



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

**Tuesday, August 10, 2021**

**Approved by the Executive Committee on November 18, 2021.**

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Executive Committee Meeting

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## ACTION ITEMS

Executive Committee Meeting

Tuesday, August 10, 2021

<b>No. - Pg.</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>	<b>Goal Date</b>
1 - 4	Staff	Create a central repository on the BOD Basecamp to capture all of the streamlining feedback from the CRCs. The recommendations will come from CRC officer reports as well as recommendations collected by senior officers.		September 2021
2 - 7	Owen, Schwedler	Mr. Owen will send a list of the TCs which had Handbook chapters with errors that are currently being reviewed and revised to Mr. Schwedler. Mr. Schwedler will visit each of those TCs during the 2022 Winter Conference		
3 - 7	All Members	All Members will send Mr. Schwedler one to two strategic questions they would like to have included in the September meeting agenda.		August 2021



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

Tuesday, August 10, 2021

**MEMBERS PRESENT:**

Mick Schwedler, President  
Farooq Mehboob, President-Elect  
Ginger Scoggins, Treasurer  
Don Brandt, Vice President  
Dunstan Macauley, Vice President  
Sarah Maston, Vice President  
Tim McGinn, Vice President  
Jeff Littleton, Secretary

**GUESTS PRESENT:**

Apichit Lumlertpongpana  
Richie Mittal

**STAFF PRESENT:**

Candace DeVaughn, Manager - Board Services  
Chandrias Jacobs, Coordinator - Board Services  
Joyce Abrams, Director - Member Services  
Vanita Gupta, Director - Marketing  
Kim Mitchell, Chief Development Officer  
Mark Owen, Director - Publications & Education  
Stephanie Reiniche, Director - Technology  
Alice Yates, Director - Government Affairs  
Annmarie Wilhoit, Interim Director of Finance  
Rhannon Masterson, Manager of Chapter Programs

**CALL TO ORDER**

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

**CODE OF ETHICS**

Mr. Schwedler read the code of ethics commitment. He encouraged all members to read the full code of ethics and core values available online.

**ROLL CALL/INTRODUCTIONS**

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

**REVIEW OF MEETING AGENDA**

Mr. Schwedler reviewed the meeting agenda. 'Technology Awards Eligibility' was added to *New Business*.

**FUNDAMENTALS HANDBOOK**

Mr. Brandt reported that the action team is making good progress and met last Thursday. Mr. Owen is sending updates on a weekly basis.

Mr. Owen reported that responses from the TCs on revisions of the impacted chapters have been coming in. Once received, the finals are being prepped to be uploaded to the Technology Portal and Handbook Online.

He reported that good progress is being made, with the help of the Special Pubs team.

Every chapter is being double and triple checked to ensure that all intended changes were implemented correctly, and the TCs are being asked to reconfirm as well.

**DEVELOPMENT COMMITTEE STRATEGIC PRIORITIES**

Ms. Maston reported as the CO of the Development Committee. She reported that the Development Committee was able to find donors and start the process of having additional donors to provide funds for ASHRAE programs, which is something that was not done in the past. The committee raised \$144,000 to support the work of the ETF. With fundraising for the new HQ wrapping up, the committee is looking for other ways to raise money for the Society.

She reported that the committee would like to come to ExCom once a year to verify priorities and discuss any secondary programs or priorities. The Committee is looking for outwardly focused programs for Society to support a healthy built environment.

Mr. Littleton stated that the Development Committee has done a great job raising funds for operational issues which can impact the budget immediately. He asked if there will be confusion between the activities of the decarbonization think tank and the Development Committee if Society begins to look for gifts on a smaller scale for decarbonization activities.

Ms. Mitchell stated that the Committee is asking for the major priorities of the Society for which the Committee will target donors. Next, they will look for support for the general fund. Lastly, funding sources for activities not covered by the general fund will be investigated. She stated that the

Committee wants to ensure that they are putting resources towards initiatives that are of the highest priority.

Mr. McGinn stated that he is troubled with this trend, as decarbonization is the new kid on the block amongst the priorities of Society. He stated that resiliency and IEQ are also priorities. He asked if the Planning Committee would agree with the emphasis on decarbonization. Are strategic plan priorities being ignored?

Ms. Maston stated that the strategic plan was developed by Planning and the BOD, but the BOD definitely had more say than the Planning Committee. She stated that decarbonization is a big topic internationally and sometimes you have to ride the wave and see where it goes.

Mr. Macauley stated that Society can identify priorities but there also needs to be understanding of what topics are fundable. If there is funding for a Society priority that is an area that should be pursued.

Ms. Mitchell agreed with Mr. Macauley and stated that understanding both priorities and potential funding sources is necessary to maximize success. That is why the Committee has asked for secondary priorities; the priorities may not be secondary to Society but may be secondary for funding because they may be difficult to find funding sources for.

Mr. Macauley stated that the DEI Subcommittee discussed conducting a metrics study for the industry as a whole. This initiative could be useful to Society and the industry as a whole and is an opportunity to find outside funding sources.

