



MINUTES
EXECUTIVE COMMITTEE MEETING

Thursday, March 4, 2021

Approved by the Executive Committee March 25, 2021.

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Thursday, March 4, 2021

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

Thursday, March 4, 2021

No. - Pg.	Motion
1 - 2	The minutes from the January 7, 2021 and January 28, February 1 and 5, 2021 ExCom meetings be approved.
2 - 5	ExCom approve the ASHRAE UNEP OzonAction Work Plan be approved as shown in ATTACHMENT A.

ACTION ITEMS

Executive Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status
1 - 6	Mr. Littleton	Take funds from the Presidential travel budget to train two staff members on Roberts Rules of Order.	
2 - 6	Mr. Littleton	Investigate simplified versions of parliamentary procedure and present the research to SRC for review and a final recommendation.	



MINUTES
EXECUTIVE COMMITTEE MEETING
Thursday, March 4, 2021

MEMBERS PRESENT:

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

GUESTS PRESENT:

Ginger Scoggins
Sarah Maston
Dunstan Macauley

STAFF PRESENT:

Candace DeVaughn, Manager - Board Services
Chandrias Jacobs, Coordinator - Board Services
Joyce Abrams, Director - Member Services
Kim Mitchell, Chief Development Officer
Mark Owen, Director - Publications & Education
Stephanie Reiniche, Director - Technology
Alice Yates, Director - Government Affairs

CALL TO ORDER

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

CODE OF ETHICS

Mr. Gulledge read the code of ethics statement and encouraged all in attendance to read the full code of ethics and core values online.

REVIEW OF MEETING AGENDA

‘AIHA’ and ‘Incoming ExCom Schedule’ were added to *New Business*.

APPROVAL OF MINUTES

Mr. McQuade moved and Mr. Brandt seconded that

1. The minutes from the January 7, 2021 and January 28, February 1 and 5, 2021 ExCom meetings be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

INTERNATIONAL STANDARDS INTERACTION TASK FORCE

Mr. Gulledge reported that a charge letter for the task force had been prepared. He asked members of ExCom to provide feedback on the draft charge as well as any input on recommendations for members to serve on the task force.

Ms. Reiniche stated that the original proposal for a new standing committee included recommendations for committee makeup, which may be appropriate for the task force as well.

Mr. McQuade stated that the charge seemed to be ISO focused.

Mr. Mehboob asked if it would be appropriate to send the draft charge to DRCs and ask for their feedback as well. He stated that ExCom needed to be transparent throughout this process.

Ms. Reiniche stated that the general feeling was that the group would start small and determine how it needs to grow from there. She added that DRC input on potential members was wanted.

It was discussed that the chair and vice chair of the task force should contact the appropriate DRCs for recommendations.

It was suggested that Region XII and Region VIII be contacted in addition to Regions XIII, XIV, and Region-at-Large.

The consensus was that members of ExCom were comfortable with the charge as presented. Hearing no opposition, Mr. Gulledge stated that he and Mr. Schwedler would proceed with a co-authorization of the task group. He continued that the proper actors on the team will be selected, with an emphasis on global representation.

RESEARCH STRATEGIC PLAN

Mr. McQuade reported that the draft Research Strategic Plan is presented to ExCom as an information item. He asked if any members had comments or questions.

He stated that members of Planning Committee have noted a disconnect between when the Research Strategic Plan is developed and the Society Strategic Plan. He continued that there is a feeling among some members that there should be a stronger tie between the two plans and more direct input in areas of interest.

Ms. Maston stated that Planning Committee is hoping to help with the Research Strategic Plan if input is desired. She added that there may be lessons learned on the Planning side that could be of assistance.

Mr. Littleton stated that the timing of the Research Strategic Plan is dependent on the timing of the Society Strategic Plan, as the latter has a trickle-down effect on the former.

Ms. Reiniche stated that outreach was conducted to all the standing committee chairs and vice chairs that report to Technology Council. She stated that it would be a five to six-month delay to incorporate decarbonization. The Research Advisory Panel is prepared to have the current draft approved and once Planning Committee has determined how decarbonization should be addressed, make any additional edits that are required.

