



MINUTES

EXECUTIVE COMMITTEE MEETING

VIRTUAL ANNUAL MEETING

June 22 and 30, 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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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

June 22 and 30, 2020

No. - Pg.	Motion
1 - 2	That the minutes from the June 5, 2020 ExCom meeting be approved.
2 - 4 and 14	That the MOU renewal with REHVA in ATTACHMENT A (with edited REHVA mission statement) be approved.
3 - 4	That MOTION 2 be postponed.
4 - 4	That the MOU renewal with ASHE in ATTACHMENT B be approved.
5 - 5	That the PPIB, <i>Consensus Standards: Export Solutions to Meet National Needs</i> , be approved.
6 - 5	That the PPIB, <i>Refrigerants and their Responsible Use</i> , be approved.
7 - 5	That the PPIB, <i>Climate Change and the Built Environment</i> , be approved.
8 - 5 and 10	That the PPIB, <i>Utilizing Energy Metrics and Building Benchmarking to Improve Whole Building Energy Performance</i> , be approved.
9 - 5	That MOTION 8 be postponed.
10 - 6	That the PPIB, <i>Environmental Tobacco Smoke</i> , be approved.
11 - 6	That the PPIB, <i>STEM Education and Competitiveness</i> , be approved.
12 - 6	That ExCom recommend to the BOD that the Public Policy Priorities for Society year 2020-21 (ATTACHMENT C) be approved.
13 - 7	That ExCom recommend to the BOD to adopt a statement reaffirming its commitment to ASHRAE's values on diversity and inclusiveness that is in alignment with AASA's statement.
14 - 8	That the AASA Manual of Procedures (MOP) be approved.
15 - 8	That the edits to ROB section 3.800, as shown in ATTACHMENT D, be approved.
16 - 8	That ROB section 3.810 be deleted, as shown in ATTACHMENT D.
17 - 9	That the revised wording in the ASHRAE-CIBSE Strategic Partnership Agreement (SPA) as noted in blue text and yellow highlighting (ATTACHMENT E) be approved.
18 - 11-12	That ExCom recommend approval to the BOD that the MOU (ATTACHMENT F) with the New York State Energy Research and Development Authority (NYSERDA) be approved.
19 - 12	That ExCom recommend that the BOD initiate a revision of the following three (3) Position Documents (PDs): <i>Infectious Aerosols</i> <i>Filtration and Air Cleaning</i> <i>Limiting Indoor Mold and Dampness in Buildings</i> (Title, purpose, and scope for each PD included in ATTACHMENT G).
20 - 14	That The REHVA MOU be edited to reflect the organization's mission from their website: <i>REHVA's mission is to develop and disseminate economical, energy efficient, safe and healthy technology for mechanical services of building; to serve tis members and the field of building engineering (heating, ventilation and air conditioning) by facilitating knowledge exchange, supporting the development of related EU policies and their national level implementation.</i>

ACTION ITEMS
Executive Committee Meeting
June 22 and 30, 2020

No. - Pg.	Responsibility	Summary of Action	Status
1 -	Littleton	Work on developing an online tool to orchestrate notification to DRCs when officers visit chapters (Ongoing June 22 and 26, 2019)	
2 -	Littleton	Work on a better MOU with CAR. (Ongoing June 22 and 26, 2019)	
3 -	Previously Assigned to Knight	Conduct a review of the Bylaws. (Ongoing June 27, 2019)	
4 -	Littleton	Reach out to MBI staff to better understand MBI's direction as it relates to off-site building trends. (Ongoing June 27, 2019)	
5 -	Schwedler	Ask Members Council to evaluate the impact of charging a meeting or A/V fee to all conference attendees. (Ongoing June 27, 2019)	
6 -	Littleton	Work on (unsigned) MOU with Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH). (Ongoing July 9-12, 2019)	
7 -	Boyce	Contact Canada Green Building Council (CaGBC); possibly reinvigorate MOU that was signed in November 2006. (Ongoing July 9-12, 2019)	
8 -	Littleton	Chinese Associate of Refrigeration (CAR) agreement signed in April 2006 needs improvement; work on possible renewal. (Ongoing July 9-12, 2019)	
9 -	McQuade/Littleton	Create tiered list of MOUs; move the items to the bottom that will be removed from the list. (Ongoing July 9-12, 2019)	
10 -	Littleton	Talk to the International Association of Plumbing and Mechanical Officials, Inc. (IAPMO) about renewing the MOU that expired January 2015; contact Russ Chaney. (Ongoing July 9-12, 2019)	
11 -	Littleton	National Air Filtration Association (NAFA), renew MOU. (Ongoing July 9-12, 2019)	
12 -	Littleton	National Association of State Energy Officials (NASEO); renew MOU that expired January 2016. (Ongoing July 9-12, 2019)	
13 -	Gulledge	NSF International; renew MOU that expired December 2016. (Ongoing July 9-12, 2019)	
14 -	Schwedler	Ask Members Council for a standardized guidance document regarding whether chapters can have sponsorships. (Ongoing July 9-12, 2019)	
15 -	Schwedler	Ask Members Council to create a tool kit of terminology for struggling chapters. (Ongoing July 9-12, 2019)	
16 -	Schwedler	Ask Members Council to explore options for educational certification at CRCs. (Ongoing July 9-12, 2019)	
17 -	McQuade	Work with Technology Council to determine if/how carbon as a metric strategy should be incorporated into the Society's technical content. (Ongoing Feb. 1,5,6, 2020)	
18 -	Littleton	Provide suggested edits to the Commercialism Policy to address Chapter's concerns on how the policy is enforced at all levels of the Society. (Ongoing Feb. 1,5,6, 2020)	
19 -	Littleton	Review the current marketing strategy for the scholarship program and present ExCom with a plan to increase solicitation. Jim Fields should receive a copy of the final report. (Ongoing Feb. 1,5,6, 2020)	
20 -	Littleton	Send a draft MOU to AIRAH for review. (Ongoing Feb. 1,5,6, 2020)	
21 -	Previously Assigned to Knight	Reach out to NAFA to get feedback on an MOU renewal. (Ongoing Feb. 1,5,6, 2020)	
22 -	Littleton	Reach out to the NBI staff director to discuss the management of the work plan as well as the use of ASHRAE's logo without approval. (Ongoing Feb. 1,5,6, 2020)	
23 -	Littleton	Engage Membership Promotion leadership to communicate the plan to hire	

		Marketing General to assist with membership recruitment. The final Marketing General plan will be shared with ExCom. (Ongoing Feb. 1,5,6, 2020)	
24 -	Littleton	Forward the draft template for chapters to enter into an MOU with national associations to Members Council for consideration of incorporation into the MCO. (Ongoing Feb. 1,5,6, 2020)	
25 -	Littleton	Organize a background document on the history of the relationship between CIBSE and ASHRAE as well as ASHRAE and REHVA. (Ongoing Feb. 1,5,6, 2020)	
26 -	Littleton	Send the access link for the NY state sexual harassment online training program to ExCom to review. If the program is approved, staff will develop a plan to distribute the training program to members in leadership roles at all levels of the Society. (Ongoing Feb. 1,5,6, 2020)	
27 -	Schwedler	Forward GAC's response to referred Members Council motion: <i>That GGAC should establish and develop a published committee methodology to identify, contact, and work with AASA representatives and other in-country associations in conjunction with normal operating GGAC committee procedures when making contacts outside the United States government activities, beginning January 2017.</i> to Members Council. (Ongoing April 27, 2020)	
28 - 6	Littleton	Ensure that the sexual harassment policy slide is used in the ExO presentation on an ongoing basis.	
29 - 10	ExCom	Review the sexual harassment training videos established by New York and be prepared to discuss at the July 2, 2020 ExCom meeting.	



MINUTES
EXECUTIVE COMMITTEE MEETING

June 22 and 30, 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
Kevin Muldoon
Richard Rooley
Ron Vallort
Bill Bahnfleth
Tom Phoenix
David Underwood
Tim Wenz

Sheila Hayter
Doug Cochrane
Rick Hermans
Richard Rooley
Ron Jarnagin
Pat Graef
Brendan Hall
Jim Fields
Mohamed Ibrahim
Bjarne Olesen

STAFF PRESENT:

Candace DeVaughn, Manager of Board Services
Chandrias Jacobs, Coord. of 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, Mgr. - Special Projects
Dustin Mason, Development Manager
Karen Murray, Mgr. of Professional Development
Emily Porcari, Mgr. of State and Local Govt. Affairs
Margaret Smith, Development Mgr. - Foundation

CALL TO ORDER

Mr. Boyce called the meeting to order on June 22, 2020 at 8:00 am.

CODE OF ETHICS

Mr. Boyce read the code of ethics commitment and encouraged everyone in attendance to read the full Code of Ethics statement and Core Values on ashrae.org.

ROLL CALL / INTRODUCTIONS

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

REVIEW OF MEETING AGENDA

'ASHE MOU' was added under *New and Renewed MOUs*.

APPROVAL OF MINUTES

Mr. Dean moved and Mr. McQuade seconded that

1. The minutes from the June 5, 2020 ExCom meeting be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS**FEBRUARY 1, 5, 6, 2020**

Action items 1-3, 5-9, 11, 12, 14-19, 24, 25, 27-30, 34, 36, 38, 43 were reported as ongoing. All other action items were reported as complete.

AI 1-26**APRIL 3, 2020**

The action item was reported as complete

APRIL 10, 2020

The action item was reported as complete.

APRIL 17, 2020

All action items were reported as complete.

APRIL 24, 2020

All action items were reported as complete.

APRIL 27, 2020

Action item 2 was reported as ongoing. The other action item was reported as complete.

AI 27**JUNE 5, 2020**

All action items were reported as complete.

REPORT OF THE TREASURER**2019-20 FINANCIAL UPATE**

Mr. Schwedler reported that there will be an \$870,000 surplus this year. The Society's cumulative net assets are increasing. The Research Reserve Funds are doing well.

2019-20 FINANCIAL STATEMENTS AND MAJOR VARIATIONS

Mr. Schwedler presented the 2019-20 financial statements as an information item.

FINANCE COMMITTEE REPORT - 2020-21 BUDGET

Mr. Schwedler reported that it was not a business as usual year.