Mr. Schwedler stated that a lot of eggs are being put in the basket of decarbonization. He stated that if Society moves away from IEQ that would be a mistake; there is a lot of interest in this area right now and it seems like there could be a lot of opportunity. He stated that a lot of companies are also interested in helping to fund DEI initiatives as well.

He asked members to provide their top two or three priorities.

Mr. McGinn stated that the big three have been named. He added that resiliency should be part of the equation as well, especially with all of the wildfires.

Ms. Scoggins stated that the Development Committee and the Planning Committee need to get together to discuss long range and short-range strategic priorities.

Ms. Mitchell thanked ExCom for their feedback. She stated that she will compile the suggestions and recommendations of ExCom for Jim Wolf to review. Once that document has been reviewed and approved it will be presented to the BOD in September.

#### **TASK FORCE FOR BUILDING DECARBONIZATION UPDATE**

Ms. Scoggins reported that this is a very busy group that is doing a lot of good work. She reported that Mr. Phoenix and Mr. Brandt spoke at the DOE Building Technology Office (BTO).

Ms. Yates reported that she was on the hour long call as well and that it was a good conversation. She reported that Mr. Phoenix and Mr. Brandt presented on the current activities of the task force, including how the working groups are moving forward.

DOE BTO recommended that Society get a clear focus and better understanding of what other organizations are doing with respect to decarbonization so that Society can fill market gaps rather than attempting to do everything.

Ms. Scoggins reported that the task force was tasked with decarbonizing Society itself and she is leading that charge. She reported that the goal is to have scope one and two completed this Society year and to have an RFQ for scope three out this Society year as well.

She reported that she met with Mr. Wentz to discuss setting up a forum with AASA to better understand standards and codes in other parts of the world, as it relates to decarbonization.

Mr. Brandt reported that there was one seminar on decarbonization at the 2021 Virtual Annual Conference and there are six seminars being submitted for consideration at the 2022 Winter Conference in Las Vegas.

Ms. Scoggins stated that she needs to discuss with Mr. Brandt how to inform chapters on decarbonizing the chapters.

Ms. Yates reported that another topic the task force has been working on is better collaboration with the Society's technical side. She stated that a lot of progress has been made in this area. The groups are getting a lot done and it is pretty incredible.

#### **STREAMLINING AD HOC NEXT STEPS**

Mr. Schwedler reported.

He stated that staff will create a central repository on the BOD Basecamp to capture all of the streamlining feedback from the CRCs. The recommendations will come from CRC officer reports as well as recommendations collected by senior officers.

Ms. Maston stated that she attended the Region VII CRC. She stated that she felt there were generally more thoughtful responses from members active at the regional level. She agreed that streamlining initiatives need to be taken to the grassroots but there also needs to be an educational piece for chapter members who may not know what the Society structure looks like. She suggested that members be encouraged to send in additional feedback once they have a chance to think through the material.

Mr. Schwedler stated that additional feedback was received following the Region V CRC.

Mr. Macauley stated that he received comments that the members at the Region IX CRC that they wanted to see more detail on the two proposed structures. He reported that the Streamlining Ad Hoc report was posted to the regional basecamp so the regional members could see the work of the ad hoc and what was being proposed.

He recommended that an additional one or two slides be developed to explain the proposed structure in more detail.

He reported that the DRC was asked if, time permitting, the discussion could be reopened at the end of the meeting. This allowed members who were seeing the streamlining information for the first time the opportunity to think it through and formulate thoughts and input.

He reported that there was really good discussion from both the chapters and regional officers. The members were asking questions and trying to understand why the Society needs to streamline. He stated that he plans to ask if the Region IV CRC can follow a similar format.

Mr. Schwedler suggested that officers attending CRCs ask the DRC if it is possible to get some time up front to plant the seed; this will allow members to pull officers aside throughout the CRC with input and feedback. He stated that officers will need to balance between how much time is spent on the leadership and streamlining presentations. He encouraged officers to be careful and cognizant of the time available from the DRC.

Mr. Littleton asked if regional representation on the BOD came up during these discussions.

Mr. Macauley reported that there were mixed results at Region IX. Some members thought it was extremely important and others thought it wasn't as important.

Mr. Schwedler reported that he didn't get the impression that there was consensus either way. He asked officers to ensure that streamlining comments in CRC reports are put in a separate section so staff can easily pull them out. Senior officers were asked to send streamlining feedback received at CRCs directly to staff.

He stated that the challenge of this work is to not step on the toes of the councils. He wants the proper body looking at each of their procedures.

He reported that he plans to establish two BOD subcommittees to focus on helping streamlining initiatives move forward. The first subcommittee will look at who is going to serve on the BOD. BOD makeup has been the biggest discussion point surrounding streamlining efforts and this is an area that needs to be clarified and outlined clearly. The second subcommittee will focus on streamlining procedures of the BOD.

