



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

**TORONTO, ON**  
**June 25 and 29, 2022**

**Approved by the Executive Committee on August 31, 2022.**

**TABLE OF CONTENTS**  
Executive Committee Meeting  
June 25 and 29, 2022

<b>CALL TO ORDER .....</b>	<b>2</b>
<b>CODE OF ETHICS .....</b>	<b>2</b>
<b>LAND ACKNOWLEDGEMENT .....</b>	<b>2</b>
<b>ROLL CALL/INTRODUCTIONS .....</b>	<b>2</b>
<b>REVIEW OF MEETING AGENDA .....</b>	<b>2, 9</b>
<b>APPROVAL OF MINUTES .....</b>	<b>2</b>
<b>REVIEW OF ACTION ITEMS .....</b>	<b>2</b>
<b>MARCH 17, 2022 .....</b>	<b>2</b>
<b>APRIL 12, 2022 .....</b>	<b>2</b>
<b>MAY 10, 2022 .....</b>	<b>2</b>
<b>CRC MOTION REFERRAL – REGINA CHAPTER CRC MOTION 9 .....</b>	<b>2-4</b>
<b>TREASURER REPORT .....</b>	<b>4</b>
<b>REPORTS TO BODIES REPORTING TO EXCOM .....</b>	<b>5-6, 10</b>
JEPC .....	5
COLLEGE OF FELLOWS .....	5
PEAC .....	5
AEDG .....	5-6
AIA LIAISON COMMITTEE .....	6
FOUNDATION TRUSTEES .....	10
SCHOLARSHIP TRUSTEES .....	10
LIFE MEMBERS CLUB .....	10
TASK FORCE FOR INTERNATIONAL STANDARDS INTERACTION (ISI) .....	10
<b>REPORT OF THE PRESIDENT .....</b>	<b>6-7</b>
<b>REPORTS OF OFFICERS’ CRC AND INTERSOCIETY VISITS .....</b>	<b>7</b>
<b>PROJECT MANAGEMENT INSTITUTE (PMI) COLLABORATION .....</b>	<b>7</b>
<b>REVIEW AND APPROVAL OF NEW PUBLIC POLICY ISSUE BRIEFS (PPIB) .....</b>	<b>7-8</b>
<b>REVIEW AND APPROVAL OF NEW PUBLIC POLICY PRIORITIES (PPP) .....</b>	<b>8</b>
<b>NEW BUSINESS .....</b>	<b>8-9, 11</b>
FEEDBACK FROM OUTGOING EXCOM MEMBERS .....	8-9
DRC FORUM – APPOINTMENTS DISCUSSION .....	9
ASHRAE SCOPE 3 EMISSIONS .....	11
<b>INFORMATION ITEMS .....</b>	<b>9</b>
DC LEADERSHIP MEETING ACTION ITEMS .....	9
<b>EXECUTIVE SESSION .....</b>	<b>9, 11</b>
<b>ADJOURNMENT .....</b>	<b>11</b>

**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

June 25 and 29, 2022

<b>No. - Pg.</b>	<b>Motion</b>
4 -8	The Executive Committee approve the new Public Policy Issue Brief (PPIB) entitled, "Indoor Carbon Dioxide, Ventilation and Indoor Air Quality," for use in Society Year 2022-23 for government outreach.
5-8	ExCom recommend that the BOD approve the list of Public Policy Priorities (PPP) for Society Year 2022-23, as shown in ATTACHMENT C.

