



MINUTES
EXECUTIVE COMMITTEE MEETING

Friday, July 2, 2021

Approved by the Executive Committee on November 18, 2021.

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ACTION ITEMS

Executive Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 - 3	Littleton	Mr. Littleton will make the necessary arrangements for a meeting between CIBSE leadership, Mr. Schwedler, Ms. Scoggins, and Mr. Mehboob.		August 2021
2 - 4	Schwedler, Littleton	Work with CTTC to develop recommended guidelines for DL travel. The guidelines should be reviewed by legal counsel before travel reimbursement is reinstated.		August 2021
3 - 5	Littleton	Work with the DEI Subcommittee to develop language and a plan to distribute sexual harassment prevention training through the Councils to all members		



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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: Chandra Sekhar
Adrienne Thomle Darryl Boyce
Art Giesler Doug Cochrane
Chad Smith Kishor Khankari
Sheila Hayter Wade Conlan

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

CALL TO ORDER

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

CODE OF ETHICS

Mr. Schwedler read the code of ethics commitment. He reminded everyone that the full code of ethics and core values are 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. There were no changes or additions.

REPORTS OF BODIES REPORTING TO EXCOM**SCHOLARSHIP TRUSTEES**

Mr. Schwedler reported that there were no recommendations for ExCom's consideration. He reviewed the trustees' action items.

He reported that it is awesome to see how many scholarships we have and how many get awarded each year.

ASHRAE/CIBSE WORKING GROUP

Ms. Hayter reported that the working group recommends that leadership proactively reach out and try to reconnect with CIBSE. As CIBSE has a new CEO there is an opportunity to reinforce that these two organizations can truly collaborate and work together.

She reported that Society's DEI Subcommittee was connected with the CIBSE equivalent. This group is working on a future of the industry forum.

Mr. Littleton reported that CIBSE's EVP previously worked for conference companies; she is very organized, energetic, and a capable person. She has talked about the importance of the two organizations getting together virtually if unable to meet in person in October. CIBSE has committed to attending the 2022 Winter Conference if the pandemic allows.

He stated that DEI, cyber security, pandemic responses, and workforce development are areas for collaboration. He stated that Society has invested more in our relationship with CIBSE than any other organization and our history of collaboration is strong and deep.

Ms. Hayter clarified that only some within CIBSE are against ASHRAE Chapters and Sections in Europe; some of those that are opposed are ASHRAE members which is why we hear that perspective. The culture of involvement that Society has does not exist in CIBSE and they are intrigued and interested. If CIBSE is part of that they are connected to their members in a way they aren't currently.

Mr. Macauley stated that DEI is important for both organizations and collaboration in this area can be beneficial to both organizations. He stated that CIBSE may be further along with policies than Society is.

Mr. Schwedler stated that we should organize a meeting in short order between their leadership and ours. He reported that he, Ms. Scoggins, and Mr. Mehboob will participate in the virtual meeting with Mr. Littleton and CIBSE leaders. Mr. Littleton will make the necessary arrangements for this meeting.

Mr. Mehboob stated that what Society is doing with CIBSE will yield a lot of benefit, including looking at the future of our industry. The business of raising the profile of HVAC&R globally is something that concerns all of us and should be the primary focus area.

Ms. Hayter recommended that the agenda be focused on priorities and getting to know the new EVP.

ASHRAE/APPA COORDINATING COMMITTEE

Mr. Boyce reported that the pandemic created a situation where APPA members were focused on surviving, while also evolving the organization - trying to create a more strategic board, reducing the size of the board, and moving operational activities to staff.

He reported that APPA was following the ETF and found their guidance extremely helpful. APPA is also interested in effectively using solar energy, digital twin, and using technology in the operation of a building to achieve quality IEQ without wasting energy.

APPA's *Body of Knowledge* is similar to our Handbook series. They are interested in promoting our new guideline in promoting *Designing for Operational Excellence*.

ASHRAE/AIA LIAISON COMMITTEE

Ms. Scoggins reported that engagement with AIA is really strong. Ms. Abrams has monthly meetings with AIA staff. She also reported that Mr. Boyce is rolling on as chair of the committee.

Mr. Littleton reported that the AIA CEO has announced his retirement and the search for his replacement is actively underway. They expect the position to be filled by the end of the year.

AASA

Mr. Mehboob reported that the group had no recommendations for ExCom's consideration. He reviewed AASA's action items.

He reported that AASA is beginning to take the shape of a Society standing committee. Ms. Hayter is rolling on as chair. He is anticipating great things from AASA.

Mr. Schwedler stated that he found the two-hour presentation very helpful and he thanked all those involved in organizing it.

TRAVEL REOPENING DISCUSSION

DL TRAVEL REINSTATEMENT

Mr. Schwedler stated that he would like the committee to come to consensus on what should be done as it relates to DL travel.

Mr. Brandt asked if there were any concerns with DLs not traveling to face-to-face CRCs.

Mr. Macauley responded that there have been some concerns. He stated that he wanted to bring this topic back up in hopes that DLs would be allowed to attend in-person CRCs.

Mr. Schwedler stated that he would be willing to serve as a DL for any CRCs that he is attending if that is the desire of the Region.

Ms. Scoggins expressed concern that the discussion was US centric. There are DLs from all areas of the world and different areas of the world have different vaccination rates and levels of infection. Does opening up DL travel mean opening it up everywhere?

Mr. Mehboob suggested that traveling to in-person meetings be the decision of individual DLs. He stated that this decision should be delegated to Members Council and CTTC.

Mr. Littleton stated that as long as travel is voluntary, the legal risk to Society is very low. He reported that DLs are covered under the Society's medical evacuation policy.

It was discussed that CTTC should be allowed to grant waivers and make determinations regarding DL travel.

