



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

**Monday, April 27, 2020**

**Approved by the Executive Committee June 5, 2020.**

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**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

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<b>No. - Pg.</b>	<b>Motion</b>
1 - 3	That the Rule of the Board 2.301.001 be waived for the 2020-21 Society year to allow up to six (6) Directors to serve on Members Council.

**ACTION ITEMS**

Executive Committee Meeting

Monday, April 27, 2020

<b>No. - Pg.</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>
1 - 2	Staff	Reach out to IEC and request input by April 30 on projected reductions to the AHR Expo and revenue.	<b>Complete</b>
2 - 3	Mr. Gullede	Forward GAC's response to the referred Members Council motion to Members Council	



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

Monday, April 27, 2020

**MEMBERS PRESENT:**

Darryl Boyce, President  
Chuck Gulledge, 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:**

Don Brandt  
Tim McGinn

**STAFF PRESENT:**

Candace DeVaughn, Mgr. of Board Services  
Chandrias Jacobs, Coord. of Board Services  
Alice Yates, Director of Government Affairs  
Joyce Abrams, Director of Member Services  
Vanita Gupta, Director of Marketing  
Kim Mitchell, Chief Development Officer  
Mark Owen, Director of Pubs & Education  
Stephanie Reiniche, Director of Technology  
Craig Wright, Director of Finance & Admin Services

**CALL TO ORDER**

Mr. Boyce called the meeting to order at 3:00 pm.

**CODE OF ETHICS**

Mr. Boyce read the Code of Ethic commitment and encouraged members to become familiar with the full Code of Ethics.

**ROLL CALL/INTRODUCTIONS**

Roll call was conducted. Members and guests in attendance as noted above.

**REVIEW OF MEETING AGENDA**

Mr. Boyce reviewed the agenda. No changes were made.

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

Mr. Schwedler reported that the Finance Committee has no motions for ExCom at this time and will have no motions for the BOD next week. The goals for the report today are to provide an update, answer questions, and receive guidance from ExCom on how adjustments can be made for the BOD meeting next week.

There was significant work to be done by this year's Committee to look at future budgets. The next three Society year's budgets presented in Orlando had significant deficits, but these budgets had not been thoroughly reviewed. Staff has been asked to review budgets for the next three years and provide recommendations for budget reductions and adjustments.

Recommendations from staff to the 2019-20 budget would have resulted in a balanced budget if not for the negative impacts of COVID-19.

The Finance Committee does not believe that the AHR Expo royalty budget will be met next year and the Committee feels that the royalty revenue should be reduced.

Staff will reach out to IEC and request input by April 30 on projected reductions to the AHR Expo and revenue.

Finance has reviewed the ROB regarding Society RP matching funds and anticipate having a motion for the BOD to review at an upcoming meeting.

Budget adjustments since the Winter Meeting were reviewed. They include a \$200,000 reduction in travel expense and other expense reduction recommendations from the staff directors.

Finance plans to recommend that the lean assessments included in this year's budget be carried forward. The exception is the reductions to the Environmental Health Committee; Finance believes that the Epidemic Task Force needs a travel budget. The budget includes \$10,000 annually for the next three years so EHC can send speakers to conferences to represent ASHRAE. This is a budget increase of \$5,000 annually.

Recommendations from Finance regarding Building EQ will effectively eliminate BEQ. This recommendation needs to be clearly communicated to the BOD. It was suggested that a representative from BEQ should participate in the BOD call to answer questions.

Mr. McGinn suggested that funds be left in the budget to purchase shelving for the new HQ; the current storage area does not include a shelving system.

#### **WAIVER TO ROB 2.301.001**

Mr. Gulledge reported that a waiver is required to increase the number of Directors allowed to serve on Members Council.

Mr. Gulledge moved and Mr. Schwedler seconded that

1. The Rule of the Board 2.301.001 be waived for the 2020-21 Society year to allow up to six (6) Directors to serve on Members Council.

**MOTION 1 PASSED** (Unanimous Voice Vote, CNV).

#### **GAC RESPONSE TO REFERRED MEMBERS COUNCIL MOTION**

Mr. Boyce reported that the response from GAC to the referred motion is attached to the agenda. No additional action from ExCom is required.

Mr. Gulledge will forward GAC's response to the referred Members Council motion to Members Council.

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#### **EXECUTIVE SESSION**

Executive session was called at 3:45 pm.

#### **ADJOURNMENT**

The meeting adjourned at 4:14 pm.



Jeff H. Littleton, Secretary