Finance Committee approved several staff recommendations.

The travel budget for the EHC was increased by \$5,000. This increase will allow the Epidemic Task Force more flexibility.

Finance Committee is also recommending the elimination of funding for the BEQ program. Mr. Knight plans to bring a motion to the BOD with respect to this recommendation.

Membership dues were called down by 10% for the next fiscal year, and 5% for subsequent years.

Revenues for the 2021 AHR Expo were reduced.

Mr. McQuade led a discussion of additional lean assessment recommendations. Reducing staff expenses for staff meetings was very difficult. There will be no liquor at BOD events, only beer and wine. There will be a staff salary freeze. Also recommended travel reductions of \$200,000; the recommended reductions are primarily to BOD and BOD directed travel.

Mr. Schwedler reported that AHR Mexico has been postponed until 2021. Presidential initiatives have not been noted well in the budget in previous years. Finance received input from Mr. Gullledge on a proposed budget for 2020-21. Moving forward, Finance will reach out to the President Elect so that those funds can be included in the budget.

Virtual CRCs will result in \$350,000 in travel reductions.

Cancellation of the 2021 AHR Expo would put research funds in a tenuous situation. A separate motion will be brought forward by Finance to address this possibility.

DL travel will be reduced due to anticipated travel reductions through the beginning of the calendar year.

A surplus budget this year will help with the budget deficit in 2020-21.

Finance will be bringing four (4) motions to the BOD.

Mr. Schwedler thanked the Finance Committee and staff for their work this year.

NEW AND RENEWED MOUs

AMCA

Mr. Littleton reported that the draft MOU was sent to Mark Stevens in December. Waiting on AMCA to act on the draft MOU. Mr. Littleton plans to follow up to confirm if they have acted.

REHVA

Mr. Littleton reported that in 2009 an MOU with REHVA was signed, and it has since expired. In 2017, a partnership agreement between ASHRAE, CIBSE, and REHVA was signed.

A previous draft MOU was approved by the REHVA Board but voted down by the Federation.

Mr. Schwedler moved and Mr. Knight seconded that

2. The MOU renewal with REHVA in ATTACHMENT A be approved.

Mr. Mehboob stated that the MOU is a renewal but the document is being edited.

Mr. Littleton stated that renewed MOUs can be approved by ExCom. However, if ExCom feels that the changes are substantial, the renewed MOU could be presented to the BOD for review and approval.

Mr. Mehboob moved and Mr. Gullede seconded that

3. MOTION 2 be postponed.

MOTION 3 PASSED (Unanimous Voice Vote, CNV).

MOTION 2 POSTPONED

ASHE

Mr. Littleton reported that ATTACHMENT B is a renewal of an existing MOU.

Mr. Hermans stated that the previous MOU is long expired. The renewal has very few edits; ostensibly the same MOU that existed before. A work plan is still ongoing.

Mr. Schwedler stated that the verbiage in the vision reflects the old vision statement. This is an editorial change to the MOU.

Mr. Knight moved and Mr. Dean seconded that

4. The MOU renewal with ASHE in ATTACHMENT B be approved.

MOTION 4 PASSED (Unanimous Voice Vote, CNV).

CIBSE/ASHRAE SPA

Mr. Littleton reported that there are two separate agreements - a Strategic Partnership Agreement (SPA) between ASHRAE, CIBSE, and REHVA, and a SPA with CIBSE and ASHRAE.

This discussion was determined to be ongoing. Will be revisited on June 30.

PUBLIC POLICY ISSUE BRIEF APPROVALS

Mr. Littleton reported that GAC has a process to review and update the briefs and they are submitted to ExCom for review and approval.

Ms. Yates reported that there are currently ten (10) PPIBs and that the seven (7) presented to ExCom today for approval represent merging for simplicity.

Mr. Knight moved and Mr. McQuade seconded that

5. The PPIB, *Consensus Standards: Export Solutions to Meet National Needs*, be approved.

MOTION 5 PASSED (Unanimous Voice Vote, CNV).

Mr. Knight moved and Mr. McQuade seconded that

6. The PPIB, *Refrigerants and their Responsible Use*, be approved.

MOTION 6 PASSED (Unanimous Voice Vote, CNV).

Mr. Knight moved and Mr. McQuade seconded that

7. The PPIB, *Climate Change and the Built Environment*, be approved.

Mr. Schwedler stated that in the future, there may be a TC that could be referred to in the list of resources Society has to address climate change.

MOTION 7 PASSED (Unanimous Voice Vote, CNV).

Mr. Knight moved and Mr. McQuade seconded that

8. The PPIB, *Utilizing Energy Metrics and Building Benchmarking to Improve Whole Building Energy Performance*, be approved.

Mr. Gulledge raised the point that the recommendations from Finance regarding BEQ could impact this PPIB.

Mr. Schwedler moved and Mr. Gulledge seconded that

9. MOTION 8 be postponed.

MOTION 9 PASSED (Unanimous Voice Vote, CNV).

MOTION 8 POSTPONED.

Mr. Knight moved and Mr. McQuade seconded that

10. The PPIB, *Environmental Tobacco Smoke*, be approved.

MOTION 10 PASSED (Unanimous Voice Vote, CNV).

Mr. Knight moved and Mr. McQuade seconded that

11. The PPIB, *STEM Education and Competitiveness*, be approved.

Mr. Schwedler requested that GAC monitor if there is momentum to change STEM to STEAM.

MOTION 11 PASSED (Unanimous Voice Vote, CNV).

PUBLIC POLICY PRIORITIES FOR SOCIETY YEAR 2020-21

Mr. Gulledge reported the presented Public Policy Priorities are forward looking proposals for the next Society year.

Mr. Gulledge moved and Mr. McQuade seconded that

12. ExCom recommend to the BOD that the Public Policy Priorities for Society year 2020-21 (ATTACHMENT C) be approved.

MOTION 12 PASSED (Unanimous Voice Vote, CNV).

SEXUAL HARASSMENT POLICY

Mr. Schwedler reported that positive feedback was received from the addition of the policy to the ExO presentation.

Staff will ensure that the sexual harassment policy slide be used in the ExO presentation on an ongoing basis.

AI 28

Mr. Littleton reported that staff has a recommended source for sexual harassment training for the entire Society. Links will be distributed to ExCom prior to the June 30 meeting.

REPORTS OF BODIES REPORTING TO EXCOM

JOINT EXPO POLICY COMMITTEE

Mr. Littleton reported that JEPC met last week and presented the Committee's full report to ExCom.

Mr. Schwedler reported that the Committee is monitoring two other expos to get an idea of what will happen in January. As of now, a similar expo scheduled for September has been postponed. The other expo is scheduled for November and an estimated 55,000 people will be in attendance.

AHR Mexico has been postponed.

Members of the Committee have an action item to investigate if water should be misted into the air at expos. Will be providing a recommendation to JEPC soon.

It was recommended that ExCom meet around the tentative go/no go date (September 15) for the AHR Expo in January.

The budget assumes that if the January 2021 AHR Expo moves forward, there will be 350,000 square feet of exhibit space sold.

COLLEGE OF FELLOWS

Mr. Knight reported on behalf of the College.

The College of Fellows contributed \$25,000 to the building fund.

The YEA Mixer was well received and will continue.

An ad hoc was formed to determine if the travel fund is the best use of money and the best way to support ASHRAE.

PRESIDENT ELECT ADVISORY COMMITTEE

Mr. Gulledge reported that recording for the virtual presidential address has been completed.

ASHRAE ASSOCIATE SOCIETY ALLIANCE

Mr. Mehboob reported on behalf of the AASA.

AASA has enjoyed a great deal of progress towards reorganizing to be a global representation of the HVAC&R industry. The new structure is comprised of four (4) zones and a general assembly. All societies have one vote in the general assembly. There is a leadership council which presides over the general assembly. An election was recently conducted to select the leadership council representatives.

There will be a group reviewing the Alliance's focus areas on an ongoing basis.

The leadership council will meet every quarter and the four (4) zones can meet in between.

Mr. Mehboob moved that

- 13.** ExCom recommend to the BOD to adopt a statement reaffirming its commitment to ASHRAE's values on diversity and inclusiveness that is in alignment with AASA's statement.

AASA would like the BOD to adopt the following commitment statement:

As a global organization comprised of 65 HVAC&R industry national associations from around the world, the ASHRAE Associate Society Alliance (the Alliance) celebrates the diverse knowledge and experiences represented by the members of the Alliance associations. This diversity is derived from the cultures, languages, ethnicity, religious backgrounds, and other unique characteristics that define the individuals who participate in the Alliance. It is because of the broad reaching perspectives represented within the Alliance that the Alliance is able to meet its mission to establish a global platform to raise the stature of the HVAC&R industry, related industries, and its science and application, in order to influence decision-makers in creating a more sustainable world. As such, the Alliance is fully committed to embracing ASHRAE's core values of diversity and nurturing a culture of inclusivity and respect in all of its endeavors.

Mr. Mehboob stated that the optics of not accepting the motion would not be good. The Alliance is an entity that, in some ways, is bigger than Society. The general assembly has asked for this reaffirmation.

Mr. Littleton stated that ExCom recently decided not to issue a statement. Passing this motion would change ASHRAE's position on issuing a reaffirmation of diversity and inclusiveness.

Mr. Schwedler stated that no one is against reaffirming the Society's core values. However, a statement has already been adopted. This request has already been completed; Society has adopted a statement and a task force has been formed to come up with actionable items.

MOTION 13 PASSED (Unanimous Voice Vote, CNV).

Mr. Mehboob moved that

14. The AASA Manual of Procedures (MOP) be approved.

MOTION 14 PASSED (Unanimous Voice Vote, CNV).

Mr. Mehboob moved that

15. The edits to ROB section 3.800, as shown in ATTACHMENT D, be approved.

MOTION 15 PASSED (Unanimous Voice Vote, CNV).

Mr. Mehboob moved that

16. ROB section 3.810 be deleted, as shown in ATTACHMENT D.

Relevant material from this section of the ROB was moved to the AASA MOP. The Alliance felt that operations guidance should not be located in the ROB.

MOTION 16 PASSED (Unanimous Voice Vote, CNV).

