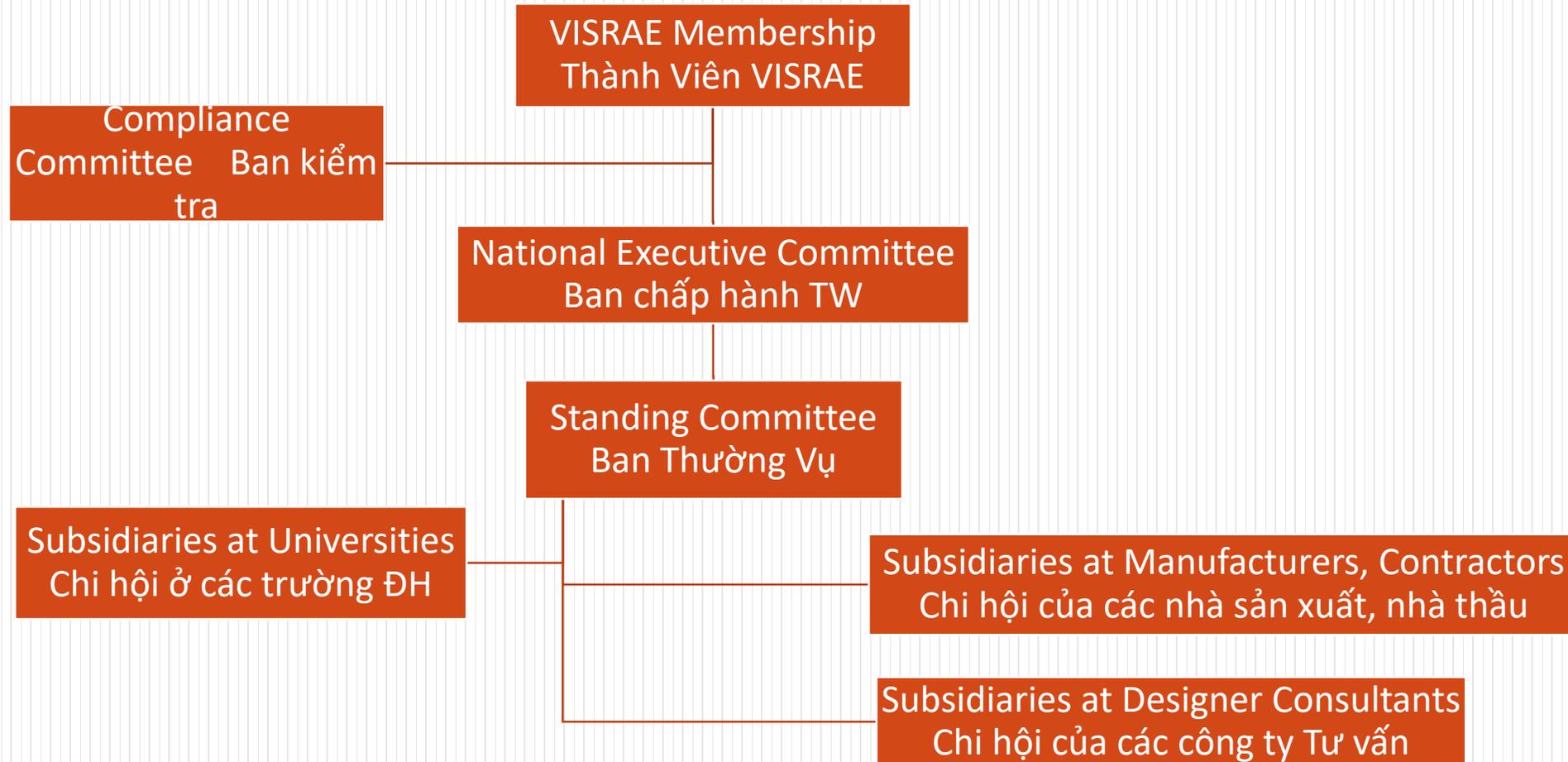
Introduction Presentation



Mission Statement

- Vietnam Society of Refrigeration and Air-Conditioning Engineers (hereinafter referred to as Society) is a socio-professional institution of Vietnamese citizens working in the sectors of Refrigeration, Air-conditioning and air technology (e.g., clean rooms, thermal pressurized rooms, gas liquefaction and separation, etc.)
- The Society aims to assist individuals and organizations from various economic sectors who are involved in the Refrigeration, Air-Conditioning and air technology sectors in developing the sectors in Vietnam, thereby making practical contributions to the life, manufacturing, national development, and defense.
- Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) is a voluntary social organization for overseas and local Vietnamese who are involved in providing training, doing research, designing, and conducting manufacturing, construction and installation and trade, etc., practices in the refrigeration, air-conditioning and air technology sectors.