## ACTION ITEMS

Executive Committee Meeting  
June 25 and 29, 2022

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 - 2	Reiniche	Explore options for working with ICC to adopt ASHRAE Standard 169, <i>Climatic Data for Building Design Standards</i> . (Carryover from Fall 2021 Leadership Meetings)		
2 - 2	Littleton	Work on a better MOU with CAR. (Carryover from June 22 and 30, 2020)		Winter 2023
3 - 2	Maston, Rakheja, and Reiniche	Work with the Standards Committee to develop and present a plan for pathogen mitigation to ExCom by the July 2 <sup>nd</sup> meeting. (Carryover from June 3, 2021)		
4 - 2	Littleton	Work with the DEI Subcommittee to develop language and a plan to distribute sexual harassment prevention training through the Councils to all members. (Carryover from July 2, 2021)		Summer 2022
5 - 2	Maston and Rakheja	Synthesize the work with Tech Council and the Standards Committee to strategically evaluate the current standards development process. Pub and Ed Council should be involved as appropriate. (Carryover from November 18, 2021)		
6 - 2	Littleton	Create a draft document with MOU metrics for ExCom review and consideration. (Carryover from January 29, February 2 and 3, 2022)		
7 - 2	Littleton	Send recommendations on the IEA-EBC work plan to Mr. Schwedler and Mr. Mehboob for review. (Carryover from March 17, 2022)		
8 - 2	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. (Carryover from April 12, 2022)		
9 - 2	Mehboob	Put together a group to develop a process for how Society considers new MOUs and work plans moving forward. (Carryover from April 12, 2022)		
10 - 2	Rakheja	Work with SRC to amend the travel policy to reflect that Society Officers can use accrued American Express points, at their discretion, at the end of their service. (Carryover from May 10, 2022)		
4 - 11	Schwedler	Let the Nominating Committee know that CRC referred motion 9 (Regina Chapter) failed and request their thoughts and feedback on the motion.		



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

June 25 and 29, 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:**

Billy Austin  
Wei Sun\*  
Ashish Rakheja\*  
Tom Phoenix  
Dennis Knight  
Art Giesler  
Sheila Hayter

Matthew Young  
Darryl Boyce  
Michael Cooper  
Andres Sepulveda  
Adrienne Thomle  
Marelle Paas-O’Brock  
Courtney Araiza  
Steve Marek  
Jimmy Leonida  
Jim Arnold

Bill Harrison  
Luiz Piccoli  
Tom Phoenix  
Lambros Doulos  
Dennis Knight  
Don Colliver  
Kent Peterson  
Alex Frant  
Conor Murray  
Conor Deane

Tom Watson  
Richie Mittal  
John Constantinide  
Juliana Trigo  
Wade Conlan  
David Griffin II  
Trent Hunt  
Paul Petrilli\*

\*Indicates Virtual Attendee

**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

Emily Porcari, Mgr. – State & Local Govt. Affairs  
Matt Young, Mgr. – Federal Govt. Affairs  
Kristin Pilot, Mgr. - Development

**CALL TO ORDER**

Mr. Schwedler called the meeting to order on Saturday, June 25, 2022 at 8:30 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.

**LAND ACKNOWLEDGEMENT**

Mr. Schwedler read the Toronto Chapter's land acknowledgment statement.

**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. 'Appointments' was added to *New Business*.

Ms. Maston moved and Ms. Scoggins seconded that

1. The June 25 and 29, 2022 ExCom agenda be accepted as presented with the noted additions.

**MOTION 1 PASSED** (Unanimous Voice Vote, CNV).

**APPROVAL OF MINUTES**

The ExCom open session minutes from January 29, February 2 and 3, 2022, March 17, 2022, April 12, 2022, and May 10, 2022 were approved by acclimation with no changes.

**REVIEW OF ACTION ITEMS****MARCH 17, 2022**

Action items 3 through 7, 9 and 11 were reported as ongoing. All other action items were reported as complete.

**AI 1 - 7****APRIL 12, 2022**

The two action items were reported as ongoing.

**AI 8 - 9****MAY 10, 2022**

One action item was reported as complete, and the other was reported as ongoing.

**AI - 10****CRC MOTION REFERRAL – REGINA CHAPTER CRC MOTION 9**

Mr. Schwedler introduced and read the referred motion:

That Section 4.2, Election of the ASHRAE Bylaws be revised as shown below:

*Section 4.2 Election. Except as set forth in Section 4.3 and Article V, all elected members of the Board shall be elected at the annual meetings of the Society for terms of three*

*years, or until their successors have been elected and installed. Not less than one nor more than ~~four~~ three members of the Board shall be from any one region at the time of nomination. If the membership of the Board of Directors is changed, the Board of Directors may, at the time of such change, vary initial terms of office in order to have a uniform number of directors elected each year.*

It was stated that Region IV currently has four members on the BOD.