ASHRAE-APPA COORDINATING GROUP

Mr. Wentz reported on behalf of the Coordinating Group.

The Group completed its two (2) charges from President Boyce - strengthen the working relationship between ASHRAE and APPA and launch a "Living Laboratory" initiative to support the educational goals of both organizations.

The Coordinating Group has had quite a few successes and there is a lot of excitement over the relationship between ASHRAE and APPA.

Moving forward, there will be a liaison to APPA instead of a coordinating group.

Mr. Wentz thanked Sheila Hayter, Shanti Pless, Dan Redmond, and Mr. Boyce. The representatives from APPA also contributed a great deal.

Relationship with APPA is critical to the Society's success.

ASHRAE-CIBSE WORKING GROUP

Ms. Hayter reported that the group has been meeting regularly for the last few months. Because of the timing, some conversations did not get very far because of the pandemic.

Guidance and direction have been requested from each respective organization on the strategic partnership agreement (SPA).

It was moved and seconded that

17. The revised wording in the ASHRAE-CIBSE Strategic Partnership Agreement (SPA) as noted in blue text and yellow highlighting (ATTACHMENT E) be approved.

MOTION 17 PASSED (Unanimous Voice Vote, CNV).

The Working Group is requesting guidance from ExCom on the green text and grey highlighting in ATTACHMENT E.

REPORT OF THE PRESIDENT

Mr. Boyce reported that typically, the President tries to visit a number of chapter members following the Winter Conference. Following the Orlando Conference, Mr. Boyce completed several visits in Florida. He attended the ACREX meeting and got to meet with a number of members. Society had a booth at ACREX and there was relatively good attendance at the conference.

Following ACREX, Mr. Boyce was scheduled to fly to Dubai but that trip was cancelled due to pandemic.

Mr. Boyce's final visit before travel was suspended was to chapters in Texas.

Mr. Boyce has participated in virtual CRCs as well as a virtual APPA webinar. He has presented to several chapters virtually as well. Additional virtual presentations are planned.

REPORTS OF OFFICERS' CRC AND INTERSOCIETY VISITS

Mr. Gulledge reported that all three (3) spring CRCs he was scheduled to attend were held virtually or were postponed. The only trip he made was to the New Jersey Chapter for their 75th anniversary celebration.

Mr. Schwedler had no business to report.

Mr. Knight had no business to report.

Mr. Dean attended two (2) virtual CRCs.

Mr. McQuade had no business to report.

EXECUTIVE SESSION

Executive session was called at 10:54 am.

The meeting recessed at 11:25 am.

The meeting reconvened on June 30, 2020 at 8:00 am.

CODE OF ETHICS

Mr. Boyce reminding all those in attendance of the Society's the code of ethics commitment.

CIBSE/ASHRAE SPA

Ms. Hayter asked for ExCom's input on the text in green and highlighted in grey in ATTACHMENT E.

Input will be provided during the July 2nd ExCom meeting.

PUBLIC POLICY ISSUE BRIEF APPROVALS

MOTION 8 was brought back to the floor.

8. The PPIB, *Utilizing Energy Metrics and Building Benchmarking to Improve Whole Building Energy Performance*, be approved.

MOTION 8 PASSED (Unanimous Voice Vote, CNV).

SEXUAL HARASSMENT POLICY

Mr. Littleton reported that an email was sent to members of ExCom with the links to two (2) training videos established by New York. Staff also reviewed a fee-based program and determined that it would be cost prohibitive - \$10 to \$12 per person to disseminate and track the training.

The NY videos are focused on prevention and are not oriented towards what one should do if one is a victim of sexual harassment. The videos were designed for employees of the State of New York. The second video includes case studies based on real world issues that are very effective. At the end of each video there are multiple choice questions.

It was suggested that ExCom review the videos and at some point, in the future develop a plan for distribution to committee and council members, BOD members, and the Chapter BOGs.

Chapters could be incentivized through PAOE.

ExCom will review the sexual harassment training videos established by New York and be prepared to discuss at the July 2, 2020 ExCom meeting.

NEW BUSINESS**CORPORATE VISITS**

Mr. Littleton reported that the goal was to discuss forward looking visits for the 2020-21 Society year at the July 2, 2020 ExCom meeting.

FALL BOD MEETING AND HQ GRAND OPENING

This item will be discussed at the July 2, 2020 ExCom meeting.

LETTER BALLOTS AND HANDLING OF NEGATIVE VOTES

Mr. Littleton reported that BOD letter ballots must be unanimous and must have 100% participation. SRC was asked to review if these requirements extend to all councils and committees.

SRC does not feel that this requirement extends to all councils and committees and does not recommend any changes to the ROB At this time.

SRC REQUEST - ROB REFERENCE TO SOCIETY THEME

SRC requested ExCom's feedback on ROB 2.407.003.6 - *The executive committee shall give feedback at the President-Elect on the annual Society Theme for the upcoming year.*

Mr. Schwedler stated that there have been PEAC and TRAC discussions on the ExCom agenda and both have been asked to provide reports to ExCom. SRC is asking if this is happening and if ExCom feels that this should continue to happen.

Mr. Boyce stated that he does not have a problem with this verbiage in the ROB.

Mr. Dean stated that this is a 'soft rule' that covers operational issues.

Mr. Boyce stated that it implies buy in from ExCom.

Mr. Mehboob stated that the ROB is fine as is.

There was consensus that no change to the ROB is necessary at this time and ExCom is comfortable with the wording of the ROB as is.

ASHRAE-NYSERDA MOU CONSIDERATION

Mr. Littleton reported that ASHRAE has had an ongoing relationship with NYSERDA. The proposed MOU, initiated by NYSERDA, seeks to formalize that relationship. There are great opportunities for ASHRAE and NYSERDA to cooperate in the future and this is a wonderful opportunity for ASHRAE.

Ms. Yates states that Brendan Hall, Central NY GAC Chair, initiated a lot of the work and involvement with NYSERDA; including contracts for training and other activities. This MOU is a slight expansion on what has already been done. Ms. Yates thanked Mr. Hall for his fantastic work.

Mr. McQuade moved and Mr. Dean seconded that

18. ExCom recommend approval to the BOD that the MOU (ATTACHMENT F) with the New York State Energy Research and Development Authority (NYSERDA) be approved.

Mr. Schwedler expressed concern over the stated purpose on page 93 of the PDF, which seems to be very one-way, with ASHRAE assisting NYSERDA and the state of New York. Also concerned that the MOU commits Society to specifically doing work in the key areas; the wording can imply that we are agreeing to do something. Also, if Society wants to publish something NYSERDA must have 30 days to review and can request an additional 180 days if needed. The additional 180 days is a concern as some government entities take the entire 180 days as a matter of business.

Mr. Littleton responded that Mr. Schwedler made excellent observations. On page 95 of the PDF under *General Terms*, it states that it does not constitute a binding commitment. The proposed MOU is somewhat like our MOU template in that it creates a foundation on which specific contracts can be built. If there are funded projects in the future, there would be specific agreements that would articulate, in great detail, the particulars of that funding. The MOU is fairly well balanced.

NYSERDA fast tracked this MOU because they have a desire to accomplish things quickly. Mr. Littleton expressed concern that ASHRAE move at the speed that NYSERDA wants regarding COVID-19 related guidance. It is in NYSERDA's interest to accelerate projects and get the work out as soon as possible. The MOU states that NYSERDA can make decisions related to guidance that they contract with ASHRAE on and related promotional materials and advertisements.

Mr. Underwood stated that if Society is dissatisfied, the MOU can be terminated in 30 days.

Mr. Schwedler withdrew his concerns.

MOTION 18 PASSED (Unanimous Voice Vote, CNV).

POSITION DOCUMENT REVISIONS

Mr. Knight moved that

19. ExCom recommend that the BOD initiate a revision of the following three (3) Position Documents (PDs):

Infectious Aerosols

Filtration and Air Cleaning

Limiting Indoor Mold and Dampness in Buildings

(Title, purpose, and scope for each PD included in ATTACHMENT G).

MOTION 19 PASSED (Unanimous Voice Vote, CNV).

REPORTS OF BODIES REPORTING TO EXCOM

FOUNDATION

Mr. Fields reported on behalf of the Foundation Trustees.

The Foundation approved the lettering for the naming plaque at the new ASHRAE HQ. The plaque will be placed inside the Education and Training Center.

Changes to the chapter scholarship requirements were approved; can now get an additional 5% gain on any funds that are added to the scholarship. This change is intended to encourage the chapters to grow their scholarship funds.

Mr. Schwedler thanked that Foundation for their donation to the building fund. This contribution will help to reduce the general reserve funds used for the new HQ.

Mr. Fields stated that the Foundation is very proud to be able to support the new HQ.

The Foundation saw a negative return on investments for this period. However, undesignated funds are available for programs and those programs will be supported this year. Despite the negative returns, the Foundation remains strong.

SCHOLARSHIP TRUSTEES

The report of the Scholarship Trustees was provided to ExCom for review.

LIFE MEMBERS CLUB

Mr. Boyce thanked the Life Members Club for their \$25,000 contribution to the building fund.

AEDG STEERING COMMITTEE

Mr. McQuade reported that AEDG is steering committee that consists of ASHRAE and three other entities; it is not a committee of the BOD.

The third Zero Energy Guide is near completion; it is currently undergoing the second and final peer review. The guide received 479 comments from 24 different reviewers. The expected completion date is October. The project was delayed because of the pandemic. ASHRAE will be taking the lead to design the promotional brochure. The design for the guide cover has been approved.

DOE content was provided at no cost. ASHRAE staff are participating on the Steering Committee to assist in developing and rolling out the guide. Currently working on a joint press release with DOE.

Mr. Phoenix thanked Mr. McQuade for his excellent service as ASHRAE's representative.

DIVERSITY TASK FORCE

Mr. McGinn reported that Dunstan Macauley will facilitate the Task Force's presentation at the upcoming BOD meeting. The presentation will start with a poll which BOD members will complete in about five minutes. The poll will facilitate a discussion of where Society is and how well we are doing with respect to diversity. The presentation will close with a repeat of the same flash poll.

EXECUTIVE SESSION

Executive session was called at 9:02 am.