Organization Structure



National Executive Committee and Standing Committee are chosen by all VISRAE members during VISRAE National Conference every 5 years.

The Executive Committee Team

- Ta Quang Ngoc – President of VISRAE. Ex Minister of Ministry of Fisheries (now a department of Ministry of Agriculture and Rural Development)
- Nguyen Quan – Vice President of VISRAE. Ex Minister of Ministry of Science and Technology
- Nguyen Xuan Tien – Secretary/Vice President of VISRAE. Professor of Hanoi University of Science and Technology. Director of An Khanh Ltd
- Nguyen Duc Loi - Vice President of VISRAE. Professor of Hanoi University of Science and Technology
- Ly Thi Phuong Trang - Vice President of VISRAE. Vice Director of Daikin Vietnam Jsc
- Le Nguyen Minh - Vice President of VISRAE. Professor of Hanoi Civil University
- Nguyen Lien Chi – Vice Secretary/VISRAE Chief of Office. Professor of Hanoi Civil University
- Cu Xuan Dong – Chief of Compliance Committee. Technical fellow of Ho Chi Minh Mausoleum.

The number

- VISRAE was established at June 1998
- VISRAE has more than 500 members, which are HVAC professional engineers/designers and lecturers, locate in all of big cities and industrial centers of Vietnam.
- The most experience fellows of Vietnamese HVAC industry are VISRAE members which have board expertise in both practicing and academic.

Activities

- VISRAE is the professional association which gives the assessments and economical/technical advices related to HVAC industry and be recognized by Vietnamese government.
- Some key activities:
 - Surveying and reviewing the cooling technologies in seafood and beverage industries
 - Researching on design and manufacturing of Domestic Hot Water System using heatpump technology.
 - Researching on energy efficient benchmark and testing standards of Air-conditioner and Refrigerators which were published as Vietnamese Standard.
 - VISRAE members are the key authors/reviewers of all Vietnamese HVAC standards (design, air quality,...) and energy code.

CHAPTER I
NAME, MISSION, PURPOSE, AREA
AND SCOPE OF OPERATION

Article 1. Name

1. The name of the Society in the Vietnamese language shall be “Hội Khoa học Kỹ thuật Lạnh và Điều hòa Không khí Việt Nam” which shall be referred to as “Hội Lạnh và ĐHKK Việt Nam” for short.
2. The name of the Society in the English language shall be “VIETNAM SOCIETY OF REFRIGERATION AND AIR-CONDITIONING ENGINEERS”(abbreviated as: **VISRAE**).
3. Symbol/Logo:

This symbol is copyrighted in accordance with the laws.

Article 2. Mission

Vietnam Society of Refrigeration and Air-Conditioning Engineers (hereinafter referred to as Society) is a socio-professional institution of Vietnamese citizens working in the sectors of Refrigeration, Air-conditioning and air technology (e.g., clean rooms, thermal pressurized rooms, gas liquefaction and separation, etc.)

Article 3. Purposes

The Society aims to assist individuals and organizations from various economic sectors who are involved in the Refrigeration, Air-Conditioning and air technology sectors in developing the sectors in Vietnam, thereby making practical contributions to the life, manufacturing, national development, and defense.

Article 4. Areas of operation

Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) is a voluntary social organization for overseas and local Vietnamese who are involved in providing training, doing research, designing, and conducting manufacturing, construction and installation and trade, etc., practices in the refrigeration, air-conditioning and air technology sectors.

Article 5. Scope of operation

Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) shall operate in accordance with the laws of the Socialist Republic of Vietnam. The Society shall operate nationwide and be subject to the state management of the Ministry of

Science and Technology and other relevant Ministries and agencies to the extent of its areas of operation.

Article 6. Affiliation

Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) is a member entity of the Vietnam Union of Science and Technology Associations.

Article 7. Headquarter, legal personality, stamp and separate account

The Society's headquarter is located in Hanoi. The Society shall have the right to open representative offices in provinces and centrally-affiliated cities in accordance with the law.

The Society shall have a legal personality, its own stamp and account and operate on a self-funding basis. The Society shall have its own mouthpiece which shall operate in accordance with the laws.