Ms. Maston stated that the hands of committee members have been tied. She expressed concern that ExCom was not refocusing and empowering these groups again, as they aren't always as aware as members of the BOD and ExCom. Members of ExCom need to be sure that committee members feel like they are in the room and not just being dumped on. She stated that it is the responsibility of COs and ExOs to make standing committees feel connected and that they understand the ramifications of their decisions.

Mr. Schwedler and Mr. Littleton will work with CTTC to develop recommended guidelines for DL travel. The guidelines should be reviewed by legal counsel before travel reimbursement is reinstated.

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Mr. Schwedler stated that there will be no DL travel until September 1st. Travel will be reinstated for the DL program once guidelines are developed and reviewed by legal counsel.

YEA REQUEST

Mr. Schwedler reported that YEA has requested to host Leadership Weekend this Society year. He stated that YEA will be asked to propose guidelines for this event before a final decision is made.

COVID TESTING COSTS

Mr. Schwedler reported that there is nothing in the current travel guidelines that addresses COVID testing costs that are required to travel or to enter certain countries. This is an issue that will certainly come up as more meetings are conducted in-person.

Mr. Mehboob recommended that Society should pay for these costs. He stated that these fees are similar to visa fees, which are reimbursed. He expressed that it is appropriate and fair to pay these costs.

There was consensus that Society will pay for COVID-19 testing as part of ASHRAE reimbursable transportation costs where the testing is required for travel by volunteers doing ASHRAE business.

SEXUAL HARASSMENT PREVENTION TRAINING

Mr. Littleton reported that sexual harassment prevention training for volunteers is well in hand. Videos used by the state of New York have been identified and have been well distributed to the chapters for the most part. DRCs are actively discussing how to get chapters to review them. Viewing these videos was included in the previous and current PAOE points structure.

He reported that one gap that needs to be addressed is getting the information out to the standing committees.

Ms. Scoggins suggested that this be referred to as sensitivity training.

Mr. Conlan stated that his company requires this type of training annually. He asked if there could be a way to send the certificate that members receive from completing similar training as opposed to participating in additional training.

Mr. Brandt stated that the training is a good idea and that he strongly supports it, but he is unsure as to how to make it mandatory.

Mr. Littleton will work with the DEI Subcommittee to develop language and a plan to distribute sexual harassment prevention training through the Councils to all members.

AI - 3

STRATEGIC DISCUSSIONS

DECARBONIZING ASHRAE

Ms. Scoggins reported that a lot of organizations are establishing decarbonization goals; Society does not currently have a timeline or any decarbonization goals. The task force felt it was beyond their purview to establish these goals for Society. She suggested that this item be sent back to the group and that they be asked to establish decarbonization goals for ExCom's review.

Ms. Yates clarified that there is a difference between general commitments and organizational commitments. She stated that organization commitments are an organizations' own CO2 emissions.

Mr. McGinn stated that it would be a challenge to make volunteer travel net zero carbon and would significantly impact the commitment. He stated that a goal of the Headquarters being net zero carbon would be a good first step as opposed to going zero carbon as a Society.

Mr. Schwedler agreed with Ms. Scoggins' suggestion and asked that she request that they work with other groups already formed in ASHRAE (CTTC for example) as they develop recommendations.

SOCIETY STREAMLINING NEXT STEPS

Mr. Schwedler stated that he does not want to lose momentum on the Society's streamlining efforts. He expressed that he would like to reinstate the ad hoc.

Mr. Macauley stated that the councils should be more involved in managing operations. Some things will need to come to the BOD but the councils should begin to manage activities and their budgets. He stated that part of the strategic plan is to empower the councils. He expressed that this should be the first step as opposed to the last, as this is an area that the BOD and ExCom has the most control over.

Mr. Brandt stated that there are still a number of members at the regional level that feel this is a power grab.

Mr. McGinn stated that the number of regions needs to be reduced. He stated that he does not see the size of the BOD going down until the number of regions are reduced.

Ms. Scoggins stated that the Streamlining Ad Hoc was too small; Mr. Mehboob, Mr. Wentz, and Ms. Maston worked extremely hard. She stated that there should be regional representation as well and that the group should be a subset of the BOD.

Mr. Littleton stated that it is important to identify what is necessary to manage the grassroots, as they are Society's lifeblood and must be preserved and enhanced. He expressed that reducing the number of regions as a way to limit the number of Directors on the BOD is a nonstarter for many. He suggested that reframing this is a very important step.

Ms. Maston stated that what she took away from the BOD meeting was an understanding of human nature. The ad hoc structure is broken and future streamlining groups need to be a BOD subcommittee. She stated that there is not buy-in when an ad hoc works in isolation; all information needs to be available to all members of the BOD and needs to be required reading.

PRIORITIZING DEVELOPMENT COMMITTEE FUNDRAISING GOALS

Mr. Littleton reported that there has been discussion of the Development Committee establishing a process for understanding the priorities of Society for potential funding.

Ms. Mitchell stated that the Development Committee wants to ensure that they are focused on Society's highest priorities that the committee feels are fundable.

Mr. McGinn stated that Development is one of those committees where the membership has to trust the staff a little bit more, as compared to others. He stated that he looks forward to seeing the plan from Development along with a more formalized process for requests. He stated that he would not like to see the committee having knee jerk reactions to requests for funding, but rather look at the big picture and big opportunities.

EXECUTIVE SESSION

Executive session was called at 10:40 am.

Open session reconvened at 11:01 am.

FUTURE MEETINGS

Mr. Schwedler reviewed ExCom's upcoming meetings.

ADJOURNMENT

The meeting adjourned at 11:05 am.



Jeff H. Littleton, Secretary