



MINUTES
EXECUTIVE COMMITTEE MEETING

Thursday, October 1, 2020

Approved by the Executive Committee on November 5, 2020.

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Thursday, October 1, 2020

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RINCIPAL APPROVED MOTIONS
Executive Committee Meeting
Thursday, October 1, 2020

No. - Pg.	Motion
1 - 2	That the minutes from the August 5, 2020, August 12, 2020, and August 24, 2020 Executive Committee meetings be approved.

ACTION ITEMS

Executive Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status
1 (Carryover from June 22 and 30, 2020)	Littleton	Work on developing an online tool to orchestrate notification to DRCs when officers visit chapters.	
2 (Carryover from June 22 and 30, 2020)	Littleton	Work on a better MOU with CAR.	
3 (Carryover from June 22 and 30, 2020)		Conduct a review of the Bylaws.	HOLD
4 (Carryover from June 22 and 30, 2020)	Littleton	Reach out to MBI staff to better understand MBI's direction as it relates to off-site building trends.	
5 (Carryover from June 22 and 30, 2020)	Littleton	Work on (unsigned) MOU with Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH).	
6 (Carryover from June 22 and 30, 2020)	McGinn	Contact Canada Green Building Council (CaGBC); possibly reinvigorate MOU that was signed in November 2006.	
7 (Carryover from June 22 and 30, 2020)	Gulledge	NSF International; renew MOU that expired December 2016.	
8 (Carryover from June 22 and 30, 2020)	McQuade	Work with Technology Council to determine if/how carbon as a metric strategy should be incorporated into the Society's technical content.	
9 (Carryover from June 22 and 30, 2020)	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.	HOLD
10 (Carryover from July 2, 2020)	Littleton	Connect Mr. Dean, Mr. Brandt, and Mr. McQuade to staff as needed to develop plan to capitalize strategically on the popularity of ASHRAE guidance in and around the pandemic; and coordinate conference calls as needed.	
11 (Carryover from August 12, 2020)	Littleton and Brandt	Explore the possibility of an MOU with IEA. Work with Mr. Olesen to flush out recommendations and report back to ExCom.	
12 (Carryover from August 24, 2020)	Schwedler, Dean, McQuade, ETF	Investigate the possibility of ETF capitalization and guidance on reopening buildings. Recommendations should be submitted to ExCom by the end of September.	
13 - 2	Littleton	Provide contribution totals for each of the companies on the virtual corporate visit list.	
14 - 2	McQuade	Work with Tech Council to obtain a list of TC participation by company.	
15 - 3	ExCom	Mr. Schwedler will send the virtual corporate visit list to all of ExCom. Members should provide contact information for the companies as applicable.	
16 - 3	Littleton	Explore coordinating virtual meetings with each of the organizations on the virtual corporate visit list. Also create an agenda template for use by members of ExCom when making virtual visits.	
17 - 3	Littleton	Notify the BOD of the extended DL moratorium through the end of the calendar year 2020. Once the BOD has been notified, CTTC should also be notified.	

18 - 4	Littleton	Coordinate a hybrid meeting with Caesar's Palace and determine which members should attend from CEC and from an IAQ standpoint. ExCom members will include Mr. Brandt, Mr. McQuade and Mr. Gullledge.	
19 - 4	Schwedler	Communicate the sentiments of ExCom and Region XIV regarding the ASHRAE-CIBSE SPA to Sheila Hayter and request that the ASHRAE representatives on the CIBSE ASHRAE working group consider additional edits to the SPA.	



MINUTES
EXECUTIVE COMMITTEE MEETING

Thursday, October 1, 2020

MEMBERS PRESENT:

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

STAFF PRESENT:

Candace DeV Vaughn, Manager - Board Services
Chandrias Jacobs, Coordinator - Board Services
Joyce Abrams, Director - Member Services
Vanita Gupta, Director - Marketing
Kim Mitchell, Chief Development Officer
Mark Owen, Director - Publications & Education
Stephanie Reiniche, Director - Technology
Craig Wright, Director - Finance & Admin. Services
Alice Yates, Director - Government Affairs
Lizzy Seymour, Manager - Conference Services
Tony Giometti, Sr. Manager - Conference Programs

CALL TO ORDER

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

CODE OF ETHICS

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

ROLL CALL/INTRODUCTIONS

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

REVIEW OF MEETING AGENDA

Mr. Gulledge reviewed the meeting agenda. There were no additions or changes.

