



MINUTES
EXECUTIVE COMMITTEE MEETING

Tuesday, January 11, 2022

Approved by the Executive Committee January 29, 2022.

TABLE OF CONTENTS

Executive Committee Meeting
Tuesday, January 11, 2022

CALL TO ORDER 2
CODE OF ETHICS 2
ROLL CALL/INTRODUCTIONS 2
REVIEW OF MEETING AGENDA 2
AHRI/ASHRAE GLOBAL COLLABORATION 2
GETTING TO ZERO (NBI) DISCUSSION 2
ORGANIZATIONAL MEETINGS PLANNED IN LAS VEGAS 3
2022 WINTER CONFERENCE/AHR EXPO UPDATE 3-4
EXCOM/BOARD FUNCTIONS DURING WINTER CONFERENCE 4
TFBD ON HOW TO DECARBONIZE ASHRAE OF SCOPE 3 CARBON EMISSIONS 4-5
REQUESTED TOPICS FOR EXCOM MEETINGS DURING WINTER CONFERENCE 5
EXECUTIVE SESSION 5
NEW BUSINESS 5-6
 DECARBONIZATION TRAINING SESSION FOR THE BOD 5-6
INFORMATION ITEMS 6
 FALL LEADERSHIP MEETING ACTION ITEMS 6
ADJOURNMENT 6

ACTION ITEMS

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Tuesday, January 11, 2022

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 - 6	Littleton	Send information to BOD members on decarbonization technical sessions that are taking place as part of the 2022 Winter Conference.		



MINUTES
EXECUTIVE COMMITTEE MEETING

Tuesday, January 11, 2022

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:

Dennis Knight	Devin Abellon
Stephen Yurek	Kishor Khankari
Jaap Hogeling	Eileen Jensen

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. He reminded all in attendance that the full code of ethics statement and core values were 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. *Decarbonization Training Session for the BOD* was added to 'New Business.'

AHRI/ASHRAE GLOBAL COLLABORATION

Mr. Schwedler thanked Mr. Yurek for joining the meeting. He stated that Society was excited to coordinate and collaborate with AHRI in Las Vegas.

Mr. Yurek expressed concern with having the conversation with the representative of a director competitor of AHRI present. He expressed his preference that the conversation be had in executive session.

Mr. Schwedler agreed that the conversation would be moved to executive session at this meeting.

GETTING TO ZERO (NBI) DISCUSSION

Ms. Maston reported that she and Mr. Crawley were assigned to attend *Getting to Zero*. She reported that the webinar was a ra-ra event with over 150 attendees. She stated that this was the first webinar she has attended where the side chat was so extensive that it took away from the presentation.

She reported that a draft or template letter of support was provided by NBI.

Ms. Maston stated that she did not have any history on Society's relationship with NBI. She asked for others to provide insight and any background information.

Mr. Littleton stated that NBI is a great organization and a high impact group. Society has struggled some in its relationship with NBI. He reported that NBI has asked Society to help them raise money in the past and Society has declined and stressed that our focus is on raising funds for Society.

Ms. Yates stated that this is a standard ask when organizations are going after grant money. Society has a standard response that we can't choose one organization over another.

Ms. Maston stated that if it is the will of ExCom she will leave this issue alone and wait to hear from NBI.

Mr. Schwedler agreed that this was the best path forward. There were no objections.

ORGANIZATIONAL MEETINGS PLANNED IN LAS VEGAS

Mr. Schwedler reported that Las Vegas would be the first chance for the current ExCom to officially meet at one of the Society Conferences. Attending organizational meetings is a benefit to Vice Presidents and provides exposure to other organizations. He recommended that each Vice President select one or two meetings to attend that fit their schedule and interests.

Mr. Littleton reported that there has also been an official request from AIHA and NBI to meet in Las Vegas.

He reported that there will be a stocked meeting room reserved for additional leadership meetings. Specifics on the meeting room will be shared with members of ExCom via email.

Hybrid meeting options were discussed for the leadership meeting room. It was determined that virtual attendees could be included via telephone, WebEx, or TEAMS.

2022 WINTER CONFERENCE/AHR EXPO UPDATE

Mr. Littleton reported that, as of the previous night, there were 1,192 in-person registrants, 531 committee meeting only registrants, and 136 virtual registrants: for a total of 1,859 registrations.

He reported that 'Committee Meeting Only' registration was being required in Las Vegas to assist with contact tracing.

He stated that all things considered, registration looks good but the pandemic has had an impact on registration. Thus far, there have been 41 cancellations, with the majority transferring to virtual registration.

He reported that ticket sales are also down about 50%. A technical tour had to be cancelled due to COVID.

The room block has slipped from 88% to 86%, representing about 77 room nights. The room block must stay above 80% to avoid an attrition charge.

He reported that there will be 220 hybrid and 131 fully virtual meetings as part of the Winter Conference.

A commitment of care will be added to every agenda and read prior to each meeting in Las Vegas.

A message will be sent the following day to all members, reaffirming that the Winter Conference is moving forward.

A test kit will be sent to every attendee, including staff, so that all attendees can perform a test prior to arriving at the meeting. Attendees are not required to submit the results of this test; instead, it is being provided to equip participants to test themselves and to provide reassurance that the Conference will be as safe as possible.

