



MINUTES

EXECUTIVE COMMITTEE MEETING

**Virtual Annual Meeting
Thursday, July 2, 2020**

Note: These draft minutes have not been approved and are not the official record until approved by the Executive Committee.

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Thursday, July 2, 2020

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ACTION ITEMS

Executive Committee Meeting

Thursday, July 2, 2020

No. - Pg.	Responsibility	Summary of Action	Status
1 - 2	Littleton	Obtain details and full understanding of the advance cancellation penalties and opportunities for Annual Conferences through 2024.	
2 - 5	Schwedler, McQuade, Mehboob	Propose a list of five to ten organizations to prioritize MOUs, travel, and collaboration with. The list will be presented to ExCom at that August ExCom meeting.	
3 - 5	Dean, Brandt, McQuade, Littleton	Develop a plan to capitalize strategically on the popularity of ASHRAE guidance in and around the pandemic, to serve the marketplace. The plan will be presented to ExCom by August.	
4 - 5	Littleton	Connect Mr. Dean, Mr. Brandt, and Mr. McQuade to staff as needed to develop plan outlined in Action Item 3, and coordinate conference calls as needed.	
5 - 6	Littleton	Develop a plan and specific verbiage to disseminate the sexual harassment training video links to the BOD, Councils, Standing Committees, and Chapters. The communication should include the recent addition to PAOE. A plan should be shared with ExCom by the end of July.	
6 - 7	Gulledge, Schwedler	Formulate a plan and list for corporate visits for 2020-21.	
7 - 7	Littleton	Find legacy information from Tom Werkema regarding corporate visits. Mr. Werkema provided a presentation or guidelines for corporate visits in the past.	
8 - 8	Littleton	Refine and identify the most appropriate plan for the HQ grand opening. The plan will be presented to the BOD at the August meeting.	



MINUTES
EXECUTIVE COMMITTEE MEETING

Thursday, July 2, 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

GUESTS PRESENT:

Ron Jarnagin
Tom Phoenix
David Underwood
Tim Wentz
Pat Graef

Sheila Hayter
Doug Cochrane
Dennis Knight
Bjarne Olesen
Kevin Muldoon

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

Lilas Pratt, Manager - Special Projects
Karen Murray, Mgr. - Professional Dev.
Emily Porcari, Mgr. - State & Local Govt. Affairs

CALL TO ORDER

Mr. Gulledge called the meeting to order at 8:00 am.

CODE OF ETHICS

Mr. Gulledge read the code of ethics commitment and encouraged all members to read the full code of ethics statement and core values online.

ROLL CALL / INTRODUCTIONS

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

REVIEW OF MEETING AGENDA

'BEQ - Strategy,' 'Organization Prioritization,' and 'ETF Opportunities' were added to *New Business*.

'Presidential Travel' was added to *Future Meetings*.

2021 PHOENIX ANNUAL MEETING - F2F OR VIRTUAL

Mr. Brandt stated that as General Chair of the 2021 Annual Meeting, he is looking for guidance. Facilities have been secured but no contracts have been signed.

Mr. Littleton reported that the Society is fully committed contractually to Phoenix from a hotel standpoint. Recommend that the host committee move forward with plans for an in-person meeting in Phoenix. Suggest that the committee hold out on signing contracts for the Welcome Party and Members Night Out, if possible.

Society is committed contractually from a hotel standpoint for Phoenix, Toronto, Tampa, and Indianapolis. Have also discussed returning to Austin in 2025. Planning should move forward but should also actively monitor the situation.

Staff will obtain details and full understanding of the advance cancellation penalties and opportunities for Annual Conferences through 2024.

AI - 1

Mr. Schwedler stated that the world has changed drastically, and this could be an opportunity to get more members involved. Suggested members of the BOD work with members of CEC to discuss the possibility of future virtual meetings. What are the logistics with respect to the meeting of the members if Annual Conferences are virtual by choice?

Mr. Littleton agreed that it would be appropriate to task CEC or perhaps a combination of CEC and BOD members to review the Virtual Conference and determine lessons learned. What can be done better in the future? Is there potential for a hybrid Annual Conference in the future?

The New York executive orders are only applicable when there is an emergency declaration in place. This year, Society faced a collision between our Bylaws and New York state laws. Moving forward, can the Bylaws be edited to allow more flexibility?

