



MINUTES

EXECUTIVE COMMITTEE MEETING

**ORLANDO, FL
February 1, 5 and 6, 2020**

Approved by the Executive Committee June 5, 2020.

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February 1, 5 and 6, 2020

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

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No. - Pg.	Motion
1 - 2	That the minutes from the November 16-17, 2019 meeting be approved.
2 - 5	That MOU with ASABE be renewed.
3 - 6	That the MOU with Curiosity Labs be recommended to the BOD for approval.
4 - 6	That the MOU with DKV be recommended to the BOD for approval.
5 - 7	That the following statement be placed at the top of agendas and read before all meetings: ASHRAE Code of Ethics and Core Values Commitment – In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity, inclusiveness and respect for others, and we shall avoid all real or perceived conflicts of interests. (Code of Ethics: https://www.ashrae.org/about/governance/code-of-ethics) (Core Values: https://www.ashrae.org/about/ashrae-s-core-values)
8 - 7	That ExCom recommends to the BOD that the following diversity commitment statement be adopted: <i>ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We proactively pursue and celebrate diverse and inclusive communities understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities our Society serves. We respect and welcome all people regardless of age, gender,</i>
9 - 9	That the following Associate Societies that are inactive and/or defunct organizations be disassociated from ASHRAE (ROB 2.106.002.5): #54 - ASURVAC - Asociación Uruguaya de Refrigeración, Ventilación, Aire Acondicionado y Calefacción
10 - 9	That the Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) be accepted into the ASHRAE Associate Society Alliance (AASA).
11 - 10	That the ASHRAE Prem Jain Memorial Scholarship Fund be approved.
12 - 12	That the MOU with NASE be renewed.
13 - 13	That the MOU with NSF International be renewed.
14 - 13	That the NBI Work Plan be approved.
15 - 14	That Referred motion 41 (Brasil Chapter): <i>Procedure to interact with AASA representatives be defeated.</i>
16 - 14	That Members Council Referred Motion 7f (11/14/2019): <i>Region XIV be consulted regarding Brussels staff be defeated.</i>
17 - 15	That Members Council Referred Motion 7g (11/14/2019): <i>President or President-Elect attend chapter charters be defeated.</i>
19 - 15	That ExCom recommend to the Board of Directors that the following edits to the ASHRAE Code of Ethics Commitment be approved: ASHRAE Code of Ethics and Core Values Commitment – In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity, and respect for others; we will promote diversity and inclusiveness ; and we shall avoid all real or perceived conflicts of interests. (Code of Ethics: https://www.ashrae.org/about/governance/code-of-ethics) (Core Values: https://www.ashrae.org/about/ashrae-s-core-values)
20 - 18	That the Board of Directors (BOD) ExCom initiate a revision of the <i>Refrigerants and their Responsible Use</i> position document (PD).

ACTION ITEMS

Executive Committee Meeting

February 1, 5 and 6, 2020

No. - Pg.	Responsibility	Summary of Action	Status
1 - 2	Littleton	Work on developing an online tool to orchestrate notification to DRCs when officers visit chapters. (Ongoing June 22 and 26, 2019)	
2 - 2	Littleton	Work on a better MOU with CAR. (Ongoing June 22 and 26, 2019)	
3 - 2	Knight	Conduct a review of the Bylaws. (Ongoing June 27, 2019)	
4 - 2	Dean/Knight	Work with Tech Council to further evaluate ASHRAE's input and technical guidance on offsite construction trends. (Ongoing June 27, 2019)	
5 - 2	Littleton	Reach out to MBI staff to better understand MBI's direction as it relates to off-site building trends. (Ongoing June 27, 2019)	
6 - 2	Gulledge	Ask Members Council to evaluate the impact of charging a meeting or A/V fee to all conference attendees. (Ongoing June 27, 2019)	
7 - 2	Littleton	Work on (unsigned) MOU with Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH). (Ongoing July 9-12, 2019)	
8 - 2	Boyce	Contact Canada Green Building Council (CaGBC); possibly reinvigorate MOU that was signed in November 2006. (Ongoing July 9-12, 2019)	
9 - 2	Littleton	Chinese Associate of Refrigeration (CAR) agreement signed in April 2006 needs improvement; work on possible renewal. (Ongoing July 9-12, 2019)	
10 - 2	Knight	Council of American Mechanical & Electrical Engineers (CAMEE) MOU expired January 2016; work on possible renewal. (Ongoing July 9-12, 2019)	
11 - 2	McQuade/Littleton	Create tiered list of MOUs; move the items to the bottom that will be removed from the list. (Ongoing July 9-12, 2019)	
12 - 2	Littleton	Talk to the International Association of Plumbing and Mechanical Officials, Inc. (IAPMO) about renewing the MOU that expired January 2015; contact Russ Chaney. (Ongoing July 9-12, 2019)	
13 - 2	Knight	International Institute of Ammonia Refrigeration (IIAR); it is important to renew MOU that expired in March 2017. (Ongoing July 9-12, 2019)	
14 - 2	Littleton	National Air Filtration Association (NAFA); renew MOU. (Ongoing July 9-12, 2019)	
15 - 2	Littleton	National Association of State Energy Officials (NASEO); renew MOU that expired January 2016. (Ongoing July 9-12, 2019)	
16 - 2	Gulledge	NSF International; renew MOU that expired December 2018. (Ongoing July 9-12, 2019)	
17 - 2	Gulledge	Ask Members Council for a standardized guidance document regarding whether chapters can have sponsorships. (Ongoing July 9-12, 2019)	
18 - 2	Gulledge	Ask Members Council to create a tool kit of terminology for struggling chapters. (Ongoing July 9-12, 2019)	
19 - 2	Gulledge	Ask Members Council to explore options for educational certification at CRCs. (Ongoing July 9-12, 2019)	
20 - 2	Littleton	Follow up with Trane, JCI (Milwaukee), Greenheck (Wausau) and Zylem (Chicago) and focus on arranging visits with these companies. (Ongoing November 16-17, 2019)	
21 - 3	McQuade	Present a plan of next steps for the AEDG and present the recommendation to ExCom at the 2020 Annual Meeting.	
22 - 6	Littleton	Review the code of ethics on the verbiage and ensure that it correctly reflects what is listed in all the ROB.	
23 - 8	Gulledge	Work with Members Council to develop a plan to proactively pursue diversity and inclusion at all levels	

24 - 8	Knight	Work with Technology Council to determine if/how carbon as a metric strategy should be incorporated into the Society's technical content.	
25 - 8	Littleton	Provide suggested edits to the Commercialism Policy to address Chapter's concerns on how the policy is enforced at all levels of the Society.	
26 - 9	Littleton	Provide the information gathered from other organizations on the role of past president to the Board Streamlining Ad Hoc.	
27 - 11	Littleton	Review the current marketing strategy for the scholarship program and present ExCom with a plan to increase solicitation. Jim Fields should receive a copy of the final report.	
28 - 12	Littleton	Send a draft MOU to AIRAH for review.	
29 - 12	Knight	Reach out to NAFA to get feedback on an MOU renewal.	
30 - 13	Littleton	Reach out to the NBI staff director to discuss the management of the work plan as well as the use of ASHRAE's logo without approval.	
31 - 15	Gulledge	Work with Members Council to develop a recommendation or methodology for how Chapter charter scheduling will occur. The onus should be placed on the Chapter to be proactive and flexible with scheduling the charter event so the President or President-Elect can attend.	
32 - 16	Littleton	Work with the Tiger Team to identify a way to eliminate the six-month grace period with a ROB change while the full Bylaws review is completed.	
33 - 17	Littleton	Work with the Tiger Team to develop a plan for autopay for annual dues that addresses nuanced dues scenarios, to be reviewed by ExCom and then the BOD.	
34 - 17	Littleton	Engage Membership Promotion leadership to communicate the plan to hire Marketing General to assist with membership recruitment. The final Marketing General plan will be shared with ExCom.	
35 - 17	Littleton	Ensure that is being adequately communicated when members are eligible for full grade membership and confirm the programs/communication practices that are currently in place.	
36 - 18	Littleton	Forward the draft template for chapters to enter into an MOU with national associations to Members Council for consideration of incorporation into the MCO.	
37 - 18	ExCom	Send recommendations for the Vision 2030 Presidential Ad Hoc, with special attention paid to Chair and Vice Chair, to staff by the end of February.	
38 - 18	Littleton	Organize a background document on the history of the relationship between CIBSE and ASHRAE as well as ASHRAE and REHVA.	
39 - 18	Littleton	Arrange for a tour and lunch of the new Headquarters building during BOD orientation.	
40 -19	ExCom	Send recommendations for the Building of the Future Ad Hoc to Mr. Boyce by the end of February.	
41 - 19	Littleton	Share previous (retired) REHVA MOU as well as the most recent proposed new draft MOU from REHVA with ExCom for review and comment.	
42 - 19	Littleton	Send a draft itinerary to senior officers for the July 2020 meeting in Asheville, NC.	
43 - 20	Littleton	Send the access link for the NY state sexual harassment online training program to ExCom to review. If the program is approved, staff will develop a plan to distribute the training program to members in leadership roles at all levels of the Society.	



