



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

**Monday, November 17, 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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## MINUTES

### EXECUTIVE COMMITTEE MEETING

Monday, November 17, 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  
Andres Sepulveda, Vice President  
Jeff Littleton, Secretary

#### GUESTS PRESENT:

Bassel Anbari	Martin Dieryckx
Buzz Wright	Mike Pouchak
Carrie Brown	Ong Ching Loon
Charles Bertuch	Pankaj Dharkar
Dave Yashar	Pat Marks
Doug Cochrane	Rob Craddock
Jason Alphonso	Sherry Abbott-Adkins
Julia Timberman	Steve Kujak
Maggie Moninski	Wade Conlan
Mahroo Eftekhari	

#### STAFF PRESENT:

Candace Denton, Sr. Manager - Board Services  
Chandrias Jolly, Manager - Board Services  
Vanita Gupta, Director – Marketing  
Lizzy Seymour – Director – Member Services  
Kirstin Pilot, Director - Development  
Stephanie Reiniche, Director - Technology  
Alice Yates, Director - Government Affairs  
Craig Wright, Director of Finance

Daniel Gurley, Sr. Manager - Membership  
Selina Parks, Manager – Conference Services

**CALL TO ORDER**

The meeting was called to order at 7:00 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. *Executive Session* was moved after *Information Items*.

**DISCUSSION OF FALL 2026 BOD MEETING LOCATION**

Ms. Maston led a discussion of the fall 2026 BOD meeting location. Recommendations from RVCs were attached to the agenda and shown on screen.

She reviewed comments received from BOD members. A summary of those comments are below:

*Expenses for companions should not be covered by Society.*

*Possible visa issues for Canadian members traveling to India.*

*Safety concerns with some locations especially for those traveling alone.*

*Concerns with member travel time.*

*Perception of hosting international BOD meeting when dues were just raised.*

*Benefits of interfacing with the government in Brasilia.*

*Cost should be a factor but not the only factor.*

Ms. Maston reviewed the pricing spreadsheet attached to the agenda and it was shown on screen. She reported that there would inevitably be unanticipated costs for any location, but the list provided a good jumping off point for discussions.

There was discussion of the fall 2026 BOD meeting location. A summary of that discussion is below:

*Concerned with the additional expense of an international BOD meeting when the draft budget projects a deficit budget.*

*Will have a tough time balancing the budget at this point given the new standing committees recently approved by the BOD. Normally, the first draft of the budget is not available at this time, but it is available early because of the proposed dues increase.*

*Still early in the budgeting process but the draft budget is very close to the projected budget.*

*If the plan is to withdraw funds from reserves, that needs to be understood and considered. The newly approved IEQ CE will be funded from reserves for the first two years. Costs related to the*

*new DEI Committee haven't been fully finalized but it looks as though some of the costs will be balanced. Deciding to host an international BOD meeting will require the BOD to take a hard look at Society's programs. Once a decision is made that is a commitment to move forward as it would not be fair to ask a region to do work then decide not to have the meeting.*

*The increase in dues will help to offset the projected budget deficit. It won't offset the entire amount, but it will help. The deficit is currently projected to be between \$400,000 and \$500,000.*

*The budget is in very early stages. Is it correct that the biggest impact on the budget is the assumption of a slightly smaller expo in Chicago as compared to Las Vegas?*

*Yes, the budget is currently projected to be relatively flat. Revenue from AHR Mexico is projected to be much lower in the coming Society Year as well.*

*Is ExCom comfortable moving forward with this sort of investment in the next Society Year when the first draft of the budget shows a substantial general fund deficit?*

*Staff confirmed that there was no official motion approving an international BOD meeting but there was consensus to conduct an international BOD meeting; no official motion was made related to funding the meeting.*

*There are a lot of pushes and pulls on the budget and it is very fluid at this juncture. There could be changes between \$150,000 and \$200,000.*

*Do we know how much would be drawn from reserves and the Future Fund if this event were to occur next fall?*

*Those calculations have not been done. But the BOD did approve a withdrawal from reserves for the IEQ CE and the CEBD was granted a multi-year budget that included a withdrawal from reserves as well. There is also an annual transfer from reserves to the research fund.*

*When the BOD decided to host the BOD meeting outside of North America, the decision was driven by a desire to broaden the BOD's view and provide an opportunity to be immersed in local culture and what chapters are doing outside of the US. Would suggest that the money is being spent strategically with the goal of growing membership outside of North America.*

*As a global society, should consider hosting a BOD meeting outside of North America every three years so all directors have the opportunity to travel outside of their region and experience ASHRAE through a different lens.*

*Helped to plan the first international BOD meeting in Bangkok. Not suggesting that this meeting was the only factor that increased membership, but it certainly inspired and energized members and local leaders. Yes, the budget is tight, but we need to work together to serve our global society.*