Mr. McGinn stated that once the BOD hears the full Streamlining Task Group report, they will be in a better position to direct CEC. Not personally convinced that the virtual meeting is better than an in-person meeting.

Mr. McQuade stated that his perception was that participation was much higher than normal on the technical side. Standing committee and council participation was much more difficult because day jobs typically did not stop for the virtual conference; all meetings were on top of day jobs. In the future, a hybrid conference may make more sense.

Mr. Mehboob stated there is a perception that everything has changed forever. There is a growing body of evidence that we have not seen the consequences of the virtual world; there is no replacement for face-to-face contact. Before this body presumes that Society should go one way or the other, it may be worthwhile to ask what our Members think.

Mr. Littleton reported that the technical sessions averaged between 300 and 500 attendees. The virtual meetings build off of personal relationships that were established at previous in-person meetings; they were successful because the community knows each other and has personal relationships that extrapolate into the virtual world. There is a need for that personal interaction and that personal interaction sets the stage for a successful virtual conference over the long-term.

Mr. Gulledge stated that there is a lot of cross synergy that needs to be captured. What do we do with this transformational information that is not fully presented yet? What is the strategy to move forward and develop an actionable plan?

Mr. Phoenix stated that the Planning Subcommittee really needs to be involved. That Committee can coordinate the work that is being done and organize a holistic plan.

NEW BUSINESS

BOARD DISCUSSION NEXT STEPS

Mr. Gulledge stated that he did not intend for this or the previous discussion to result in actionable items. Instead, the goal was to start thinking about how information is disseminated and how to transition into actionable implementation. Challenge Members Council to provide lessons learned and feedback on the 2020 Virtual Conference.

Mr. Schwedler will collect comments on the 2020 Virtual Conference from Members Council and CEC and report back to ExCom with a CC to Sarah Maston.

Ms. Gupta reported that a survey was sent to all members requesting feedback on the 2020 Virtual Conference.

Staff will aggregate all of the feedback received on the 2020 Virtual Conference from the member survey and staff and provide that information to ExCom.

PEC STRATEGIC BUSINESS DEVELOPMENT AD HOC

Mr. Mehboob stated that the Ad Hoc's report is very extensive. That report could be presented to various committees and councils, including the Planning Committee. Once designated groups have reviewed the report, feedback would be solicited, and an implementation plan created. Suggested that the implementation plan be brought to the BOD at the August conference call.

Mr. Wentz stated that 50 minutes would be adequate to address the initiatives and directions in the report. There is a lot of synergy between the Streamlining Ad Hoc report and this report.

Mr. McQuade suggested that an hour-long ExCom meeting to hear the full report.

BOARD STREAMLINING AND LEAN ASSESSMENT AD HOC

Mr. Mehboob stated that any decisions made related to the Ad Hoc's recommendations need to be sent to Regions and Chapters to receive feedback on what the membership thinks. The general membership needs to buy-in and they need to clearly understand what they will get out of it.

BEQ - STRATEGY

Very passionate requests were made to the BOD to keep BEQ. Ultimately, the decision was made to provide money in the budget to maintain the portal. From that decision, what is the evolution?

Mr. Wentz stated that there were four (4) mini business plans included in the PEC Strategic Business Development Ad Hoc report. The Ad Hoc recommends realigning the focus of BEQ to be a client focused product, developed across council boundaries. Have already received feedback that the industry wants this product. Has the potential to significantly add to the Society's gross margin.

Mr. McQuade stated that the program has definite value. The provider of the website was able to obtain a DOE grant using the Society's technology.

Ms. Pratt stated that the BEQ business plan will need to be updated. New work involving BEQ across the Society will need to be integrated.

Mr. Underwood stated that he is very passionate about BEQ. Legislators want to know how to reduce energy in the built environment and BEQ can assist with that.

Mr. Brand stated that he had the privilege to teach Design Essentials to APPA at university sessions. Could see success in partnering with APPA. Vision would be to evaluate 30 to 60 buildings on college and university campuses and use those buildings in a sales or marketing effort.

Mr. Gullledge asked, what should be done to support BEQ? What is the ultimate direction and action?