MINUTES
EXECUTIVE COMMITTEE MEETING

February 1, 5 and 6, 2020

MEMBERS PRESENT:

Darryl Boyce, President
Chuck Gullledge, President-Elect
Mick Schwedler, Treasurer
Bill Dean, Vice President
Dennis Knight, Vice President
Bill McQuade, Vice President
Farooq Mehboob, Vice President
Jeff Littleton, Secretary

GUESTS PRESENT:

Adeeba Mehboob	Trent Hunt
Tim Wentz	Simona Tsvetkova
Tom Phoenix	Elizabeth Primeau
Shawn Nienhueser	Don Brandt
Chris Krieps	Ayman Eltalouny
Badri Patel	Dunstan Macauley
Michael Cooper	Raymond Patenaude
Sherif Omran	Jim Fields
Ahmed Alaa Eldin	Dustin Mason
Sarah Toy	Kelly Gunn
Tim McGinn	Mehmet Poyraz
Ahmed Alaa Eldin Mohamed	Badri Patel

STAFF PRESENT:

Candace DeVaughn, Manager of Board Services
Chandrias Jacobs, Coordinator of Board Services
Mark Owen, Director of Pubs & Education
Vanita Gupta, Director of Marketing
Stephanie Reiniche, Director of Technology
Kim Mitchell, Chief Development Officer
Lilas Pratt, Manager - Special Projects
Craig Wright, Director of Finance & Admin, Services
Dustin Mason, Development Manager
Joyce Abrams, Director of Member Services
Ayah Said, Manager - Global Training Center
Steve Comstock, Manager of Business Development
Alice Yates, Director of Government Affairs

CALL TO ORDER

Mr. Boyce called the meeting to order at 8:32 am.

CODE OF ETHICS

Mr. Boyce read the code of ethics commitment and reminded all in attendance to become familiar with the full code of ethics statement.

ROLL CALL/INTRODUCTIONS

Roll call was conducted, and guests introduced themselves.

REVIEW OF MEETING AGENDA

Mr. Boyce reported that the report of the AEDG Steering Committee will be moved up and discussed at this meeting.

APPROVAL OF MINUTES

Mr. Knight moved and Mr. McQuade seconded

1. That the minutes from the November 16-17, 2019 meeting be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

ACTION ITEMS

Action items 4-5, 9-12, 15-24, 26, 28, 30, 32 were reported as ongoing. All other action items were reported as completed.

AI - 1-20

TREASURERS REPORT**2019-20 FINANCIAL UPDATE AND FUTURE BUDGETS**

Mr. Schwedler reported that net assets of the Society are up. The Finance Committee has found ways to reduce general fund expenses.

Membership dues have increased but not as fast as anticipated. When dues are increased, that revenue is not realized right away. The Membership Tiger Team is investigating trends in membership; currently, a reduction in membership revenue is forecasted.

Both print and online advertising revenue is forecasting down. Pub and Ed Council is currently conducting a deep dive of advertising expenses and revenue.

The updated budget removes the \$50,000 BOD Opportunity Fund. Currently no plans have been developed for these funds. The Finance Committee felt it was appropriate to eliminate the funds from the budget at this point in the Society year.

The last two years, the budget has been in a deficit. The current budget will be back to an even budget.

The Finance Committee is recommending that the BOD take a hard look at all expenditures. Additionally, the Committee feels that the list of recommended lean assessments should be reviewed again for additional opportunities. Finance Committee will review to determine what opportunities there are moving forward. The Committee has been having hard discussions and recommends that the same be done by ExCom and the BOD.

Staff is compiling a report that will look at seven years of budget history. The report will be used to provide context and information to the BOD on an ongoing basis. The goal is to create better predictions to help the BOD make the best decisions. In addition to the historical report, the Investment Subcommittee of the Finance Committee will be putting together a process, so the BOD has business cases brought before them.

ASHRAE INVESTMENT REPORT THROUGH DECEMBER 31, 2019

A recent call was held with the Society's investment advisors. Investment results are at about 18.5%, which is in line with the market.

The Investment Subcommittee of the Finance Committee does not recommend any changes at this time. The consensus is that things are moving in the right direction.

The investment report now reflects investment fees, as requested by the BOD.

REPORTS OF BODIES REPORTING TO EXCOM

AEDG STERRING COMMITTEE

Mr. Phoenix reported that the steering committee is not an ASHRAE Committee, but rather is a Committee that ASHRAE has representation on and serves as secretariat to. The committee typically meets at ASHRAE Conferences, conducts several conference calls and has one additional face to face meeting.

An action item was assigned to engage the ASHRAE marketing team to get more visibility for the guides and drive them to the marketplace.

The December meeting was a strategic planning meeting. The relationship with the Department of Energy was a major topic of discussion; each of the partners were directed to go back to their respective organizations to determine if that is a relationship they want to continue.

Mr. McQuade will present a plan of next steps for the AEDG and present the recommendations to ExCom at the 2020 Annual Meeting.

REPORT OF THE PRESIDENT

Mr. Boyce reviewed his travel thus far in the Society year.

UNEP PRESENTATION

Mr. Curlin presented to Excom, the full presentation is included in ATTACHMENT A.

UNEP is the environmental voice of the UN system; they are headquartered in Nairobi and have offices around the world.

OzonAction is the program that ASHRAE has typically been involved with. The program focuses on refrigerant transition in developing countries.

The ASHRAE-UNEP web portal was set up by ASHRAE and provides refrigeration related eLearning courses. There are currently almost 1,600 registered eLearners in almost 190 countries. Utilizing eLearning courses for face to face training can be used as part of a structured curriculum in developing countries; this is a promising experiment that has shown some success and they would like to continue in the future.

UNEP developed a university course that is the only one of its kind. ASHRAE is promoting the course. Fifty-nine (59) universities in 20 countries have downloaded the course.

An area that the UN is interested in promoting further is women in refrigeration and AC. The program presents positive examples of women in the industry and encourages young women to enter the field. ASHRAE has been very supportive of the initiative and ASHRAE members have been featured in the publication. The UN wants to explore additional opportunities with ASHRAE and other interested partners.

The *Refrigerants Driver's License Program* aims to professionalize the work force in developing countries, equipping technicians to handle environmental issues properly. Currently, UNEP is working to promote the program globally with the belief that all countries need access to world class refrigerant managing training and certification programs to confirm competency. The program is not intended to replace formal training but rather serve as a bridge to the workforces in other countries that don't have the infrastructure. The program is currently in the pilot stage in six (6) countries. The pilot program will be finalized this year and a comprehensive report with recommendations will be available. China has an estimated 1 million technicians and has indicated a political willingness to pursue the program.

BRUSSELS STAFF PRESENCE REVIEW AND FUTURE PLANNING PRESIDENTIAL AD HOC COMMITTEE UPDATE

Mr. McQuade and Mr. Brandt reported on behalf of the Ad Hoc.

The Ad Hoc began its work by looking at the current tasks of the European office to see successes and what the goals should be moving forward.

The current European office has been instrumental in working with the Dubai office and has helped it to grow.

If the office continues, the goals should be kept in line with the new Strategic Plan.

The Ad Hoc determined that the three (3) key areas that the office should focus on are membership support and engagement, regulatory affairs and training.

The Ad Hoc reached out to other organizations based in Europe to understand how they work.

For ASHRAE to be seen as a legitimate and global association, must have a physical presence in Europe. A physical presence legitimizes the Society in many ways. Brussels is an ideal location because of the proximity to partner associations.

The Ad Hoc is prepared to bring a recommendation to the BOD at this meeting.

REPORTS OF OFFICERS' CRC AND INTERSOCIETY VISITS

Mr. Mehboob, Mr. Dean, Mr. Knight and Mr. Schwedler reported that they had not traveled or made any visits since November.

Mr. Gulledge reported that he recently attended the Ohio Chapter's 75th Anniversary celebration.

Mr. McQuade reported that he will be visiting the Dayton and Columbus Chapters next week.

SOCIETY MOUS

NEW MOUS FOR EXCOM AND BOD CONSIDERATION

American Society of Agricultural and Biological Engineers (ASABE)

Mr. Littleton reported that this is a renewing MOU. ASHRAE currently has a joint standard with ASABE. There are lots of opportunities to work with ASABE in the future.

Mr. Schwedler moved and Mr. McQuade seconded that

2. The MOU with ASABE be renewed.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

The renewed MOU was passed with the understanding that if ASABE does not approve the MOU, the approved MOU will not move forward.

Separate from the MOU, there is a co-sponsorship agreement that directs the joint standard.

Waterloo Filtration Institute (WFI)

Mr. Littleton recommended that an MOU not be established at this time. WFI is a brand-new organization, has only been in business for one year and only has eight (8) corporate members.

There was consensus that that an MOU with WFI not be established at this time.

Curiosity Labs

Mr. Littleton reported that Curiosity Labs is a group located in Peachtree Corners that runs the autonomous vehicle on Technology Parkway. This MOU aligns with the smart cities movement.

Mr. Knight moved and Mr. Gullledge seconded that

3. The MOU with Curiosity Labs be recommended to the BOD for approval.

MOTION 3 PASSED (Unanimous Voice Vote, CNV).

Air Movement and Control Association International (AMCA)

Mr. Littleton reported that Mark Steven of AMCA advised that the organization wants to submit changes to the current MOU draft. It was recommended that no action be taken on the MOU until AMCA submits their changes.

There was consensus that no action be taken at this time on the AMCA MOU. ExCom will revisit once they have had an opportunity to review AMCA's edits.

DKV (German HVAC Society)

Mr. Littleton reported that DKV is a member of AASA. There is the potential for an MOU signing in Orlando if approved. This MOU is in line with other MOUs Society currently has. DKV is a very influential national association.

Mr. Mehboob moved and Mr. Knight seconded that

4. The MOU with DKV be recommended to the BOD for approval.

MOTION 4 PASSED (Unanimous Voice Vote, CNV).

OLD BUSINESS**UPDATE TO CODE OF ETHICS AGENDA STATEMENT**

Mr. Boyce reported that the recommended changes to the statement are driven by a BOD discussion to incorporate the core values and diversity into the ethics statement.

The code of ethics statement that is read at the beginning of meetings doesn't need to match the full code of ethics in the ROB word for word.