CHAPTER II **DUTY AND POWER**

Article 8. Duty

1. To bring together and unify individuals and institutions in the refrigeration, air-conditioning and air technology professions in order to:
 - a) Encourage creativity among members to contribute to the development of the sectors;
 - b) Disseminate to the public the science and understanding of refrigeration, air-conditioning and air technology;
 - c) Improve professional knowledge and skills for members and the public through short-term and long-term training courses;
 - d) Accelerate application of refrigeration, air-conditioning and air technology advancements in manufacturing and daily life;
 - e) Advise, give feedback and act as a check on society regarding the scientific & engineering, technological and economic aspects of the refrigeration, air-conditioning and air technology sectors for the agencies of the Communist Party of Vietnam and the State as well as the economic components;
 - f) Compose, translate, review and give feedback on sectoral and national standards as well as technical and professional documents (dictionaries, rules, Vietnam

regulations and standards) in relation to refrigeration, air-conditioning and air technology in accordance with the law;

- g) Organize local and international workshops to collect and submit recommendations to the Communist Party of Vietnam, the State and the leadership regarding building, development and practical application of refrigeration, air-conditioning and air technology in Vietnam.
2. To protect the legitimate rights of the members in the scientific practice. To provide intellectual and material assistance to its members, improve professional proficiency through appropriate measures, protect the legitimate rights of the members.

Article 9. Power

1. To cooperate with local and international associations operating in the same sectors and other science and engineering associations in accordance with the laws. To collaborate and cooperate with competent authorities, relevant ministries and agencies to effectively perform its functions and duties.
2. To participate in studies and provide scientific and technological services to the professional extent of the Society.
3. To release journals, websites and publications covering the refrigeration, air-conditioning and air technology sectors and its operations in accordance with the law.

CHAPTER III **MEMBERSHIP**

Article 10. Membership

1. Vietnamese citizens and institutions who operate in the refrigeration, air-conditioning and air technology sectors, consent to the Society's Constitution, join the Society on a voluntary basis, operate in the interest of the Society shall be admitted as official members of the Society.
2. Vietnamese citizens and institutions who are not conditioned or eligible to become official members of the Society but have contributed to the development of the Society and consent to the Constitution may be considered for being admitted as associate members.

Article 11. Duties of members

1. To respect and abide by the Constitution, strictly follow the plans and resolutions of the Society, actively operate in the interest of the Society.

2. To disseminate information for recruitment of new members; engage in the Society's activities; expand influence and credibility of the Society; and engage the public in support of the activities initiated by the Society.
3. To maintain continued learning and help other members in learning to ensure sustained improvement of professional proficiency, which in turn contributes to the building and development of the refrigeration, air-conditioning and air technology sectors in Vietnam.
4. To pay membership fees in full as specified under the Constitution.

Article 12. Rights of members

1. To have the right to participate in the activities initiated by the Society; discuss and vote on all affairs related to the Society at their appropriate levels; elect other members to or nominate oneself for election to the Executive Committees at all levels within the Society.
2. To have access, to the extent of its capacity, to the Society's assistance in realizing proposals, initiatives, inventions or studies and have their legitimate rights in scientific and engineering practices protected by the Society.
3. To be entitled to the intellectual and material rights conferred by the Society.
4. To have the right to apply for exit out of the Society or entry into other societies.
5. Associate members shall be entitled to the same rights as specified in the foregoing paragraphs, except for the rights to self-nomination, nomination and election to the Management Committee, Compliance Committee, and to vote on the affairs of the Society.

Article 13. Member admission procedures

The National Executive Committee of the Society shall specify the procedures for admission of new members in accordance with the Constitution and the existing laws.

CHAPTER IV **ORGANIZATION**

Article 14. Organizational structure

1. The organizational structure at the national level shall consist of the General Meeting, Management Committee (Executive Committee, Standing Committee) and Compliance Committee.

2. At the subnational level, subnational subsidiaries may be established in accordance with the laws.

Article 15. General Conference

1. The General Conference is the supreme entity of the Society. The tenure for the General Meeting shall be 5 years.
2. The Regular General Conference or Extraordinary General Conference shall be held in the form of either a General Member Conference or a Congress. It shall require a quorum of over 1/2 (one half) of the official members or over 1/2 (one half) of the official delegates for the General Member Conference or Congress to take place.
3. An Extraordinary General Conference may be called at the instigation of no less than 2/3 (two thirds) of the executive members of the National Executive Committee or no less than 1/2 (one half) of the official members.
4. Subject matters of a General Conference:
 - a. To adopt the reports of the National Executive Committee; to determine the operating directions, duties and work programs of the Society.
 - b. To elect members of the National Executive Committee and Compliance Committee;
 - c. To adopt amendments and/or supplements to the Constitution; determine the dissolution of the Society (if any);
 - d. To determine awards and disciplinary actions;
 - e. A Resolution by the General Meeting shall be effective upon adoption by more than 1/2 (one half) of the official representatives present at the meeting.

Article 16. The National Executive Committee.