Mr. Gulledge asked Ms. Reiniche to be sure that the team working on the Research Strategic Plan understand ExCom's perspective and incorporates feedback from the BOD in the revised document.

He asked that as the current Chair of Planning Committee and incoming Society Vice President, Ms. Maston be prepared to discuss the structure of the Society Strategic Plan, possible one-year continuation of the current plan, and mid-term pivot at the next ExCom meeting.

SOCIETY TRANSFORMATION REVIEW TIMELINE

Mr. Gulledge yielded the floor to Mr. Mehboob.

Mr. Mehboob reported that the group was extremely thankful for ExCom's comments. He continued that the town hall style meetings were productive.

Beginning this Friday, the group will begin conducting meetings with regional and chapter leadership. He reported that by March 26, all regions will have been engaged by the ad hoc. Several options will be shared and grassroots leadership will be asked for their opinions and input. The order of interviews will be - Chapter Presidents, RMCRs, and then DRCs.

He reported that April 9 is the tentative date for the group to finalize recommendations. Requesting a special BOD meeting to review the recommendations and begin the required 60 day "waiting period" so that the recommendations can be voted on at the June meeting.

Mr. Mehboob reported that the recommendations will be phased in over several years. Current members will complete their terms and the BOD will slowly be transitioned. He continued that he hopes that Society will continue a similar review as a matter of practice on an ongoing basis.

Mr. Gulledge asked members of ExCom to provide comments.

Mr. Macauley asked if the ad hoc plans to solicit feedback from the general membership. He stated that a major organizational change needs to be sold to the members so they fully understand what is happening. He expressed that all members, not just Chapter Presidents, should have an opportunity to weigh in.

Mr. McQuade stated that he felt that feedback from the general membership would be parochial opinions that don't have the big structure in mind. He continued that, in his opinion, communication of roles and responsibilities to the general membership is what is most important. Mr. McQuade added that feedback on the roles and responsibilities from the grassroots membership would be helpful.

Mr. Mehboob stated that the ad hoc's timeline is aggressive, but the goal is to give the BOD the maximum amount of time to consider the recommendations. A comprehensive report will be provided to the BOD 7-10 days prior to the meeting, which will include all of the justifications and support that is needed. He continued that the hope is that by April 12, members of the BOD will have had an opportunity to study the report closely and provide comments. He added that the entire special BOD meeting should be dedicated to this discussion.

Mr. Gulledge thanked Mr. Mehboob and the entire ad hoc for their ongoing work.

REGION XIV AND THE BRUSSELS OFFICE

Mr. Gulledge requested volunteers to coordinate the execution strategy to involve Region XIV in the activities of the Brussels office; Mr. Schwedler, Mr. Macauley, Mr. Mehboob, and Mr. McQuade volunteered.

He reported that this group will review the current situation and provide a recommendation to ExCom at a future meeting.

Mr. Macauley stated that he believed the modified charge to the association management company was to focus solely on government activities. He continued that until the budget is adjusted and the charge is modified, the Region's request will be challenging to satisfy.

Mr. Littleton stated that the association management company has requested a meeting to discuss plans for the new Society year. He continued that the company would like to expand on the current charge. He agreed with Mr. Macauley, that the current budget would not allow for Region XIV to become more engaged.

2021-22 TRAVEL ACTION COMMITTEE

Mr. Schwedler reported that he has discussed how the President makes decisions on which invitations to accept with various Presidential Members. He continued that it is not his goal to create a limiting policy, but to share information and institutional knowledge with future Society Presidents.

He reported that primary goal is to have the senior officers work together in how decisions are made, to provide value to members and accomplish strategic goals. He asked members of ExCom to share any feedback on how to best inform the President and President-Elect on how to accept or send regrets to specific invitations.

Mr. Schwedler stated that the goal is to share comments with members of the 2021-22 Executive Committee.

