



MINUTES
EXECUTIVE COMMITTEE MEETING

Tuesday, April 12, 2022

Approved by the Executive Committee on June 25, 2022.

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ACTION ITEMS

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No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 - 3	International Standards Task Force	Review the proposed MOU with GCC and make a recommendation to ExCom if it should be pursued. If so, the Task Force should also develop three to five objectives that Society could support as part of a work plan.		
2 - 3	Mehboob	Put together a group to develop a process for how Society considers new MOUs and work plans moving forward.		



MINUTES
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Tuesday, April 12, 2022

MEMBERS PRESENT:

Mick Schwedler, President
Ginger Scoggins, Treasurer
Don Brandt, Vice President
Dunstan Macauley, Vice President
Sarah Maston, Vice President
Jeff Littleton, Secretary

GUESTS PRESENT:

Dennis Knight
Billy Austin
Bill Bahnfleth
Bryan Holcomb
Doug Zentz
Jaap Hogeling
Kishor Khankari
Richie Mittal
Wei Sun

Adrienne Thomle
Apichit Lumlertpongpana
Art Giesler
Ashish Rakheja
Cheng Wee Leong
Dru Crawley
John Constantinide
Luke Leung
Wade Conlan

STAFF PRESENT:

Candace DeVaughn, Manager - Board Services
Chandrias Jolly, Assistant Manager - 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
Craig Wright, 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 and advised that the full code of ethics statement and core values are available online.

ROLL CALL/INTRODUCTIONS

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

REVIEW OF MEETING AGENDA

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

He noted that this would be a strategic discussion and there would be no votes or recommendations.

ETF TRANSITION WORKGROUP

Mr. Bahnfleth reported. The full report is included in ATTACHMENT A.

He provided a brief summary of the ETF's work. He stated that working with the ETF was one of the best opportunities he's had in all his time with Society.

The work of the ETF represents an unparalleled communication effort. The Task Force conducted 150 interviews and made 180 presentations over the past two years.

He reviewed the Task Group's transitional activities and expressed that the ETF needs to continue.

Mr. Schwedler thanked Mr. Bahnfleth for his work and the report and opened the floor to questions. A summary of comments is provided below:

Considering Society's streamlining efforts, does the President need to be involved? Can the EHC leadership make this group themselves? What time is laid out for the transition?

New group should not be much of a fiscal impact. The transition shouldn't take an entire year. The EHC Subcommittee would probably continue through the year, in coordination with EHC.

How do we empower the ETF? All of this discussion then results in an internal discussion in EHC?

The ETF web page has raised a little over \$165,000 in donations and resulted in standards sales.

Recommended that RBC be involved in the residential side.

Mr. Schwedler asked Mr. Bahnfleth to extend ExCom's grateful thanks to the ETF for their tremendous work. The ongoing impact of the ETF has been nothing short of amazing. Their work has truly served humanity.

Staff will share the most recent ETF roster with Mr. Schwedler so all members can be properly recognized.

GCC STANDARDIZATION ORGANIZATION (GSO) MOU

Mr. Littleton reported that GCC is the Gulf Cooperation Council which is the council of the countries that border the Persian Gulf. The language of the proposed MOU is flexible and generic. Staff's initial impression of the proposed MOU was good.

Mr. Schwedler thanked Mr. Littleton for the summary and opened the floor for discussion. A summary of the discussion is below:

It's a good agreement. A number of these countries have accepted ASHRAE Standards directly. Recommended that the MOU be sent to another group as a second set of eyes.

Remain confused with what we are doing with MOUs and work plans. Somewhat confused as to what our process is. Understand that there are strategic needs for MOUs.

This organization reached out to Society. A work plan can be added if that makes sense. Do need to be cautious of new MOUs that will just sit in a drawer. This group could be a conduit to other international standards organizations. Don't recall that ExCom determined that there would be no new MOUs without work plans. However, MOUs with work plans are more actively supported and are more likely to be a substantive benefit to Society.

Society currently has a partnership with ICC. Confused as to what our focus is and what we are doing as it relates to international standards.

Recall an action item being assigned to develop a work plan template. Generally, think that it is positive if there is another cognizant group that Society can partner with.

While this MOU would take Society outside the borders of the US, concerned that rather than becoming global, Society would be becoming more localized. Agree that a procedure for MOUs is needed. Suggest that a work plan is developed to see if there is any traction and if there is, consider an MOU with GCC. The list seems to be expanding and the general appetite of ExCom was to move towards only approving new MOUs that have a work plan.