The National Executive Committee (hereinafter referred to as Executive Committee) shall elect members of the Standing Committee, consisting of: President, Vice Presidents, Secretary General and standing members. The National Executive Committee may elect additional members to the Executive Committee provided however that the number added shall not exceed 1/3 of the total members of the Executive Committee approved by the General Meeting.

Article 17. Duties of the Executive Committee

The Executive Committee shall meet in ordinary session once a year at the call of the Standing Committee and may meet in extraordinary session as determined necessary by

the Standing Committee or at the instigation of the majority of the members of the Executive Committee.

The Executive Committee shall be responsible for implementing and executing resolutions of the General Meeting and leading the operations of the Society in the interval between two General Meetings.

Article 18. The Standing Committee

As a standing body of the National Executive Committee, the Standing Committee shall meet twice a year and be responsible for leading the operations of the Society in the interval between the two meeting sessions of the National Executive Committee.

Article 19. The Secretariat

The Secretariat shall function as a permanent support body of the Standing Committee and be composed of: Secretary General and secretaries nominated by the Secretary General and approved by the Standing Committee.

The Secretariat shall operate the Society on a daily basis.

Article 20. Professional committees and affiliates

The Standing Committee may determine the establishment of professional committees and (professional or economic) affiliates of the Society taking into account the needs and development of the Society to the extent permitted by the laws.

Article 21. The Compliance Committee

The National Compliance Committee shall be elected by the General Conference (?). The Compliance Committee shall have the following duties:

1. To inspect the compliance with the resolutions of the General Conferences (?), National Executive Committee and Standing Committee; inspect operations of subnational subsidiaries, its members and affiliates.
2. To inspect the compliance with the Constitution, Regulations and work programs of the Society.
3. To inspect financial and economic affairs of the Society.
4. To recommend awards and disciplinary actions.

The National Compliance Committee shall meet in ordinary session once a year and may meet in extraordinary session at the instigation of the President or Chairperson of the Compliance Committee.

CHAPTER V
ASSETS AND FUNDING

Article 22. Assets and funding

1. Membership fees paid by the members.
2. Revenues from economic transactions in which the Society is involved.
3. Subsidy in cash and in kind from the State (if any), support from local and foreign agencies, enterprises, organizations and individuals.

Article 23. Management of assets and funding

The funding shall be used to finance the operations of the Society and be managed in accordance with the regulations set forth by the National Executive Committee and the State.

Article 24. Disposal of assets and funding upon voluntary or coerced dissolution

The assets and funding shall be disposed of in the following manner upon voluntary or coerced dissolution:

1. Assets and funding contributed by local and foreign organizations; assets and funding contributed by the State shall be used to satisfy the outstanding asset and debt obligations and the balance shall be disposed at the discretion of the competent authority.
2. Assets and funding formed as a result of the operations of the Society shall be used to satisfy the outstanding asset and debt obligations and the balance shall be disposed at the discretion of the Society in accordance with its Constitution.

CHAPTER VI
AWARDS AND DISCIPLINARY ACTIONS

Article 25. Awards

Awards shall be conferred by the Society upon any members, collaborators and affiliates who have obtain achievements in the operations of the Society and in the scientific and engineering practices. The National Executive Committee shall determine how the each award is conferred.

Article 26. Disciplinary actions

Members and/or affiliates who materially violate the Constitution and damage the reputation and credibility of the Society shall be subject to disciplinary actions ranging

from reprimand, warning to removal and dissolution. The National Executive Committee shall determine which disciplinary actions apply.

CHAPTER VII **IMPLEMENTATION**

Article 27. Amendments and supplements to the Constitution

1. Only the National Congress or the General Member Conference of the Vietnam Society of Refrigeration and Air-Conditioning Engineers may make amendments and/or supplements to the Constitution.
2. Such amendments and/or supplements shall only be effective subject to adoption of more than 1/2 (one half) of the official delegates present at the Congress and approval by the state competent authority.

Article 28. Effectiveness

1. The Constitution (and the amendments and supplements thereto) constituted of 7 Chapters, 28 Articles was adopted by the 2nd National Congress during the 2010-2014 tenure of the Vietnam Society of Refrigeration and Air-Conditioning Engineers on March 27, 2010 in Hanoi. This Constitution shall be effective in accordance with the Decision approving the same issued by the Ministry of Internal Affairs.
2. Pursuant to the laws and the Constitution, the Standing Committee shall be responsible for guiding and arranging the implementation of this Constitution./.

DRAFT

Attachment E
Executive Committee Minutes: 2018 July 28

IOR Memorandum of Understanding on Electronic Affiliate Membership (e-Affiliate)

Between the Institute of Refrigeration (IOR) and American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE)

1. Purpose

1.1 The purpose of the agreement is to enable a membership co-operation arrangement between ASHRAE and the Institute of Refrigeration (IOR) to allow specific ASHRAE members to access to electronic versions of all technical information and news services from the IOR as e-Affiliate members of the IOR.

