

**Minutes**  
Development Committee  
Conference Call  
March 30, 2016

**Members Present:**

Randy Jones, Chair  
Tim McGinn, Vice Chair  
Darcy Carbone  
Ken Cooper  
Derek Crowe  
Jim Fields  
Victor Goldschmidt  
Bill Harrison  
Darin Nutter  
Dan Rogers  
Jim Wolf

**Guests:**

Dave Meredith, Chair – Donor Recog Ad Hoc  
Jeff Lydenberg, Planned Giving Consultant

**Staff:**

Jeff Littleton, Executive Vice President  
Kim Mitchell, Chief Development Officer (*Liaison*)  
Margaret Smith, Development Manager  
Patricia Adelman, Development Manager  
Megan Hezlep, Asst. Manager of Development  
Meredith Gunter, Development Assistant

**I. Call to Order, Roll Call, Introduction of Guests**

The Development Committee meeting was called to order at 10:30 AM.

Mitchell called roll. Walid Chakroun and Keith Reihl were unable to attend the call.

**II. Review Agenda**

**A. Revisions or Additions to the Agenda**

Jones reviewed the agenda. He allowed for time under Other Business to briefly discuss an issue with International, specifically Canadian, dollars in relation to the US dollar.

**III. Approval of Development Committee Minutes**

**A. January 25, 2016 Meeting Minutes**

**Goldschmidt moved and Cooper seconded**

**(Motion 1) That the Development Committee approve the minutes from the Winter Meeting in Orlando.**

**Vote 10:0:0 CNV**

**MOTION PASSED**

**IV. Reports and Discussion Items**

**A. Changes to ROB and MOP**

The proposed changes to the ROB were as follows:

- Add three Members-at Large positions to the roster to provide more of a “bench,” both for committee work and for succession planning.
- Change the experience requirements to: “The Chair, Vice Chair and Members at Large should have served on the RP Committee, Foundation Board, or should have significant Society leadership experience” – instead of simply asking for experience on one of the (already) represented groups.
  - Rationale: the various groups making up the Dev Cmte are already represented appropriately by definition. What is being proposed is that we need people who can represent the needs and views of the broader Society and who have shown significant leadership ability.
- It was noted that under “Composition” it should read “Fourteen (14),” not “Thirteen (13).”

Once these changes are approved they will be sent to SRC for their review and approval.

**Cooper moved and Goldschmidt seconded**

**(Motion 2) That the Development Committee approve the ROB with a revised total of 14 voting members under Composition and the proposed changes to the experience requirements.**

**Vote 10:0:0 CNV**

**MOTION PASSED**

The proposed changes to the MOP relate to:

- the addition of the Members-at-Large
- the anticipated change in the status of the campaign committee, that is, dissolving the ad hoc and creating a standing committee instead for the duration of the campaign.
  - This will represent more of a change in the name of the group than in the membership of the group. Though, the membership may be tweaked slightly, as well, as needs change during the different phases of the campaign.
- It was noted that section 4.3 should read, “A capital campaign standing subcommittee...”

**Cooper moved and Fields seconded**

**(Motion 3) That the Development Committee approve the proposed changes to the MOP.**

**Vote 10:0:0 CNV**

**MOTION PASSED**

**B. Capital Campaign Ad Hoc Committee Report and Discussion**

McGinn listed all the members of the Capital Campaign Ad Hoc. He also announced the ad hoc will be dissolved and a standing subcommittee for the Campaign will be created. On this standing subcommittee, the members will change as the needs of the Campaign change. Members will be announced in St. Louis.

The final short term goal of the ad hoc, before being dissolved in St. Louis, will be to decide on a Campaign Consultant. The bids from the consultants are due back by April 25<sup>th</sup> and a contract will be awarded on July 6<sup>th</sup>, after the proposed Consultant has a chance to make a presentation to the ASHRAE Board in St. Louis.

There was a brief discussion between Wolf, McGinn, and Mitchell about the Foundation Trustees being able to review the RFP, since they will probably be asked to support the Campaign financially. McGinn reminded the Committee that the purpose of the Capital Campaign Ad Hoc is set-up to review such documents.

Goldschmidt asked Mitchell to include the campaign description McGinn presented during this call in the minutes and to attach the RFP.

Littleton asked who is paying for the Campaign Consultant to travel to St. Louis. McGinn announced that decision had not yet been decided. Wolf suggested a proposal should be brought to the Foundation Board of Trustees for expenses related to the campaign consulting firm for the planning phase.

After much discussion of who should be notified and when, it was decided Mitchell and Jones will send e-mails to the ASHRAE Treasurer and Foundation Board of Trustees about the costs associated with a Campaign Consultant's travel and other costs to begin a Campaign (estimating \$60,000 - \$80,000 for consulting fees alone).

### **C. Donor Recognition Committee Report and Discussion**

Meredith said the primary goal of the Donor Recognition Ad Hoc was to blend the RP and Foundation giving categories together, create a Wall of Honor, and further develop the benefits for the giving levels. The first two are complete. The latter is still in progress.

He also mentioned that the ad hoc has been tasked with suggesting ways to recognize the planned giving gifts that are received and will be recognized under the Heritage Society, with a due date of June.

Meredith announced the final report from this ad hoc will be at the Annual Meeting in St. Louis. Jones clarified that they will decide at that time if it is necessary for the ad hoc to continue or if it will be dissolved.

## **V. Other Business**

Mitchell mentioned one issue within the gift acceptance policy that needs to be addressed deals with the acceptance of foreign currency. There was a very brief discussion on why ASHRAE accepts Canadian dollars and where it is used.

Jones asked everyone to think about how the acceptance of foreign currency should be handled within the Gift Policy and Procedures document. There will be more discussion about it in St. Louis.

**A. Next Meeting – St. Louis, MO – June 27, 2016!**

## **VI. Miscellaneous Announcements**

None.

## **XI. Adjournment**

Development Committee Conference Call adjourned at 11:30 AM.