*Interesting discussion. The BOD did agree by consensus to have an international BOD meeting; at the time, the BOD was not aware that there would be a budget deficit. The past two times there was an international BOD meeting, money was withdrawn from reserves to cover the expenses. If ExCom were to decide not to have an international BOD meeting, would need to go back to the*

*BOD with that decision and have the full BOD agree. If the will of the group is to move forward, it is just a matter of selecting a location.*

*If it is the will of the BOD to have an international BOD meeting every three years, suggest that the BOD consider allocating funds from reserves each year to prepare for the meeting. Suggest that planning start more than 12 months ahead from a budget standpoint.*

*It is the same amount of money whether it is drawn incrementally or all at once.*

There was a discussion of each proposed location. A summary of that discussion is below:

#### ***Guadalajara, Mexico***

*Traveled there many times and didn't have any issues. Recommend looking at the US State Department website and take their recommendations. Don't think Guadalajara is any less safe than anywhere else in the world.*

*2,200 members attended the technical event run alongside AHR in Monterrey. Don't know how many members actually attended.*

*This option does not provide the same interactions with the chapter and region that it would if the meeting were conducted alongside a CRC. Suggest that interaction with members would be very limited. The hotel seems to be the most expensive of the options. Not sure this would be my recommendation.*

*Mexico is part of North America and does not meet the goal of conducting a BOD meeting outside of North America.*

*Other than participating in AHR Mexico, do not see a BOD meeting in Guadalajara benefiting ASHRAE as it pertains to increased membership and visibility.*

*Guadalajara is listed as level 3 on the US State Department website. Many of the places we travel outside of the US are level 3. Level 4 is really when we consider not traveling to a location.*

*Two schools of thought – There are people who come from all over Latin America to attend AHR Mexico; if the BOD wants to go to a country or area of the world where Society wants to have a bigger footprint, Society already has a good footprint in Mexico.*

#### ***Brasilia, Brazil***

*Of all the chapters in Region XII, Brazil is Society's biggest opportunity. Brazil is an economic powerhouse with spending power and technology. There are approximately 200,000 mechanical engineers in CONFEA. COP30 is currently being held in Brazil.*

*South America has been underrepresented at this level, and this is a great opportunity to address that. Brazil has a great commitment to address climate change.*

*Met with CONBRAVA recently and there is a strong interest in decarbonization; looking for where to get that guidance.*

*Would not be part of a CRC but there does appear to be opportunities to interact with CONFEA and ASHRAE Members in Brazil. Have never conducted a BOD meeting in South America. Think this is a great opportunity. As a stand-alone event there is a compressed schedule that is mindful of BOD members' time. Also, it appears to be the lowest cost option.*

*Like that once BOD business is complete, there is the option for members to stay over at their own expense. Like this proposal.*

*Brasilia is the seat for the national government, similar to Washington, DC. The opportunity to further break down the country into new chapters does exist. The local member who would chair the event is on the CONFEA board and there is an opportunity to tour the CONFEA HQ and have a BBQ with CONFEA leadership on their HQ roof.*

*CONFEA has expressed a desire to have more interactions with Society and hosting the BOD meeting here would provide lots of opportunities to interact.*

*The intent would be to bring in young leaders from other chapters to be part of the event. There would be good representation of the South American contingent present, not just members from Brazil.*

#### ***Timisoara, Romania***

*Very keen to host the BOD meeting in Romania. Region XIV Student Competition will make presentations to the BOD and the BOD will have the opportunity to select the winner. The Danube Chapter will contribute \$15,000 to help offset the costs of hosting the BOD meeting in Romania. The Mayor of Timisoara as well as the local university support and are excited to host the BOD. There would be no registration fee for BOD companions. Region XIV is growing and hosting the BOD would further that growth, especially student chapters. When the last international BOD meeting was held in Turkey, that was not part of Region XIV.*

*Have been to Romania and it is exceptionally beautiful. A BOD meeting in Romania would be enjoyable.*

*To provide a data point, the number of members in each of the proposed countries was provided:*

*Mexico – 345*

*Brazil – 327*

*Romania – 31*

*Egypt – 394*

*India – 1,000*

#### ***New Delhi, India***

*Region XV would ensure that the BOD is comfortable and will provide the best hospitality to everyone. There would be cultural events and global technical seminars with distinguished speakers presenting to the BOD.*

*Concerned with the time to travel to India. Also concerned with risk of terrorism and the prohibition of GPS devices. Are smart phones allowed? There are lots of Chapters in India already, will chapters outside of India travel to the event? Will other interest groups attend?*

*Yes, cell phones are allowed; satellite phones, however, require special permissions. There are currently 10 chapters in India and there is a goal to increase the number of chapters and members.*