1.2 The grade of membership shall be referred to as IOR e-Affiliate Member and shall only be made available to individuals who are and remain a member of ASHRAE.

2. Institute of Refrigeration (IOR)

2.1 Agrees to:

- 2.1.1 offer discounted member-only rates / free member-only access to events and publications and other services as provided by the IOR to ASHRAE Members who join as e-Affiliate members
- 2.1.2 provide the same levels of access to IOR website to e-Affiliate members as is currently available to IOR Affiliate members (this includes the ability to download publications for free or at member rates)
- 2.1.3 issue to and maintain website passwords for e-Affiliate members to allow them to download publications from the IOR website
- 2.1.4 regularly update e-Affiliate members by email with information about new publications available from the IOR and other general industry news as it sees fit
- 2.1.5 hold and maintain securely e-Affiliate member contact information as provided by ASHRAE and the individuals concerned when they register on the IOR website and adhere to responsible data use as required under the GDPR regulations

2.2 Payment of e-Affiliate membership fees:

- 2.2.1 IOR will charge £20 per ASHRAE member who wants to join the IOR as e-Affiliate member. Individual members may sign up to the e-Affiliate scheme directly via a URL available in the member only area of the ASHRAE website, which directs them to the page on the IOR website where they can confirm their application and make a payment by credit card. The individual members will be responsible for paying any international transfer bank charges or currency costs.
- 2.2.2 Membership fees will become due for renewal on the anniversary of their joining.
- 2.2.3 IOR will provide on request information about the number of individual e-Affiliates members under this agreement to ASHRAE.

3. ASHRAE obligations

3.1 ASHRAE undertakes to:

- 3.1.1 Manage communications with their members to promote the benefits and costs of the e-Affiliate membership and encourage members to participate, including the e-Affiliate exclusive offer and costs in the list of membership benefits.
- 3.1.2 Provide in a member-only accessible area of their website a link to a URL which will allow members to sign up for the e-Affiliate membership with the IOR, explaining the benefits and costs.
- 3.1.3 Ensure that members are given the opportunity to renew their e-Affiliate membership at the discounted rate on the anniversary of their date of joining.

4. ASHRAE-e-Affiliate Members obligations and rights

- 4.1 ASHRAE-e Affiliate Members shall be bound by the terms relating to use of the IOR website, Terms and Conditions of membership (see Code of Conduct attached) and shall be advised of these obligations by the IOR when they register as an e-Affiliate on the IOR Website.
- 4.2. IOR alone shall be responsible for matters relating to finance, conduct, complaints of relating to or initiated by e-Affiliate members.
- 4.3 e-Affiliate Members may not vote in IOR elections, AGMs or stand for Election to IOR Board of Trustees. They are not eligible to apply for Engineering Council registration through the IOR.
- 4.4 e-Affiliate Members will not receive any postal communications eg newsletters, badges, certificates. If e-Affiliate members wish to receive additional items by post they may request this at an extra cost which would be equivalent to the full IOR Affiliate Member rate.

5. Terms of the agreement

5.1 The agreement will initially be for a three year period and will renew annually thereafter unless terminated by either party.

5.2 The operation of the agreement will be reviewed formally in November/December each year.

5.3 The agreement may be terminated by either party provided notice is given by 15th December in any given year.

6. Data Management Statement

The IOR as Data Controller will manage personal information obtained under this contract in accordance with national legislation and data protection requirements. Data obtained will only be that which is necessary for provision of the services which the individual has requested (ie electronic mailings and publication access), individuals may update their data or unsubscribe at any time. The IOR will not release any personal data to unrelated third parties and will take all reasonable steps to ensure data security. Individuals have the right to contact ior@ior.org.uk to obtain information about what data is held about them on our systems.

Signed by

Signed by

Name

Name

Role

Institute of Refrigeration
Charity 1166869

Role

ASHRAE

Date

Date

Code of Conduct IOR Members

The objects of the Institute of Refrigeration are:

1. The general advancement of refrigeration in all its applications, in relation both to the perfection of its methods, and to the extension of its services to the community.
2. To promote means of communication between members and their interchange of views.
3. To encourage invention and research in all matters relating to the science and practice of refrigeration.
4. To co-operate with educational institutions for the furtherance of education in the science and practice of refrigeration.
5. To hold meetings of the Institute for reading and discussing papers dealing with refrigeration and allied subjects.
6. To publish and distribute the proceedings or reports of the Institute.
7. To do all other things, incidental or conducive to the attainment of the above objects or any of them.