Mr. Littleton stated that the budget approved for BEQ was only to keep the portal open. If staff will need to allocate time to BEQ and the committee, the direct costs related to BEQ will increase. Want to be sure that staff follows volunteer leadership's direction.

Mr. Schwedler reported that when BEQ was discussed in the Finance meeting there was concern over the indirect costs of staff. BEQ plans to handle the brunt of the marketing this Society year, but moving forward, there is no change to the budget starting 2021. Starting July 1, 2021, BEQ will still be a committee and will be budgeted all of the benefits of a committee, including staff support.

Mr. Littleton added that moving forward, BEQ will have a budget of between \$30,000 and \$50,000.

Mr. Dean stated that BEQ does not belong as a BOD level committee. It makes more sense for the committee to report to Pub and Ed Council. Recommended that BEQ develop a business plan.

Mr. Cochrane stated that the committee stands out because it reports to the BOD. A business plan has been developed and the committee is working with the PEC Strategic Business Development Ad Hoc. The portal needs to be promoted and fully developed.

Mr. Mehboob stated that he does not see a benefit to shuffling the committee to another reporting body. This is a product which can raise the product of ASHRAE and in that context, it needs to report to the BOD.

Mr. Gulledge stated that it will be reinforced to BEQ that there needs to be an evolution and business plan. The plan should be presented to the BOD at the fall meeting. This program can't be maintained on life support. Must determine a path forward so that BEQ can be a shining star for our organization.

ORGANIZATION PRIORITIZATION

Mr. Schwedler stated that it has previously been discussed how to prioritize organizations Society wants to work with. How do we start prioritizing which MOUs get the most attention, which we travel to, and which we meet with? Which are the five to ten MOUs that benefit ASHRAE the most?

Mr. Schwedler, Mr. McQuade, and Mr. Mehboob will propose a list of five to ten organizations to prioritize MOUs, travel, and collaboration with. The list will be presented to ExCom at that August ExCom meeting.

AI - 2

Mr. Mehboob stated that a policy needs to be developed to guide which organizations are visited and what the criteria is for Society to sign an MOU.

ETF OPPORTUNITIES

Mr. Schwedler stated that there have been multiple conversations regarding ASHRAE acting more like a business. Because of the pandemic and the ETF, Society has more visibility than ever before. Every other business in the world is looking for ways to generate revenue during the pandemic. It is important to not act as a parasite, but from a business standpoint there are opportunities for the Society.

Mr. Knight stated that requests have been received to expand one-hour courses to three-hour courses.

Mr. Dean, Mr. Brandt, Mr. McQuade, and Mr. Littleton will develop a plan to capitalize strategically on the popularity of ASHRAE guidance in and around the pandemic and serve the marketplace. The plan will be presented to ExCom by August.

AI - 3

Mr. McQuade stated that this initiative falls within the building resiliency portion of the Strategic Plan.

Mr. Littleton will connect Mr. Dean, Mr. Brandt, and Mr. McQuade to staff as needed to develop plan outlined in Action Item 3, and coordinate conference calls as needed.

AI - 4

OLD BUSINESS**CIBSE/ASHRAE SPA**

Mr. Littleton reported that ExCom received the SPA at a previous meeting. The Working Group recommended approval of the blue text and yellow highlights. The areas in grey and green highlights, the Group has asked for input and guidance from both organizations.

Ms. Hayter led a discussion of the grey and green highlights in ATTACHMENT A.

Grey highlight #1 - Mr. Littleton suggested that “explore visibility of staff exchanges and move forward if everyone thinks there is value” and remove language that requires annual staff exchange. The current wording is too absolute.

Green highlight #1 - The Working Group feels that an annual meeting with senior leaders is beneficial.

Mr. Littleton encouraged flexibility in the wording, meetings could be virtual as well.

There was discussion of the number of meetings that are appropriate.

Consensus that flexibility be incorporated into the wording and that references to a ‘retreat’ be removed.

Grey highlight #2 - Mr. Littleton stated that is there is not a multi-track technical conference in the UK, so a discussion of this model is attractive. CIBSE is investigating the feasibility of a November exposition. Want to ensure that ASHRAE members in the UK benefit from this type of conference.

Grey highlight #3 - No comments.

Grey highlight #4 - Mr. Littleton recommended removing the last bullet point.