It was stated that RAL And Region XIV members have felt that they do not have proper representation on the BOD.

Mr. Macauley moved and Mr. Mehboob seconded that

**2.** Referred CRC motion 9 from the Regina Chapter be accepted as presented.

Mr. Macauley spoke against the motion. He stated that the change could be limiting to good members and making sure Society has quality members serving on the BOD. He stated that four as an upper limit is already tough for some members and reducing this upper restriction would only hurt the opportunity for great members to serve on the BOD.

Mr. Austin stated that he would likely speak against the motion. He asked, if approved, how would the motion be applied.

Mr. Schwedler responded that, if approved, the motion would go to the BOD and then the full membership on the spring ballot as it is a Bylaws change. He stated that he would imagine that part of the implementation would be that current BOD members would be grandfathered in.

Mr. Boyce stated that implementation would fall under the purview of the Nominating Committee. He stated that as the committee moves forward with their work, the change would be implemented.

Mr. Macauley stated that the change could cause an issue for VPs that were elected for one-year terms; that there could be potential that some VPs could not be eligible to serve.

Mr. Brandt spoke in favor of the motion. He expressed his opinion that it is a good idea, and he would support it.

Mr. Mehboob stated that typically a Bylaws change takes more than a year so there was likely not a possibility that it would come into operation before two years from now. He spoke strongly in favor of the motion. He expressed that if streamlining of the BOD is being considered then keeping four people from one Region on the BOD would skew leadership.

Mr. McGinn spoke against the motion. He stated that for Society officers, selection is based on qualities and abilities and the members' Region has no relevance. He suggested that the idea could be reexamined if/when streamlining happens.

Ms. Maston spoke in favor of the motion. She stated that regardless of streamlining efforts moving forward, as far as Society's mission and diversity it is important to have equal representation on the BOD.

Mr. Littleton clarified that this statement has always been in the Bylaws.

Mr. Schwedler stated he understood diversity, equity, and inclusion but that he was speaking against the motion. He reiterated Society's position that the office seeks the person and stressed that the goal should be to find the best person for the job.

**MOTION 2 FAILED** (3:4:0, CV).

Mr. Schwedler will let the Nominating Committee know that the motion failed and request their thoughts and feedback on the motion.

**AI - 11**

Mr. Mehboob expressed his opinion that the referred motion did not have sufficient discussion. He stated his opinion that it is not ExCom's business to abort business like this. He suggested that the motion be referred to the BOD.

He stated that ExCom needs to make up its mind on getting issues before bodies in the appropriate amount of time. He stated that he will come back to the committee with what the Bylaws says about agendas and how far in advance they must be issued.

### **TREASURER REPORT**

Ms. Scoggins reported that the report attached to the agenda will be presented to the BOD at the upcoming meeting.

She reviewed the 2021-22 fund structure. She reported that net assets have experienced growth over time and that mostly has to do with the Headquarters building.

Ms. Scoggins reviewed the composition of assets. She reported that the Headquarters building has increased assets and the Society's cash position was strong at the moment.

She reported that expense trends were similar to what they were in the past. The Society's largest expense is personnel.

She reported that the budget is projected to have a deficit of \$29,000. The budget overall was very much in the positive and PPP loans were very beneficial. When PPP loans and contributions for the Headquarters buildings are taken into consideration, the budget is in a very positive position for the current and previous Society year.

Ms. Scoggins reported that she is presenting a somewhat balanced budget. She stated that the Society is also in a good cash flow position.

She reported that below the line expenses and revenue are non-recurring or are outside of what would be considered "normal" revenue or expenses.