In pursuance of these objects Members shall therefore:

1. Uphold the dignity and reputation of the profession and safeguard the public interest in matters relevant to the advancement, science and practice of refrigeration.
2. Exercise skill and judgement to the best of their ability and discharge their professional duties and responsibilities with integrity.
3. Actively maintain and enhance, and where possible encourage others to do the same, an up to date knowledge and understanding of RACHP, in order to advance refrigeration for the public benefit.
4. Have due regard to the safety, health and welfare of themselves, colleagues, the general public and the environment. Assessing and managing relevant risks, liabilities and professional insurances and communicating these appropriately.
5. Act in accordance with the principles of sustainability and prevent avoidable adverse impact on the environment and society
6. In their professional conduct undertake only professional tasks for which they are competent and disclose relevant limitations of their competence; avoid where possible real or perceived conflicts of interest and advise affected parties when such conflicts arise; observe the proper duties of confidentiality; Reject bribery, corruption and encourage others to do the same; raise a concern about a danger, risk, malpractice or wrongdoing with affects others and support colleagues or others to whom they have a duty of care in good faith; accept responsibility for work carried out under their supervision and treat all persons fairly and with respect
7. Notify the IOR if convicted of a criminal offence or disqualification from being a company director
8. Notify the IOR of any significant violation of this Code of Conduct by another member

Members shall not:

1. Deliberately misrepresent the views of the IOR.
2. Serve their own interests nor those of their employer or client when contributing to the work of the IOR where those interests might conflict with the objects above.

As approved by the Board of Trustees 2nd March 2017

Terms and Conditions of membership

In applying to join the Institute of Refrigeration (Charitable Incorporated Organisation 1166869) I confirm my understanding of the following terms of membership:

- That the statements made by me on my application form are accurate to the best of my knowledge.
- That the grade of membership allocated will be decided by the IOR Membership Committee and that I will have the right to query and appeal if necessary.
- That I will adhere to IOR membership policies on Code of Conduct, Continuous Professional Development and Use of IOR logo as published on the IOR website under “policies and practices”
- That I am responsible for advising the IOR of any changes to my contact details or personal information to ensure that the data held about me is accurate.
- I agree to pay the annual membership subscription as approved at the AGM until such time as I advise the IOR Membership Secretary that I wish to cease my membership.

I also hereby give my consent to the following:

- The IOR may hold data provided on this application form and held on this website about my membership electronically or in paper records for the purposes of keeping a register of its members.
- The IOR may contact me by post, telephone or electronically with news, updates, technical information and invoicing information, and understand that the IOR will not release my data to third parties.
- I agree with the terms and conditions of use of this website as published on the website.

Electronic Affiliate proposal 21st October 2016

Background

The Institute of Refrigeration (IOR) in the UK has significant resources for individuals in the RACHP sector built up by recognised UK technical experts for our 3000 members:

- on line technical library of over 300 publications to download
- annual programme of approx 20 regional UK events and associated papers and presentations
- two e-learning programmes (low GWP alternatives and refrigerant containment)
- monthly e-news service

As part of the IOR objectives to promote the advancement of RACHP technologies and innovation more widely, the IOR membership is prepared to consider offering access to these services to members of nominating organisations such as ASHRAE that share these objectives.

This arrangement has been in operation with Institute of Refrigeration Ireland (IRI) since March 2016 with 170 subscribers in place. The IRI use it to improve benefits to existing members and as a sales tool to increase their membership.

Offer to ASHRAE Members

The IOR offer to individual Members of ASHRAE would include Electronic Affiliate level access to products and news services normally reserved to Members of the IOR. These include:

- Publication downloads from our website (inc guidance on EU/UK legislation such as F Gas, Pressure Safety, DSEAR etc) – price to non members £5-£6 per item
- Codes of Practice for Refrigerant Groups (including HFC, CO₂, Ammonia, HC and low flammables) as downloads – price to non members £48 each
- IOR Annual Proceedings published electronically
- Member rate CPD certification of free e-learning courses
- Monthly updates on technology developments, industry changes, training and education resources and refrigeration related initiatives
- Member rates at IOR events where charged

Individuals taking up this offer are not recognised as IOR members ie they do not receive membership certificate, badges, designation initials or rights to stand for our Board or vote in resolutions. They are designated electronic Affiliate level subscribers to information services.

The cost per individual subscriber is £20 + VAT per person this represents a substantial discount on the regular IOR membership fee of £76 per year plus a joining fee in the first year of £49. We are able to offer this discount as the Electronic Affiliates are not sent printed material by post that regular IOR members receive eg membership certificates, guidance, print newsletters.

