



MINUTES

EXECUTIVE COMMITTEE MEETING

Friday, May 22, 2020

Approved by Executive Committee June 5, 2020

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

Friday, May 22, 2020

No. - Pg.	Motion
1 - 3	That the AIA work plan (ATTACHMENT A), supporting the current MOU, be approved.
2 - 3	That the IIAR MOU renewal (ATTACHMENT B) be approved.



MINUTES
EXECUTIVE COMMITTEE MEETING

Friday, May 22, 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 8:00 am.

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. Region V CRC was added to *New Business*.

VIRTUAL ANNUAL CONFERENCE UPDATE

Ms. Abrams reported that there are currently 300 individual registrations for the virtual annual conference. Of those 300, 189 are members and 7 are non-members. The meeting schedule for standing committees and the technical program is posted online. The meeting schedule for technical committee meetings is being updated as the information is received. All conference information is being put into ASHRAE 365.

Ms. Gupta reported that the marketing and promotion of the virtual conference began on March 12th. Virtual conference information was launched within ASHRAE 365 on March 18th and a push notification was sent out. Registrant specific emails will be sent periodically to keep attendees informed.

Marketing to non-members will emphasize that non-member pricing includes one year of membership. The current marketing approach is very inclusive and does not specifically target members or non-members.

It was suggested that information on the virtual conference be sent to organizations that Society has MOUs with.

It was suggested that AASA members should be sent correspondence on the virtual annual conference. Ms. Gupta confirmed that marketing will draft a special invitation to AASA members.

PLANNING COMMITTEE AND POST-COVID ASHRAE

Mr. McGinn reported that the draft document attached to the agenda has been circulated to Tom Phoenix and Sarah Maston, the current and incoming Chair of Planning Committee. The plan has been approved by the Committee and implementation will begin at the Annual Meeting.

AIA WORKPLAN

Mr. Boyce reported that Society's strategy in recent years has been to develop an MOU with an organization and then create a work plan that addresses specific initiatives that can be updated on a more regular basis.

The proposed workplan has been under consideration by AIA for more than a year.

Mr. Knight moved and Mr. Gulledge seconded that

1. The AIA work plan (ATTACHMENT A), supporting the current MOU, be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

IIAR MOU RENEWAL

Mr. Knight reported that the IIAR board approved the MOU renewal in February.

The Refrigeration Committee is interested in working with this organization and it is recommended that a working group be created.

Mr. Knight moved and Mr. Gulledge seconded that

2. The IIAR MOU renewal (ATTACHMENT B) be approved.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

LETTER FROM GAC CHAIR CONCERNING THE GLOBAL TRAINING CENTER

Ms. Yates reported that the Chair of GAC wanted to emphasize the importance of the Global Training Center. The letter is an information item to ExCom to emphasize that the Global Training Center is a source for connecting with governments and advocacy.

Mr. Mehboob reported that the Global Training Center reports to Pub and Ed Council and it is reviewed and monitored on an ongoing basis.

ECONOMIC CONCERNS AND MEMBER DUES STRATEGIES

Mr. Boyce reported that senior leaders had a conference call with the RAL DRC and members of the Lebanon Chapter. Lebanon is in a serious economic situation and the Chapter is concerned that there will be a loss of membership.

The Lebanon Chapter presented several recommendations to address the current situation:

- Waive Society dues for Lebanon Chapter members
- Designate Lebanon as a developing economy
- Reduce costs for new members for some set amount of time
- For those chapter members that can afford dues, allow multiple payments towards

Because of the COVID-19 pandemic, other Chapters and/or members may be facing strained economic situations. Should ExCom develop strategies to address this possibility?

Mr. Littleton reported that Lebanon is experiencing runaway inflation; currency has declined by a factor of three which means that membership costs have increased by a factor of three. Members cannot logistically pay dues because banks will not allow them to send more than about \$100 out of the country. The latter is a very challenging issue, as there are limitations to the membership database to receive and process multiple dues payments.

Ms. Abrams reported that the pandemic has magnified some of the feedback that has been received in the past. Staff would like the opportunity to do some creative thinking and bring recommendations back to ExCom.