Staff will review the code of ethics on the webpage and ensure that it correctly reflects what is listed in the ROB.

Mr. Knight moved and Mr. Dean seconded that

5. The following statement be placed at the top of agendas and read before all meetings:

ASHRAE Code of Ethics and Core Values Commitment – In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity, **inclusiveness** and respect for others, and we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

MOTION 5 PASSED (Unanimous Voice Vote, CNV).

Mr. Schwedler moved and Mr. McQuade seconded that

6. Motion 4 be amended as follows:

ASHRAE Code of Ethics and Core Values Commitment – In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity, **inclusiveness** diversity and respect for others, and we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

MOTION 6 FAILED (Unanimous Voice Vote, CNV).

DIVERSITY POLICY DISCUSSION

Mr. Littleton reported that in November ExCom concluded that there should not be a separate diversity policy and it was added to the Society's core values.

There was a discussion of how to best identify or set a benchmark of the racial makeup of the Society. Currently, on the membership application, gender is an optional field and race is not a question. Staff is concerned that adding the question of race creates more challenges than it solves.

The option of conducting a survey at the committee level was discussed.

ExCom has been tasked with investigating this topic but it was asked if Members Council is a more appropriate body for recommendations to originate.

Mr. Gullledge moved and Mr. Dean seconded that

7. The Society shall develop and maintain a database on race, gender, etc. to allow the Society to generate the necessary metrics on diversity and inclusion in ASHRAE.

Mr. Schwedler spoke against the motion; the BOD has asked ExCom to take action on this item.

MOTION 7 FAILED (3:4:0 CNV).

Mr. Knight moved and Mr. Gullledge seconded that

8. ExCom recommends to the BOD that the following diversity commitment statement be adopted:

ASHRAE is committed to providing a welcoming environment. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We proactively pursue and celebrate diverse and inclusive communities understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities our Society serves. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, though styles, religion, nationality, socio-economic status, belief systems, sexual orientation and education.

MOTION 8 PASSED (Unanimous Voice Vote, CNV).

If approved by the BOD, the statement will be posted online, adopted into the ROB. This statement is intended to be in addition to the ethics statement. It is recommended that the diversity commitment statement also be included in the MCO.

Mr. Gulledge will work with Members Council to develop a plan to proactively pursue diversity and inclusion at all levels.

AI - 23

CARBON AS A METRIC STRATEGY

Mr. Boyce reported that increasingly, carbon is being quoted as a metric in codes and jurisdictional documents, as opposed to energy. What should ASHRAE's carbon as a metric strategy be? Will Society be at a disadvantage in the future if that is the way that conservation and sustainability discussions are couched?

It was suggested that emissions instead of carbon be used as a metric. Is emissions too broad of a term to provide value?

Mr. Knight will work with Technology Council to determine if/how carbon as a metric strategy should be incorporated into the Society's technical content.

AI - 24

COMMERCIALISM POLICY

Mr. Littleton reported that some of the Chapters feel that the enforcement of the commercialism policy is different at the Society and Chapter levels. Chapters want to engage in the same types of activities that take place at the Society Winter and Annual Conferences.

Mr. Littleton will provide suggested edits to the Commercialism Policy to address Chapter's concerns on how the policy is enforced at all levels of the Society.

AI - 25

CORPORATE VISITS

Mr. Boyce reported that corporate visits have not been scheduled yet for this Society year and final decisions need to be made soon.

Trane is interested in having a visit sometime in May or June in Davidson, NC. Once the Treasurer nominee is announced, he/she could be included as well.

ROLE OF IMMEDIATE PAST PRESIDENT

Mr. Littleton was tasked with investigating the role of the immediate past president at organizations like ASHRAE. Mr. Littleton reported that most organizations allow the past president to sit on the board; roughly 80% allow a past president to sit on the board without a vote and about 20% do not.

There has been some discussion at the grassroots level that the immediate past president not serve as Vice Chair of the Nominating Committee.

Some members expressed concern that the Society is losing continuity and institutional knowledge by not further engaging past presidents. Providing that continuity on the BOD helps to facilitate transitions. The knowledge of past presidents is not being fully utilized.

Staff will provide the information gathered from other organizations on the role of the past president to the Board Streamlining Ad Hoc.

AI - 26

REPORTS OF BODIES REPORTING TO EXCOM

AASA

AASA Disassociation Motion

Mr. Mehboob moved and Mr. McQuade seconded that

- 9.** The following Associate Societies that are inactive and/or defunct organizations be disassociated from ASHRAE (ROB 2.106.002.5):

#54 - ASURVAC - Asociación Uruguaya de Refrigeración, Ventilación, Aire Acondicionado y Calefacción

MOTION 9 PASSED (Unanimous Voice Vote, CNV).

VISRAE APPLICATION

Mr. Mehboob moved and Mr. Gullede seconded that

- 10.** The Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) be accepted into the ASHRAE Associate Society Alliance (AASA).

MOTION 10 PASSED (Unanimous Voice Vote, CNV).

The meeting recessed at 12:59 pm.

The meeting reconvened on Wednesday, February 5, 2020 at 7:34am.

CODE OF ETHICS

Mr. Boyce reminded the group of the ASHRAE Code of Ethics Commitment.

ROLL CALL/INTRODUCTION OF GUESTS

Members and guests introduced themselves.

REPORTS OF BODIES REPORTING TO EXCOM**FOUNDATION TRUSTEES**

Mr. Fields reported on behalf of the Foundation Trustees.

The Foundation approved a new \$100,000 scholarship to be awarded \$5,000 annually. Additionally, the Trustees voted to immediately fund five (5) additional \$100,000 scholarships, "skipping" the one (1) year waiting period that was previously instituted. There was a consensus that donors want to see their scholarships funded as quickly as possible.

Approximately \$200,000 in scholarships have been awarded annually.

The endowed principle for Society scholarships is more than \$4,000,000 and over \$1,300,000 for Chapter scholarships.

The Trustees approved the moving of \$80,000 to an undesignated fund. Additionally, \$1,000,000 was moved from a cash account to an investment account.

Mr. Knight moved that

11. The ASHRAE Prem Jain Memorial Scholarship Fund be approved.

MOTION 11 PASSED (Unanimous Voice Vote, CNV)

AASA

Mr. Wentz reported that the AASA had a very intense four-hour meeting. The good news is that they have a mission statement for the first time in the group's history. Also, for the first time in the group's history, they have a structure comprised of five (5) groups (yet to be defined) that report to a general assembly which will make final decisions. The leadership council provides leadership and guidance to the five (5) groups. The group agreed on the concept and structure but still need to define the makeup of the five (5) groups. There was not consensus on how to divide the group into five (5) larger groups, nor who sits on the leadership council. Titles for the five (5) groups are yet to be defined as well.

Great progress was made, and work is being done to transform AASA into a more effective global voice for the industry.

The Pakistan HVAC&R Society signed an MOU with ISHRAE.

Mr. Wentz requested that ExCom consider allowing the current AASA leadership team to remain in place for an additional year.

PRESIDENT-ELECT ADVISORY COMMITTEE

Mr. Gulledge reported that positive feedback has been received on how to stay within the 25-minute time limit.

One of the most helpful recommendations was to ensure that Mr. Gullledge focuses on making the speech inspirational.

There are some exciting things that PEAC is considering that are a transition point for the current Society theme and an entry point for the 2020-21 theme that center on the new HQ building. Plans are being made for the Chicago meeting to highlight the complete HQ.

SCHOLARSHIP TRUSTEES

Mr. Littleton provided a list of the \$10,000, \$5,000 and \$3,000 scholarships that were awarded this Society year.

There were several scholarships that were not awarded this year because there were no eligible candidates. The Trustees are aware that as the portfolio increases, a more concerted effort must be made to promote scholarships so that more viable candidates submit applications.

There was some discussion on why scholarships are not awarded. Below is a summary of comments:

- Brochures were recently changed to online format only.
- It can be a challenge to find viable candidates for scholarships that have a very narrow focus.
- Marketing should be engaged to increase marketing and solicitation efforts moving forward.
- Several scholarships weren't funded because the candidate qualified for a larger Society level scholarship.
- The challenge of finding viable candidates can be used to help future donors understand the value of setting broader criteria.

Staff will review the current marketing strategy for the scholarship program and present ExCom with a plan to increase solicitation. Jim Fields should receive a copy of the final report.

AI - 27

JOINT EXPO POLICY COMMITTEE

Mr. Schwedler reported that a few exhibitors pulled out at the last minute because of the coronavirus. Staff is currently investigating if the Society's insurance policy will cover any of the resulting losses.

Significant square footage has already been sold for the Chicago AHR Expo. Expo dates have been set through 2029; there don't appear to be any conflicts with the Chinese New Year after 2022.

The Mexico Expo seems to be going well. Negotiations are currently underway for a new ten-year contract.

COLLEGE OF FELLOWS

Mr. Boyce reported the College is investigating the possibility of a virtual meeting format.

The COF sponsored the Monday YEA workshop at this conference. The workshop is becoming very popular, it is well attended and well received. Excellent feedback has been received thus far.

Ways for the COF to sponsor the new HQ building were discussed. A specific dollar amount has already been approved and they are in the process of determining how best to apply those funds.

Lastly, the College is looking for ways to participate in the Handbook review process.

LIFE MEMBERS CLUB

Mr. Boyce reported that two (2) of the three (3) grant-in-aid recipients attended the LMC luncheon.

The Club approved travel reimbursement for up to five (5) students of \$1,000 each to attend the Winter and Annual Conferences.

SOCIETY MOUs

RENEWAL MOUs FOR EXCOM CONSIDERATION

Australian Institute of Refrigeration, Air-Conditioning and Heating (AIRAH)

Mr. Boyce met with AIRAH in Orlando. The AIRAH Chair and staff President attended the Orlando Conference.