This MOU is a strategic move to expand leadership and influence in that region. GCC is very eager to work with DLs and Society as a whole. This MOU would be a very good strategic move.

The International Standards Task Force will review the proposed MOU with GCC and make a recommendation to ExCom if it should be pursued. If so, the Task Force should also develop three to five objectives that Society could support as part of a work plan.

AI - 1

Mr. Mehboob will put together a group to develop a process for how Society considers new MOUs and work plans moving forward.

AI - 2

GLOBAL ALLIANCE FOR BUILDING AND CONSTRUCTION LIAISON

Mr. Littleton reported that, at the direction of the BOD, Society has joined the Global ABC. Moving forward, Society needs to determine how to structure interactions with the Global ABC, as they are a large organization. Do we assign volunteers to various components/work areas?

He provided an example of a recent email from Global ABC, asking for volunteers to focus on Africa as part of the Global ABC. How does staff determine Society's appetite for participation in various

invitations? Will interactions with the Global ABC be volunteer led, staff led, or a combination of the two?

He reported that one of the motivations for Society to join the Global ABC was Society's focus on building decarbonization. Should interactions be handed off to the TFBD?

There was a discussion of Society's engagement and interaction with the Global ABC. A summary of the discussion is below:

Rather than reactively looking at MOUs and what others approach Society with, should consider proactively looking at population growth around the world and strategically identify areas around the world that would be important to Society.

Recommend involving the International Standards Task Force. That group may be able to provide expertise and discussion in a proactive way.

GAC could best manage this. Oversight should be from a group that can consider Society's full product line. Africa has the largest growing middle class in the world.

There is funding available. There are opportunities to get chapter members involved.

Mr. Schwedler stated that the incoming Treasurer is the GAC Coordinating Officer. He expressed that GAC is a good focal point for this item. Need to focus on what Society wants to get out of this relationship for our members and be ready to grab opportunities as opposed to responding to requests as they arise.

He assigned Mr. Knight and Mr. Mittal to lead the charge in responding to this item.

STRATEGIC DISCUSSIONS

GRASSROOTS AND TECHNICAL ROOTS INTERACTION

There was discussion of increasing and/or improving interactions between the grassroots and technical roots. A summary of the discussion is below:

Have been working with TAC and CTTC on presentations and outreach for the chapters. There is also a regional coffee chat on TAC and TCs. A presentation was created with demos how to join a TC as a PCM. Direct interaction between the two is the DL program.

Have seen a lot of technical members who volunteer at the Society level but are not chapter members. To try to get that connection it would be good if a list of technical members could be provided for chapter leadership to reach out and encourage them to get involved at the chapter level.

Having been involved in the technical side, there are a lot of technical members who are very involved at the chapter level. Recommend asking technical members if they are active and if they are not, have a plan to get them engaged. There needs to be incentive for technical members to get involved at the chapter level.

Visited about 100 chapters worldwide and there are two different flavors of Society - chapter level and Society level. Recommend introducing different technical committees at the chapter

level. Recruit local technical volunteers to speak at chapter meetings; should have PAOE points associated. CTTC is currently under Members Council; it would be helpful to have a liaison from CTTC on Tech Council or TAC.

Need to find ways to infuse the grassroots and technical side.

The Chair of Tech Council is supposed to liaise with CTTC. Virtual TC members are a way for grassroots members to engage with a low entry bar; Tech Council is still looking for the best ways to get that information out.

As EHC Chair and past CTTC Chair, recommend adding additional PAOE points if the chapters encourage their local experts to become TC members. Also need to encourage TC members to reach back to their chapters.

Always had an issue with this disconnect.

Need to get away from different sides of ASHRAE.

EXECUTIVE SESSION

Executive session was called at 9:18 am.

Open session reconvened at 9:33 am.

ADJOURNMENT

There was no objection to the motion to adjourn at 9:33 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. ETF Transition Work Group Report

Update on Epidemic Task Force Transition

Bill Bahnfleth

Chair, ASHRAE Epidemic Task Force

Presidential Member

Epidemic Task Force Summary

- Formed in March 2020 following correspondence between ExCom and Environmental Health Committee
 - Nine voting members (SMEs), four non-voting members (BOD/ExCom, EHC, Stds, TAC, GA), four staff (staff liaison, GA, marketing, technology)
 - Formal reporting to EHC
- *Explicit Objectives*
 - Immediate (ASAP – spring/summer 2020)
 - Near term (Covid-specific, culminated in Core Recommendations, January 2021)
 - Develop resources to mitigate effects of future epidemics (on-going, ETF role to initiate necessary work within ASHRAE)