Open session reconvened at 9:42 am.

NEW AND RENEWED MOUs

REHVA

MOTION 2 was brought back to the floor.

2. The MOU renewal with REHVA in ATTACHMENT A (**with edited REHVA mission statement**) be approved.

Mr. Schwedler moved and Mr. Knight seconded that

20. The REHVA MOU be edited to reflect the organization's mission from their website:

REHVA's mission is to develop and disseminate economical, energy efficient, safe and healthy technology for mechanical services of building; to serve tis members and the field of building engineering (heating, ventilation and air conditioning) by facilitating knowledge exchange, supporting the development of related EU policies and their national level implementation.

MOTION 20 PASSED (Unanimous Voice Vote, CNV).

AMMENDED MOTION 2 PASSED (Unanimous Voice Vote, CNV). Amendments noted in **red**.

FUTURE MEETINGS

2020-21 CRC SCHEDULES

Mr. Gulledge reported that ExCom members are aware of current CRC assignments.

RAL is waiting until September 30th to choose a final location. The in-person CRC will either be in South Africa or UAE.

Region VII is conducting a hybrid CRC. Mr. Gulledge and Mr. McQuade will attend the in-person meeting.

Because of budget considerations and out of an abundance of caution, staff will not be attending face-to-face CRCs.

SENIOR OFFICERS RETREAT

Mr. Gulledge reported that the face-to-face retreat has been cancelled. Staff was thanked for cancelling contracts with no financial penalties.

The retreat will be conducted virtually over two days.

FALL MEETING AND HQ GRAND OPENING

Mr. Gulledge reported that November 18-21, 2020 has been set as the dates for the fall meeting. Of the opinion that the BOD will meet virtually this fall.

COMMITTEE APPOINTMENTS

It was determined that the Committee Appointments meeting will take place March 22-24, 2021.

ADJOURNMENT

Mr. Boyce expressed his thanks and welcomed the new members of ExCom. Staff was thanked for their support.

Mr. Gullledge thanked Mr. Knight for his service. Mr. Gullledge thanked Mr. Boyce for leading the Society.

The meeting adjourned at 10:09 am.



Jeff H. Littleton, Secretary

ATTACHMENTS:

- A. REHVA MOU
- B. ASHE MOU
- C. Public Policy Priorities for SY 2020-21
- D. Proposed ROB Edits
- E. ASHRAE-CIBSE SPA
- F. NYSERDA MOU
- G. Position Document Revisions

Proposed MOU

A

MEMORANDUM OF UNDERSTANDING

ExCom Open Session Minutes 2020 June 22 and 20

ASHRAE

AND

REHVA (FEDERATION OF EUROPEAN HEATING, VENTILATION AND AIR CONDITIONING ASSOCIATIONS)

REHVA is a Pan-European federation currently representing 27 member associations (with about 120 000 individual members) headquartered at 40 Rue Washington 1050, Brussels, Belgium. REHVA is dedicated to the improvement of health, comfort, safety and energy efficiency in all buildings and communities with the mission to advance HVAC technologies to adapt to climate change and high-quality engineering practice, to promote European standards, and act as the single voice of European HVAC designers and building services engineers by facilitating knowledge exchange, supporting the development of related EU policies and their national level implementation..

ASHRAE is an international individual membership organization (with about 57 000 individual members) headquartered at 1791 Tullie Circle Northeast, Atlanta, Georgia 30329, USA dedicated to serve humanity by advancing the arts and sciences of heating, ventilation, air-conditioning, refrigeration and their allied fields. ASHRAE engages input from its members worldwide and others to support research and develop standards for international application.

REHVA and ASHRAE have a long relationship of cooperation for over 50 years. ASHRAE has always had members in Europe and some of them, were and are highly integrated in the REHVA governance. Similarly, REHVA has had some individual members of their national associations highly integrated in ASHRAE governance.

The basis of this Memorandum of Understanding is the belief that by working together, both organizations can amplify their abilities to serve their members and the general public while simultaneously eliminating duplication and conflicts. Collaboration between ASHRAE and REHVA will also allow both organizations to address major issues facing our industry worldwide, including adapting to a rapidly evolving climate condition and technology in the framework of mutual information exchange. The natural outcome of elevating and magnifying membership value will be an increase in the communication, cooperation and collaboration between ASHRAE and REHVA.

Establishing the Relationship between REHVA and ASHRAE

Both entities enter into this MoU with the objective to start a new era of potential cooperation, by agreeing to build their cooperation scheme with mutual benefit.

In implementing this MoU, REHVA and ASHRAE will investigate collaborative activities related to ASHRAE and REHVA.

The intent of this MoU is to explore and enhance communication, cooperation and, where applicable, coordination between ASHRAE and REHVA, which recognizes the following levels:

- Global: between ASHRAE and REHVA at the Society and Board level respectively
- European regional: between ASHRAE Region XIV and REHVA
- Country: between the national association and the local ASHRAE chapter, group, section.
- Individual members: when they are member of REHVA national associations and ASHRAE

As a starting point, ASHRAE and REHVA seek to cooperate in the areas contained within the Annex 1.

ASHRAE and REHVA agree to work together in harmony at all levels.

To create a harmonious relationship and improve communication, the following regular meetings are envisioned:

- A meeting between REHVA and ASHRAE will be held yearly in conjunction with the ASHRAE Winter Conference.
- A meeting between REHVA and ASHRAE will be held yearly in conjunction with the REHVA General Assembly.
- Additional meetings may occur, either face-to-face or electronically, as conditions warrant.

The purpose of these meetings will be to:

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

Development of international bodies

Each organization remains free to participate in any other international initiative with the same goal and will inform each other of its intention.

REHVA and ASHRAE agree to join efforts, in conjunction with other organizations, to help develop the Indoor Environmental Quality - Global Alliance (IEQ - GA).

Duration

This MoU will enter in force at the signature date executed and will cancel and replace the previous MoU. This MoU will terminate the 30th of June 2022, unless either ASHRAE or REHVA desires to negotiate a new MoU.

FOR ASHRAE

Darryl Boyce
ASHRAE President, 2019-2020

FOR REHVA

Frank Hovorka
REHVA President 2019-2022

Signature

Signature

Date

Date

ANNEX 1

An annual work plan will be developed under the principles of this MoU to define future joint initiatives of the following items:

- Events, publications and dissemination tools;
- Education and International Student Competition;
- Standards and policies;
- Research and Technical cooperation.

2009 MoU



MEMORANDUM OF UNDERSTANDING



AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS (ASHRAE)

AND

FEDERATION OF EUROPEAN HEATING AND AIR-CONDITIONING ASSOCIATION (REHVA)

The purpose of this Memorandum of Understanding (MoU) is to strengthen the relationship between Federation of European Heating and Air Conditioning Associations (REHVA) and American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) and to promote substantial and tangible actions to increase the co-operation between the two associations.

REHVA represents with its current 30 member countries more than 100,000 experts in the area of heating, air-conditioning, ventilation and refrigeration. REHVA is officially registered in the Netherlands under Dutch law with its secretariat currently locating in Brussels, Belgium.

ASHRAE is an international organization of some 50,000 members dedicated to advancing heating, ventilation, air conditioning and refrigeration to serve humanity and to promote a sustainable world.

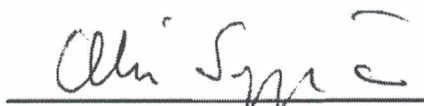
REHVA and ASHRAE enter into this MoU with the following objectives:

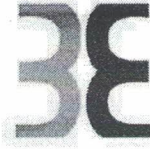
- Encourage participation at official meetings through formal participation by the other organization as often as is possible.
- Promote communication and information exchange between the organizations and their respective members through announcements in journals, web sites, and other communication vehicles.
- Promote the co-operation between ASHRAE technical committees and REHVA committees and Task Forces.
- Promote the knowledge of standard development activities in the USA and in Europe.
- Sponsor and jointly organize training and educational seminars and other educational activities when appropriate.
- Promote educational activities of the other organization whenever possible.
- Increase contacts and influence on governmental bodies and other decision makers where appropriate for both organisations including issuing joint or collective statements that articulate engineering perspectives on technical and scientific matters being addressed by governmental bodies at an international level.
- Strive to harmonize international standards.
- Cooperate on research activities of mutual interest to both organizations.
- Develop business relations between the two partners, including but not limited to consideration of the following:
 - Purchase for resale of each organization's publications by the other at a discounted rate to be negotiated by each organization's secretariat staff;
 - ASHRAE endorsement of REHVA CLIMA World Congresses for the purpose of encouraging North American and other ASHRAE member attendance thereby providing an opportunity for members of REHVA associations and of ASHRAE to interact on professional and technical matters;
 - Cooperation in sale and placement of advertisements in ASHRAE and REHVA publications, web sites and other communication vehicles as appropriate and as mutually beneficial to both organizations;
 - Opportunity to place advertisements by each organization in the other's journal, website, and other communication vehicles at special prices;
 - Cooperation in the development of and participation in conferences and exhibitions globally which may be mutually beneficial and which strengthen the bonds of international cooperation between the organizations and their respective members.
 - Offering of administrative and other secretariat support services which are mutually beneficial to the organizations.

To achieve these objectives REHVA and ASHRAE will form a joint committee. Further, both associations will each form a specific task group to carry out the work with approval by their official bodies. Both organizations enter into dialogue with a constructive attitude knowing that a positive outcome will strengthen both parties, ultimately resulting in technological advancement for the benefit of humanity.

Executed this day of


President, ASHRAE


President, REHVA



Strategic Partnership Agreement

ASHRAE, CIBSE and REHVA

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, by providing members and the public with first class information and education services and promoting the spirit of fellowship that guides their work.

Founded in 1963, REHVA, the Federation of European Heating, Ventilation and Air Conditioning Associations, develops and disseminates cost effective and, energy efficient building mechanical systems and services technologies that result in healthy buildings to serve its members and the field of building engineering.