Ms. Scoggins stated that during her time as Society Vice President, she liked how Presidential Member Wentz handled visits. He compiled a list of all organizations that sent requests, all requests were reviewed during appointments. She stated that this process created a cohesive effort and helped officers plan for the entire year.

Mr. Gulledge stated that because of the pandemic, this coordination wasn't done because all travel was cancelled. He continued that he likes how Mr. Schwedler wants to continue and maintain what has been done in the past and prioritizing where officers travel. He added that the incoming group of ExCom members should definitely participate in this important conversation.

Mr. Schwedler stated that because of the travel hiatus this Society year, different, more strategic decisions can be made moving forward.

Mr. Dean shared an observation regarding regional travel, stating that some regions are very good at helping to plan visits, while others aren't visited at all. He continued that he was shocked at how some regions have received virtually no visits. He stated that it would be advantageous for officers to visit two or three chapters at a time, and to continue to take advantage of virtual options.

Mr. Schwedler stated that it is a passion of his to connect with individual members. He agreed with Mr. Dean that some regions have been underserved, and that is clear when reviewing the historical data.

Mr. Schwedler was asked if CRC Chairs are going to be engaged to discuss in-person, hybrid, and virtual options for 2021 CRCs. Mr. Schwedler responded that this was discussed during a recent DRC forum. He reported that Regions II and V are going to have virtual CRCs. He continued that other regions are currently investigating options. He stated that ongoing changes should be expected and that there would like be less travel than normal in the upcoming Society year.

Mr. Littleton stated that regions have requested to be notified when a senior officer is visiting. He suggested that invitations from other organizations and groups which provide speaking opportunities for senior officers should be prioritized.

ASHRAE UNEP OZONACTION WORK PLAN

Mr. Gulledge reported that a draft work plan has been submitted for review and approval.

Mr. Littleton stated that ExCom approves work plans and that the UNEP work plan is ready for approval. He reported that this work plan is slightly different from others that Society has, as it is a three-year plan. If approved, a press release would be issued and a virtual signing event has been requested.

Mr. Brandt moved and Mr. Dean seconded that

2. ExCom approve the ASHRAE UNEP OzonAction Work Plan be approved as shown in ATTACHMENT A.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

EXECUTIVE SESSION

Executive session was called at 10:05 am.

Open session reconvened at 10:42 am.

OLD BUSINESS**PARLIAMENTARY PROCEDURES**

Recommendations for staff training of parliamentary procedure were reviewed. Staff recommended that two staff members receive parliamentary procedure training and that the value of becoming a registered parliamentarian (RP) be studied further. Mr. Gulledge opened the floor for comments.

Mr. Brandt stated that the recommendation for training be accepted and that long term a more simplified version of Roberts Rules of Order or a less complex parliamentary procedure be adopted.

Mr. Dean stated that not pursuing the certification seems at odds with the Society's own certification efforts, but he supports staff's recommendations.

Mr. McQuade stated that the RP certification would provide a minimum level of competency for staff.

Mr. Mehboob stated that in the course of his work with the Society's streamlining efforts, one consistent comment from the members (especially younger members) was that the Society's processes are cumbersome. He suggested that a simplified version of parliamentary procedure should be developed for general use. He added that he views a registered parliamentarian like life insurance, the hope is that it won't be needed, but the Society ought to ensure itself.

Mr. Littleton agreed with Mr. Mehboob and stated that volunteers are frustrated with more complex procedures. He added that he likes the idea of more simplified, ASHRAE specific, parliamentary procedures and suggested that this recommendation be given some serious thought.

Mr. Schwedler stated that he felt that Society should not develop its own simplified path; instead, more research should be done on simplified rules that already exist and one of those should be adopted.

Mr. Mehboob agreed with Mr. Schwedler stating that most businesses in the US use "modern rules," which are much less cumbersome.

Mr. Gulledge stated that the consensus of the group is to train Ms. DeVaughn and Ms. Jacobs on Roberts Rules of Order, and that Society evolve to using a more simplified version of parliamentary procedure. He stated that both can happen harmoniously.