This MOU is one that does not have an expiration date. The options are to do nothing and leave the existing MOU intact, or reinvigorate the MOU and agree to move forward. AIRAH would be fine with either decision; they would like greater access to ASHRAE's technical resources for their members.

An agreement was recently reached to allow AIRAH to adopt Standard 61. The hope is that this will pave the way for them to adopt other Standards in the future.

This relationship could open opportunities for an ASHRAE Chapter in Australia, as they have indicated that they are willing to serve as support for an Australian Chapter.

There was consensus that a new MOU be signed and that a work plan be developed.

Staff will send a draft MOU to AIRAH for review.

AI - 28

National Air Filtration Association (NAFA)

Mr. Littleton reported that this MOU has expired. NAFA is a smaller organization that is managed by an association management firm.

Air filtration is important to our industry and NAFA is the go-to knowledge source.

The NAFA Chair and President attended the Orlando Conference.

There was consensus that the MOU with NAFA should be renewed.

Mr. Knight will reach out to NAFA to get feedback on an MOU renewal.

AI - 29

National Association of State Energy Officials (NASEO)

Mr. Littleton reported that this MOU has expired.

NASEO and ASHRAE have applied for grants in partnership and they have also been a supporting partner of ASHRAE's grant applications.

Mr. Schwedler moved and Mr. McQuade seconded that

12. The MOU with NASEO be renewed.

MOTION 12 PASSED (Unanimous Voice Vote, CNV).

NSF International

Mr. Littleton reported that this MOU has expired. Society currently has several other agreements with this organization related to Standard 514.

Some members voiced opposition to this partnership in relation to the controversy over Standard 514 and the Legionella standard. This controversy has subsided and there is a clear path forward.

Mr. Gulledge moved and Mr. Mehboob seconded that

13. The MOU with NSF International be renewed.

MOTION 13 PASSED (Unanimous Voice Vote, CNV).

NBI WORK PLAN

Mr. Boyce acknowledged staff for playing a large role in developing the work plan thus far.

ASHRAE participated in the *Getting to Net Zero Forum* and participation was well received.

Mr. McQuade moved and Mr. Dean seconded that

14. The NBI Work Plan be approved.

An enormous amount of staff time has been invested in developing the work plan.

Sheila Hayter is the designated liaison and has been involved in the creation and review of the work plan. She also served as ASHRAE's representative at the *Getting to Net Zero Forum*.

Ms. Yates reported that there is currently an NBI collaborative framework that includes ASHRAE's logo, but Society did not agree to the use of our logo. Staff has informed NBI that they cannot include our logo. That framework is not part of this work plan or the current MOU.

Younger ASHRAE members are excited to know that ASHRAE is working with NBI.

NBI does not have members and is largely funded through grants.

MOTION 14 PASSED (Unanimous Voice Vote, CNV).

Staff will reach out to the NBI staff director to discuss the management of the work plan as well as the use of ASHRAE's logo without approval.

IIAR, ACEC, NEBB

Mr. Knight reported that MOUs with all three organizations are underway. All of these organizations have March BOD meetings, so new MOUs won't be able to be signed before then.

The MOU with NEBB has already been signed. The work in process is to reinvigorate the work plan.

REFERRED MOTIONS**CARRYOVER - FALL EXCOM MEETING (MOTION 41 - BRASIL CHAPTER)**

AASA is going to be reorganized and the requested procedure may be addressed in the new structure.

Mr. McQuade reported that GAC looks at issues relative to various regions. As issues come up, GAC could reach out as needed. What the motion is asking for is basically what is being done now on an issue by issue basis.

The motion was previously referred to GAC and GAC leadership felt that it was not under the Committee's purview.

Mr. Littleton reported that GAC is already making more of a concerted effort to reach out to local Chapters when issues come up.

The Brasil Chapter has concerns over tensions with ABRAVA; with the growth

The consensus is that GAC is already actively approaching this issue and no additional action is needed at this time.

Mr. Mehboob moved and Mr. Schwedler seconded that

- 15.** Referred Motion 41 (Brasil Chapter): *Procedure to interact with AASA representatives be defeated.*

MOTION 15 PASSED (Unanimous Voice Vote, CNV).

MEMBERS COUNCIL - FALL MEETING**Motion 7f (11/14/2019): *Region XIV be consulted regarding Brussels staff.***

Members Council determined that it was not under the purview of the Council to respond to this motion.

The intent of the motion is to show how strongly the Region believes that there should be an office in Brussels.

The Brussels Staff Presence Review Task Group has consulted Region XIV as part of the work of that group.

Mr. Schwedler moved and Mr. Mehboob seconded that

- 16.** Members Council Referred Motion 7f (11/14/2019): *Region XIV be consulted regarding Brussels staff* be defeated.

MOTION 16 PASSED (Unanimous Voice Vote, CNV).

Additional feedback will be provided that the Presidential Task Group has consulted Region XIV leadership.

Motion 7g (11/14/2019): *President or President-Elect attend chapter charters.*

There was consensus that mandating attendance is difficult. All efforts are made to have senior officers attend chapter chartering ceremonies. Chapters be flexible to facilitate senior officer attendance.

Mr. Gulledge moved and Mr. Mehboob seconded that

17. Referred Motion 7g (11/14/2019): *President or President-Elect attend chapter charters* be defeated.

MOTION 17 PASSED (Unanimous Voice Vote, CNV).

Mr. Gulledge will work with Members Council to develop a recommendation or methodology for how Chapter charter scheduling will occur. The onus should be placed on the Chapter to be proactive and flexible with scheduling the charter event so the President or President-Elect can attend.

AI - 31

OLD BUSINESS**POSTPONED MOTION - PROPOSED REVISIONS TO ETHICS STATEMENT**

ExCom has a responsibility to respond to the BOD at this afternoon's BOD meeting.

Mr. Schwedler moved and Mr. Knight seconded that

18. ExCom recommend to the Board of Directors that the following edits to the ASHRAE Code of Ethics Commitment be approved:

ASHRAE Code of Ethics Commitment – *In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, exemplify our core values (excellence, commitment, integrity, collaboration, volunteerism and diversity) and we shall avoid all real or perceived conflicts of interests.*

MOTION 18 FAILED (1:5:0, CNV).

Mr. Mehboob moved and Mr. Knight seconded that

19. ExCom recommend to the Board of Directors that the following edits to the ASHRAE Code of Ethics Commitment be approved:

ASHRAE Code of Ethics and Core Values Commitment – In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity, and respect for others; **we will promote diversity and inclusiveness**; and we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

MOTION 19 PASSED (Unanimous Voice Vote, CNV).

The meeting recessed at 9:00 am.

The meeting reconvened on Thursday, February 6, 2020 at 7:30 am.

CODE OF ETHICS

Mr. Boyce read the code of ethics commitment and reminded all in attendance to become familiar with the full code of ethics statement.

REVIEW OF AGENDA

The following items were added to New Business:

- G. BOD Orientation
- H. Building of the Future
- I. REHVA MOU
- J. Brussels Office Continuation
- K. July Senior Officers Meeting
- L. Organizational Meetings During Winter Conference

NEW BUSINESS

MEMBERSHIP TIGER TEAM UPDATE

Mr. Littleton reported that the staff Tiger Team is working on understanding the slow decline of full dues paying members. The goal is to reverse the decline.

The group has done a tremendous amount of work and has more than forty (40) documents uploaded on Basecamp.

Thus far, the group has not found a glaring process issue or silver bullet. What they have found are lots of little issues to address; correcting the multiple issues over the next one to two years will make a significant difference.

The Tiger Team will be recommending a Bylaws change to remove verbiage that allows members to continue to receive benefits during the six-month grace period. The group feels that this grace period is a disincentive to renew.

An attorney is assisting leadership with an overall update to the Bylaws. This recommendation will be included as part of the larger update.

Staff will work with the Tiger Team to identify a way to eliminate the six-month grace period with a ROB change while the full Bylaws review is completed.

AI - 32

The Tiger Team also wants to implement autopay for annual dues. If implemented, member credit card information will be retained, and memberships will be auto renewed on the member's renewal date. Members will have the opportunity to opt out. The group feels that auto renew will be an option for Chapter dues as well.

To implement autopay for annual dues, a more substantial IT security policy must be implemented, policies addressing updating Chapter dues with HQ must be implemented, and the cost could be up to \$10,000.

There was consensus from ExCom that autopay for annual dues will be beneficial.

Staff will work with the Tiger Team to develop a plan for autopay for annual dues that addresses nuanced dues scenarios, to be reviewed by ExCom and then the BOD.

AI - 33

The Tiger Team has also identified that if a member renews ahead of the July 1 renewal date the membership system allows them to renew at the current dues rate as opposed to the increased rate for the new Society year. There could be as many as 5,000 members in this scenario. Staff is correcting this system error.

The renewal process is also being reviewed. The Tiger Team is working to understand why some members begin the renewal process but don't finish. In addition, the group is working to streamline the renewal process as much as possible. Even without autopay, the renewal process should be as simple as possible.

The Tiger Team has sent the Chapters a best practices document for the new member onboarding process, for Chapters to better engage new members. This initiative hopes to address the low first year member retention rate; if this can be improved, membership could increase by as many as 4,000 to 5,000 members.

Membership staff will begin to use a net promoter score which allows staff to quantify engagement. Staff will be able to identify and reach out to members with a low score.

A greater emphasis will be on focusing in on target markets and effectively engaging new markets. A customized market outreach is being developed for each target market.

Staff would like to hire Marketing General, a firm that specializes in recruiting members on behalf of associations. Have worked with the firm in the past and they have a strong track record of bringing in new members. The cost to hire the firm is in the existing Marketing budget.