All three organizations play important roles in creating a more sustainable world by providing the technical expertise, educational products and research needed to produce a comfortable, healthy and energy efficient built environment. The basis of this agreement is the belief that by working together all three organizations can amplify their ability to provide these services to its members and the general public while simultaneously eliminating duplication and conflicts. Strong collaboration between ASHRAE, CIBSE and REHVA will also allow each organization to address the major issues facing our industry worldwide, including adapting to a rapidly evolving technology, harmonization of standards and codes, mitigating the impact of climate change and many other common issues. By sharing experiences and applying divergent resources, the three organizations can successfully address common issues to benefit the industry as a whole.

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, CIBSE and REHVA with a practical commitment to work together on the following activities and goals that serve our collective membership and the public to promote a more energy conscious, healthy, comfortable, productivity-enhancing and sustainable world. Nothing in this agreement will preclude ASHRAE, CIBSE or REHVA from conducting business individually, nor does this agreement contain any conditions, requirements or criteria that would limit competition, set pricing or otherwise restrain free trade.

CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, all three organizations commit to hold a strategy meeting of senior leadership at least annually (preferably in person, or via electronic meetings) of designated ASHRAE/CIBSE/REHVA senior representatives to:

- Increase networking internationally

- 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 all three organizations as leaders in addressing mutual challenges.

These strategy meetings should be scheduled to ensure that enough time is allocated to properly conduct strategic discussions. It is recommended that strategy meetings are held separately from the program of general society meetings ASHRAE/CIBSE/REHVA shall take responsibility for initiating the first annual strategy meeting to include senior leadership from each organization. Action items with assigned responsibilities shall be recorded at each meeting.

To further communication and increase international networking, REHVA will be invited to join the ASHRAE Associate Society Alliance (AASA). Membership in AASA will further REHVA's mission of serving as a bridge between organizations to generate opportunities and stimulate networking. This Strategic Partnership Agreement applies only to REHVA and not its national association members. Nothing contained in this agreement shall preclude any of REHVA's national associations from entering into a separate agreement containing terms and conditions to account for the specific needs of that national association.

COLLABORATION

ASHRAE, CIBSE and REHVA each deploy a different model to serve their members and the general public. Both ASHRAE and CIBSE, as charitable enterprises, serve individual members along with the general public. REHVA's members are national associations in Europe and the surrounding geographic area. Collaboration between the three organizations can take advantage of the strengths of each model to better serve each organization's diverse membership.

It is the intent of this agreement to produce a long-term relationship that is mutually beneficial to each organization's membership such that each organization will grow stronger. In order to achieve this intent, the three organizations agree to form a task force to explore in Europe the development of a relationship that supports regions, chapters, clubs, national associations and also individual members that are not members of a region, chapter, club or national association. The task force would be kept informed and would also be charged with creating initiatives for such groups and with writing a Reference Document that establishes the relationship between all three organizations. This initiative shall not preclude the formation of new chapters, regions, clubs or some other new, hybrid forms of a chapter, region or club by any organization. The task force will specifically include in the Reference Document how the following will be accomplished:

- Administrative and technical support, as well as volunteer support, for each organization.
- Collaboration efforts listed below between respective members within a country where a REHVA national association exists.
- Collaboration efforts listed below between countries where REHVA national associations exist.

It is the intent of this agreement that once the above referenced Reference Document is approved by all three organizations, new, customized Reference Documents will be written for each REHVA national association that believes that they need a customized version. This ensures that a Reference Document will apply to everyone equitably.

SCOPE OF COLLABORATION

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, CIBSE and REHVA 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, CIBSE and REHVA.
- Investigate and implement ways that certification 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/REHVA educational programme for Europe with the possibility of creating business plans for other geographic areas as well.
- Investigate the development of a European speaker's bureau comprised of distinguished lecturers from each organization. The purpose of the speaker's bureau is to increase communication between the three organizations, create an environment of technology cross-pollination, provide opportunities for each organization's members to learn from the other organization's experts, and provide an avenue to identify future collaboration opportunities.
- Investigate building technologies to support the de-carbonization of society.

CONFERENCES AND MEETINGS - 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. Unless prohibited by other contractual agreements, each organization shall help publicize the other organization's meetings and promote attendance, focusing on targeted audiences with potential interest in the particular conferences. Where appropriate, ASHRAE, CIBSE and REHVA may collaborate on a special conference that addresses common industry issues. Of particular interest are collaboration opportunities in emerging topics such as resiliency, legionella and sustainable cities. ASHRAE, CIBSE and REHVA agree to jointly develop a master calendar showing all of the pertinent activities, meeting and conferences of each organization.

ADVOCACY - Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE, CIBSE and REHVA agree to work together on common public affairs goals and ideologies. During the annual strategic leadership meeting, 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.

STANDARDS HARMONIZATION – It is well known that the current environment of fragmented technical standards, both within countries and internationally, does not serve our members or the general public well. Fragmentation is a significant obstacle in creating a more sustainable world, which is a part of each organization's mission. At the same time, local conditions, culture and languages must be accommodated in standards if they are to be successfully applied and implemented. Providing harmonization or alignment between the major standards used by the three organizations, without attempting to supplant any standard, would be a major step forward for our industry. To that end, ASHRAE, CIBSE and REHVA agree to form a task force to develop strategies to support standards harmonization..

TECHNICAL DISSEMINATION – Dissemination of technical information is a key element of each organization’s purpose. Accordingly, ASHRAE, CIBSE and REHVA agree to foster technical dissemination and cooperation in areas of common interest by:

- Exploring opportunities to jointly produce publications of mutual benefit. Of particular interest are publications on emerging topics such as resiliency, legionella and sustainable cities.
- Cross-marketing each organization’s publications where appropriate and with industry standard distributor discounts.
- Using periodicals, websites and social media to promote the other organization’s events, publications and other activities.
- Exploring mutually beneficial ways to translate ASHRAE, CIBSE and REHVA publications for distribution around the globe.
- 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.
- Providing at least one complimentary subscription of the primary membership periodical to be received at the headquarters location of the other organization.

RESEARCH - Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE, CIBSE and REHVA 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 Strategic Partnership Agreement 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
22 Balham High Road
London SW12 9BA
Tel: +44 (0)20 8675 5211
Email: smatthews@cibse.org

For REHVA

Anita Derjanecz
Managing Director
REHVA
Rue Washington, 40
1050 Brussels, Belgium
Tel: +32 2-514 11 71
Email: ad@rehva.eu

TERMINATION

Any party to the agreement may terminate this agreement, with or without stated cause, upon providing the other parties with sixty (60) days written notice of intent to terminate.

TERM

The term of this agreement shall begin when signed by all 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, CIBSE and REHVA 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 three organizations, and none of the three organizations 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, CIBSE and REHVA. 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 all three organizations.

FOR ASHRAE

Jeff Littleton, Executive Vice President

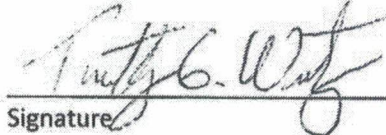


Signature

June 16th, 2017

Date

Timothy G. Wentz, PE
ASHRAE President, 2016-2017



Signature

May 24, 2017

Date

FOR REHVA

Anita Derjanecz, Director

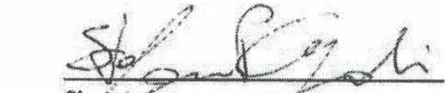


Signature

29/05/2017

Date

Stefano P. Corgnati, Ph.D., Prof.
REHVA President, 2016-2019



Signature

May 24, 2017

Date

FOR CIBSE

Stephen Matthews, Chief Executive/Secretary



Signature

5 June 2017

Date

John Field, MA, CEng, FCIBSE, MEI, CMVP
CIBSE President, 2016-2017



Signature

24th May 2017

Date



Memorandum of Understanding

ASHRAE and American Society of Health Care Engineering (ASHE)

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

ASHE, a professional membership group of the American Hospital Association, is a trusted industry resource that provides education, regulatory guidance, networking, advocacy representation, and professional development for our members.

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

CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold regular conference calls between staff and/or liaison committees, and two liaison meetings annually (either in person or via conference call) of designated ASHRAE/ASHE senior representatives to:

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

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 the Executive Vice President (ASHRAE) and the ASHE Deputy Executive Director (ASHE).

CONFERENCES AND MEETINGS

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to an annual meeting, as well as alert the other to calls for entries for relevant meetings. If feasible, upon request each organization will provide guidance to the other on how to submit a proposal for its technical program.

ASHRAE and ASHE agree to explore opportunities to:

- provide speakers or panelists at the other organization's meetings, if possible, to help provide updates and perspectives on building industry technologies and trends
- co-sponsor a topical conference covering issues of relevance to both organizations' constituencies
- collaborate on conferences or meetings at the Regional or local level

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

YOUNG PROFESSIONALS DEVELOPMENT

ASHRAE and ASHE agree to connect the leaders of the Young Engineers in ASHRAE (YEA) and ASHE Young Professionals Task Force to explore joint activities that can help optimize collaboration between engineers and architects early in career development.

ADVOCACY AND PUBLIC OUTREACH

Where mutually beneficial and to the extent allowed by law and corporate policies, ASHRAE and ASHE agree to work together on common public affairs goals and visions. 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 such as technical aspects of building design, professional liability aspects of design practices, and the importance of professional licensure, and certifications relevant to the members of each organization

ASHRAE will invite ASHE to appoint a representative to serve as a non-voting liaison to the ASHRAE Government Affairs Committee.

PUBLICATIONS

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

- Provide at least one complimentary subscription 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, when appropriate
- Explore opportunities to provide discounts on each other's publications, when doing so is in both organizations' best interests.

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 ASHE agree to:

- Cross-market educational offerings and the national and international levels as possible, primarily via events calendars
- Explore opportunities to co-develop and sponsor
 - o new courses, webinars, or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and ASHE
 - o certificate or curated education content tracks
- Encourage joint, chapter level training on subjects of mutual interest to members of both organizations.

Recognizing a parallel commitment to promote educational opportunities in facilities management and engineering at the elementary and secondary levels, ASHRAE and ASHE agree to exchange ideas on how to promote Science, Technology, Engineering, Architecture and Math (STEAM) education and ensure our respective disciplines are included. The organizations agree to explore ways to work together on STEAM and elementary/secondary education promotion at the local, national, and global levels.