Mr. Brandt stated that whatever decisions are made could be requested by more members or chapters in the future. He suggested that Society consider granting loans to Lebanon Chapter members.

There was consensus that a staff group be formed to investigate the issue further and bring recommendations back to ExCom for consideration.

There was consensus that Society will continue to follow the World Bank's listing of developing economies to determine which Chapters receive the developing economies member rate. The World Bank makes annual updates to the listing in July. The Membership Promotion Committee has a process to update a country's status each Society year.

The creation of a GoFundMe to support Lebanon Chapter members was suggested. It was discussed that Members Council has a system for reviewing and responding to hardship requests for a dues waiver from individual members.

SOCIETY YEAR 2019-20 FORECAST

Mr. Schwedler reported that the budget currently shows a \$1 million surplus. Advertising continues to be the area of the greatest exposure, as revenue continues to decline.

If the CARES Act loan is forgiven, it will be above the line income for the Society. An application for forgiveness can be submitted in a few weeks.

EXECUTIVE SESSION

Executive session was called at 9:07 am.

The open session meeting reconvened at 9:24 am.

NEW BUSINESS**REGION V CRC**

Mr. Gulledge reported that he will be attending the Region V CRC. ExCom will need to rethink how face-to-face meetings will be handled in the next Society year.

Mr. Schwedler reported that Finance will be bringing forward a recommendation to limit attendance at CRCs to two instead of three people - either two officers or one officer and one staff member.

Mr. Littleton stated that it will need to be made clear that travel decisions should be made individually and should be based on personal health concerns and level of comfort.

There was consensus that Mr. Gulledge will make assignments for the Region V CRC and travel will be reimbursed.

ADJOURNMENT

The meeting adjourned at 9:35 am.

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

Jeff H. Littleton, Secretary

ATTACHMENTS

- A. AIA Workplan
- B. IIAR MOU



**The American
Institute
of Architects**

**ASHRAE
and
American Institute of Architects
2020-2021 Work Plan
to Support the
2019 Memorandum of Understanding**

ASHRAE and AIA signed a three-year Memorandum of Understanding (MOU) in May 2019 to advance and promote the mutual interests of their respective members. This Work Plan outlines specific activities the organizations agree upon to implement the goals of the MOU, but it is not a binding document or contract. The organizations will create and approve a binding contract or agreement for each program or project undertaken to implement the Work Plan. The organizations will review and update this Work Plan annually no later than one year past the date of signed approval.

CONSISTENT LEADERSHIP COMMUNICATION

The organizations commit to hold conference calls between staff and/or liaison committees on a quarterly basis, at a minimum. AIA's Senior Director, Industry and International Relations, and ASHRAE's Director of Member Services will take the lead in setting up the calls, drafting an agenda for each, and determining which volunteer and/or staff representatives should be invited to each.

The organizations also commit to hold up to two liaison meetings annually (either in person or via conference call), preferably in spring and fall, and at least one meeting of ASHRAE and AIA senior representatives.

Action Items with assigned responsibilities will be recorded at each conference call and meeting. The parties will maintain an Action Items list both to ensure appropriate follow up on agreed upon activities and to provide historical record of those activities.

CONFERENCES AND MEETINGS

Each organization will provide the other with a meeting invitation and two complimentary VIP registrations to one of its primary annual meetings. The guest organization will encourage its VIP(s) to accept the invitation and participate in relevant events at that meeting. For example, ASHRAE hosts a VIP luncheon at its Winter Conference, to which AIA VIP(s) are invited. Each host organization will provide suggestions to the guest's VIP(s) of events of interest. In addition, the guest VIP(s) should request in advance to schedule a meeting during the event with the host organization's leadership if the organizations have topics related to potential or existing collaborative efforts to discuss.

Also, each organization will alert the other to calls for entries for the technical program at any relevant conference or meeting. Upon request, each organization will provide guidance to the other on how to

submit a proposal for its technical program. The deadline for submission for each organization's technical program typically is many months before the event. Each organization will notify the other of submission deadlines.