Mr. Littleton expressed the importance of Society's health protocols aligning with those of the AHR Expo.

Mr. Littleton was asked about quarantine or isolation rooms at Caesar's Palace. He reported that one of the biggest complications of developing health protocols is Clark County's requirement that anyone who tests positive for COVID-19 has to go to a designated quarantine hotel. The county is abiding by the CDC's recommendations regarding quarantine lengths.

Society will be relying on Vital Circle to provide official testing at the Conference. As such, Vital Circle will deal with individuals who test positive at the Conference.

He stated that concern has been expressed that the quarantine hotel, Arizona Charlie's, is not high quality and is not in a great part of town.

Ms. Gupta reported that several thousand ASHRAE branded masks will be distributed at the ASHRAE booth at the AHR Expo.

Mr. Littleton reviewed the Society's financial exposure from the AHR Expo, AHR Mexico Expo, Winter Meeting, and BPAC Meeting. In total, the Society is expecting a nearly \$1,200,000 budget deficit from these four events.

Mr. Wright reported that financials on the Winter Meeting are very fluid and change every day. He expressed that the Winter Meeting could go either way. Total budget exposure for the Winter Meeting includes the latest cost estimates for new COVID protocols.

Ms. Scoggins reported that the building loan has not yet been paid off and that payment will be deferred until budgets for these four events are firmer.

Mr. Mehboob stated that the motion to repay the building loan was not passed unanimously. He urged leadership to be careful.

Mr. Schwedler reported that there was no timeframe associated with the approved action to Finance and that the committee has not yet moved forward. Finance may come forward with another recommendation, but that is not the current discussion.

EXCOM/BOARD FUNCTIONS DURING WINTER CONFERENCE

Mr. Schwedler reported that there are additional events that should be on ExCom members' schedules. He reviewed the list of additional functions with the group. He encouraged all members to social distance and stay safe when attending additional functions.

TFBD ON HOW TO DECARBONIZE ASHRAE OF SCOPE 3 CARBON EMISSIONS

Ms. Scoggins reported that the Task Force has put together a proposal to obtain RFPs. There is no dollar amount associated with the proposal. The TFBD is proposing that the bid be sent, and the group would go to the BOD for approval to spend the money necessary to decarbonize Society.

Does the BOD or ExCom need to be involved before the RFP is issued to bidders?

Mr. Mehboob stated that he did not see this activity included in the task force's charge or scope. He asked if the task force investigated a business case. He also asked if it would be better for the task to be assigned to volunteers.

There was some discussion on the possibility of the work remaining inside Society. There was consensus that Tech Council would be consulted regarding this effort.

REQUESTED TOPICS FOR EXCOM MEETINGS DURING WINTER CONFERENCE

Mr. Schwedler requested input from members of ExCom on topics for discussion at the upcoming Winter Meeting. Members were asked to email Mr. Schwedler with suggestions by January 20th.

EXECUTIVE SESSION

Executive session was called at 9:19 am.

Open session reconvened at 9:48 am.

NEW BUSINESS

DECARBONIZATION TRAINING SESSION FOR THE BOD

Ms. Scoggins reported that a small group from the TFBD has been working on the presentation for the BOD in Las Vegas. She stated that the task force realized that some BOD members may not be as aware of decarbonization and decarbonization efforts.

Should there be a 15-20 minute training session as part of the report to the BOD in Vegas?

Ms. Scoggins was asked if the presentation would be on the importance of decarbonization. She responded that the task force heard multiple American members of the BOD who were not clued in on decarbonization and related topics. It was felt that only a few members of the BOD really understood the importance of decarbonization to ASHRAE.

The Task Force feels strongly that decarbonization is the future of ASHRAE and will either sink or swim Society.

There was discussion of the length of time of the session. A summary of comments is below:

A short session will not do the subject justice.

This type of session is needed. Concerned with only 15 minutes but also concerned with completing the BOD's business.

Suggestion of a virtual session prior to Las Vegas.

Hit the high points, particularly as it relates to Society. Suggestion to provide additional reading materials or follow up with virtual session following Las Vegas.

Mr. Schwedler stated that he heard two things being discussed - one is operational and can/should be done virtually and the other is a more strategic conversation on how decarbonization intersects with climate change.

He stated that there are a number of members who do not see a connection between carbon emissions and climate change. But from a business standpoint these members will still need information on decarbonization.

Mr. Schwedler requested that the strategic portions be covered during the ad hoc's report to the BOD in Las Vegas. He will inform the task force of the time available at a later date.

He suggested that the BOD be informed of technical sessions on decarbonization that are taking place in Las Vegas. He stated that those sessions could be beneficial in educating BOD members.

Mr. Littleton will send information to BOD members on decarbonization technical sessions that are taking place as part of the 2022 Winter Conference.

AI - 1

Mr. Mehboob requested that the task force focus on what the average member will get out of the training. He suggested that focusing on the average member is the best way to sell decarbonization to the membership.

INFORMATION ITEMS

FALL LEADERSHIP MEETING ACTION ITEMS

Mr. Schwedler thanked staff for providing an update on these action items. He reported that action item 3 was also complete.

He asked all members of ExCom to take a deeper look at the assigned action items prior to Las Vegas.

ADJOURNMENT

The meeting adjourned at 10:00 am.

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

Jeff H. Littleton, Secretary