Mr. Littleton added that putting revenue or expenses below the line means the leadership does not want to manage the Society based on those expenses or revenue. For example, Society would not want to cut programs just because of an extraordinary legal expense. So, to prevent that, extraordinary expenses or revenue are placed below the line.



**REPORTS OF BODIES REPORTING TO EXCOM****JEPC**

Mr. Harrison reported that JEPC formed an advisory committee. The purpose of the advisory committee is to attract more young and new attendees to the AHR Expo. He expressed his pride at the committee forming a forward-thinking group.

He reported that Chinese vendors are uncertain of their ability to travel to the US in January 2023 and have proposed that IEC refund their deposits if they are unable to travel. IEC declined this proposal and there has been less commitment from the Chinese exhibitors than would otherwise be expected. Mr. Harrison stated his opinion that this lull is temporary and stated that the health of the Expo is very good and Atlanta will be a good show.

Mr. Littleton reported that Atlanta is essentially being taken out of the AHR Expo rotation. After the January 2023 meeting the next AHR Expo in that city will be 2031. He reported that this change was made because Atlanta has proven to be not as popular of a city to AHR attendees.

**COLLEGE OF FELLOWS**

Mr. Knight reported that the College of Fellows has been alive and well throughout the pandemic. During this time the group has continued to maintain programs to support YEA and has a mentorship panel discussion scheduled with YEA at this meeting.

**PEAC**

Mr. Mehboob reported that PEAC completed its work and the team for 2022-23 has a set of initiatives and is ready to begin their work.

He thanked the 2021-22 PEAC and expressed his best wishes to the upcoming year's group.

**AEDG**

Ms. Maston reported that the group had no recommendations for ExCom's consideration. The full AEDG report is included in ATTACHMENT A.

She reported that DOE has made it clear that they do not want to publish another book.

Mr. Phoenix reminded the group that this is not an ASHRAE Committee and is a separate legal entity, owned and represented by three other organizations, and Society has representation in the form of four voting members and a chair.

Mr. Phoenix served as chair for the past six and a half years and recently turned the chair position over to Presidential Member Gullledge.

He reported that the steering committee has changed for the better. DOE finally put their foot down in terms of what they want from the group and made it very clear that they would like some things to change. He expressed his opinion that the requested changes would bring the steering committee into the 21<sup>st</sup> century.

He reported that another change has been the shift to a focus on carbon. The steering committee has not finalized the format of this new focus. DOE's focus has changed from energy to carbon, and they have expressed that they would like the steering committee's focus to change as well. He added that the entire industry's focus is changing from energy to carbon.

He stated that the steering committee puts out a meaningful product and close to 750,000 copies of AEDGs have been distributed in print and online. He expressed that Society and the steering committee should be proud.

Mr. Schwedler added that the AEDG series has platinum referral from other organizations and that has contributed to the broad acceptance of the series.

Ms. Maston stated that relationships are really important and that the pivot to carbon keeps the steering committee and Society in the forefront of what is going on.

She stated that staff liaison Lilas Pratt has been instrumental to the group's success and expressed her thanks and appreciation. Ms. Pratt was acknowledged for her work and congratulated for her recent retirement.

#### **AIA LIAISON COMMITTEE**

Mr. Boyce reported that the committee has been working on an MOU with AIA.

Ms. Scoggins moved and Mr. Macauley seconded that

3. ExCom approve the ASHRAE AIA MOU signed by current AIA President Dan Hart and EVP/CEO Lakisha Woods on June 6 and June 2, respectively.

Mr. Boyce reported that in addition to the proposed MOU there will also be a very detailed work plan. Both the proposed MOU and work plan are included in ATTACHMENT B.

He expressed his opinion that it is important for Society to have an MOU with AIA. AIA is very enthusiastic to work with Society.

**MOTION 3 PASSED** (Unanimous Voice Vote, CNV).

Mr. Boyce reported that AIA is very interested in working with Society on the future of the built environment; they really want to work with Society to enhance the collaborative design process.

AIA plans to participate in COP27.

AIA is planning on attending the decarbonization conference in Athens; both the president and EVP will be in attendance.