Terms and conditions

This offer is only available on the following conditions:

- Exclusive to existing or new ASHRAE Members who are currently not members of the IOR or who have not been so for the past 3 years

- The option only remains available whilst the individual remains a member of ASHRAE (ie it ceases immediately if they do not renew their ASHRAE membership)
- No postal materials are sent, it is purely an electronic information subscription
- Joining process is on line via a unique URL link only available within the ASHRAE member portal area.
- Individuals who want to sign up for this offer have to make their payment by credit card on line. A receipt will be available but IOR will not offer an option to invoice or accept cheques or direct bank payments
- The number of subscribers will be required to renew their subscription by paying a further £20 each year on the anniversary of their date of signing up and their rights to download IOR publications will cease if they don't pay their renewal within 30 days of it becoming due.
- IOR can either send renewal reminders direct to subscribers with a payment link
- The arrangement must be in place for a contracted period of a minimum of 3 years.

Benefits for ASHRAE

- Access refrigeration specialist technical publications on demand as unlimited pdf downloads from the IOR website for your members.
- Financial saving of access to free high quality technical materials usually priced at between £6 - £48 for non members.
- Encouraging the continued membership of those interested in refrigeration information, by offering this "exclusive benefit" representing excellent value for money.
- Potential to attract new members to ASHRAE with refrigeration interests as an additional benefit of membership
- Establishing a closer working relationship and sharing of resources with IOR

Benefits for IOR

- Increasing our influence amongst the refrigeration community and awareness of services provided by the IOR outside of the UK
- Improving the knowledge levels of individuals / advancement of refrigeration through sharing of information in line with charitable objectives
- Potential for wider engagement in other IOR activities such as conferences, events, elearning

Draft Ideas for copy to inform ASHRAE members of IOR Publications Benefit

Ideas for copy placement to be developed further based on formal agreement. This text would need to be approved, vetted, and matched against the formal agreement between IOR and ASHRAE to ensure it is correct and complete. A separate landing page would be developed on ashrae.org based on the formal agreement.

Based on how much promotion is appropriate, efforts could be ramped up or down. Three current and one future suggestion is below for long-term / static placement. Separate timely announcements could be done from time to time to ensure ASHRAE members are aware of the benefit.

(Comment from IOR - We need to consider on how existing members would be made aware of this new benefit and what they have to do to gain access to it, as the current proposed marketing messages are only targeting new members)

Placement Suggestion #1 – for prospective, new, or renewing members

A new bullet on the existing Member Benefits page of ashrae.org
<https://www.ashrae.org/membership/member-benefits>

The bullet point could read as follows:

- Discounted-Free access to complete online library from The Institute of Refrigeration UK (on payment of a heavily discounted annual subscription)

Endless Technical Resources

Members enjoy access to the world's largest library of HVACR related technical information.

- Monthly [ASHRAE Journal](#) and quarterly [HPB Magazine](#)
- Annual copy of the [ASHRAE Handbook](#) (for Member and Associate grade members)
- [ASHRAE Technology Portal](#)
- Free online access to [Science and Technology for the Built Environment](#) research publication
- Discounts in the [Bookstore](#)

- Discounted access to complete online library from [The Institute of Refrigeration](#)



Placement Suggestion #2 – for new members

Mentioned as part of a personalized introduction email that comes individually from ASHRAE staff to

individual new members as part of a new member welcome email program

- ASHRAE members are entitled to ~~purchase-free~~discounted publications from The Institute of Refrigeration. Read more at (link to landing page on ashrae.org that explains the program as agreed upon in the yet-to-be-developed formal agreement. This ashrae.org landing page would link to IOR's site here: <https://ior.org.uk/membership/application-form-partner>

Placement Suggestion #3 – Welcome email “Technical Resources” – for new members

ASHRAE members are entitled to ~~purchase-free~~discounted publications from The Institute of Refrigeration. Read more at (link to landing page on ashrae.org that explains the program as agreed upon in the yet-to-be-developed formal agreement. This ashrae.org landing page would link to IOR's site here: <https://ior.org.uk/membership/application-form-partner>

Placement Suggestion #4 – for renewing members as part of a future effort

ASHRAE currently does not send a separate message for renewing members, only a generic plaintext order receipt. In the future, if a separate message is developed, a copy block could be placed within the message. (in this case IOR could arrange for automated renewal notice emails to be sent direct to subscribers via its website using agreed wording)

In future “Thank you for Renewing” receipt sent to ASHRAE members that have renewed.