Summary (cont'd)

- *Implicit Objectives*
 - Communication – ASHRAE members, government, public, media (NYT, WaPo, WSJ, USA Today, Bloomberg, NPR, AP, Atlantic, Scientific American,...)
 - Collaboration – private and public organizations (USACE, AIA, USGBC, NYSERDA, CDC/NIOSH, EPA, DHS, DOE, White House, UNEP...)
- We had a plan – SARS-CoV-2 did not cooperate
 - Expected the pandemic to end and “normal life to resume in 2021
 - Expected that if we published guidance, that would be enough
- Asked for and received support to continue operation in SY 2021-2022, with intent to organize transition and sunset ETF as currently constituted at end of SY.

Summary (cont'd)

- *Inward* focus of ETF activities in '21-'22 has been on transition, as planned
- *Outward* facing activities have continued and grown, especially engagement with US government due to new (very welcome) addition of engineering controls to Covid mitigation strategy
- Current status
 - Lots of external interactions/projects in progress
 - Transition proceeding as intended but not quite as rapidly (detail to follow)
 - ETF will stand down in June
 - Transition working group needed
 - Primarily - continue/complete outward facing collaborations and communication activities
 - Also, ensure effective handover of responsibility – ideally, transition is a *process*, not an *event*.
 - Need for ETF transition team continuing into SY '22-'23 discussed with Pres. Schwedler in April 2021 (correspondence attached to agenda)

Transitional activities

- Finalize guidance
- Create final archival version of [ashrae.org/covid19](https://www.ashrae.org/covid19)
- Develop transition plans (team by team – residential, commercial, research, etc.) – original ask was 2022 WM – slipped, but well along
- Develop final report and recommendations incorporating transition plans – cannot complete until plans are received/reviewed, finalized
- Work with permanent bodies (councils, committees – incl. EHC) to implement transition plans, serve as resource while needed.

Current status of transition reports (8 April 2022)

- Drafts received
 - Laboratories
 - Industrial
 - Commercial
 - Residential
 - Healthcare
 - Building Readiness
 - Filtration and Disinfection
 - Transportation
- Not submitted
 - Schools
 - Science applications
 - Research

Most submitted in past two weeks

What is proposed

- An ETF transition working group that reports to EHC – same as ETF
- Members are key personnel from ETF capable of carrying out transitional activities effectively and successfully completing in-progress collaborations and performing other outward-facing functions during transition
- Liaisons with key bodies within ASHRAE
- Staff support as needed

Four Questions from the President-Elect

- Did the ETF fail to complete the transition which was intended to be complete this year? *No. On track to submit final report by annual meeting, already working with some committees on transfer of responsibility – but a range of states of progress.*
- ETF needs to report through EHC and can be a subcommittee within it, are we seeing an end run around EHC? *No. ETF reports through EHC now. The proposal is to scale down and refocus with no change in reporting.*

Four Questions from the President-Elect

- Are we sending a signal to EHC they cannot handle matters going forward? *No. The purpose of the proposed group is to carry forward institutional knowledge gained in more than two years of work by key members of ETF in part for the benefit of EHC. Several members tentatively proposed are already connected to the '22-'23 EHC. Bahnfleth (VC), Hanegan (ASHE liaison), Metzger (new member), Conlan (past chair, BOD ExO) and the new EHC roster includes several other ETF core and team members (Yang, Taylor, Zaatari, Maston). We'd like the latitude to pull in a few additional members who are not on the EHC roster and don't need to be.*

Four Questions from the President-Elect

- Why do we need a large number of people on ETF? *It is our intent that this group not be seen as the ETF – it isn't. It is its successor, with different objectives. That aside, we need to retain members who are heavily engaged in outward facing activities and also several key members who are well-positioned to facilitate the transition of work on infectious disease prevention to the standing bodies of ASHRAE. The roster is discussable and can be kept fairly compact and mostly comprised of EHC members. The number of members is a function only of anticipated expertise needs.*

Final thoughts

- ASHRAE leadership trusted ETF to develop its response to the pandemic. We hope it will trust ETF as it works to conclude its mission successfully.
- Two frequent failings of ASHRAE efforts
 - Timeliness of response
 - Short institutional memory
- In responding to the pandemic, ASHRAE has avoided the first. If the wind-down of the ETF and transfer of its responsibilities is handled well, it can also avoid the second. The proposed group will help ensure the desired outcome.