TECHNICAL ACTIVITIES COORDINATION

ASHRAE and ASHE members share many areas of common technical interest, including built environment health and safety, energy efficiency, and resilience and materials transparency. The two organizations agree to foster technical cooperation in these and other areas of common interest by:

- Encouraging members in each organization to participate on technical committees and task forces
- Providing ample opportunity for each organization's members 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
- Giving consideration to additional sponsorship opportunities, when feasible
- Exploring the co-development of new standards that address topics of mutual technical interest

RESEARCH

Recognizing that ASHRAE research is proprietary to the organization and its members and taking into account ASHE's Strategic Initiatives, the organizations will explore ways to cross-promote or collaborate on each other's research efforts, including investigating the creation of joint projects arising out of the results of existing research.

If feasible, upon request from ASHE, ASHRAE will provide training on how to apply for an ASHRAE research project.

COMMUNITY SERVICE

ASHRAE and ASHE will investigate working jointly on a community service project focusing on building health and welfare for communities.

ADMINISTRATIVE CONTACTS

The administrative contacts for actions tied to this MOU shall be:
Jeff Littleton for ASHRAE and Chad Beebe for ASHE.

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 in a writing signed by both organizations.

LEGAL STANDING

This MOU memorializes a commitment by ASHRAE and ASHE to continue and enhance their working relationship and individual efforts toward achieving the 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 agreement with the other. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and ASHE. Furthermore, it is understood that this Memorandum of Understanding is conceived as a "living document," meant to change as circumstances and priorities warrant. It may be modified or amended at any time in a writing acknowledged by both organizations.

For ASHRAE:

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

Date: _____

For ASHE:

Chad Beebe, AIA, FASHE, CHFM
Deputy Executive Director ASHE
155 North Wacker Drive, Suite 400
Chicago, IL 60606
Tel: 312-422-3800
Email: cbeebe@aha.org

Date: _____

ASHRAE's Public Policy Priorities – Proposed SY 2020-2021

Background: ASHRAE's Government Affairs Committee, with support from ASHRAE staff, have been continuously working to maintain the Society's reputation as the leading source for expertise in the built environment and a resource for policy-makers in the development of legislation and regulations affecting the public, the HVAC&R community, and the engineering profession. This effort has consisted of keeping ASHRAE members, Society positions, and technical developments highly visible among policymakers, primarily through "Government Outreach Days."

Action-Oriented Objective for SY2020-21: ASHRAE's objective is for lawmakers to view the association as an "indispensable partner" when it comes to crafting policy and legislation. During Society Year 2020-2021, ASHRAE will focus on the following Public Policy Priorities:

- Support Sustainable Building Practices to Mitigate Climate Change
Buildings and their heating, ventilation, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to GHG emissions. Buildings are responsible for more than 35% of global final energy use and nearly 40% of energy-related greenhouse gas emissions worldwide. ASHRAE supports energy efficient building design practices, including net zero energy buildings, and the use of sustainable technologies on a global basis to help reduce GHG emissions. In addition to government adoption of robust energy standards such as ASHRAE Standard 90.1-2019, 90.2-2018 and 90.4-2019 and the 2018 IgCC for new construction, ASHRAE supports policies and programs to improve the energy performance of existing buildings, including through adoption of ASHRAE Standard 100-2018 and building benchmarking and labeling requirements.
- Promote Healthy Buildings and Reduce Indoor Environmental Risks
Supporting the health and well-being of building occupants is the most important element of the indoor environment. Indoor air quality and environmental health must extend beyond simple "acceptable" conditions to the optimization of air quality, thermal comfort, ventilation, filtration, lighting and acoustics, and the influence of these on productivity, learning and health. ASHRAE has included Indoor Environmental Quality as an initiative in its 2019-2024 Strategic Plan. Importantly, ASHRAE supports policies that reduce the risk of disease transmission through building systems, including HVAC and water systems. To reduce the risk of SARS-CoV-2 transmission in building systems, ASHRAE has assembled an extensive library of resources, including guidance documents, webinars, training sessions, and standards. ASHRAE is happy to share its technical expertise to policy makers and elected officials to help fight this pandemic. ASHRAE has already supported several government entities in providing and disseminating technical resources, including the U.S. Department of Energy, the Army Corps of Engineers, and the International Energy Administration.



CELEBRATING **125** YEARS

- Advance Design and Construction of Resilient Buildings and Communities
Resiliency is an increasingly important societal, economic, and technical issue that will have major impact on how buildings are designed, renovated and operated. ASHRAE has included Resilient Buildings and Communities as an initiative in its 2019-2024 Strategic Plan. ASHRAE must establish a leadership role in advancing new practice paradigms and raising awareness about the importance of resilient buildings and communities. ASHRAE is committed to developing, publishing and maintaining a Resilient Building/Community Standard, accompanying Design Guide(s) and design tools, and educational programs. Additionally, it is critical that policy makers understand that building energy codes and standards are an essential element of resilient buildings.
- Ensure the Orderly and Safe Phasedown of High-GWP HFC Refrigerants
ASHRAE supports the global phasedown of the production and consumption of Hydrofluorocarbons (HFCs) refrigerants that have high-Global Warming Potential (GWP), including through legislation, regulations, and policy. As governments commit to using lower GWP refrigerants, ASHRAE wants to ensure the safe application of these refrigerants, including through the adoption of ASHRAE Standard 15-2019, *Safety Standard for Refrigeration Systems*, and Standard 34-2019, *Designation and Classification of Refrigerants*, and continued support for the ASHRAE Position Document on Refrigerants and their Responsible Use.
- Support Adoption of the Latest Edition of ASHRAE's Energy Standards into Building Codes
ASHRAE has an opportunity to make significant progress with the adoption of more recent versions of Standard 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings, which has provided the minimum requirements for the energy-efficient design in the United States for over 40 years. Although its adoption in the U.S. by States is required by the Energy Conservation and Production Act (ECPA), most States have not adopted the 2016 version of the standard. ASHRAE will increase advocacy efforts to adopt the latest version of 90.1, as well as advocate for effective enforcement of energy efficiency codes and standards. We will also prioritize the adoption of ASHRAE Standard 90.2 for residential energy performance requirements and Standard 90.4 for energy performance of data centers.
Additionally, ASHRAE will continue to encourage the adoption of energy efficiency standards around the world. Standard 90.1 has already been adopted in Brazil while ASHRAE standard 90.2 has been adopted by Kuwait and the Kingdom of Saudi Arabia.
- Strengthen the HVACR Workforce
The HVACR industry is facing a serious shortage of skilled employees, which impacts ASHRAE's ability to accomplish any of its other Public Policy Priorities. ASHRAE supports policies that strengthen science, technology, engineering and math education at all levels; better align education and training programs with building design necessities; require quality certification programs that deliver better building performance; and promote and make available technical and career training in the HVACR industry.

3.800 ASHRAE ASSOCIATES

Requirements and Application Procedure for Association with ASHRAE

ASHRAE, in its desire to broaden its scope of activities in the world and thereby make possible a more effective and fruitful exchange of knowledge and ideas among engineers engaged in the arts and sciences of heating, ventilation, air-conditioning and refrigeration [and their allied fields](#), has decided, by recommendation of its Executive Committee and approval of the Board of Directors, to make it possible for any qualifying society, engaged in the same field of activity, to become an Associate [Society](#) of ASHRAE. [The assembly of associate societies of ASHRAE shall be known as the ASHRAE Associate Society Alliance \(Alliance\)](#)

I. BASIC REQUIREMENTS

The basic requirements for [a society to become an Alliance member](#) are as follows:

- A. Application will be limited to organizations located outside of the United States and Canada whose purpose is to advance the arts and sciences of heating, refrigerating, air-conditioning or ventilation [and their allied fields](#).
- B. Organizations applying for [membership in the Alliance](#) must have been in existence a minimum of three consecutive years and have no less than 100 members in good standing.
- C. The membership requirements of organizations applying for [membership in the Alliance](#) must be open to all individuals who meet the minimum requirements for ASHRAE membership. (Note: Please see www.ashrae.org for qualifications of ASHRAE membership.)

II. RIGHTS AND PRIVILEGES

Each [Alliance member](#) is entitled to the following rights and privileges:

- A. [Members of societies of the Alliance in good standing](#) are entitled to [the rights and privileges stipulated in the Memorandum of Understanding \(MoU\) between the Alliance Society and ASHRAE](#).
- B. Members in good standing [of ASHRAE and of any Alliance Society](#) may apply for membership in the other organization subject to meeting the minimum requirements of the said organization.
- C. ASHRAE and the [Alliance members](#) will provide to each other its principal publications [in a digital format](#).
- D. [Alliance members](#) may translate and reprint ASHRAE meeting and ASHRAE Journal papers following formal written requests to do so [and per guidance provided by ASHRAE](#).

III. OBLIGATIONS OF ASSOCIATES

Each ASHRAE Associate has the following obligations:

- A. To promote the advancement of HVAC&R technology.

- B. An annual report on ASHRAE activities, promotional activities, membership levels, collaboration with local ASHRAE chapters, sections and groups, where applicable.
- C. Provide principal publications in a digital format to ASHRAE
- D. Be an active member of the Alliance and contribute to the programs and initiatives of the Alliance.
- E. Collaborate with ASHRAE in enhancing the stature and profile of the HVAC&R industry and allied fields
- F. Jointly articulate common issues with decision-makers in international platforms.

IV. IDENTIFICATION OF ASSOCIATION

Associates may print on their letterhead: Associate Society of ASHRAE

V. DISASSOCIATION

ASHRAE reserves the right to disassociate with any Associate. Reasons for disassociation include but are not restricted to:

- Failure to extend reciprocal privileges to ASHRAE members.
- Failure to maintain timely communication with ASHRAE.
- Failure to exchange principal publications.
- Associate became an inactive organization or an organization having fewer than 100 members for an extended period of time.

VI. APPLICATION PROCEDURE

If the national Society meets the basic requirements for association as outlined herein and desires to apply for association with ASHRAE, the national association shall submit a formal request by completing the AASA Application Form and required documents and submitting to:

ASHRAE Executive Vice President

ASHRAE

1791 Tullie Cir NE | Peachtree Corners, GA 30329

Fax: 404-321-5478

Email: jlittleton@ashrae.org

VII. ROSTER OF ASHRAE ASSOCIATE SOCIETIES

For a complete list of ASHRAE Associate Societies, please visit www.ashrae.org.