Staff will take funds from the Presidential travel budget to train two staff members on Roberts Rules of Order.

AI - 1

Mr. Schwedler suggested that SRC be engaged to assist in recommending a simplified version of parliamentary procedure for Society.

Mr. Brandt stated that SRC is capable of taking on this task. He suggested that staff do the initial investigation of possible options and that research be provided to SRC for a final recommendation.

Staff will investigate simplified versions of parliamentary procedure and present the research to SRC for review and a final recommendation.

AI - 2

Mr. Gulledge stated that this discussion will be continued at a future ExCom meeting.

NEW BUSINESS**AIHA**

Mr. Gulledge stated that he is inclined to say 'no' to the request received from AIHA.

Ms. Yates stated that her understanding was that this issue has been put to bed. She added that communication already took place and she does not believe any additional action is required at this time.

Mr. Schwedler stated that if Society wants to move forward, it should be decided what ASHRAE wants to do and other organizations should be approached to sign on.

INCOMING EXCOM SCHEDULE

Due to time constraints, Mr. Schwedler stated that he would defer this item to an offline discussion.

ADJOURNMENT

The meeting adjourned at 11:01 am.

A handwritten signature in black ink, appearing to be 'JH Littleton', with a horizontal line extending to the right.

Jeff H. Littleton, Secretary

ATTACHMENTS:

A. ASHRAE UNEP OzonAction Work Plan



2021-2023 Biennial Work Plan of ASHRAE-UNEP OzonAction Global Cooperation Agreement

ASHRAE
&
United Nations Environment Programme



2021-2023 Work Plan of ASHRAE-UNEP Cooperation Agreement

1. ASHRAE and UNEP, through its OzonAction Programme, signed a cooperation agreement in 2007 aiming to achieve several global environmental and technical goals within the mandate of both organizations including, but not limited to, the goals of reducing refrigerants emissions; maximizing climate benefits in selecting alternative refrigerants, building the capacities of different HVAC&R stakeholders and facilitate the transfer and adoption of suitable technologies in developing countries.
2. The agreement calls for establishing a biennial work plan to address the specific technical priorities and emerging issues. This work plan is the fifth biennial joint work plan, under ASHRAE-UNEP Cooperation Agreement, and is developed through the joint Liaison Working Group established by both sides to manage the implementation of the cooperation between both parties. A mutual decision was made to develop this three-year Work Plan.
3. **The 2021-2023 Work Plan** is thematically designed under the theme of “**Refrigerant Management for Developing Economies**” where the joint program will emphasis on deploying all the developed tools and programs for sound management of refrigerants and make them available and accessible to different stakeholders in developing countries.
4. Two Main Tracks will be the basis of the 2021-2023 workplan which are:
 - Track-A: Efficient outreach and deployment of ASHRAE-UNEP Services**
 - Track-B: Support emerging needs of developing countries**
5. The above goals will be implemented through multi-track programs that offers different types of activities and allow extended engagement amongst relevant stakeholders in developing countries.
6. Details of 2021-2023 workplan including the specific planned activities and products for each track are as follows:

Track-A: Efficient outreach and deployment of ASHRAE-UNEP Services

1. Promotion of products and tools

- ACTIVITIES:

- a. **University Course:** Promotional campaign for universities including outreach tools including train-the-trainers
- b. **E-Courses:**
 - i. Promotional campaign for the e-Learning courses
 - ii. Connect the e-learning courses with the University course, adjust the activity sheets in the university course to include completion of the e-learning courses
- c. **ASHRAE-UNEP Award:**
 - i. Design and conduct a promotion campaign for the next cycles through ASHRAE chapters and National Ozone Units
 - ii. Review the structure of the Award, criteria, and list of judges after completing the ongoing cycle
- d. **Refrigerant Factsheet:** Continue the regular update of the factsheet after each ASHRAE conference (every 6 months)
- e. **RAC Assessment Guide:**
 - i. Organize international event to present the new guide once completed
 - ii. Pilot the guide with 2-3 countries in cooperation with local ASHRAE chapters and NOUs (National Ozone Units)

