



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

**Sunday, November 15, 2020**

**Approved by the Executive Committee January 28, 2021.**

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**EXECUTIVE COMMITTEE MEETING**

Sunday, November 15, 2020

**MEMBERS PRESENT:**

Chuck Gullledge, President  
Mick Schwedler, President-Elect  
Farooq Mehboob, Treasurer  
Don Brandt, Vice President  
Bill Dean, Vice President  
Tim McGinn, Vice President  
Bill McQuade, Vice President  
Bill Dean, Vice President  
Jeff Littleton, Secretary

**STAFF PRESENT:**

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

**CALL TO ORDER**

Mr. Gulledge called the meeting to order at 8:00 am. Facilitation of the meeting was transferred to Mr. Schwedler as Mr. Gulledge was unable to join the online meeting.

**CODE OF ETHICS**

Mr. Schwedler read the ASHRAE code of ethics commitment and encouraged all members in attendance to read the full code of ethics available on ashrae.org.

**ROLL CALL/INTRODUCTIONS**

Roll call was conducted; members and staff in attendance as noted above.

**REVIEW OF MEETING AGENDA**

Mr. Schwedler reviewed the agenda. No changes were made.

**MEMBERS COUNCIL HARDSHIP MOTION**

Mr. Schwedler reported that this is being presented as an information item only. The proposed motion will come as part of Member Council's report to the BOD at the fall meeting. The motion was debated extensively by Members Council and the final vote was not unanimous.

The motion would grant a hardship reduction of dues by 50%. Members requesting the reduction will have to provide supporting documentation.

The estimated fiscal impact is \$315,000. Finance has not considered the motion with regards to adjustments to the 2020-21 budget. Additional funds would likely need to come from reserves.

Membership is currently allowed to grant full dues forgiveness in cases of hardship. The dues notices currently being sent include verbiage directing members who are facing hardship to contact Membership staff.

Mr. McQuade stated that it should be made clear that this is a one-time forgiveness or reduction of dues. A welfare system of dues should be avoided.

Mr. Littleton stated that the current dues waiver program waives 100% of dues. This motion will only allow for 50% of dues to be waived. If this motion prompts those members who have not renewed to now renew would there be an increase in dues revenue?

If this becomes known as the COVID-19 dues rate and many members decide to take advantage of it, fear the fiscal impact could be greater than \$315,000. Also concerned with members who have already paid full dues for the year but are experiencing a hardship. Would refunds be offered?

Currently, not a lot of hardship calls are coming in; when they do come in, members are reminded of the six-month grace period.

Mr. Brandt stated that he has similar concerns to Mr. McQuade. A future payback of waived dues was suggested.

Mr. McQuade reported that there is no payback plan nor is there a cap on the program.

**EXECUTIVE SESSION**

Executive session was called at 8:12 am.

Open session reconvened at 10:07 am.

**ADJOURNMENT**

The meeting adjourned at 10:07 am.

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

Jeff H. Littleton, Secretary