



MINUTES

EXECUTIVE COMMITTEE MEETING

Friday, December 12, 2025

Note: These draft minutes have not been approved and are not the official record until approved by the Executive Committee.

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Friday, December 12, 2025

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

Friday, December 12, 2025

No. - Pg.	Motion
1 – 4	That the Air Conditioning and Refrigeration European Association (AREA) be approved for membership in AASA.



MINUTES
EXECUTIVE COMMITTEE MEETING
Friday, December 12, 2025

MEMBERS PRESENT:

Bill McQuade, President
Sarah Maston, President-Elect
Ashish Rakheja, Treasurer
Devin Abellon, Vice President
Ken Fulk, Vice President
Trent Hunt, Vice President
Jeff Littleton, Secretary

GUESTS PRESENT:

Scott Peach	
Dave Yashar	Sherry Abbott-Adkins
Julia Keen	Steve Kujak
Maggie Moninski	
Mike Pouchak	

STAFF PRESENT:

Candace Denton, Sr. Manager - Board Services
Chandrias Jolly, Manager - Board Services
Vanita Gupta, Director – Marketing
Lizzy Seymour – Director – Member Services
Mark Owen, Director - Publications & Education
Stephanie Reiniche, Director - Technology
Alice Yates, Director - Government Affairs
Craig Wright, Director of Finance

CALL TO ORDER

The meeting was called to order at 10:30 am.

VALUE STATEMENT

Mr. McQuade read the value statement and advised that the full code of ethics, core values and diversity statements were available online.

ROLL CALL/INTRODUCTIONS

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

REVIEW OF MEETING AGENDA

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

PEAC + TRAC STREAMLINING AD HOC REPORT

Ms. Keen reported on behalf of the ad hoc. The full report was shown on screen and attached to the agenda.

She reviewed the ad hoc's charge and thanked the team for their great work and contributions. She provided background on the creation and intent of PEAC and TRAC. She advised that TRAC was not currently an official committee; but the group's recommendations, if accepted, would change that.

Ms. Keen reviewed the group's preliminary recommendations for the creation of a new, two-year-term committee to be called STAC (Society Theme Advisory Committee).

It was reported that the new committee would report to ExCom and meet regularly via conference call. In-person meetings would be held at Society Conferences and one additional in-person meeting over the term of the committee would also be allowed. She reported that the ad hoc paid great attention to fiscal impact and the goal was that this new group would use the same budget currently allocated for PEAC.

She reported that the group identified items that are regularly done to support the Society theme – the compiled spreadsheet from the report was shown on the screen. The group, with staff's help, identified estimated costs and staff time for each item. Not only was the exercise helpful to identify what is already done to support the theme, it was also an exercise in transparency. This was the first time this information was consolidated and reviewed.

The ad hoc recommended an annual budget of \$50,000 for the proposed STAC. Any expenses above \$50,000 would require that STAC present a request and business case to ExCom for approval.

Ms. Keen asked ExCom if the proposal was the direction hoped for. She advised that the ad hoc would pivot as needed based on ExCom's feedback.

The floor was opened for discussion. A summary of that discussion is below:

Thanked Ms. Keen and the ad hoc for their great work. One thing that would be helpful for the President is assistance with the scheduling of chapter visits; this may be outside the scope of this ad hoc but suggest investigating it further at some point. Suggested that chapter visits go through the DRCs as it is difficult to get everyone on the same page using the current model.

Suggested that it is also important that events that are traditionally attended on an annual basis be identified and that STAC make a decision a year ahead to determine which events will be prioritized. This would be helpful from a planning and budget standpoint.

Suggested that STAC also provide guidance on coordinating Society themes from year to year. Liked the idea of one group.

Like what the group has done here. Suggested that the proposed list of members was too restrictive and included members that already have a lot on their plate. Liked the current format where members of standing committees are liaisons but not voting members.

Ms. Keen responded that the thought process of the ad hoc was that the success of STAC was going to require buy in and coordination with each of the groups listed in the proposed membership; suggested that this lack of buy in and coordination was a fail point in the past. The goal behind the ad hoc's membership recommendations was streamlining – if the right people are in the room, the group may learn that there is less work to be done because there would be a complete picture of what is already being done throughout Society.

Suggested that the budget recommendation was a significant drop. Suggested that STAC be reappointed each year so members can be changed per the Chair's prerogative.

Requested clarification on the fiscal impact. Ms. Keen reported that from a financial perspective, there would be zero impact. Suggested that PEAC often feels pressure to spend the current budget so it was reduced. If additional funds are needed, STAC can make a business case request to ExCom for additional funds. She stated that the ad hoc is open to recommendations.

Spoke in favor of the recommendations. Many times, the Presidential initiatives are driving Society activity more than the Strategic Plan and the recommendations provide a means to promote a designated Society theme working within Society's existing structure. Will there always be two STACs running at the same time?

Ms. Keen responded that there would be two STACs running at the same time and that, as a result, there would always be long-term planning and short-term execution happening simultaneously.

Suggested that one-year renewable terms would provide the most flexibility.

Ms. Keen responded that the current membership guidelines were written so the Treasurer was making intentional selections so there was no longer a need to change members. She suggested that the current format creates inconsistencies and the committee isn't always as effective as it could be.

Ms. Keen thanked ExCom for their comments. She asked for guidance on how to handle conflicting feedback. She stated that the goal was to present the ad hoc's final recommendations in Vegas so the new group can be included in the spring appointments meeting.

Mr. McQuade requested that members of ExCom provide feedback to Ms. Keen in the next five to seven days.

Ms. Keen responded that the ad hoc will take those additional comments and create a new iteration of recommendations for ExCom's review and consideration.

POSTPONED MOTION – NOVEMBER 10, 2025

The postponed motion from the November 19th ExCom meeting was brought back to the floor.

1. That the Air Conditioning and Refrigeration European Association (AREA) be approved for membership in AASA.

Mr. Littleton reported that at a previous ExCom meeting, Mr. Sepulveda was asked to reach out to AREA leadership. He stated that Mr. Sepulveda reported back that AREA wants to join AASA and they also have an interest in entering into an MOU with Society. Mr. Sepulveda is recommending that the AREA AASA application be approved and that Society meet with AREA leadership in Las Vegas to discuss collaboration opportunities that could warrant an MOU.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

EXECUTIVE SESSION

Executive session was called at 11:08 am.

Open session reconvened at 11:34 am.

ADJOURNMENT

The meeting adjourned without objection at 11:34 am.

Jeff Littleton

Jeff H. Littleton, Secretary