Staff will engage Membership Promotion leadership to communicate the plan to hire Marketing General to assist with membership recruitment. The final Marketing General plan will be shared with ExCom.

AI - 34

Mr. McGinn suggested that the multi-year membership option be promoted at the time of application, to improve first year member retention.

Mr. McQuade noted that members may not be aware that they are eligible for full grade membership.

Staff will ensure that it is being adequately communicated when members are eligible for full grade membership and will confirm the programs/communication practices that are currently in place.

AI - 35

The cafeteria membership plan will be implemented for the 2021-22 Society year.

The price differential of full grade membership is built into the cost for non-member conference registration. Staff is planning to move forward with 'joining' all non-member registrants in the future. At the Orlando Conference, several hundred people registered at the non-member rate.

It was discussed that a special retention program may need to be created to connect with members who join via conference registration.

REFRIGERANTS AND RESPONSIBLE USE POSITION DOCUMENT

Mr. Knight moved that

20. The Board of Directors (BOD) ExCom initiate a revision of the *Refrigerants and their Responsible Use* position document (PD).

MOTION 20 PASSED (Unanimous Voice Vote, CNV).

DRAFT MOU BETWEEN CHAPTERS

Mr. Littleton reported that the MOU policy for chapters states that chapters cannot enter MOUs with other associations, only the chapters of other associations. Staff has drafted a template (ATTACHMENT C) for chapters outside of the US to enter a MOU with a national association. If approved, the template could be incorporated into the MCO.

Staff will forward the draft template for chapters to enter a MOU with national associations to Members Council for consideration of incorporation into the MCO.

AI - 36

VISOIN 2020 REVIEW - VISION 2030 NEEDED?

Mr. Boyce reported that he will be appointing a Vision 2030 Presidential Ad Hoc.

ExCom members will send recommendations for the Vision 2030 Presidential Ad Hoc, with special attention paid to Chair and Vice Chair, to staff by the end of February.

AI - 37

SOCIETY POLICY ON LETTER BALLOTS (RECONSIDERATION OF NEGATIVE VOTES)

Mr. Boyce reported that SRC is currently reviewing this item.

CIBSE/ASHRAE STRATEGIC PARTNERSHIP AGREEMENT (SPA)

There was consensus that the CIBSE ASHRAE Group and the CIBSE/ASHRAE SPA should be revisited once Mr. Boyce attends the CIBSE meeting in Glasgow in April 2020.

Staff will organize a background document on the history of the relationship between CIBSE and ASHRAE as well as ASHRAE and REHVA.

AI - 38

BOD ORIENTATION

Mr. Gulledge reviewed the dates for 2020-21 appointments and BOD orientation. Appointments will be March 9,10, and 11 at ASHRAE HQ. BOD orientation will be March 12 and 13 at ASHRAE HQ.

The incoming Treasurer and incoming Vice Presidents are expected to attend both meetings.

Staff will arrange for a tour and lunch of the new Headquarters building during BOD orientation.

AI - 39

BUILDING OF THE FUTURE

Mr. Boyce reported that he is considering a Presidential Ad Hoc that would continue into the 2020-21 Society year. The ad hoc will include key industry representatives, including building automation and self-healing/correcting materials.

Society is currently involved in the *Future of the Industry* with CIBSE. It was suggested that a member of CIBSE be on the ad hoc as well.

Mr. Gullledge proposed that this ad hoc somehow be evolved into a perpetual group. Perhaps a new TG or perpetual TC could be created to focus on buildings of the future.

ExCom members will send recommendations for the Building of the Future Ad Hoc to Mr. Boyce by the end of February.

AI - 40

REHVA MOU

Mr. Littleton reviewed the history of previous MOUs with REHVA.

Staff will share previous (retired) REHVA MOU as well as the most recent proposed new draft MOU from REHVA with ExCom for review and comment.

AI - 41

BRUSSELS OFFICE CONTINUATION

There was discussion of Society's transition to an association management company.

There was consensus that the path forward is for Mr. Littleton to enter into an agreement with an association management company no later than July 1. The association management firm will provide overall representation of ASHRAE and continue the work of the current office; the budget is \$75,000.

The lease for the current office space in Brussels will not be renewed.

Mr. Littleton will have a plan for transitioning the Brussels office from current ASHRAE staff to the association management company at the 2020 Annual Meeting.

JULY SENIOR OFFICERS MEETING

The first meeting of the senior officers for the new Society year will be in Asheville, North Carolina, July 17-19, 2020. Members may need to arrive the evening of July 16th.

Staff will send a draft itinerary to senior officers for the July 2020 meeting in Asheville, NC.

AI - 42

ORGANIZATIONAL MEETINGS DURING THE WINTER CONFERENCE

It was discussed that pre-planning, including goal setting, should be done when senior officers attend other organizations' conferences. The overall goal should be to bring the most benefit to ASHRAE members.

Mr. Littleton recommended that ExCom members strategically work on assignments and assign meeting attendance and agenda development.

It was also discussed that Task Group Chairs could be responsible for compiling agendas.

INFORMAITON ITEMS

Mr. Schwedler reported that there have been lots of positive feedback on the addition of the sexual harassment policy slide to the ExO presentation (full comments in ATTACHMENT D).

As a NY corporation, the Society has access to online training offered by the state of New York for state employees. The training is very thorough.

Staff will send the access link for the NY state sexual harassment online training program for ExCom to review. If the program is approved, staff will develop a plan to distribute the training program to members in leadership roles at all levels of the Society.

AI - 43

UPCOMING MEETINGS

Dates for upcoming meetings were reviewed.

Executive session was called at 10:01 am.

ADJOURNMENT

The meeting adjourned at 11:00 am.



Jeff. H. Littleton, Secretary

ATTACHMENTS

- A. UNEP Presentation
- B. *Refrigerants and their Responsible Use* PD TPS
- C. Draft Chapter MOU Template
- D. Sexual Harassment Policy Feedback

UN ENVIRONMENT - ASHRAE

ACTIVITIES AND PRODUCTS



Since 2007, ASHRAE has engaged with UN Environment OzonAction in a partnership leading to tools and products that fit within programs of Article-5 countries of the Montreal Protocol.

In 2019, ASHRAE and UNEP signed a new MOU.



ASHRAE-UN Environment Work Plan 2019 and 2020

Refrigerant Management for Developing Economies

A biennium workplan is always developed to strategies the service lines that both entities offer based on needs and emerging issues



The ASHRAE- UNEP Portal

[www.ashrae.org/ashrae-UN Environment-portal](http://www.ashrae.org/ashrae-UN%20Environment-portal)

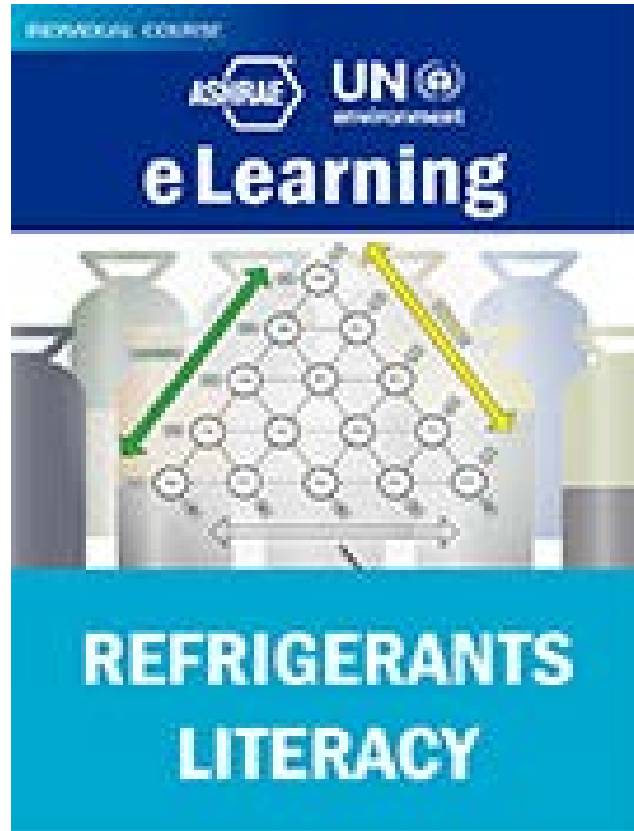
Launched September 2019

Users can access free content such as:

- eLearning courses
- University course
- Lower GWP Awards
- The current ASHRAE and UN Environment OzonAction Workplan
- News and Events
- Other ASHRAE and UN Environment resources

The screenshot shows the ASHRAE UNEP Portal website. At the top, there is the ASHRAE logo with 'CELEBRATING 125 YEARS' and a search bar. Navigation menus include 'ABOUT', 'TECHNICAL RESOURCES', 'PROFESSIONAL DEVELOPMENT', 'CONFERENCES', 'COMMUNITIES', and 'MEMBERSHIP'. A secondary menu includes 'Home', 'Professional Development', and 'ASHRAE UNEP Portal'. The main content area features a large banner image of a city skyline with the text 'ASHRAE UNEP PORTAL'. Below the banner are social media sharing icons and a horizontal menu with 'eLearning', 'Workplan', 'Resources', 'University Course', 'News & Events', and 'Lower GWP Award'. The 'News & Events' section is active, displaying the article 'ASHRAE, UN Environment Programme Announce Lower GWP Award Selections'. The article includes a media contact for Sherri Simmons and a date of Nov. 6, 2019. The article text describes the 2019 ASHRAE-UNEP OzonAction Lower-GWP Refrigeration and Air-Conditioning Innovation Awards, which recognize innovative technological concepts in developing countries to reduce global warming potential (GWP) refrigerants.