Mr. Schwedler reported that Mr. Macauley has agreed to lead the BOD structure subcommittee. Mr. Macauley has requested consultants for this subcommittee. Mr. Schwedler has not reached out to the possible chair of the second subcommittee. Ms. Maston has agreed to serve as the liaison between the two subcommittees.

He reported that he plans to reach out to members of the BOD about the plan to form the two subcommittees and to ask if members have capacity to serve.

Official charges for the two subcommittee will be finalized soon. Once members have accepted their assignments the full BOD will be notified of the two subcommittee charges and membership.

Mr. Littleton stated that a consideration of overall Society governance is the best way to plot a path forward for the BOD.

He stated that it is really challenging because it certainly makes sense to break streamlining up into digestible chunks. It is an emotional issue for many. The only caveat of the two BOD subcommittees is understanding how those BOD members are tied into other parts of the structure when the structure is unknown.

He stated that there has been lots of discussion of the roles of the Vice Presidents. If it is unknown how many councils there will be, then how will we know how that impacts the makeup of the BOD? He



suggested that having an understanding of BOD makeup but not understanding how other components of a new structure are represented on the BOD, or vice versa, will be challenging.

He suggested that hiring a private consultant, to assist with a new governance structure, may be warranted.

Mr. Schwedler stated that he would not prohibit the subcommittees from looking at council structure as well. He expressed that he did not want to lose momentum and that a solution is closer than many may think.

He stated that the grassroots of the three CRCs that have received the streamlining presentation are open and think streamlining could benefit the membership. If the focus is placed on benefiting the membership, it will be successful.

#### **REPORTS ON OFFICER VISITS AND CRCs**

Ms. Scoggins reported that she was attending the IES virtual conference. She attended the keynote presentations the day before and reported that she did not see a way to connect with officers or staff in the virtual conference. There was no information on the organization's website about board meetings or how to attend.

Mr. Schwedler asked staff to reach out to IES to determine how best to connect. He stated that it is not a good use of officer's time to attend technical sessions unless there is something specific they would like to learn.

Mr. McGinn stated that he is scheduled to attend an in-person meeting at the end of October in Florida. He asked who makes the decision if he should travel or not because of COVID.

Mr. Schwedler stated that it is the individual member's decision whether or not to travel.

Ms. Scoggins stated that if she can participate in AiCARR virtually that would be her preference.

Mr. Schwedler reported that his company has changed its travel policy; he has received special dispensation to travel and attend indoor dinners. Before traveling he must get approval from the environmental health and safety team in his organization and their decision will depend on transmission rates in the area he plans to travel.

Mr. Schwedler reported this information to be open and honest with the fluid situation that is occurring again.

Mr. Littleton reported that he has been told that AHR Mexico is moving forward as planned. A call is planned for later today to discuss logistics and what Society's rules should or should not be. AHR Mexico yields roughly \$150,000 in income and Society needs to be there if at all possible. However, he does not want to do anything that will put our staff and members at risk.

Mr. Schwedler stated that staff and members have latitude to make decisions regarding travel. He stated that their health and safety is important to leadership.

Mr. Littleton agreed that everyone has a different tolerance for the risk of travel and that it should be a personal decision for staff and volunteers.

**NEW BUSINESS****TECHNOLOGY AWARDS ELIGIBILITY**

Mr. McGinn stated that a former colleague was planning on submitting a project that he worked on for a Technology Award. He was told that BOD members are not eligible to receive awards while they are serving on the BOD. He asked if this is a definite rule.

Mr. Littleton suggested that Mr. McGinn not have his name included on the award submission if there is concern of possible bias. He stated that he could celebrate with the team if the project places.

Mr. Mehboob stated his opinion that Society has good processes in place and there are completely unbiased members that serve on the selection committees.

Ms. Scoggins expressed agreement with Mr. Mehboob. She stated that she did not feel there would be a conflict of interest.

Mr. Schwedler stated that the committee has a robust process in place to select award recipients. He suggested that Mr. McGinn consider not being involved with writing or submitting the project.

**EXECUTIVE SESSION**

Executive session was called at 9:28 am.

Open session reconvened at 9:43 am.

**ACTION ITEM REVIEW**

Mr. Owen will send a list of the TCs which had Handbook chapters with errors that are currently being reviewed and revised to Mr. Schwedler. Mr. Schwedler will visit each of those TCs during the 2022 Winter Conference. **AI - 2**

All members will send Mr. Schwedler one to two strategic questions they would like to have included in the September meeting agenda. **AI - 3**

Mr. Macauley reported that work on his assigned action item investigate storage options on Basecamp is complete.

**INFORMATION TO COMMUNICATE TO THE BOARD**

Mr. Schwedler stated that an email should be sent to the BOD on his behalf, notifying members of the designation of the iEVP and that travel required COVID testing will be reimbursed by Society.

**ADJOURNMENT**

The meeting adjourned at 10:00 am.



Jeff H. Littleton, Secretary