Grey highlight #5 - It was recommended that the text “establish a shared task force” be removed.

SEXUAL HARASSMENT TRAINING VIDEOS

Mr. Littleton reported that links the New York online training were distributed to ExCom for review. Good comments have already been received.

Mr. Gullidge reported that an adjustment to PAOE has already been made. The links have been incorporated and completion of the sexual harassment training videos has been placed as the first item under *Chapter Operations*.

Staff will develop a plan and specific verbiage to disseminate the sexual harassment training video links to the BOD, Councils, Standing Committees, and Chapters. The communication should include the recent addition to PAOE. A plan should be shared with ExCom by the end of July.

AI - 5

There was discussion of testing following the training. Testing requires a much more substantial infrastructure. Mr. Littleton recommended that an audited testing system be explored at a later date.

Mr. Brandt stated that he has completed sexual harassment training with three different organizations. This is a very high-quality training. It should be a requirement for ExCom and the BOD.

CORPORATE VISITS

Mr. Gulledge reported that there are no corporate visits scheduled at this time. Does not anticipate any in-person visits this fall or winter. The goal is to implement the prioritized organization list previously discussed.

There are not currently any visits planned to building fund donors.

Over the past two years, the focus has been a very high-level networking opportunity with manufacturers.

The priority will be to visit all industry players that support ASHRAE, not just manufacturers.

Ms. Mitchell stated that fundraising efforts could be added to existing corporate visits when appropriate.

Mr. Gulledge and Mr. Schwedler will formulate a plan and list for corporate visits for 2020-21.

AI - 6

It was mentioned that Tom Werkema provided a presentation or guidelines for corporate visits in the past.

Staff will find legacy information from Tom Werkema regarding corporate visits.

AI - 7**EXECUTIVE SESSION**

Executive session was called at 11:09 am.

Open session reconvened at 11:56 am.

FUTURE MEETINGS**2020-21 CRC SCHEDULES**

Mr. Gulledge reviewed the current CRC schedule.

Staff will not attend face-to-face CRCs this Society year but will participate virtually in all formats.

FALL MEETING AND HQ GRAND OPENING

Mr. Gulledge stated that he is not of the opinion that there will be a face-to-face fall meeting. Inclined to have staff prepare a virtual BOD meeting intertwined with the in-person HQ grand opening event.

It was suggested that a final decision on the fall BOD meeting not be made until the August meeting.

Ms. Mitchell stated that corporate donors have been reaching out and inquiring about the grand opening. Have already discussed with \$100,000 donors that they would be part of a ribbon cutting ceremony and would be able to mingle with the BOD. A celebration is planned at the Winter Conference as well.

Mr. Littleton recommended that the grand opening include donors and the BOD or be postponed entirely.

Mr. McGinn stated that a ribbon cutting in the spring may be anti-climactic.

Mr. Mehboob suggested a soft opening in the fall and a grand opening in the spring.

Ms. Mitchell suggested that a virtual grand opening take place at the Winter Conference. Donors have expressed a strong desire to mingle with the BOD. An in-person celebration could be planned for the spring.

Staff will refine and identify the most appropriate plan for the HQ grand opening. The plan will be presented to the BOD at the August meeting.

AI - 8**COMMITTEE APPOINTMENTS - MARCH 22-24, 2021 - ASHRAE HQ**

Mr. Schwedler reported that appointments will piggyback with the spring ExCom meeting. First year VPs, incoming VPs, incoming Treasurer, and Mr. Schwedler will attend.

SPRING EXCOM MEETING - MARCH 24-27, 2021 - PINEHURST, NC

Mr. Gulledge reported that this currently planned as an in-person meeting. There is the possibility that it will need to be virtual, but it is too early to tell.

PRESIDENTIAL TRAVEL

Mr. Gulledge reported that Mr. Schwedler has helped tremendously with this process.

Began the work of tracking where past Presidents have visited. It will be a priority for Mr. Gulledge to visit chapters that have not had a Presidential visit in the last five to six years. Will be focusing on reaching the member base as travel allows.

Plan will be shared with DRCs.

ADJOURNMENT

The meeting adjourned at 11:57 am.



