



Shaping Tomorrow's
Built Environment Today

Minutes

Development Committee

Annual Meeting – Kansas City, Missouri

Monday, June 24, 2019, 9:45 – 11:45 AM

Marriot Hotel – Marriot- West, 2nd Floor, Room: Basie C

Members Present:

Erich Binder, Chair
Mark Miller, Vice Chair
Donald Colliver, COF Member
Derek Crowe, RP ExCom
Jim Fields, Foundation ExCom
Jeff Gatlin, Scholarship Trustee
Charles Gullledge, Consultant
Bill Harrison, Foundation ExCom
Scott Martin, RP ExCom
Tim McGinn, PLC Liaison
Farooq Mehboob, Coordinating Officer
Salih Zeki Poyraz, Member at Large
Ginger Scoggins, Member at Large
Thomas Watson, Foundation ExCom
Dennis Wessel, LMC Member
James Wolf, Member At Large

Staff:

Jeff Littleton, ASHRAE EVP
Kim Mitchell, Chief Development Officer
Nicole Blount, Sr. Manager of Development
Margaret Smith, Development Manager
Julia Mumford, Development Manager
Megan Gotzmer, Asst. Mgr. of Development
Craig Wright, Chief Financial Officer

Guests:

Dan Rogers, Incoming - Vice Chair
Tiffany Abruzzo, Incoming - RP ExCom
Samir Traboulsi, Incoming - Scholarship Trustee
Jaideep Karnik, Incoming - RP ExCom
Sheila Hayter, Incoming - Consultant
Calder Sinclair, Campaign Consultant
President - Sinclair, Townes & Company

Members Absent:

N/A

1. CALL TO ORDER, ROLL CALL, INTRODUCTION OF GUESTS

Binder called the Development Committee meeting to order at 9:45 a.m. and Mitchell completed roll call.

2. ASHRAE CODE OF ETHICS COMMITMENT

Reviewed.

3. REVIEW AGENDA

Agenda was changed to reverse the order of 9B and 9C.

4. APPROVAL OF DEVELOPMENT COMMITTEE MINUTES

April 11, 2019, Meeting Minutes.

Binder called for approval of the April 11, 2019, Development Committee Minutes. Wessel moved, Scoggins seconded – passed unanimously.

Motion 1: To approve the Development Committee Minutes from the April 11, 2019, meeting as presented.

MOTION 1 PASSED (VOTE 14:0:0 CNV)

5. REVIEW ACTION ITEMS

A. August 20, 2018, Meeting. Reviewed action items, no discussion.

No	Responsibility	Summary of Action	Status
AI 2	Staff	Review letter agreements of past donors/honorees for which a room or space has been named in the existing HQ building.	Complete
AI 4	Staff/Binder/ ST&Co	Mitchell and staff will work with consultants on ideas for naming opportunities. A plan will be presented to the Dev Cmte for approval. The Dev Cmte will then make a request of the BOD to pre-approve in an effort to mitigate time-related challenges.	Complete

B. January 14, 2019, Meeting. Reviewed action items, no discussion.

No	Responsibility	Summary of Action	Status
AI 1	Staff/ Burroughs	One month for task force to come together to prepare and submit recommendations to TASC to address existing named rooms and naming opportunities for the new HQ.	Complete

AI 2	Binder	Gulledge requested to include in the BOD report that 100% board giving was completed last year and needed again this year.	Complete
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6. FINANCIAL AND CONSTITUENT REPORTS

A. ASHRAE Foundation

Harrison reported that Foundation is in good shape. Through May 31, resources declined by \$26,000, but in the month of June portfolio increased by value of \$457,000. Should end fiscal year in the positive. Information item: Fdn BOT voted to contribute \$300,000 to the Capital Campaign for the building.

B. RP Annual Campaign

Crowe reported current funds raised YTD are just over \$2.2M and reports from RVCs indicate that they are confident they will make goals. Information item: RP is working with Jim Fields to support management of endowed funds.

C. COF Annual Campaign

Colliver reported 28 donors to COF. Discussed supporting the building fund, but nothing has been decided although interest is there. They also funded three travel awards.

D. LMC Annual Campaign

Wessel reported total increase of 4% over last year and all is looking up and positive.

E. Scholarship Trustees

Gatlin reported Trustees awarded 26 scholarships in January and will vote to award five during their June 25 meeting.