Refrigerants Literacy

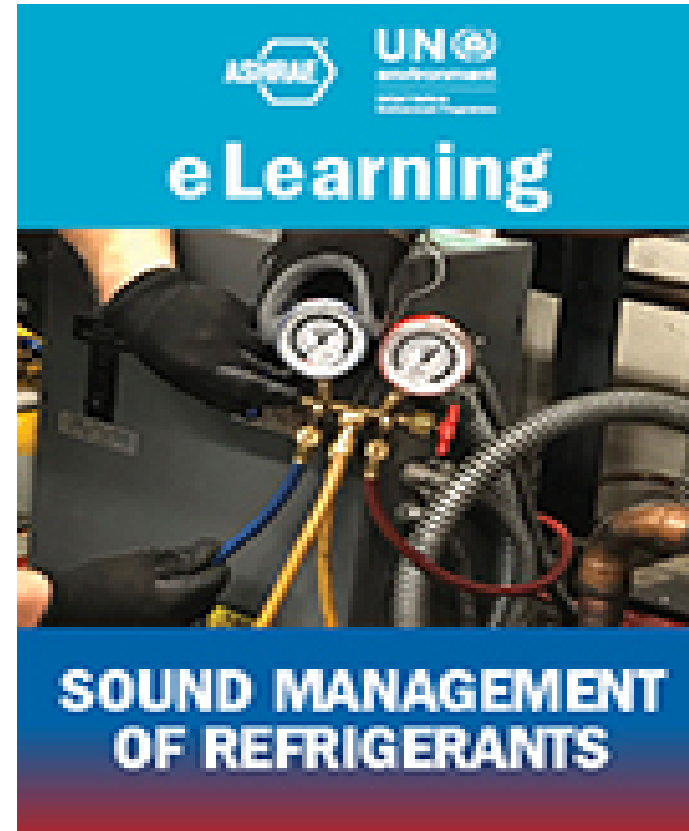


The course is offered in:

- ✓ English (released April 2017)
- ✓ Spanish (released February 2019)
- ✓ French (released November 2019)

Other languages under consideration

Sound Management of Refrigerants

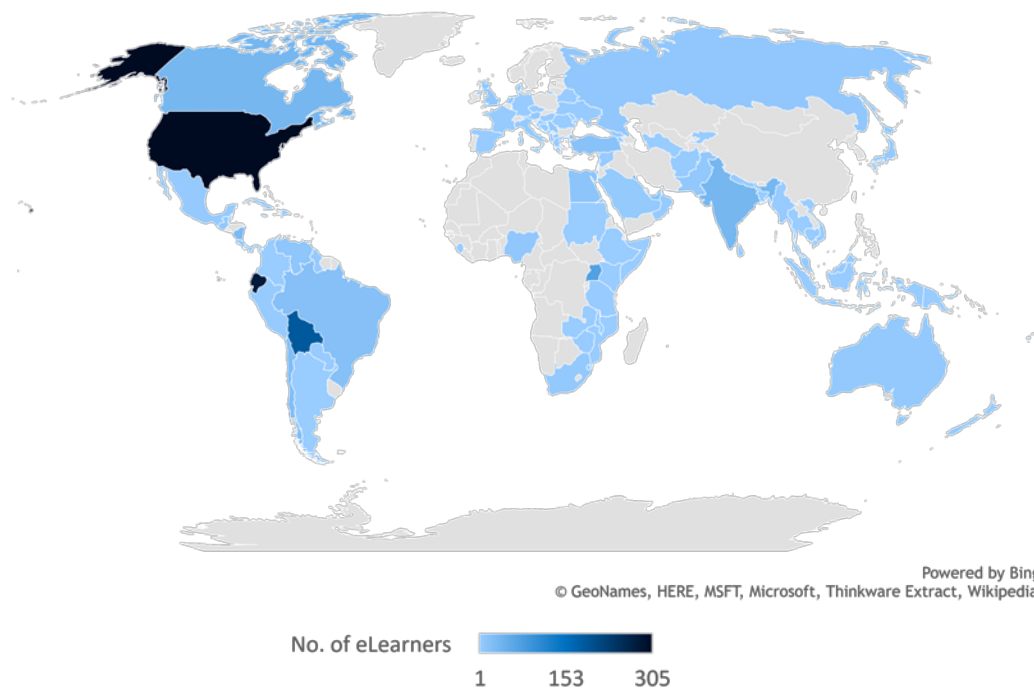


The course is offered in:

- ✓ English (released April 2017)

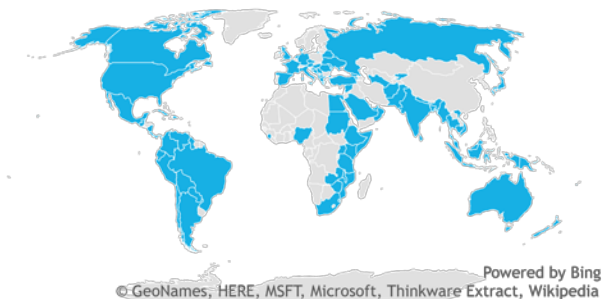
All eLearning Courses Combined

No. of eLearners Across all Courses

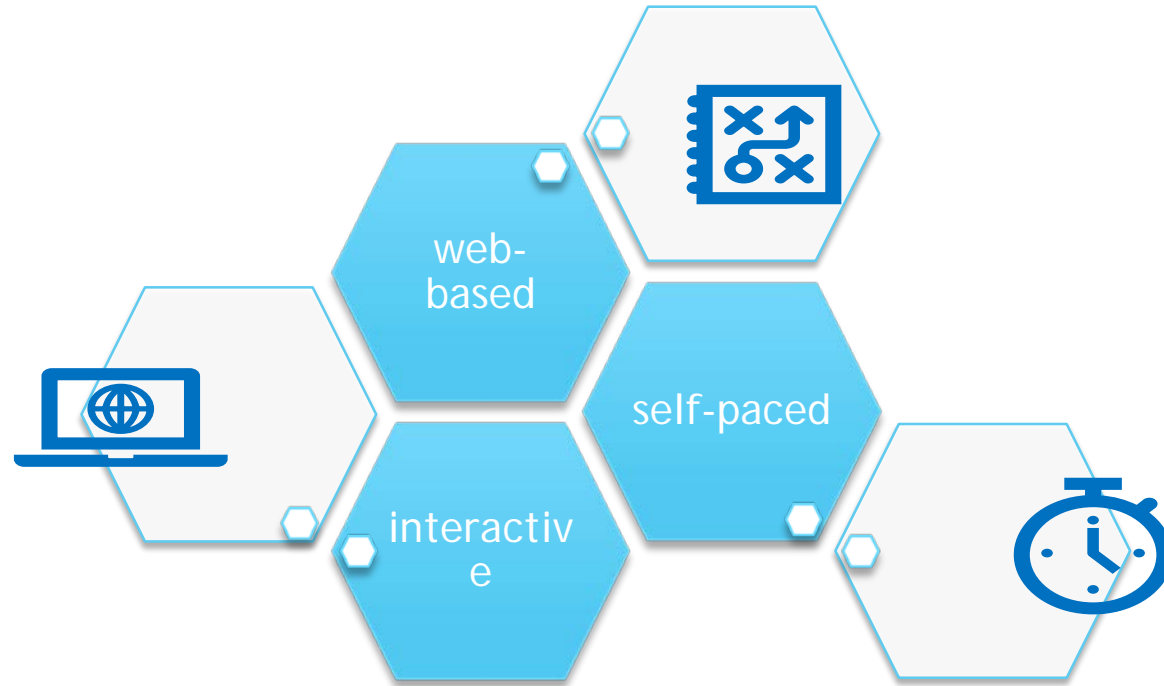


- ▶ 1,598 registered eLearners across all courses so far
- ▶ eLearners registered in 109 countries

Countries with at Least 1 Registered eLearner Across all Courses



ASHRAE - UN Environment eLearning Courses



Moving to
Face-to-Face

Experience from Uganda



University Course



Country	No. universities
Bolivia	1
Brazil	4
Canada	6
Egypt	2
Honduras	1
India	8
Indonesia	1
Lebanon	1
Malaysia	1
Nigeria	1
Pakistan	3
Peru	1
Philippines	4
Republic of Singapore	2
Serbia	1
Trinidad And Tobago	1
Turkey	1
UAE	2
USA	17
Venezuela	1
Total	59



- 59 universities have downloaded the course material for teaching purposes
- The course has been downloaded in 20 countries

2019 ASHRAE - UN ENVIRONMENT

LOWER GWP REFRIGERATION AND AIR-CONDITIONING INNOVATION AWARD



The annual awards are a joint venture between ASHRAE and UN Environment



The awards promote innovative design, research and practice by recognizing people who have developed or implemented innovative technological concepts



Entries can be made in two categories, residential applications, and commercial/ industrial applications

PANEL OF JUDGES:

Judges



Nesreene Ghaddar (Lebanon)



Steve Gill (UK)



Roberto Peixoto (Brazil)



James Wolf (USA)

Co-Chairs



James S. Curlin (UNEP)



Sheila J. Hayter (ASHRAE)

Residential Applications Category

1. HFC-161 Application Technology Development for Replacing HCFC-22 in High Cooling Capacity Household Air Conditioners in **China**
2. Low Charge Ammonia Vapor Compression Refrigeration System for Residential Air-Conditioning in **India**

Commercial/Industrial Applications Category

1. The Crocodile Project CO2 Trans-critical Refrigeration System for a Hot-and-Humid Region implemented in **Thailand**
2. Packaged Chillers with Integrated Air Handling Units Using HFC-32 and HC-290 in **Saudi Arabia**
3. Low Charge Propane Chiller for a Supermarket Commercial Refrigeration System implemented in **Brazil**