2. Feedback and Evaluation

- ACTIVITIES:

- a. **Client satisfaction surveys:** to conduct regular client satisfaction survey collecting feedback about all products and tools being offered openly for individuals or institutions.
- b. **Follow-up campaigns:** to conduct communication campaign with all registrants to the e-courses to ensure successful course completion and provide technical backstopping in case of problems faced in accessing and completing the courses
- c. **Feedback events:** organize special sessions for the ASHRAE Chapters and NOUs and Energy Officers to solicit feedback about the usefulness and relevance of ASHRAE-UNEP tools.

3. Update & Upgrade

- ACTIVITIES:

- a. **Update:** review and update all courses at least once every three years to ensure reflection of the dynamics of global policies and industry and technology.
- b. **Upgrade:**
 - i. Convert the e-courses into F-2-F versions and make them accessible to ASHRAE chapters and NOUs with a “how-to-use” short guide as well as suggested list of lecturers.
 - ii. Develop a pre-recorded version of the lectures for the university course to encourage its offering

Track-B: Support emerging needs of developing countries

1. International Events/Services

- ACTIVITIES

- a. **International Conference:** Starting 2022, jointly organize an International Conference every other year (Themes to be decided based on global agenda and emerging issues)
- b. **High-Ambient Temperature (HAT) Symposium:** organize the 6th International Symposium about Alternative Refrigerants for HAT Countries” in cooperation with several partners
- c. **Technical Documents:** Jointly design technical briefs for professionals and policymakers about emerging issues of concerns to developing countries
- d. **Support each other’s presence in different international events and meetings**

2. Special Thematic Areas (Women in RACHP)

- ACTIVITIES

- a. ASHRAE to support the global initiative of Women in RACHP Network through active participation and outreach
- b. Promoting HVAC&R relevant education amongst young women through ASHRAE student branches and connect with UNEP events
- c. Offer opportunities to women in RAC to take part of ASHRAE-UNEP activities, functions, and groups.

3. Special Thematic Areas (Flammability and Safety)

- ACTIVITIES

- a. Briefings and factsheets about the ASHRAE-AHRI flammability research projects.
- b. Assist countries to develop safety guides to help transitioning to low GWP refrigerants
- c. Conduct jointly workshops to address flammability and safety issues

4. Special Thematic Areas (COVID-19 Consideration)

- ACTIVITIES

- a. Briefings for governments and policymakers about operation and management of facilities with COVID-19 in mind.
- b. Joint work to assess needs of healthcare sectors in managing vaccination campaigns for COVID-19 while observing deployment of sustainable technologies.

7. The above detailed matrix of suggested products and services shall be implemented within the existing programs and workplan of both partners i.e. ASHRAE and UNEP-OzonAction without entailing unplanned fiscal impact to any partner unless mutually agreed and contracted through specific legal instrument.
8. The ASHRAE-UNEP Liaison Working Group will work in developing the operational and detailed implantation plan for each goal under this work-plan including stipulating the following elements for each goal/product:
 - a) Scope of work and ultimate outputs
 - b) Target groups and stakeholders
 - c) Final format and accessibility
 - d) Specific deliverables
 - e) Fiscal impact and source of funding
 - f) Timeline of implementation and expected date of launch
 - g) Role of ASHRAE (committees/staff) vs. UNEP (team/experts)
 - h) Other partners and supporting entities
9. The official channels of communications between ASHRAE and UNEP shall be maintained through the instated ASHRAE-UNEP Liaison Working Group which shall coordinate and liaise relevant communications, collect feedback and send updates to different ASHRAE or UNEP regional teams in relation to all type of activities within this workplan
10. This workplan can be modified or amended by written agreement between both parties and as needed during the implementation period of 2021-2023 notwithstanding any internal clearance or review process of each partner.

For UNEP

James S. Curlin
Acting Head of UNEP OzonAction

For ASHRAE

Charles E. Gullette III
ASHRAE President