7. COORDINATING OFFICER REPORT

Ex-O Report given by Mehboob. Highlighted the senior officers' visits, enhanced publications, new certifications and that nominations are welcomed. (presentation attached).

8. BUILDING AD HOC COMMITTEE UPDATE

Scoggins reported that the project is on track. Went through presentation. There was discussion about the schematic design for the systems in the building. Many questions about design. Reported that all Building Ad Hoc Committee members made gift commitments totaling \$62,000.

9. UNFINISHED BUSINESS

- A. Carryover of Donor Names – Miller read recommendations from Burroughs. Wolf motioned to accept report and forward to building ad hoc committee, Gatlin seconded.

Motion 2: To accept the recommendations of the LHM Report presented by the LHM Task Force, chaired by Barney Burroughs.

MOTION 2 PASSED (VOTE 14:0:0 CNV)

- B. Corporate Donor Benefits – Mitchell gave overview of proposed benefits approved by the BOD last Spring. Need the committee to sign off on details and then finalize what else is

needed by July 19. Binder asked Miller to lead a Donor Benefits Task Force to quickly move on this. Miller invited Dennis Wessel, Jim Wolf, Ginger Scoggins, Sheila Hayter, Bill Harrison, Tom Watson, and Tiffany Abruzzo to serve on this task force.

- C. New Naming Opportunities – Mitchell spoke about the opportunities for corporate sponsors. Scoggins asked if there was a way to make everyone aware of the three-year pledge period option. Mitchell said that this option will be discussed with all corporate donors, as needed.

During this discussion, there were questions about the recognition that would be available for individual donors. Scoggins suggested that \$5K donors be listed on the wall of the new building. The Donor Benefits Task Force was asked to continue fleshing out naming opportunities and benefits for both companies and individuals. Harrison moved that any individual that gives \$5,000 or more for the building campaign be recognized by having their name on the wall in the new headquarters building. Colliver seconded, all approved, motion carried.

Motion 3: That any individual that gives \$5,000 or more be recognized by having their name on the wall in the new headquarters building.

MOTION 3 PASSED (VOTE 14:0:0 CNV)

- D. Solicitation Updates – Individuals and Foundations – Binder expressed the need for gift commitments from leadership to come in early in the campaign and asked Rogers to head up a task force to accomplish this. The following members were asked to serve on this Solicitations Task Force: Don Colliver, Farooq Mehboob, Bill Harrison, Jim Wolf, Zeki Poyraz, Tom Watson, Jim Fields, Tim McGinn, Scott Martin and Jaideep Karnik. BOD giving is top priority, followed by the Development Committee, Foundation Board, and RP Committee.

Binder asked Farooq and Zeki to consider how they could help encourage giving to the building campaign within their regions. In addition, Mitchell reported that she and a member of leadership have visited with three individual major gift prospects.

10. CHIEF DEVELOPMENT OFFICER REPORT

- A. Corporate Solicitation Updates – Mitchell reported that she has had meetings with six major corporate prospects and has had a member of leadership with her on each of these appts. There was a report in the agenda. She said that it is still early in the campaign and that the prospects have all asked for additional information that is not yet available about the design of the building and other details. She will follow up with all prospects, as appropriate.
- B. Preliminary Case for Support – Mitchell showed the preliminary draft case for support that was created by Staff and the campaign consultants. Crowe asked that gifts to the RP Campaign also be encouraged when asks to major donors are made. Mitchell assured him that we make every effort to ask the prospect to continue with their RP giving and to make a campaign gift on top of their RP gift.

11. ALTERNATIVE WAYS OF GIVING

Report from Calder Sinclair (see presentation).

12. MISCELLANEOUS ANNOUNCEMENTS

- A. Binder thanked the committee for their time and financial support and asked incoming Chair Miller if he wanted to make any comments. Miller said that it was great working with Binder and that he was looking forward to next year.
- B. Next BOD Meeting – May 6, 2019

13. ADJOURNMENT

Meeting adjourned at 11:40 a.m.

PRINCIPAL MOTION

Motion 2: To accept the recommendations of the LHM Report presented by the LHM Task Force, chaired by Barney Burroughs.

MOTION 2 PASSED (VOTE 14:0:0 CNV - Reported to the BOD as an Information Item)

Motion 3: That any individual that gives \$5,000 or more be recognized by having their name on the wall in the new headquarters building.

MOTION 3 PASSED (VOTE 14:0:0 CNV)

ACTON ITEMS

There were no formal Action Items.