2019 SELECTED
ENTRIES:
RESIDENTIAL
APPLICATIONS



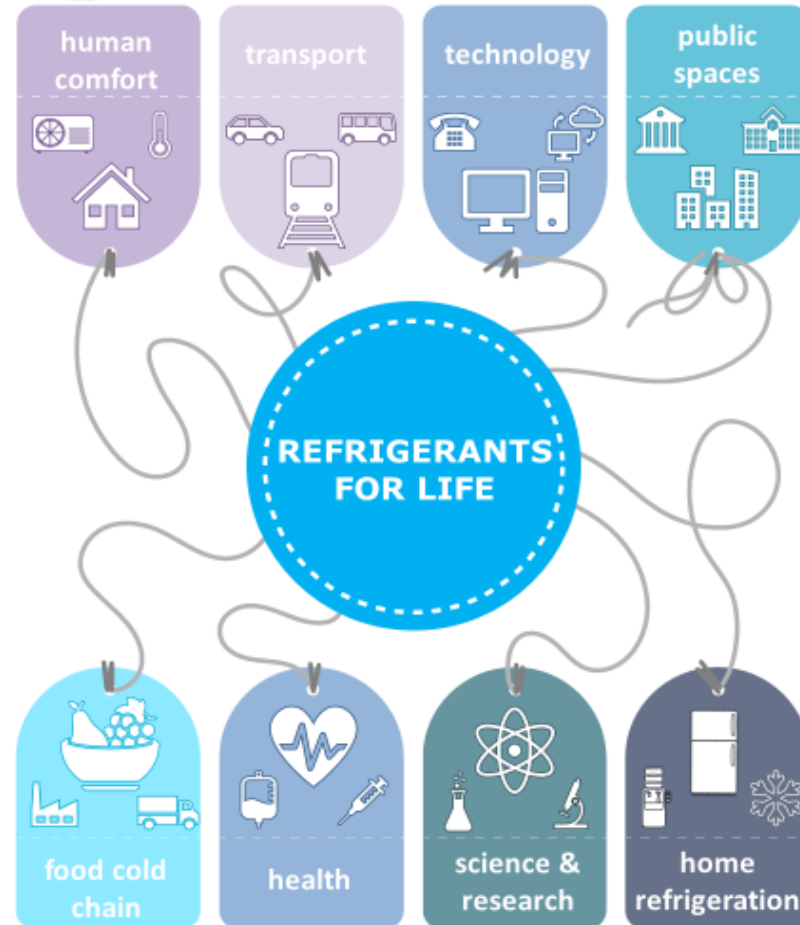
WORLD REFRIGERATION DAY

26 JUNE
EVERY YEAR



World Refrigeration Day - 26 June 2019

#Refrigerants4Life



Context

- Domestic refrigerators use 65% less energy than 15 years ago¹.
- 4 million refrigerated trucks & 600 million m³ of refrigerated warehouses help preserve 400 million tonnes of food each year².
- 2+ billion domestic refrigerators & freezers (with 170 million produced annually) consuming 4% of global energy³.
- 5.6 billion air-conditioners in use by 2050, tripling the sector's energy demand³.



Environmental Issues and Safety

- Most commercially available refrigerants contribute to global warming and/or ozone depletion if released.
- Newer energy efficient equipment can save owners money and reduce greenhouse gas emissions.
- Alternative refrigerants are available but some have flammability, high-pressure or toxicity that require proper management.
- Efficient operation and management of cold chain applications curbs food loss and enhances food security.



What Action is Needed

- Careful refrigerant selection, system design, and management of operation can reduce refrigerant emissions and save energy costs.
- Selecting lower global warming potential refrigerants for new systems, where feasible, and promote relevant research.
- Promoting recovery, reuse, reclamation of refrigerants and prohibiting release into the atmosphere.
- Using certified companies and individuals to ensure good practice and servicing, and safe use of flammable refrigerants.

¹IIR, "29th Informatory Note on Refrigeration Technologies: The Role of Refrigeration," 2015. ²UN Environment, IIR, "Cold Chain Technology Brief: Commercial, Professional, and Domestic Refrigeration" 2018. ³UN Environment, "Refrigeration, Air-Conditioning, and Heat Pumps Technical Options Committee: 2018 Assessment Report," 2018.

WOMEN IN RAC

UN environment
United Nations
Environment Programme

OzonAction
UN ENVIRONMENT

UN WOMEN

**Women in the
Refrigeration and
Air-conditioning
Industry:
Personal Experiences
and Achievements**

United Nations Environment Programme

The collage features a grid of 20 small photographs showing women in various roles within the RAC industry, including technicians, researchers, and managers. The top banner includes the logos for UN environment, OzonAction, and UN WOMEN. A central yellow box contains the title of the report. The bottom right corner identifies the organization as the United Nations Environment Programme.

Next

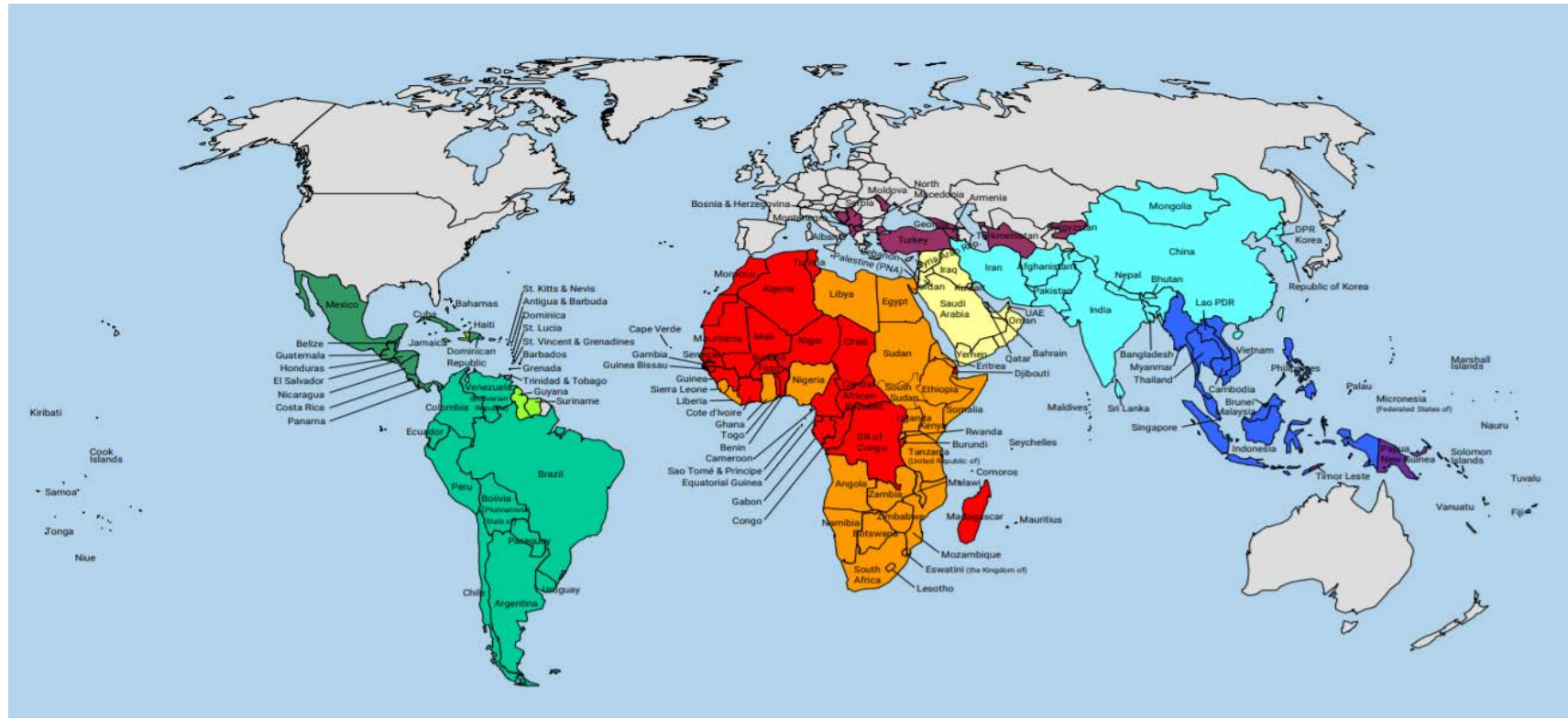
Sustainable Operations and Maintenance of RAC Plants

Best practices related to operation and management of RAC systems/plants with checklists and assessments:

1. Safe storage and proper handling of refrigerants
2. Periodic leak checking and proper documentation
3. Checklist for maintaining equipment to extend life and maintain energy efficiency
4. Fault detection and preventative maintenance
5. Proper commissioning and recommissioning practices to optimize system performance
6. Minimum required servicing equipment and tools
7. Proper disposal of equipment and reclamation of refrigerant at end of product life.
8. Competencies of personnel/companies responsible of operating and/or maintaining the refrigeration and air-conditioning plants