VIII. OFFICERS AND STAFF LIAISON

a. Positions

- i. The chair of the Alliance shall be a presidential member and shall be appointed by the ASHRAE Society President. (02-06-23-08)
- ii. The vice chair of the Alliance shall be a presidential member and shall be appointed by the ASHRAE Society president
- iii. The ExCom Representative will currently be a vice president of the Society and shall be appointed by the president. (02-06-23-08)
- iv.

b. Term of Service

- i. The chair will serve for three years. (99-01-24-25/02-06-23-08)
- ii. The vice chair will serve for three years (02-06-23-08)
- iii. The ExCom Representative will serve for one year
- iv. Leadership of the Alliance shall change at the beginning of the Society year at the first Board meeting.

Recommend deleting Section 3.810 in its entirety. The ROB should not contain operational guidelines. The pertinent sections have been moved to 3.800 or to the AASA MOP

3.810 OPERATIONAL GUIDELINES FOR ASHRAE ASSOCIATE SOCIETY ALLIANCE (AASA)

1. NAME

ASHRAE Associate Society Alliance. (97-06-29-22)

2. ESTABLISHMENT

The ASHRAE Associate Society Alliance (hereinafter referred to as the Alliance) is an assembly of representatives of Associate Societies of ASHRAE and ASHRAE.

3. SCOPE AND PURPOSE

This Alliance shall advise the Executive Committee on possible cooperative efforts with one or more Associate Societies to advance the arts and sciences of HVAC&R. Examples of cooperative activities may include joint sponsorship of conferences (see "Rules of the Board, Book 2, Conferences" for co-sponsorship criteria), jointly funded research and educational programs. In addition, the Alliance shall serve as a source for possible cooperative activities between organizations represented in the Alliance.

4. RESPONSIBILITIES/DUTIES

4.1 The Alliance vice chair shall submit to the Executive Committee, prior to meetings of the Society, reports of its activities, and shall submit progress reports at other times at the request of the President. (99-01-24-25/02-06-23-08)

4.2 Duties of the Alliance include:

- (a) Recommending sites and subjects for possible jointly sponsored conferences and educational programs and the promotion of such programs. Costs associated with these activities may be the total responsibility of the host associate society(s). Any cost absorbed by ASHRAE will be at the discretion of the ASHRAE Board of Directors upon recommendation of the Executive Committee.
- (b) Promoting joint research projects between their country/region's universities and other research facilities and ASHRAE in accordance with policies and procedures developed and approved by ASHRAE.

5. MEMBERSHIP

5.1 Composition

5.1.1 The Alliance shall consist of one representative from each of the ASHRAE Associate Societies. Representatives will be selected by their respective societies. (99-01-24-25)

5.1.2 The coordinating officer of the alliance shall be the ASHRAE President.

5.1.3 The ASHRAE President may appoint any person or persons to serve in a consulting capacity to the Alliance. (SBL 7.2)

5.2 Qualifications (Waiver SY '18-'19 18-06-27-03/97-06-29-24)

5.2.1 The chair of the Alliance shall have been a member of the ASHRAE Board of Directors with international experience and be appointed by the ASHRAE Society President. (02-06-23-08)

5.2.2 The vice chair of the Alliance shall be appointed by the president

5.2.3 The AASA member shall be an ASHRAE member. (02-06-23-08)

5.3 Term of Service

5.3.1 The chair will serve for three years. (99-01-24-25/02-06-23-08)

5.3.2 The vice chair will serve for one year. (02-06-23-08)

5.3.3 Leadership of the Alliance shall change from the old to the new when the new Board convenes for the first time.

6. MEETINGS

6.1 Number and Time

The Alliance may annually meet in conjunction with the ASHRAE Winter Meeting or other venue as is advantageous to both the Associate Societies and ASHRAE. (01-01-31-23)

6.2 ASHRAE will not reimburse any members of the Alliance other than the chair and vice chair and consultants appointed by the president for expenses incurred to participate in the activities of the Alliance.

7. CONDUCT OF MEETINGS

7.1 Rules of Order

The conduct of meetings of the Alliance shall be governed by the current edition of Robert's Rules of Order Newly Revised.

7.2 Voting

The Alliance may vote on issues needing an indication of consensus. Each representative and the chair and vice chair will be the voting members of the Alliance. (99-01-24-25)

7.3 Executive Session

The Alliance will not hold executive sessions.

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

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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

**Memorandum of Understanding
Between
New York State Energy Research and Development Authority and ASHRAE
NYSERDA Agreement No.**

This Memorandum of Understanding (“MOU”), dated as of the DD of MONTH, 2020, is entered into by and between the New York State Energy Research and Development Authority (“NYSERDA”), a public benefit corporation of New York State established under Article 8, Title 9A of the State Public Authorities Law and having its principal place of business located at 17 Columbia Circle, Albany, NY 12203, and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (“ASHRAE”), a consolidated corporation under the laws of New York State, and having its principal place of business 1791 Tullie Circle, N.E. Atlanta, GA 30329, to form a strategic partnership and establish the terms and conditions to collaboratively help New York State achieve its clean energy, climate change, economic development, and public health policy goals. NYSEDA and ASHRAE are referred herein individually as “Party” and collectively as the “Parties”.

RECITALS

WHEREAS, the mission and vision of NYSEDA are to: (1) advance innovative energy solutions in ways that improve New York’s economy and environment; and (2) Serve as a catalyst to advance energy innovation, technology, and investment thereby transforming New York's economy, and empowering people to choose clean and efficient energy as part of their everyday lives; and

WHEREAS, in alignment with New York State policy goals as outlined in the Climate Leadership and Community Protection Act (CLCPA) and New Efficiency New York (NENY), the mission objectives of NYSEDA include the advancement of innovative energy solutions in ways that establish a national best practice model for climate change mitigation and adaptation, resiliency, and clean energy market transformation; and

WHEREAS, ASHRAE is a global society with more than 56,000 members in over 132 countries, and a membership of about 2,700 engineers in New York State; and

WHEREAS, the mission and vision of ASHRAE are respectively: (1) To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields; and (2) A healthy and sustainable built environment for all; and

WHEREAS, ASHRAE Standards form an integral part of the New York State Energy Code; and

WHEREAS, ASHRAE standards, guidelines, research, training, tools, technical manuals, and best practice guidance form a body of information essential to the New York State clean energy economy and to the achievement of New York State policy goals.

NOW, THEREFORE,

The Parties agree to form a strategic partnership as outlined by the terms and conditions set forth herein, and to work together collaboratively to help New York State achieve its clean energy, climate change, economic development, and public health policy goals.

I. THE PARTIES

Established in 1975, NYSERDA is a New York State public-benefit corporation, located in Albany, New York, with regional offices in New York City, Buffalo, and West Valley. NYSERDA offers information and analysis, programs, technical expertise, and funding aimed at helping New Yorkers increase energy efficiency, save money, use renewable energy, and reduce their reliance on fossil fuels. NYSERDA professionals are charged with protecting the environment and creating clean-energy jobs. NYSERDA collaborates with businesses, industry, the federal government, academia, the environmental community, public interest groups, and energy market participants to reduce energy consumption and greenhouse gas emissions.

Founded in 1894, ASHRAE, a not-for-profit 501(c)(3) corporation, is a professional and technical society that serves humanity by advancing the arts and sciences of heating, ventilation, air-conditioning, refrigeration and their allied fields. ASHRAE's more than 56,000 individual members focus on building systems, energy efficiency, indoor air quality, refrigeration and sustainability. Through research, standards writing, publishing, certification and continuing education, ASHRAE shapes tomorrow's built environment today, and collaborates with many organizations throughout the buildings industry.

II. PURPOSE

The purpose of this MOU is for ASHRAE to assist through its technical expertise New York State in meeting the climate change, clean energy, market transformation and other public policy goals set forth in the Climate Leadership and Community Protection Act (CLCPA) and under New Efficiency New York (NENY), and to support an effective response to the COVID-19 crisis and enable the safe reopening and operation of buildings in New York State under NY Forward. NYSERDA and ASHRAE agree to work cooperatively to improve the design and application of efficient and low carbon heating, ventilating, air-conditioning, and refrigeration technologies and their application in New York State. Cooperation under this agreement also referred to as "the Work" will focus on the following key areas:

1. Sharing and/or presenting existing research, resources, current knowledge, and best practices on minimizing airborne pathogen exposure through improved IAQ/Ventilation/UVGI for buildings that require operation and occupancy to enable the safe reopening and operation of buildings in NYS.
2. Development of job/task specific contractor and building safety guidelines to minimize airborne pathogen exposure.
3. Development and/or delivery of improved IAQ/Ventilation/UVGI airborne pathogen exposure mitigation and pathogen elimination research, technical and/or guidance manuals, and associated training for building owners, operators, service providers, and the design community with an emphasis placed on energy efficient design, technology, and operational approaches. Assessment of a need to update existing standards, develop new standards and build a custom protocol for New York State.
4. Development of guidance documents, technical manuals, and other technical tools to support NYS policy goals including carbon neutral buildings, building electrification, carbon emission load calculations, clean geothermal district systems, and other public policy goals. Development of standards or updating existing standards through the ANSI process that cover topics such as net zero buildings, building electrification, carbon-based energy, and clean thermal district.

5. Development and/or delivery of new or existing ASHRAE professional training on the application of codes, standards, guidance documents, manuals, and tools to support New York State policy goals.
6. Improved communication and information sharing between The Parties to facilitate the following: communication of NYSERDA's available COVID Safe Workforce Training, solicitation of program related feedback, accelerated identification of barriers to market transformation, and the surfacing of insights on new opportunities to grow the clean energy economy in New York State.
7. On demand or project based technical advisory and matchmaking services as mutually agreed.
8. Other activities as needed or beneficial, mutually agreed, and where ASHRAE's and NYSERDA's missions and interests align.

