



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

**Friday, April 3, 2020**

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

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**ACTION ITEMS**

Executive Committee Meeting

Friday, April 3, 2020

<b>No. - Pg.</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>
1 - 4	Staff	Draft a response, under Mr. Boyce's signature, to Ms. Hammack requesting advice on how she believes the Paycheck Protection Program can apply to ASHRAE.	



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
Friday, April 3, 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  
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 9:00 am.

**CODE OF ETHICS**

Mr. Boyce read the Code of Ethics commitment and encouraged members to read the full Code of Ethics statement.

**ROLL CALL/INTRODUCTIONS**

Roll all was conducted.

**REVIEW OF MEETING AGENDA**

The following items were added under *New Business*:

- A. Paycheck Protection Program
- B. Epidemic Task Force Communication
- C. Ottawa Career Fair
- D. 180 Tech Pkwy. Update

**2020 ANNUAL CONFERENCE**

Mr. Littleton reported that staff has been very successful in cancelling hotel contracts.

ExCom discussed the proposed message to notify members of the cancellation of the in-person Annual Conference and the transition to a virtual conference.

Mr. Schwedler expressed concern that the email didn't address that business meetings will continue as part of the virtual conference. It was suggested that the email clarify that the face-to-face conference was cancelled and clarify that business meetings will take place virtually.

There was consensus that the message would be sent that afternoon at 3pm. Ms. Gupta reported that another message will be posted on ashrae.org.

Ms. Gupta reviewed the communication plan for the next four weeks.

Mr. Littleton reported that staff is continuing to explore options for the virtual conference including formats and pricing. It does not appear that the price will be extraordinarily high to conduct the virtual conference. In the past, members have been charged \$249 to have access to the virtual conference. The technical presentations will be available online for 18 months.

There was consensus that members would be charged to attend the virtual conference.

Members of ExCom requested additional details on the total cost of the virtual cost so that a break-even cost can be determined.

There was consensus that members and non-members should be charged different rates. It was suggested that the non-member cost could include the cost of membership.

There was consensus that in the current climate, the cost should be less than \$250. Staff will present the final pricing strategy to ExCom for review.

Ms. Reiniche reported that technical meetings and meetings of committees that report to Tech Council are being scheduled for June and July. A prioritization plan was created so that committees with time sensitive items will meet in June. Committees that don't have a pressing need to meet in June or July are being encouraged to meet in May or the fall.

Mr. Littleton reported that a similar schedule will be developed for administrative committees. A master schedule of all technical and administrative meetings will be posted online. Communication will be generated to explain the limits of participation and directions for how to participate.

Rules for voting should be included in any communication and executive session guidelines for virtual meetings should also be addressed.

Mr. Littleton reported that the most challenging issue with the virtual conference is the election and the meeting of the members. In order to have a change in leadership, there will need to be an in-person meeting with at least 100 members. Littleton anticipates that there will be a delay in the transition of leadership, but it is too early to say for sure. Staff is requesting an exception from the state of New York to allow the meeting of the members to take place virtually.

Mr. Boyce requested that staff present ExCom with several options for the meeting of the members in case the waiver from New York is not granted.

It was suggested that the Region V CRC could serve as the meeting of the members.

Ms. Yates reported that she received a message from her contact with the state of New York that an executive order was issued that allows businesses to suspend all in person meetings and conduct those meetings virtually. Staff will investigate this order further.

### **COVID-19 UPDATES**

Mr. Littleton reported that there have been requests to make design courses free during the pandemic.

Georgia schools have been cancelled for the rest of the year. Littleton and the staff directors are investigating how this will impact staff.

### **NEW BUSINESS**

#### **PAYCHECK PROTECTION PROGRAM**

Mr. Littleton reported that staff have been researching this program; the purpose is to replace paychecks for businesses who have had to close because of the pandemic. Not sure if this is applicable to ASHRAE.

The funds provided under this program are a loan and may need to be paid back, particularly if the guidelines of the program are not met.

Mr. Wright reported that on the surface, it seems that this program is geared toward smaller organizations that are relying entirely on donations.

It was discussed that Society can share this information with members to assist those that work for small businesses. There was consensus that Society can make members aware of the opportunity but not offer guidance related to the program.

Staff will draft a response, under Mr. Boyce's signature, to Ms. Hammack requesting advice on how she believes the Paycheck Protection Program can apply to ASHRAE.

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#### **EPIDEMIC TASK FORCE COMMUNICATION**

Mr. Knight reported that the Epidemic Task Force is looking for direction on a communication strategy. The group will be meeting with staff to discuss this issue and will provide an update to ExCom.

It was discussed that it may be appropriate to clarify the scope of this group. Mr. Knight will work with Mr. Boyce and Mr. Littleton to draft a scope document.

#### **OTTAWA CAREER FAIR**

Mr. Littleton reported that on March 10 the Ottawa Chapter hosted a fantastic career fair; around 220 people attended. The Chapter found out after the fact that a corporate representative in attendance had coronavirus. Following the career fair, about 60-70 of the career fair attendees also participated in a curling event at a local curling center in Ottawa.

The Chapter Board of Governors notified attendees of the career fair that the rep tested positive for coronavirus and identified the organization that the rep works for. The chapter has been encouraged to notify the curling center as well, even though the rep did not attend the curling event.

The representative's organization was identified in that communication and the organization did not like that they were identified. The Chapter has asked Mr. Littleton to reach out to the organization.

Legal counsel has advised that there are no issues with how the Chapter handled the situation; and that identifying the rep was helpful with contact tracing.

#### **180 TECH PWKY UPDATE.**

Mr. Littleton reported that construction on the new headquarters building is moving forward. Construction is considered essential services.

There was discussion of the possibility of a COVID-19 outbreak at the construction site. There was consensus that the construction company has absolute responsibility of the job site and they are responsible for safety.

**UPCOMING MEETINGS**

The ExCom spring conference call will be Monday, April 27. Additionally, ExCom will meet April 10 if needed.

**ADJOURNMENT**

The meeting adjourned at 10:27 am.

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

Jeff H. Littleton, Secretary