



MINUTES

EXECUTIVE COMMITTEE MEETING

Monday, August 24, 2020

Approved by the Executive Committee October 1, 2020.

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

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No. - Pg.	Motion
1 - 2	<p>The ASHRAE Charles E. Henck Endowed Scholarship be approved to be awarded annually with the criteria listed below:</p> <p>The ASHRAE Charles E. Henck Endowed Scholarship shall be awarded to a full-time undergraduate engineering student enrolled in a post-secondary educational institution where at least one of the following criteria is met:</p> <ol style="list-style-type: none">1. The program is ABET-accredited, or2. The program is accredited by an agency outside the USA that is a signatory of the Washington Accord or has a signed Memorandum of Understanding with ABET, or3. The school has an active ASHRAE student branch <p>All eligible students must meet the Society's general criteria for an Undergraduate Engineering Scholarship as listed in the ASHRAE Scholarship Program Rules.</p> <p>Special consideration shall be given to a student attending a school within the geographical area of ASHRAE Region III. The selected candidate may have an opportunity for an internship with Whitman Requardt & Associates LLP, 801 South Carolina St., Baltimore, MD 21231 - Phone # 410-235-3450. Contact the Mechanical Engineering Department Head for more information.</p> <p>If a suitable applicant is not available, the scholarship should not be awarded that year and awarded in the subsequent year.</p>

ACTION ITEMS

Executive Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status
1 - 2	Schwedler	Request that Members Council consider the natural disaster relief action plan request from the Lebanon Chapter and provide a recommendation to ExCom.	
2 - 3	Schwedler	Request that Members Council explore recommendations for consistency in virtual CRCs; especially as it relates to grassroots workshop scheduling.	
3 - 4	Littleton	Prepare a proposal for a fall HQ soft opening or sneak preview, that compliments the already planned videos and special issue of the <i>Journal</i> . Any proposed plans should not take away from the spring grand opening. The proposal should be presented to ExCom for consideration.	
4 - 4	Littleton	Notify the BOD on behalf of Mr. Gulledge that there will not be an in-person BOD meeting in November. Additional information items for the BOD are that there will not be an in-person grand opening in the fall and that staff is currently working on a plan for an in-person HQ grand opening.	
5 - 5	Schwedler, Dean, McQuade, ETF	Investigate the possibility of ETF capitalization and guidance on reopening buildings. Recommendations should be submitted to ExCom by the end of September.	



MINUTES
EXECUTIVE COMMITTEE MEETING

Monday, August 24, 2020

MEMBERS PRESENT:

Chuck Gulledge, President
Mick Schwedler, President-Elect
Farooq Mehboob, Treasurer
Don Brandt, Vice President
Bill Dean, Vice President
Tim McGinn, Vice President
Bill McQuade, Vice President
Jeff Littleton, Secretary
Chris Phelan, Region I DRC
Jeff Clarke, Region II DRC

STAFF PRESENT:

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

CALL TO ORDER

Mr. Gulledge called the meeting to order at 9:00 am.

CODE OF ETHICS

Mr. Gulledge read the code of ethics commitment and encouraged all in attendance to read the full code of ethics, available online.

ROLL CALL/INTRODUCTIONS

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

REVIEW OF MEETING AGENDA

Mr. Gulledge reviewed the meeting agenda. 'Offsite ICC ASHRAE Standard Initiative' was added to *New Business*.

SCHOLARSHIP REPORT

Mr. Littleton reported that the Scholarship Trustees are recommending approval of the Charles E. Henck Endowed Scholarship. The scholarship is fully funded at \$100,000.

Requesting that ExCom act on behalf of the BOD and fully approve the scholarship so that it can be included in marketing materials and the scholarship can be awarded this spring. If approved, the BOD would be notified at the next meeting.

Mr. Schwedler moved and Mr. McQuade seconded that

1. The ASHRAE Charles E. Henck Endowed Scholarship be approved to be awarded annually with the criteria listed below:

The ASHRAE Charles E. Henck Endowed Scholarship shall be awarded to a full-time undergraduate engineering student enrolled in a post-secondary educational institution where at least one of the following criteria is met:

1. The program is ABET-accredited, or
2. The program is accredited by an agency outside the USA that is a signatory of the Washington Accord or has a signed Memorandum of Understanding with ABET, or
3. The school has an active ASHRAE student branch

All eligible students must meet the Society's general criteria for an Undergraduate Engineering Scholarship as listed in the ASHRAE Scholarship Program Rules.