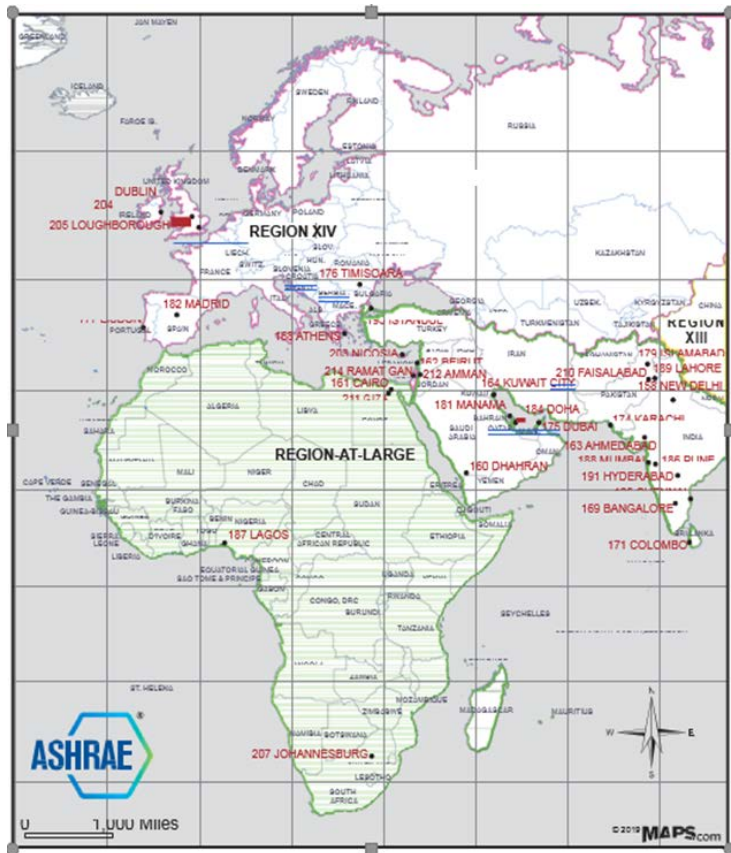
**MOVING
FORWARD**

Members of the Regional Networks of Ozone Officers

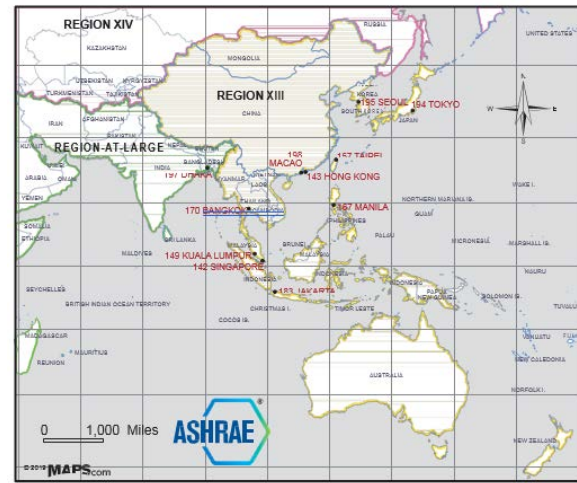


- | | | | | |
|-----------------|-----------------------|--------------------|------------|--------------------------|
| South America | Caribbean | Anglophone Africa | West Asia | South East Asia |
| Central America | Europe & Central Asia | Francophone Africa | South Asia | Pacific Island Countries |

Note: This map is for illustrative purposes only and is not an official United Nations cartographic document. The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.



30 Chapters Middle East, South Asia, Africa



13 Chapters East Asia



15 Chapters/Sections Mexico, Central, South America

ASHRAE Chapters in Developing Countries

**MOVING
FORWARD**

For current workplan

1. Ensure successful completion of planned activities
2. Efficient promotion and outreach all tools and products
3. Collect feedback and evaluate usefulness and need

For the future engagement

1. Strategically review the joint cooperation in view of achievements and emerging business
2. Incorporate gender mainstreaming in 2021-2022 workplan
3. ASHRAE role in supporting local HAVAC&R associations in developing countries
4. Further engagements of ASHRAE members with their communities

THANK YOU

CONTACT INFORMATION

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ASHRAE

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UN Environment OzonAction

www.unenvironment.org/ozonaction



ayman.eltalouny@un.org

**REPORT TO ExCom
From Technology Council
June 26, 2019**

Motions requiring ExCom Approval:

1. Technology Council recommends that the Board of Directors (BOD) ExCom initiate a revision of the *Refrigerants and their Responsible Use* position document (PD).

BACKGROUND: Significant upgrades to the *Refrigerants and their Responsible Use* PD were made in the last revision (June 2018) which discusses all main classes of refrigerants, including ammonia. It makes sense to have one comprehensive ASHRAE Refrigerants PD where key positions from the *Ammonia as a Refrigerant* PD can be incorporated. The current *Refrigerants and their Responsible Use* PD expires in June 2021 and the *Ammonia as a Refrigerants* PD can stay in place until it retires in February 2020. REF will recommend a chair and position document committee members in the future.

The title, purpose and scope of the Refrigerants and their Responsible Use PD does not need to change and is shown in Attachment A.

TechC Vote: 11-0-0, CNV

ATTACHMENT A

Title:

- Refrigerants and Their Responsible Use

Purpose:

- To inform ASHRAE members, policymakers and the building industry about the major issues related to the use of refrigerants in HVAC&R equipment and systems and complement other Position Documents dealing in a more detailed way with narrower aspects of refrigerant application.

Scope:

- Consider all refrigerant classes in a balanced manner.
- Limit discussion to refrigeration applications, i.e., exclude other applications of refrigerant materials as blowing agents, solvents, fire suppressants.
- Discuss all major technical and policy considerations for refrigerant selection and use.
- Address secondary effects of refrigerant use including energy consumption, climate change and other environmental impacts, safety and health.
- Recommend actions in the areas of research, standards development, guidance and public policy.



Memorandum of Understanding [ASHRAE Chapter] and [Org]

Established in [YEAR] [ASHRAE Chapter] serves the building industry in [geographic area].

Founded in [YEAR], [ORGANIZATION] [state mission].

[ASHRAE Chapter] and [ORG] agree to support this Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward the following activities and goals:

CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, both [ASHRAE Chapter] and [ORGANIZATION] commit to meet as needed (either in person or via conference call) to:

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

The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are:

For [ASHRAE Chapter]:

For [ORG]:

CHAPTER COLLABORATION

[ASHRAE Chapter] and [ORG] agree to explore opportunities to co-host or co-sponsor local meetings or local technical conferences. The parties also agree to investigate opportunities for other joint activities, such as events that have a positive impact on the local community.

Where mutually beneficial, [ASHRAE Chapter] and [ORG] shall help publicize the other organization's meetings and promote attendance.

ADVOCACY

Where mutually beneficial and to the extent allowed by laws and corporate policies, [ASHRAE Chapter] and [ORG] agree to work together on common public affairs goals and ideologies. Collaborative opportunities to be considered might include:

- Joint promotion of codes and standards at the local or state/provincial levels
- Promoting mutually beneficial positions during the development and passage of local or state/provincial legislation
- Education of local or state/provincial legislators on issues important to the members of each organization

TERMINATION

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days' written notice of intent to terminate.

TERM

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

LEGAL STANDING

This MOU reflects a non-binding commitment exclusively between [ASHRAE Chapter] and [ORG]. [ASHRAE Chapter] does not represent ASHRAE Society (ASHRAE, Inc.) and does not have the authority to legally bind the Society in any way.

In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between [ASHRAE Chapter] and [ORG]. This Memorandum of Understanding may be modified or amended by written agreement between both organizations.

FOR [ASHRAE CHAPTER]

Printed Name/Title

Signature

Date

Printed Name/Title

Signature

Date

FOR [ORG]

Printed Name/Title

Signature

Date

Printed Name/Title

Signature

Date

DeVaughn, Candace

From: Schwedler, Mick <mschwedler@trane.com>
Sent: Thursday, February 6, 2020 9:48 AM
To: DeVaughn, Candace
Subject: Feedback on Addition of Sexual Harassment Slide addition to ExO Presentation

Candace,

Below is what was shared. Thanks for including the possible ideas in the meeting minutes:

Here are comments I recorded from EHC meeting related to sexual harassment policy:

- 1-idea to list policy in conference program
- 2- idea to state at start of ASHRAE meetings like ethics policy is currently done
- 3- should apply to all ASHRAE committees and activities, not just certain ones

I had a couple comments from TAC too:

- 1-should there be 3rd party anonymous party to receive reported complaints
- 2-training should be provided down to grassroots level, not just society level

From: Trent Hunt [mailto:trenth@mpnsw.com]
Sent: Monday, February 03, 2020 7:53 PM
To: Richard Hermans <herma015@umn.edu>
Cc: Chuck Gullede <gulledechuck@gmail.com>; Jeff Littleton <JLittleton@ashrae.org>; Schwedler, Mick <mschwedler@trane.com>
Subject: Re: BoD report to ehc

Alert: This is an external email.

Thanks Rick for including Chuck, Mick, and Jeff on this email.

Guys, could you please include this information in your discussions at ExCom on Wednesday morning? I can come by if you need me to do anything with this but I believe that it can be best addressed by ExCom.

Trent Hunt

On Feb 3, 2020, at 3:46 PM, Richard Hermans <herma015@umn.edu> wrote:

Trent,
Attached please find a summary of the comments I received as a result of my ExO presentation to TAC and EHC.

I'm sending to you because I heard you were the author of the presentation.

These comments relate to the slide on sexual harassment.

Rick

Sent from my iPhone

Begin forwarded message:

From: "Hammerling, Steve" <shammerling@ashrae.org>
Date: February 3, 2020 at 15:37:12 EST
To: Rick Hermans <herma015@umn.edu>
Subject: **BoD report to ehc**

Hi rick,

Here are comments I recorded from EHC meeting related to sexual harassment policy:

- 1-idea to list policy in conference program
- 2- idea to state at start of ASHRAE meetings like ethics policy is currently done
- 3- should apply to all ASHRAE committees and activities, not just certain ones

I had a couple comments from TAC too:

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- 2-training should be provided down to grassroots level, not just society level

Steve Hammerling
ASHRAE
Manager of Technology Services

ashrae.org	<p>Steve Hammerling Manager of Technical Services</p> <p>1791 Tullie Circle NE Atlanta, GA 30329 Tel: 678-539-1158 shammerling@ashrae.org</p> <p>ashrae.org/365</p>
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