APPROVAL OF MEETING MINUTES

Mr. Brandt moved and Mr. McQuade seconded that

1. The minutes from the August 5, 2020, August 12, 2020, and August 24, 2020 Executive Committee meetings be approved.

MOTION 1 PASSED. (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS**AUGUST 12, 2020**

Action items 1, 2, 4-6, 8-9, 17 and 21 were reported as ongoing.

Action items 3 and 11 were reported as still on hold.

AI - 1-11

All other action items were reported as complete.

AUGUST 24, 2020

Action item 5 was reported as ongoing. All other action items were reported as complete.

AI - 12**VIRTUAL CORPORATE VISITS**

Mr. Schwedler reported that he will be compiling all the recommendations received and distributing the list to ExCom. Members of the Committee are asked to note which organizations for which they already have contacts. The list will then be divided among the Committee and visits scheduled.

Mr. McQuade asked for metrics to prioritize the list and to identify the objective for each organization. He also suggested that Development provide totals of what each company has contributed. Which contact is met with depends on what Society wishes to accomplish.

Staff will provide contributions totals for each of the companies on the virtual corporate visit list.

AI - 13

Mr. McQuade will work with Tech Council to obtain a list of TC participation by company.

AI - 14

Mr. Schwedler will send the virtual corporate visit list to all of ExCom. Members should provide contact information for the companies as applicable.

AI - 15

Staff will explore coordinating virtual meetings with each of the organizations on the virtual corporate visit list. Also, staff will create an agenda template for use by members of ExCom when making virtual visits.

AI - 16

IMPLEMENTATION OF SOCIETY 2020-21 THEME

Mr. Mehboob reported that the ad hoc focused on implementing the 2020-21 Society theme have been divided into four subcommittees - digital landscape, lean collaboration, connections, and streamlining.

The ad hoc was charged with producing a business plan by the winter meeting. The ad hoc is scheduled to complete its work by the 2021 annual meeting.

Ad hoc leadership will meet monthly to oversee progress and the work of the four subcommittees.

DL PROGRAM TRAVEL STATUS

Mr. Gulledge stated that the end of the imposed DL travel moratorium is approaching. What are next steps?

Mr. Mehboob stated that many DLs are receiving an increased number of invites. So many requests have been received from RAL that the Region instituted guidelines and policy for hosting virtual programs.

It was discussed that the moratorium could be extended through the end of the calendar year without much pushback; many chapters are planning an entirely virtual year of meetings and programs.

Ms. Abrams stated that CTTC would agree with extending the moratorium through the end of the calendar year. Most chapters plan their programs for the entire Society year but knowing there is a decision through the end of the calendar year would be helpful for planning purposes.

There was consensus that the DL travel moratorium be extended through the end of calendar year 2020. The travel moratorium will be revisited in December.

Staff will notify the BOD of the extended DL moratorium through the end of the calendar year 2020. Once the BOD has been notified, CTTC should also be notified.

AI - 17

2022 CAESAR'S PALACE IAQ REVIEW

Mr. Littleton reported that the contract with Caesar's Palace for the 2022 Winter Conference states that Society will meet with hotel staff in regards to IAQ. This clause was driven by member feedback criticizing Society for conducting meetings in buildings that allow smoking.

How do we facilitate this meeting and take mission focused control of the 2022 Conference?

Ms. Seymour reported that this is an opportunity for an open ear to Caesar's leadership as it relates to IAQ. The MGM hotel has gone smoke free. Society is committed to Caesar's for the 2022 meeting.

Mr. Littleton added that in addition to complaints related to smoking, a number of people got sick at or immediately following the meeting. These issues were widely discussed among members.

Mr. Brandt volunteered to conduct a face-to-face meeting and conduct an audit. It was also suggested that the visit take place nine to ten months before the meeting.

In addition to Mr. Brandt, Mr. McQuade and Mr. Gullledge also volunteered to participate in the IAQ review meeting with Caesar's.

Staff will coordinate a hybrid meeting with Caesar's Palace and determine which members should attend from CEC and from an IAQ standpoint. ExCom members will include Mr. Brandt, Mr. McQuade and Mr. Gullledge.

AI - 18

ASHRAE-CIBSE STRATEGIC PARTNERSHIP AGREEMENT (SPA)

Mr. Littleton reported that the draft SPA has been reviewed by both organizations. This is a renewal of an existing agreement. If approved by ExCom, it would be reported to the BOD as an information item.

The draft SPA is included in ATTACHMENT A.

Mr. Schwedler stated that a motion coming from the Region XIV CRC is addressing CIBSE's use of the term 'ASHRAE CIBSE Group.' Members feel that this description causes confusion in that people who join the group think they are joining ASHRAE. Additionally, CIBSE has declined to endorse ASHRAE events in the past.