Jeff H. Littleton, Secretary

ATTACHMENTS:

A. ASHRAE-CIBSE Draft SPA

REPORT TO EXECUTIVE COMMITTEE
From ASHRAE-CIBSE Work Group
As of June 12, 2020

Recommendations for ASHRAE Executive Committee:

1. MOTION: That ExCom approve the revised wording in the ASHRAE-CIBSE Strategic Partnership Agreement, as noted in blue text and in yellow highlighting.

BACKGROUND: The ASHRAE-CIBSE Work Group was formed to support ASHRAE and CIBSE leadership implement the collaborative efforts identified during the annual ASHRAE-CIBSE leadership retreats. ASHRAE President Darryl Boyce appointed presidential members Sheila Hayter and Tim Wentz to represent ASHRAE within the work group. They worked with their CIBSE counterparts (Tim Dwyer, Fiona Cousins, and Kevin Mitchell) to revise the ASHRAE-CIBSE Strategic Partnership Agreement to clearly define the roles and responsibilities of each organization in implementing the collaborative efforts as defined jointly by the organizations' leadership. The Strategic Partnership Agreement now provides a roadmap to ensure that action is taken to fulfill collaborative initiatives leaders from ASHRAE and CIBSE have agreed to pursue.

FISCAL IMPACT: \$0 to approve the revised Strategic Partnership Agreement

Information Items:

1. We are requesting guidance from ExCom on the revised wording in the Strategic Partnership Agreement highlighted in green and grey. Once we have received guidance from ExCom on these two topics, we will continue our work within the ASHRAE-CIBSE Work Group to finalize the SPA.
2. President Darryl Boyce assigned the ASHRAE members of the ASHRAE-CIBSE Work Group to plan and facilitate a "Future of the Industry" forum, preferably to be held in conjunction with the annual CIBSE event in April. Although there is still interest to hold this forum, planning for it has been postponed for two reasons: 1) the CIBSE assignments to the ASHRAE-CIBSE Work Group were made late in 2019 leaving little time to jointly plan for an April event; and 2) the global coronavirus pandemic has put a hold on planning the event. Initial discussions were held to raise key questions including the objective for the holding the event and desired outcome, desired participation (e.g., thought leaders within the buildings industry or also outside of the buildings industry, open invitation versus invitation only, etc.), format (e.g., in-person at one location, in-person in multiple global locations where both ASHRAE and CIBSE have a presence, virtual), and agenda (e.g., one versus multi-day agenda, presentations versus facilitated discussion sessions, etc.). It is thought that the planning of the 'Future of the Industry' forum will be covered in the aforementioned Strategic Partnership Agreement.

June 12, 2020

Date



Chair

Proposal of initial revisions to the CIBSE ASHRAE Strategic Partnership Agreement

The ASHRAE CIBSE planning workgroup has developed this draft for consideration by the leadership of ASHRAE and CIBSE

This is a change document for the SPA with new text underlined, and deleted text scored through. Aside from some minor suggested alterations there are 2 main areas (as described below) plus areas for further deliberation (possibly assigned to the ASHRAE CIBSE planning workgroup).

The workgroup's recommendation is that the minor changes and the (substance) of the **green** and **yellow** text should be adopted in preparation for a formal signing of the amended SPA at the October 2020 CIBSE ASHRAE liaison meeting (whether physical or virtual). The **areas for further deliberation** could be assigned to the workgroup for investigation and development for potential incorporation in a 2021 revision to the SPA.

Paragraph below (marked in green) – The workgroup recommends that the leadership group consider that this existing text be amended to define more regular, and less resource intensive meeting opportunities (for example, as an adjunct to mutually attended meetings and using 'phone and online meetings) to provide 'more bang for the buck' however, it is critically important that the relationship between the ASHRAE and CIBSE is not only maintained but strengthened and changes to the arrangements must not compromise this.

Section below (marked in yellow) – The workgroup recommends that the leadership group consider that this should be the basis of the new wording that is added to the SPA to define the activities of the ASHRAE-CIBSE workgroup.

Elements for future deliberation (marked in grey)- (notably 'Staff exchange', 'Annual UK (tech/edu) Meeting', 'Advocacy', 'Education' (detailed notes) and 'Standards Task Force'). The workgroup suggests that next tranche of activity this workgroup.