Special consideration shall be given to a student attending a school within the geographical area of ASHRAE Region III. The selected candidate may have an opportunity for an internship with Whitman Requardt & Associates LLP, 801 South Carolina St., Baltimore, MD 21231 - Phone # 410-235-3450. Contact the Mechanical Engineering Department Head for more information.

If a suitable applicant is not available, the scholarship should not be awarded that year and awarded in the subsequent year.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

ASHRAE SUPPORT OF THOSE AFFECTED BY THE BEIRUT EXPLOSION

Mr. Gulledge reported that there was a catastrophe that took place in Beirut a few weeks ago. The Chapter is requesting to implement the natural disaster relief action plan.

The Lebanon Chapter has previously asked for assistance because of the financial situation in the area. The value of the country's currency has gone down by 70%, there is a cap on bank withdrawals at \$100, and citizens are struggling to send money outside of the country.

Ms. Abrams reported that the Lebanon Chapter has 115 members, not including students.

Mr. Littleton reported that Lebanon is not a developing economy according to the World Bank. If all 115 Members have their dues waived for one year, it will result in \$26,450 of lost dues revenue.

The natural disaster relief action plan has never been done for an entire Chapter. Other ways to provide relief could include an additional 6 months of grace. The Chapter could also be classified as a developing economy for one year.

Could also require that each individual member submit a request, according to the policy.

It was suggested that Chapter Members be allowed to make installment payments of less than \$100.

Installment payments are certainly an option worth considering. It would be a significant administrative load, as the payments would have to be entered and tracked manually.

There was discussion of the possibility of appealing to members to sponsor or otherwise offset the cost of Membership for the Lebanon Chapter.

Mr. Dean stated his feeling that the explosion didn't impact the Chapter as much as the national bank issues. If something is not done to accommodate these members, the majority of them will not be retained. Something needs to be done but struggling with what the right tool is.

There was consensus that something should be done to assist the Lebanon Chapter. Members Council, specifically MP, should be engaged to assess the situation and provide recommendations.

Mr. Schwedler will request that Members Council consider the natural disaster relief action plan request from the Lebanon Chapter and provide a recommendation to ExCom.

AI - 1

CRC WORKSHOPS

Mr. Brandt reported that the Regions don't seem to have direction as it relates to virtual CRC workshops. Would be helpful if there were a comprehensive plan for all Regions.

There was discussion of the increased time commitment for officers to attend virtual workshops. Officers were directed to communicate with the DRC to let her/him know that an attempt will be made to attend portions of the workshops. It is not expected that officers attend all virtual workshops.

Mr. Schwedler will request that Members Council explore recommendations for consistency in virtual CRCs; especially as it relates to grassroots workshop scheduling.

AI - 2

STREAMLINING AD HOC COMMITTEE

Mr. Gulledge reported that a new ad hoc is being formed, which is represented by Presidential Members, Planning Committee, legacy elements of the Streamlining Ad Hoc, and elements of the PEC Ad Hoc on business to business philosophy. Appointment letters will be issued this week.

After getting lots of feedback, feel that the right stakeholders are in the room.

The ad hoc will have specific milestones of reporting back with the correct assessments and recommended strategies to present to the BOD at the Winter Meeting. The plan will likely take several years to implement.

NOVEMBER BOARD MEETING/GRAND OPENING

There was discussion of the feasibility of hosting an in-person HQ grand opening in November.

Ms. Mitchell stated that this type of event will take some planning. Many corporate donors can't even travel to the new HQ because of travel restrictions. The building won't be full net zero until December or January, so this provides a legitimate rationale for conducting the grand opening in spring.

Mr. Littleton stated that it does not appear to be feasible to have an in-person meeting or grand opening in November. It is really disappointing that the building can't be celebrated in person, but the timing is not good. Would like to see some sort of celebration this fall.

Mr. Gulledge stated that the November BOD meeting will be virtual.

Staff will prepare a proposal for a fall HQ soft opening or sneak preview, that compliments the already planned videos and special issue of the *Journal*. Any proposed plans should not take away from the spring grand opening. The proposal should be presented to ExCom for consideration.

AI - 3

Staff will notify the BOD on behalf of Mr. Gulledge that there will not be an in-person BOD meeting in November. Additional information items for the BOD are that there will not be an in-person grand opening in the fall and that staff is currently working on a plan for an in-person HQ grand opening.