*Representation of most international groups that ASHRAE wants to grow relationships with are present in India. There would also be opportunities to interact with government officials and agencies.*

***Cairo, Egypt***

*Hosting the BOD meeting in Turkey added value to the members and the expansion since that time can be directly or indirectly attributed to that meeting. Cairo is a destination and historical city. There will be an international technical conference hosted alongside the BOD meeting where members and potential members from Africa will be invited and engaged. Suggest that it is important to couple the BOD meeting with a CRC. Transportation, food, and lodging will be arranged for BOD members from the time they arrive at the airport until the time they leave. Understand that RAL has had this opportunity before, but this would be a great opportunity for the region and Society.*

*Traveling to RAL and Region XIV affords the opportunity to meet with members from many different countries. In terms of hospitality, RAL does a great job. Also have to consider that the last BOD meeting was held in RAL.*

*Out of fairness, suggest that another location be selected for the 2026 fall meeting.*

*Great opportunity for growth in the region. Don't see immediate growth in Egypt as there are already three chapters; but there is a great opportunity to grow into Africa and suggest focusing on and expanding chapters and membership in that area.*

*Wouldn't expect many members or guests from Africa to Cairo.*

Ms. Maston reviewed the ballot that would be shared with ExCom (ATTACHMENT A). Members of ExCom were asked to rate each of the five locations in each of the categories from one (most advantageous) to five (least advantageous). ExCom members were asked to return the ballot to Ms. Maston and Ms. Denton today.

Ms. Maston will reach out to the RVC from the region that secures the vote. She stated that a final decision was expected within the week.

**INFORMATION ITEMS**

Mr. McQuade reported that liaison reports from ACEC and PHCC were attached to the agenda for ExCom's review.

**AABC LIAISON REPORT**

Mr. Conlan presented the AABC liaison report. The full report was attached to the agenda and shown on the screen.

He reported that AABC was excited to have ASHRAE involvement in their conference and was allowed to provide a welcome message. Most importantly, working on fume hood guidance to help train fume hood technicians and they want to ensure their guidance does not conflict with ASHRAE standards.

### **CARBON OFFSET REPORT**

Mr. Littleton reported that the July – September carbon offset report was attached to the agenda for ExCom's information. Society purchases carbon offsets for himself and senior officers. He reported that Society spends about \$2,000 annually on carbon offsets.

### **CRC OFFICER REPORT TEMPLATE**

Mr. Rakheja reported that the current CRC Officer Report Template was attached to the agenda, it was also shown on the screen.

He stated that he found the template to be tedious. As the CRCs have gotten more streamlined, the DRCs are handling a lot of the reporting requested in the officer report. Can this report be more streamlined and strategic? Suggest that the report focus on more strategic issues as opposed to information that could or should be included in the DRC report.

There was a discussion of the current CRC Officer Report. A summary of that discussion is below:

*Feel that some chapters and regions struggle with training and that is the hardest information to capture. Don't know if there is a better way to do it. Don't think these reports are referenced.*

*Expressed that the current form is cumbersome. What information do we need in the report and what information do we not need? It would be nice if the form were set up to be more user friendly. Suggest that members from ExCom and DRCs come together to make recommendations.*

*Agree that the format could be updated. Have seen some good reports that include photos. The report could be updated to ensure that everyone is on the same page. As DRC and a past CRC General Chair, the Officer Reports are helpful to review after the fact and to help prepare for upcoming CRCs. Having attendance numbers in one place is also helpful. Suggest that ExCom not assume that these reports are not used.*

*Mr. Rakheja stated that it was not his intent to remove the important parts of the report. Suggested that the focus of the officer report should be on strategic issues and other information can be provided as information from the DRC or CRC General Chair.*

Mr. McQuade thanked the group for their thoughtful discussion. He stated that staff can be engaged in updating the form.

### **UPCOMING MEETINGS**

Mr. McQuade reviewed upcoming ExCom monthly calls as well as the 2026 Winter Conference schedule.

### **EXECUTIVE SESSION**

Executive session was called at 7:33 am.

Open session reconvened at 8:17 am.

**ADJOURNMENT**

The meeting adjourned at 8:19 am without objection.

*Jeff Littleton*

Jeff H. Littleton, Secretary

**ATTACHMENTS:**

A. Fall 2026 BOD Meeting Ballot

**ATTACHMENT A**  
**EXCOM OPEN SESSION MINUTES 2025 NOVEMBER 17**

Name

Rate 1-5, 1= most advantageous; 5=least advantageous

Location	Region	Interaction w/ members	Interaction w/ others	Strategic/ Visibility	Accommodations	Visa Restrictions	Cost	Total
Guadalajara	VIII							0
Brasilia	XII							0
Timisoara	XIV							0
New Delhi	XV							0
Cairo	RAL							0