ASHRAE CIBSE Planning Workgroup
June 9th 2020



CIBSE ASHRAE Strategic Partnership Agreement

Proposed Revisions June 9th 2020

ASHRAE and CIBSE

Founded in 1894, ASHRAE, Atlanta, Georgia advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

Founded in 1897, CIBSE is the professional body that supports the Science, Art and Practice of building services engineering, for the public benefit, by providing members and the public with first class information and education services and promoting the spirit of fellowship which guides our work.

Being the only two organizations in our field that have global reach, there is significant potential benefit from working together. In our home markets ASHRAE and CIBSE can improve the quality of our services and output while reducing costs and overlap. In other countries the organizations can improve programs for indigenous markets by providing coordinated offerings. Concerning the on-going transitions to fully digital publishing, [and virtual design](#) and [project implementation construction](#), joint initiatives will improve our preparation for and implementation of these [transformative](#) changes.

This Strategic Partnership Agreement provides a framework for those benefits to be realized: it creates a roadmap to advance and promote the mutual interests of ASHRAE and CIBSE, with a practical commitment to working together on the following activities and goals that serve our membership and the public and to promote a more sustainable world.

CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold [an ASHRAE/CIBSE liaison strategy](#) meeting at least annually (preferably in person, or via electronic meetings) of designated ASHRAE/CIBSE senior representatives to:

- Ensure ongoing advancement of collaborative projects.
- Discuss new opportunities for collaboration.
- Monitor progress on collaborative projects underway
- Keep each respective organization informed of major initiatives.
- Develop strategies for positioning both organizations as leaders in addressing buildings industry challenges.

~~ASHRAE/CIBSE shall take responsibility for initiating the first annual liaison meeting.~~ Action items with assigned responsibilities shall be recorded at each meeting.

ASHRAE/CIBSE shall hold an annual staff exchange, where several paid staff members from one organization will spend time visiting the other organization's headquarters or other key location. The purpose of this exchange is to increase communication between the two organizations, share best practices, and identify possible areas of collaboration in order to develop a strategic vision of how the two organizations can work more closely together. The staff exchange will be hosted by ASHRAE in even-numbered years and CIBSE in odd-numbered years. ASHRAE/CIBSE shall also explore the opportunity of a long-term staff exchange involving the exchange of a staff member for a period of 3 to 6 months. The two organizations will endeavor to assign one staff member from each organization a set apportionment to the other organization such that a percentage of his/her time (e.g., 10%) is assigned to the participating in activities of the other organization. The chief staff member and the member senior officers of each respective organization will identify annually the staff members assigned to participate in these exchanges.

ASHRAE/CIBSE shall also hold a yearly meeting of senior leadership officer retreat to ensure both organizations are working towards a strategic alignment to benefit both organizations. CIBSE shall host the senior leadership meeting officer retreat in even-numbered years and ASHRAE shall host the meeting retreat in odd-numbered years. It is anticipated the duration of this annual meeting retreat will be 1-1/2 days.

To ensure identified opportunities and collaborative projects are efficiently pursued in each organization, a workgroup will be formed. The workgroup will meet on a quarterly basis and comprise of two ASHRAE members and two CIBSE members, who normally should be past, or present, board level members with international experience. Additionally, a staff member from one of the organizations will be assigned to the workgroup to facilitate the work of the workgroup.

The objectives of the workgroup are to provide permanent active points of contact between ASHRAE and CIBSE, to enhance collaboration and to ensure that collaboration is 'front of mind' for both ASHRAE and CIBSE. The workgroup will achieve this through activities that are likely to include:

- Acting as catalyst in the implementation of specific joint activities including those identified by ASHRAE/CIBSE leadership
- Identifying gaps in activity where joint endeavours would provide benefit
- Specifically identifying "fast track" issues/opportunities
- Uncovering potential obstacles in communicating and sharing knowledge between the organizations
- Highlighting commonalities and overlaps in the themes of incoming presidents
- Providing timely guidance to ASHRAE/CIBSE leadership on relevant issues
- Recording and monitoring proposed joint activities
- Guiding agenda items for the CIBSE-ASHRAE liaison meeting

The workgroup will produce a biannual summary of workgroup activity for the CIBSE-ASHRAE liaison committee.