Mr. Knight suggested that the MTG on integrated building design be encouraged to champion AIA's call for an enhanced collaborative design process. He expressed his opinion that the opportunity could breathe some life blood into that MTG.

#### **REPORT OF THE PRESIDENT**

Mr. Schwedler reported that he planned to make his report a discussion to share the positives and negatives of travel during the current Society Year.

He reported that when President Boyce was in office, information on Presidential travel going back to 2015 was compiled. Since that time, Presidential travel has been closely tracked.

He reported that feedback from Regional leaders has been extremely well received and they appreciate that Presidential visits are tracked and planned accordingly.

Mr. Schwedler stated that it is important for Society to thank companies that support their employees' volunteering in Society.

He reported that at the beginning of the Society Year, there were 89 chapters that had not been visited by a sitting President since 2015. As of the end of this Society year, that number has been reduced to 51. He expressed that every chapter is important, and Society never knows where the next leaders will come from.

He reported that trying to visit all 15 regions was a challenge. To help mitigate the challenge he limited spontaneous and one-off visits.

He suggested that the President does not need to visit all 15 regions each year and encouraged future leadership teams to reevaluate Presidential travel moving forward.

#### **REPORTS OF OFFICERS' CRC AND INTERSOCIETY VISITS**

Mr. Schwedler reminded officers to submit reports from CRC and intersociety visits. He stated that written reports help future ExCom's evaluate if a conference should be attended in the future.

#### **PROJECT MANAGEMENT INSTITUTE (PMI) COLLABORATION**

Mr. Brandt reported that he sat down with Mr. Austin and Mr. Macauley to discuss a potential collaboration with PMI.

He reported that PMI is a huge organization with 650,000 members worldwide.

He reported that in April, May, and June ALI courses had attendees who were general contractors or project managers. Attendees from these groups reported attending to increase their personal knowledge so they can be better in their day-to-day roles.

Mr. Brandt recommended that Mr. Austin be put in charge of this item as his first official duty.

#### **REVIEW AND APPROVAL OF NEW PUBLIC POLICY ISSUE BRIEFS (PPIB)**

Ms. Scoggins moved and Mr. McGinn seconded that

4. The Executive Committee approve the new Public Policy Issue Brief (PPIB) entitled, "Indoor Carbon Dioxide, Ventilation and Indoor Air Quality," for use in Society Year 2022-23 for government outreach.

Ms. Scoggins reported that the GAC approved the PPIB unanimously as its spring meeting on May 5, 2022. The document was drafted by Andy Persily, Chair of the ASHRAE Indoor Carbon Dioxide Position Document Committee and edited by the GAC for government communication purposes. This issue is important for public policy and government purposes due to the increased attention on indoor air

quality and monitoring recommendations and requirements. The Document Review Subcommittee (DRSC) reviewed the document at its May 12, 2022 meeting and had no comments.

**MOTION 4 PASSED** (Unanimous Voice Vote, CNV).

Ms. Yates reported that at the BOD Winter Meeting there was a change to the review and approval process of PPIBs. The new process does not require ExCom approval of existing PPIBs, GAC can now review and approve them.

She reported that eight existing PPIBs were approved by GAC and reviewed by the document review subcommittee.

#### **REVIEW AND APPROVAL OF NEW PUBLIC POLICY PRIORITIES (PPP)**

Mr. Boyce reported that GAC reviewed the existing PPP and made modifications to enhance it. He reported that the presented list are the approved PPPs for the upcoming Society Year.

Mr. McGinn moved and Ms. Scoggins seconded that

5. ExCom recommend that the BOD approve the list of Public Policy Priorities (PPP) for Society Year 2022-23, as shown in ATTACHMENT C.

Mr. Boyce reported that the PPPs are not listed in any particular order and are all of equal weight.