Conference-Related Websites

For AIA:

<https://conferenceonarchitecture.com/>

For ASHRAE:

<https://www.ashrae.org/conferences/ashrae-conferences>

<https://www.ashrae.org/conferences/conference-resources/papers-and-programs>

As appropriate and agreed upon, ASHRAE and AIA will

- Provide speakers or panelists at the other organization's meetings, to help provide updates and perspectives on building industry technologies and trends
- Continue to participate in the Building Performance Analysis topical conference and look for opportunities to participate in or co-sponsor other topical conferences that cover issues of relevance to both organizations' constituencies; a project plan will be created and approved by both organizations for each conference
- Collaborate on conferences or meetings at the Regional or local level

When mutually beneficial as determined by leadership on a case-by-case basis, each organization will publicize the other's meetings and promote attendance for them through various channels such as the organization's website, social media, eNewsletters, or other venues.

YOUNG PROFESSIONALS DEVELOPMENT

As appropriate, ASHRAE and AIA will connect Young Engineers in ASHRAE (YEA) and Young Architects Forum (YAF), encouraging them to propose one or more joint activities, such as a seminar, panel discussion, or other presentation targeting young building design professionals or a co-sponsored and co-hosted YEA-YAF event. A project plan will be created and approved by both organizations for each activity or event that has financial implications.

ADVOCACY AND PUBLIC OUTREACH

During annual liaison meetings, ASHRAE and AIA leaders will discuss public affairs strategies and identify common goals. When feasible, the organizations will jointly address national, state, or local legislatures and sign onto position documents.

ASHRAE will invite AIA to appoint a representative to serve as a non-voting liaison to the Government Affairs Committee. Upon request, the Committee will provide appropriate time for the representative to address issues of mutual interest to the organizations. AIA will provide similar opportunities for ASHRAE.

PUBLICATIONS

To disseminate information of interest to the building design industry, ASHRAE and AIA will

- Provide one complimentary subscription for each organization's primary membership periodical: ASHRAE Journal and ARCHITECT Magazine, respectively
- Jointly produce publications of mutual benefit; a project plan will be created and approved by both organizations for each publication

- Promote the other organization's events, publications, and other activities, when appropriate
- Provide peer review of each other's publications, when appropriate
- Provide staff-to-staff comparisons of each organization's publications to determine where there is common interest for the organizations' memberships to find areas of potential collaboration

EDUCATION

To support building industry education and professional development, ASHRAE and AIA will, as appropriate,

- Post each other's educational offerings on the organizations' events calendars
- Co-develop and co-sponsor training and education programs to take advantage of the organizations' building design expertise, such as a Design Essentials course highlighting Integrated Building Design; a project plan will be created and approved by both organizations for each new program
- Conduct a comparison of education offerings and identify common interests for the organizations memberships to determine areas to collaborate
- Consider developing a course for use by ASHRAE and AIAU, which could include expanding the ASHRAE Design Essentials Course to a Whole Building Design Essentials Course
- Offer courses and presentations at each other's conferences of mutual interest to each organization's membership

In addition, ASHRAE and AIA will cooperatively promote Science, Technology, Engineering, Architecture and Math (STEAM) education at the K-12 and post-high-school levels.

TECHNICAL ACTIVITIES COORDINATION

To foster technical cooperation in areas of common interest, ASHRAE and AIA will, as appropriate,

- Invite the other organization to identify a representative to participate on relevant technical committees and task forces
- Encourage the other organization's members to participate in and comment on relevant proposed standards, guidelines, policies, and position statements
- Invite the other organization to submit a request to co-sponsor a standard, guideline, or other technical document, when doing so is mutually beneficial
- Invite ASHRAE to participate in the development of AIA guidelines
- Meet every six months to discuss new technical developments (standards, guidelines, etc.) that might be of mutual interest to both organizations and identify opportunities for collaboration

Specifically, AIA is interested in co-sponsorship, co-promotion, or other collaborative opportunities for ASHRAE standards related to energy and building design, such as:

- Standard 189.1 – Standard for the Design of High Performance Green Buildings Except Low Rise Residential
- Standard 227 – Passive Building Design Standard
- Standard 228 – Standard Method of Evaluating Zero Energy Building Performance

When ASHRAE and AIA agree that working together on a specific technical activity is mutually beneficial, a project plan will be created and approved by both organizations.