- As an ASHRAE member ~~you have been enjoyings~~are entitled to purchase-freediscounted publications from The Institute of Refrigeration (IOR) for the past year, to continue to receive this benefit of your ASHRAE membership please renew your IOR subscription here. Read more at (link to landing page on ashrae.org that explains the program as agreed upon in the yet-to-be-developed formal agreement. This ashrae.org landing page would link to IOR's site here: <https://ior.org.uk/membership/application-form-partner>

Marketing Dashboard		May 2018			Fiscal Year 2017-18		
		Previous Month Comparison					
	#		# change	% change			
Publications Sold	3,204	↑ 5	501	19%			
ASHRAE.org Visits	109,714	↓	-3,646	-3%			
Education Registrations	691	↑	329	91%			
Certification Applications	15	↓	-13	-46%			
Media Placements	2,468	↑	1,032	72%			
Ads Sold	1,469	↑ 5	33	2%			
Conference Registrations	386	↓	-65	-17%			
AEDGs (life to date)		Annual Conference Registrations			Certification		
Total Downloads	Print	Houston 2018	Long Beach 2017	St Louis 2016		SYTD 17-18	SYTD 16-17
606,241	26,384	1,142	1,137	1,091	Certification Applications	263	317
Advertising Sold - Journal/HPB/ASHRAE.org					Recertification Rate	80%	76%
	May 2018	May 2017	SYTD 17-18	SYTD 16-17	Total Certifications Held: 1,977		
Print ads	45	50	584	639			
Digital ads	1,424	1,458	15,012	16,362			
PR Activity		ASHRAE.org			Top Searches		
	SYTD 17-18	SYTD 16-17	Visits		SYTD 17-18	SYTD 16-17	90.1
Releases	60	80	May 2018	May 2017	1,277,001	1,094,576	62.1
Placements	17,971	9,633	109,714	113,654			Handbook
Publications Sold							
Publication Type	Print			Electronic			
	May 2018	SYTD 17-18	SYTD 16-17	May 2018	SYTD 17-18	SYTD 16-17	
Books/Papers/Articles	1,326	14,059	14,071	695	6,911	4,178	
Standards	461	5,466	7,155	722	7,769	6,652	
ASHRAE Learning Institute Attendees							
	May 2018	May 2017	SYTD 17-18	SYTD 16-17			
Instructor-led online seminars	30	49	369	366			
Instructor-led seminars at ASHRAE conferences	51	56	937	1,238			
In-company, chapter, industry events seminars	610	428	2,996	2,143			
Totals	691	533	4,302	3,747			
Join Us!							
 <h2>ASHRAE 365 App</h2> <ul style="list-style-type: none"> EVERYDAY – Year-round updates on all things ASHRAE. FLEXIBLE – Accessible across all of your devices from mobile to desktop. ENGAGING – Provides information about events, standards and guidelines, continuing education, industry jobs, and much more. <p>Download ASHRAE 365 now on the App Store or Google Play</p>				<p>2018 ASHRAE Annual Conference June 23 - 27, 2018 / Houston, TX</p> <p>2018 Congressional Clean Energy Expo & Policy Forum July 10, 2018 / Washington D.C.</p> <p>AHR Expo Mexico October 2 - 4, 2018 / Mexico City</p>			

Marketing Dashboard Legend

All activities reflect comparisons by month and year for current fiscal year vs. previous fiscal year which parallels our Society Year

SYTD: Society Year to Date. Reflects accumulated months in Society Year which runs July through June.

Publications: Comparison of sales (print and electronic download) of publications (books, papers and articles) and standards.

AEDGs: Total of online downloads and print copies of Advanced Energy Design Guides.

ASHRAE.org Site Visits: Visits represent the unique number of visitors to ASHRAE.org. The SYTD numbers are cumulative for each month.

Top Searches: Keywords individual enter in the search box at the top of our site.

PR Activity: A release is a news release issued by ASHRAE. Placements refer the number of times ASHRAE is mentioned in magazines and newspapers (both print and electronic).

Certification Applicants: Indicates number of applications received for specific certification programs. Does not include individuals who earned a certification by virtue of serving on an examination development subcommittee. While our certification application rate was down, please keep in mind we increased our prices 34%. All of the many factors impacting demand remaining constant, an expectation in economics is for demand to go down 1% for each 1% increase in price.

Healthcare Facility Design Professional (HFPD)-launched June 2007

High Performance Building Design Professional (HBDP) -launched June 2008

Operations and Performance Management Professional (OPMP)-launched Jan. 2009

Commissioning Process Management Professional (CPMP) -launched June 2009. Replaced by BCxP in Apr. 2016.

Building Energy Modeling Professional (BEMP) -launched Jan. 2010

Building Energy Assessment Professional (BEAP) -launched Jan. 2011

Building Commissioning Professional Certification (BCxP) -launched Apr. 2016

Total Certifications: Indicates the number of certifications held, since some individuals hold more than one certification.