III. AMENDMENT AND TERMINATION

1. This MOU may be modified or amended in writing by the Parties, and such amendments shall become part of, and shall be attached to, this MOU. This MOU may also be terminated with or without cause by any Party upon thirty (30) days written notice.
2. This MOU shall terminate automatically at the end of three (3) years unless revised or extended by written agreement of the Parties.

IV. CONFIDENTIALITY

1. For purposes hereof, "Confidential Information" means any information disclosed, either directly or indirectly, in writing, orally or by inspection of documents, which is indicated as being confidential at the time of disclosure, pursuant to paragraph 4 of this Section.
2. Notwithstanding any other provision of this MOU, the Parties agree to keep all Confidential information in strict confidence for a period of three (3) years from the date of receipt; provided, however, that the Parties shall maintain the strict confidence of any Confidential Information which may constitute a trade secret for so long as such Confidential Information remains a trade secret under applicable law. The Parties shall at all times exercise reasonable care to safeguard such Confidential Information.
3. The Parties agree only to disclose Confidential Information to those employees who need to know the Confidential Information and who have been informed of its confidential nature and who agree to be bound by confidentiality provisions covering such information which are at least as restrictive as those contained in this MOU.
4. NYSERDA is required to comply with the NYS Freedom of Information Law, Public Officers Law, Article 6. Section 87(2)(d) of that law provides for exemptions to disclosure for records or portions thereof that "are trade secret or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the disclosing party wishes to have treated as proprietary and confidential trade secret information should be identified and labeled "Confidential" or

“Proprietary” on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 (NYSERDA; <http://nyserda.ny.gov/~media/Files/About/Contact/NYSERDARegulations.ashx>). By so marking such information, the disclosing party represents that information has actual or potential specific commercial or competitive value.

V. GENERAL TERMS

1. This MOU does not constitute a binding commitment by any Party to contribute resources of any nature, including data or funding or time, towards the initiatives discussed herein. No license under any intellectual property rights of any kind is granted or implied by disclosure of information hereunder.
2. Each Party is responsible for the costs of its participation in all activities carried out in the framework of this MOU, unless specified otherwise in writing. The Parties will separately fund any activities arising from their collaborative efforts. In no event shall any Party be liable to the other Party or its representatives for any special, indirect, punitive, exemplary, or consequential damages of any type, arising in contract, tort (including negligence, whether sole, joint, concurrent, or strict liability) or otherwise, arising out of this MOU.
3. This MOU shall not be construed as a teaming, joint venture or any other contractual relationship or as a settlement of any dispute or as creating any obligation to negotiate with respect to any of the foregoing.
4. This MOU contains the entire understanding between the Parties and may not be modified in any manner except by written amendment executed by the Parties. The Parties may, from time to time, specify any new or different address in the United States as their address by giving fifteen (15) days written notice to the other Party. The change of address shall not be considered as impermissible modification or amendment to this MOU.
5. This MOU may not be assigned by any Party.
6. In the event that any provision of this MOU shall be held invalid or unenforceable for any reason, that provision shall be ineffective to the extent of such invalidity or unenforceability and such invalidity or unenforceability shall not affect any other provision of this MOU.
7. No Party may use the other Parties' names, logos, trademarks, service marks, trade names, or refer to participation of an employee of the other Party by name or title, in any public release of information without the other Party's written consent.
8. The Parties have caused this MOU to be executed by their duly authorized representatives and is effective on the date of the last signature below.

VI. REPRESENTATIONS

1. The use, public performance, reproduction, distribution, or modification of the project results does not and will not violate the rights of any third parties, including, but not limited to, copyrights, trademarks, service marks, publicity, or privacy.

VII. LICENSES

1. ASHRAE shall be responsible for obtaining any necessary licenses to use any third-party content contained in materials developed by ASHRAE.

VIII. RESTRICTION ON USE

1. ASHRAE agrees that to the extent it receives or is given any information from NYSERDA or a NYSERDA contractor or subcontractor, ASHRAE shall treat such data in accordance with Section IV of this MOU and any restrictive legend contained thereon or instructions given by NYSERDA, unless another use is specifically authorized by prior written approval of the NYSERDA Project Manager.
2. ASHRAE acknowledges that in the performance of the Work under this Agreement, ASHRAE may come into possession of personal information as that term is defined in Section 92 of the New York State Public Officers Law. ASHRAE agrees not to disclose any such information without the consent of NYSERDA.

IX. PUBLICITY

1. ASHRAE shall collaborate with NYSERDA's Communications Department to prepare any press release, to plan for any news conference concerning the Work and any other marketing or publicity including but not limited to social media posts concerning the Work. In addition, ASHRAE shall notify NYSERDA's Director of Communications regarding any media interview in which the Work is referred to or discussed.
2. It is recognized that during the course of the Work under this MOU, ASHRAE or its employees may from time to time desire to publish information regarding scientific or technical developments made or conceived in the course of or under this Agreement. In any such information, ASHRAE shall credit NYSERDA's funding participation in the Project and shall state that "NYSERDA has not reviewed the information contained herein, and the opinions expressed in this report do not necessarily reflect those of NYSERDA or the State of New York." Notwithstanding anything to the contrary contained herein, ASHRAE shall have the right to use and freely disseminate project results for educational purposes, if applicable, consistent with ASHRAE's policies.
3. Commercial promotional materials or advertisements produced by ASHRAE shall credit NYSERDA, as stated above, and shall be submitted to NYSERDA for review and recommendations to improve their effectiveness prior to use. The wording of such credit can be approved in advance by NYSERDA, and, after initial approval, such credit may be used in subsequent promotional

materials or advertisements without additional approvals for the credit, provided, however, that all such promotional materials or advertisements shall be submitted to NYSERDA prior to use for review, as stated above. Such approvals shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by ASHRAE within thirty days after receipt of request for approval, the promotional materials or advertisement shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify ASHRAE within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days. If NYSERDA and ASHRAE do not agree on the wording of such credit in connection with such materials, ASHRAE may use such materials, but agrees not to include such credit.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized representatives.

NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Signature: _____

Name: _____

Title: _____

Date: _____



**REPORT TO ExCom
From Technology Council
June 29, 2020**

Motions requiring ExCom Approval:

1. Technology Council recommends that the Board of Directors (BOD) ExCom initiate a revision of the *Infectious Aerosols* position document (PD).

BACKGROUND: No changes to the current title, purpose and scope (TPS), shown in **Attachment A**, are requested at this time. EHC will recommend Walt Vernon serve as chair. This PD was approved in April 2020, but this request is to review the guidance with an expanded timeline and with the experiences gained during the current epidemic response.

TechC Vote: 13-0-0, CNV

2. Technology Council recommends that the Board of Directors (BOD) ExCom initiate a revision of the *Filtration and Air Cleaning* position document (PD).

BACKGROUND: No changes to the current title, purpose and scope (TPS), shown in Attachment B, are requested at this time. EHC will recommend Pawel Wargocki serve as chair with appropriate representation on the PD committee from all cognizant ASHRAE committees. This PD is set to expire 1/23/2021.

TechC Vote: 13-0-0, CNV

3. Technology Council recommends that the Board of Directors (BOD) ExCom initiate a revision of the *Limiting Indoor Mold and Dampness in Buildings* position document (PD).

BACKGROUND: No changes to the current title, purpose and scope (TPS), shown in Attachment C, are requested at this time. EHC and co-cognizant TC 1.12 support a revision of the PD and will recommend Lew Harriman serve as chair. This PD is set to expire 6/27/2021.

TechC Vote: 13-0-0, CNV

Respectfully Submitted,

William McQuade, Technology Council Chair

Title: ASHRAE Position Document on Infectious Aerosols

Purpose: Inform the ASHRAE membership and the public of the impact of HVAC systems on the distribution of infectious-aerosols. These aerosols can subsequently be inhaled directly in the upper respiratory tract, deep into the lung, or may settle out on surfaces and become indirectly transmitted by resuspension or fomite contact.

Scope:

The document will address the impact of HVAC systems that are described in the Systems Handbook on the distribution of infectious aerosols that results in exposure.

The document will address a variety of built and transportation environments.

The document will be written with sufficient scientific rigor and references to be useful to specialists such as policy makers, researchers, architects and engineers; and containing material that will be useful to the general public.

The document will provide the content from which a brief can be prepared for advocacy purposes.

Title:

“Filtration and Air Cleaning “Position Document (PD)

Purpose:

To inform ASHRAE membership and the public about the effects of air cleaning technologies for health and comfort. Both packaged air cleaners and HVAC integrated air cleaning and filtration systems will be considered.

Scope:

The scope of the proposed Position document is as follows:

1. Briefly characterize air cleaning technologies and their applications (outdoor and/or indoor air), and the associated health-relevant performance:
 - a. Clarify what is meant by air filter, cleanable media, gaseous or gas-phase filter, air cleaner, “air purifier”, ionizing air treatment, photo catalytic air cleaner, microbial deactivation, UVGI, ozone generator, electrets, plants and other terms;
 - b. Discuss technologies available to the commercial or residential consumers, the technologies employed and their potential health and comfort effects.
2. Reference health and comfort effects documented in published, peer reviewed journals, associated with the various technologies.
3. Describe the role and health implications of optimal use of air cleaners, maintenance and changing of air cleaning media.
4. Describe to which extent using air cleaning and filtration technologies can offset ventilation for acceptable IAQ.
5. Based on the authoritative health-relevant literature, state consensus information about the relative merits of various techniques.
6. State the consensus information about the development of the technology in this subject area.
7. Stay away from any product commercialism and/or endorsement or disparaging words about specific products and manufacturers.

Title: Limiting Indoor Mold and Dampness in Buildings

Purpose for the Position Document:

To inform ASHRAE members, policymakers, regulators and the public at large about positions held by ASHRAE that can help to minimize the potential for either indoor mold or dampness in buildings.

Scope proposed for the Position Document:

1. Describe positions held by ASHRAE that help to limit any risks that are known (by either cognizant authorities or credible research) to be associated with either indoor mold or building dampness.
2. Describe factors known within the ASHRAE community that have been (frequently):
 - a. Observed to either increase or reduce the potential for growing mold or accumulating excessive moisture inside buildings and which are also...
 - b. Known to have been influenced in the past by decisions and actions taken by building professionals, building occupants or government policymakers and regulators.