The workgroup will be dissolved after two years if a reasonable set of outcomes from the workgroup cannot be identified

In order to facilitate better communication, generate better familiarity and inspire a search for mutual opportunities, both CIBSE and ASHRAE will extend complimentary membership in their organization to the Executive Board of the other organization.

CONFERENCES AND MEETINGS

Each organization agrees to provide the other with a [meeting](#) invitation and two complimentary VIP registrations to the [organization's](#) primary annual meeting. Further, ASHRAE and CIBSE 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. The purpose in attending and speaking at each other's ~~annual~~ conferences is to increase communication between the two organizations, create an environment of cross-pollination and provide an avenue to identify future collaboration opportunities. Of particular interest are collaboration opportunities in emerging topics such as resiliency, [legionella environmentally transmitted pathogens](#) and cyber security.

Recognizing that specialty conferences are an excellent method of serving members in specific geographic areas, industry sectors or climate zones each organization will alert the other organization of specialty conferences under consideration or development. Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance, focusing on targeted audiences with potential interest in the particular conferences.

Both organizations will jointly explore the development of an annual meeting in the UK that may include an educational focus and an organization focus.

Grassroots COLLABORATION

ASHRAE and CIBSE agree to coordinate promotion of joint grassroots meetings of respective members. It is the intent of this agreement to produce a long-term relationship that is mutually beneficial to the membership. In order to achieve this intent, the following activities are to be explored:

- Exchange of leader contact information to ensure that the Women in ASHRAE (WIA) and Women in Building Service Engineering (WIBSE) groups work together to produce cross-pollinate ideas and identify opportunities to work collaboratively.
- Exchange of leader contact information to ensure that the Young Engineers in ASHRAE (YEA) and the Young Engineers Network (YEN) of CIBSE work together to cross pollinate ideas and identify opportunities to work collaboratively.
- CIBSE and ASHRAE will explore ways in which ASHRAE can support the CIBSE/ASHRAE group in the future, including administrative and technical support, as well volunteer support.
- Other activities identified during the previously-described leadership meetings and staff exchanges.

ADVOCACY

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and CIBSE 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
- Promoting mutually beneficial positions during the development and passage of legislation.
- Education of regulators 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 CIBSE 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. Of particular interest are publications on emerging topics such as resiliency, [legionella environmentally transmitted pathogens](#) and cyber security.

Cross-market each organization's publications where appropriate and with industry standard distributor discounts.

Use periodicals, websites and social media to promote the other organization's events, publications and other activities.

Explore mutually beneficial ways to translate ASHRAE and CIBSE publications for distribution around the globe.

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 CIBSE agree to:

- Cross-market educational offerings at the 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 CIBSE.
- Investigate and implement ways that certifications programs *can be* jointly developed or administered.
- Explore the development of online courses that can be used to disseminate information worldwide.
- Form a joint task force to build a business plan for a CIBSE/ASHRAE educational programme for Europe *with* the possibility of creating business plans for other geographic areas as well.

TECHNICAL ACTIVITIES COORDINATION

ASHRAE and CIBSE 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.
- Establish a shared task force to investigate the development of joint ASHRAE and CIBSE standards

RESEARCH

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

- Promote research in areas where research results will advance the arts and sciences of building engineering.
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources and mutual support to draw from these resources.

ADMINISTRATIVE CONTACTS

The administrative contacts for actions tied to this SPA shall be:

For ASHRAE:

Jeff Littleton
Executive Vice President
ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30320
Tel: 404-636-8400
Email: jlittleton@ashrae.org

For CIBSE:

Stephen Matthews
Chief Executive/Secretary
CIBSE
222 Balham High Road
London SW12 9BA
Tel: +44 (0)20 8675 5211
Email: smatthews@cibse.org

TERMINATION

Either party may terminate this agreement, 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 agreement 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 agreement reflects a commitment by ASHRAE and CIBSE to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or legal agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement. In addition, this agreement does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and CIBSE. Furthermore, it is understood that this agreement 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

FOR CIBSE

XXXXXX, Executive Vice President

Signature

Date

XXXXXXX
ASHRAE President, 20XX-20XX

Signature

Date

XXXXXXX, Chief Executive/Secretary

Signature

Date

XXXXXXX
CIBSE President, 20XX-20XX

Signature

Date