Mr. McGinn stated that the London Chapter in particular wants to use the aforementioned motion to instigate a more holistic discussion with CIBSE on how ASHRAE Chapters in that area work with CIBSE. There seems to be quite a bit of concern over the relationship with CIBSE.

Mr. Littleton reported that the CIBSE ASHRAE Group is a ListServ with between 18,000 and 20,000 individuals. The group also runs virtual meetings that are archived online. Privacy laws prohibit CIBSE from sharing the ListServ with ASHRAE. CIBSE has offered to send messages to the group on Society's behalf but have pushed back on messages they felt competed with CIBSE programs. The group has been in existence for more than 20 years. CIBSE has several other groups like the CIBSE ASHRAE Group.

Mr. Schwedler will communicate the sentiments of ExCom and Region XIV to Sheila Hayter and request that the ASHRAE representatives on the CIBSE ASHRAE working group consider additional edits to the SPA.

AI - 19

EXECUTIVE SESSION

Executive session was called at 10:19 am.

Open session reconvened at 11:01 am.

ADJOURNMENT

The meeting adjourned at 11:01 am.



Jeff H. Littleton, Secretary

ATTACHMENTS:

A. ASHRAE-CIBSE Strategic Partnership Agreement (SPA)

**Proposal of revisions to the CIBSE ASHRAE Strategic Partnership Agreement
Amended September 2nd 2020 to provide draft final copy of SPA for signing at next
opportunity**

This is a change document for the SPA that takes the amended text as agreed by the leadership of both ASHRAE and CIBSE in July 2020 (this established the new wording that was added to the SPA to define the activities of the ASHRAE-CIBSE planning workgroup – the group that has gone on to produce this revision)

In the ‘track changes’ version new text is underlined, and deleted text scored through. The different colours of the amendments in ‘track changes’ version of document have no relevance – simply a vagary of Word software.

The workgroup’s recommendation is that these changes 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).



CIBSE ASHRAE Strategic Partnership Agreement

DRAFT Proposed Revisions September 2nd 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 Joint initiatives will improve our preparation for, and the implementation of, activities to lead the on-going transitions progression to digital technologies, 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 consider annually holding ~~an annual~~ staff exchange, where ~~several one or more~~ paid staff members from one organization will spend ~~time~~ a minimum of one week up to several

weeks visiting-working at 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.

[PARA MOVED UP ONE] ~~The ASHRAE/CIBSE senior officers will determine by mid-January June each year whether or not to hold a staff exchange during the new fiscal year. If an exchange is to occur,~~ then 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.

[PARA MOVED DOWN ONE] 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 liaising and~~ participating in activities of the other organization

ASHRAE/CIBSE shall also hold an annual meeting to discuss strategic issues ~~a yearly meeting of senior leadership officer retreat~~ to ensure both organizations are working towards a strategic alignment to benefit both organizations. This meeting may be held in person or virtually (in-person meetings are preferred) and the typical duration of the meeting (or combined meetings) will be 8 – 12 hours 1 – 1 1/2 days. ASHRAE and CIBSE will alternate hosting in-person meetings. ~~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 endeavors 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 digital technologies, resiliency, legionella and 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 outside of the US and UK, potentially online, 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 worldwide.
- 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 [digital technologies](#), resiliency, [and 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, [and society at large](#), ASHRAE and CIBSE agree to:

- Cross-market educational offerings at the national and international levels.
- Explore opportunities to co-develop new courses [worldwide](#) or other training programs that take advantage of overlapping and [complimentary-complementary](#) 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.~~
- ~~Explore forming 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. Too explicit in SPA~~

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.
- **[PARA MOVED UP ONE]** [Investigate](#) ~~Establish a shared task force to investigate~~ the development of [joint](#) ASHRAE ~~and~~ CIBSE [jointly-sponsored](#) worldwide standards
- Establishing liaison representatives to key technical committees where mutually beneficial to do so.

RESEARCH

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

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

ADMINISTRATIVE CONTACTS

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

For ASHRAE:

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

For CIBSE:

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

TERMINATION

Either party may terminate this agreement, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate.

TERM

The term of this agreement shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

LEGAL STANDING

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

FOR ASHRAE

FOR CIBSE

XXXXXX, ASHRAE President, 20XX-20XX-Executive Vice President
President, 20XX-20XX-Chief Executive/Secretary

XXXXXXXX, CIBSE

Signature

Date

XXXXXXXX, Executive Vice President
Executive/Secretary
ASHRAE President, 20XX-20XX

Signature

Date

Signature

Date

XXXXXXXX, Chief
CIBSE President, 20XX-20XX

Signature

Date