AI - 4

BEQ BUSINESS DEVELOPMENT AD HOC MOU ENGAGEMENT

Mr. Dean reported that as the Coordinating Officer to the BEQ Committee, he received a request from the Business Development Ad Hoc to Utilize MOUs in order to contact a number of organizations that they felt were important in the development of BEQ for additional engagement. The request of ExCom is clarification on the process for doing so. BEQ wants to be able to contract and engage with groups that Society has MOUs with.

Mr. Littleton stated that too often Society's MOUs sit in the drawer. It is fantastic that we have a committee that wants to take advantage of MOU relationships and figure out how those relationships can be leveraged to advance BEQ. Should be cautious of causing confusion with organizations where there is an existing work plan. Could come up with a contact list to assist BEQ with this endeavor. Would be ideal if other committees were to become interested as well.

Mr. Schwedler suggested that BEQ confirm which organizations they would be interested in working with and determine if a working group already exists. If there is a working group, BEQ's request should be coordinated with the working group.

This item could be passed on to the Transformation Ad Hoc for further consideration.

ETF CAPITALIZATION

Mr. Littleton reported that Ms. Yates put together very good thoughts on the reopening of buildings and if ASHRAE can provide third party comfort. Is there an opportunity for ASHRAE to have more of a focus on health and human comfort?

Ms. Yates stated that she is seeing the demand; the ETF has received over 850 email requests. Don't want ASHRAE to assume undue risk, but the demand does exist. Can something be done quickly to meet this demand?

Each member of the Committee was asked to provide feedback on the possibility of ETF capitalization and guidance on the reopening of buildings.

Mr. Brandt stated that this is a murky road with lots of potholes. There are so many variables as it relates to reopening buildings and some guidance is giving people false hope.

Mr. McGinn stated that he is not particularly in favor of ASHRAE doing things that members can do as part of their consultancies. ETF work has been focused outward toward the general public, would like to see training and education for members rather than the public.

Mr. McQuade stated that he is in favor of capitalizing on Society's prominence in this area, but we are still in the middle of the pandemic and all the lessons haven't been learned. This is life and death. Seems premature to do anything other than what is currently being done.

Mr. Dean stated that he is concerned with the speed to market of a certification. From a liability standpoint, he is not aware of too many situations where the group that certified an individual is held responsible for any negative outcomes. The ultimate risk to ASHRAE is relatively small but the speed to market is of concern. The demand will be through the roof. Could be an opportunity to contract work out.

Mr. Littleton stated that the opportunity is more about certifying the plan that a building owner has for the HVAC system to make a building more resilient to the spread of the virus. More about certifying buildings than individuals. Would not be guaranteeing that no one will get sick, verifying that the building has taken steps that Society believes will help mitigate the spread of the virus. Could be part of a broader health certification of buildings, of which the spread of a virus is part of it. Seems to be a great appetite for this.

Mr. Schwedler stated that PEAC has come up with a possible term new term, credentialing, rather than certification. Two possible credentials are pathogen mitigation and BEQ mastery. To certify a building as "healthy" generally requires some standards and right now Society has recommendations and guidelines.

Each of the councils and the ETF will investigate the possibility of ETF capitalization and guidance on reopening buildings. Recommendations should be submitted to ExCom by the end of September.

EXECUTIVE SESSION

Executive session was called at 10:53 am.

Open session reconvened at 11:26 am.

NEW BUSINESS**OFFSITE ICC ASHRAE STANDARD INITIATIVE**

Mr. Littleton reported that a recent ICC newsletter suggested that the organization was joining forces with the Modular Building Institute to develop standards for off-site construction. Staff followed up to see if there is an opportunity for ASHRAE to be involved.

Mr. Gulledge stated that this represents a large component of the Society them and the direction of the industry. ASHRAE needs a voice, need to be in the room and leading the discussion. Not sure what the intent behind a standard would be. Design work is done to code, based on the geographic location of installation. How would a standard influence supply chain management and efficiency?

Mr. Schwedler expressed that passing on this opportunity is not a good idea. Society is being invited to participate.

There was consensus that ASHRAE move forward with the offsite ICC ASHRAE Standard initiative. Staff was directed to coordinate internal procedures to facilitate this work.

ADJOURNMENT

The meeting adjourned at 11:43 am.

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

Jeff H. Littleton, Secretary