RESEARCH

ASHRAE and AIA will cross-promote or collaborate on technical research efforts, as appropriate.

Upon request from AIA, ASHRAE will provide training on the process for applying for an ASHRAE research project.

COMMUNITY SERVICE

ASHRAE and AIA may work jointly on one or more community service projects focusing on building health and welfare for communities. When possible, the organizations will involve their respective local chapters in these efforts. Staff will communicate with chapters about opportunities for collaboration to further community service activities. In addition, each organization will promote the collaborative efforts after the fact in appropriate online and other media.

DIVERSITY

ASHRAE and AIA will support each other’s diversity initiatives by providing diverse representatives for collaboration opportunities, sharing relevant materials and programs, and encouraging chapters and student branches to collaborate in developing relevant activities and/or materials.

FOR ASHRAE

FOR AIA

Darryl Boyce, President

William B. Bates, President

Signature

Signature

Date

Date

Jeff Littleton, Executive Vice President

Robert Ivy, FAIA, Executive Vice President/CEO

Signature

Signature

Date

Date



**Memorandum of Understanding
ASHRAE
And
International Institute of Ammonia Refrigeration (IIAR)**

Founded in 1894, ASHRAE, Atlanta, Georgia serves humanity by advancing the arts and sciences of heating, ventilation, air-conditioning, refrigeration and their allied fields. The ASHRAE vision is a healthy and sustainable built environment for all.

Founded in 1971, IIAR provides advocacy, education and standards for the benefit of the global community in the safe and sustainable design, installation and operation of ammonia and other natural refrigerant systems.

ASHRAE and IIAR agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward on the following activities and goals:

CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/IIAR senior representatives to:

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

ASHRAE shall take responsibility for initiating the first annual liaison meeting. Action items with assigned responsibilities shall be recorded at each meeting. The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are:

For ASHRAE:

For IIAR:

Jeff Littleton Executive Vice President ASHRAE 1791 Tullie Circle, NE Atlanta, GA 30329 Phone: 404-636-8400 Email: jlittleton@ashrae.org	Gary Schrift President IIAR 1001 N. Fairfax St., Suite 503 Alexandria, VA 22314 Tel: 703-312-4200 Email: gary_schrift@iiar.org
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CONFERENCES AND MEETINGS

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to the primary annual meeting.

ASHRAE and IAR agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.

CHAPTER COLLABORATION

ASHRAE and IAR agree to coordinate promotion of joint grassroots meetings of respective members. Exchange of Chapter/Section leader contact information will be considered as one way to accomplish this objective.

ADVOCACY

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and IAR agree to work together on common public affairs goals and ideologies. During annual liaison meetings, public affairs strategies will be discussed and common goals identified. Collaborative opportunities to be considered include:

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

PUBLICATIONS

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and IAR agree to:

- Provide at least one complimentary subscription of the primary membership periodical to be received at the headquarters location of the other organization.
- Explore opportunities to jointly produce publications of mutual benefit.
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Use periodicals to promote the other organization's events, publications and other activities.
- Explore mutually beneficial ways to translate publications for member benefit.

EDUCATION

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and IAR agree to:

- Cross-market educational offerings and the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and IAR.

- Discuss ways that certifications programs can be jointly developed or promoted.

TECHNICAL ACTIVITIES COORDINATION

ASHRAE and IIAR agree to foster technical cooperation in areas of common interest by:

- Encouraging members in each organization to participate on technical committees and task forces.
- Providing opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to buildings and community developments.
- Establishing liaison representatives to key technical committees where mutually beneficial to do so.

RESEARCH

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and IIAR agree to:

- Promote research in areas where research results will add to the body of knowledge in industrial and commercial refrigeration design, efficiency, application and safety;
- Disseminate research results quickly, focusing on high-impact findings; and,
- Identify opportunities for research funding from other sources.

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 commitment by ASHRAE and IIAR to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and IIAR. Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.

FOR ASHRAE

Darryl Boyce, President
Printed Name/Title

Signature

Date

Charles Gulledge, President Elect
Printed Name/Title

Signature

Date

FOR IIAR

Gary Schrift, President
Printed Name/Title

Signature

Date

David Schaefer, Chairman
Printed Name/Title

Signature

Date