**MOTION 5 PASSED** (Unanimous Voice Vote, CNV).

#### **NEW BUSINESS**

##### **FEEDBACK FROM OUTGOING EXCOM MEMBERS. WHAT SHOULD WE KEEP? WHAT SHOULD WE CONSIDER CHANGING? (TOP 3 OF EACH)**

Outgoing members of ExCom provided feedback on what should be kept and what should be changed. A summary of that feedback is below:

*McGinn – ExCom met quite a bit more than the rules call for. ExCom can meet less and still get its work done. One of the things that ExCom could do to help the BOD realize that streamlining is important is to not do work that would normally be forwarded to the BOD. Some of this may be strategic thinking that ExCom has been doing but that the BOD could do. Would also help hone how the BOD operates and how it considers things.*

*Enjoyed ExCom meetings and this group got a lot done.*

*Brandt – Lots of tough decisions had to be made related to the COVID-19 pandemic. Feel ExCom did its best.*

*Disagree with Mr. McGinn, ExCom can be the gateway. If ExCom did more, the BOD would have to do less.*

*Had a great 2.5 years serving on ExCom.*

*Schwedler – Feel the BOD is starting to think more strategically. Not comfortable with ExCom or the BOD having strategic discussions at this point in the year.*

*Suggested that ExCom agendas continue to be sent to the BOD. Have had great participation from Directors in ExCom meetings this year.*

*Having a meeting early in the year is extremely helpful to help build a team. Feel that a fall meeting is more beneficial than a spring meeting.*

*Senior Officers don't have many specific duties. Made the decision this year to not have a separate Senior Officers meeting and feel that was a good thing. Senior Officers do need to have discussions regarding travel.*

#### **DRC FORUM – APPOINTMENTS DISCUSSION**

Mr. Schwedler reported that the DRC Forum was not an official meeting, and no motions can come out of it.

Mr. Macauley reported that during the DRC Forum there was a discussion of Regional Appointments. He stated that normally appointments go out in the spring with the spring appointment meeting. From a succession planning aspect, spring CRCs are having trouble with training and getting new members on board.

Mr. Macauley referenced the ROB indicating that the Society President-Elect will send a letter of intent in the fall. He stated that regional leadership does not have confirmation following the spring CRCs.

Mr. Boyce stated that the Nominating Committee will be discussing a referred motion similar to this. He reported that correspondence is being sent that essentially serves the same purpose. Perhaps there is some clarification that needs to happen.

Mr. Schwedler thanked Mr. Macauley for bringing this item forward.

#### **INFORMATION ITEMS**

##### **DC LEADERSHIP MEETING ACTION ITEMS**

Mr. Schwedler reviewed action items and encouraged members complete items in a timely manner and to provide updates to staff accordingly.

#### **EXECUTIVE SESSION**

Executive session was called at 10:48 am.

Open session reconvened at 11:53 am.

The ExCom meeting recessed at 11:54 am on June 25, 2022.

The ExCom meeting reconvened at 7:30 am on June 29, 2022.

#### **REVIEW OF MEETING AGENDA**

Mr. Schwedler reviewed the remaining items on the ExCom meeting agenda. 'ASHRAE Scope 3 Emissions' was added to *New Business*.

**REPORTS OF BODIES REPORTING TO EXCOM****FOUNDATION TRUSTEES**

Mr. Watson reported that the group had no recommendations for ExCom's consideration.

He reported that the Foundation Trustees approved the creation of a subcommittee to review the endowment investment policy.

Currently, \$30,000 is required to create a chapter endowment. At this meeting it was decided to add intervals at \$15,000 and \$30,000 above that additional investment. The reason behind making this change is to provide more opportunities for chapters to grow their endowed funds.

He reported that information items were included in the report attached to the agenda for ExCom's review.

Mr. Schwedler reported that he had the opportunity to award a number of scholarships during his Presidential year and that this was possible because of the work of this group. He thanked Mr. Watson and all Foundation Trustees for their work.

**SCHOLARSHIP TRUSTEES**

Mr. Littleton reported that most scholarships are awarded at the Winter Meeting.

He reported that the names of scholarship recipients are included in the report attached to the agenda.

Mr. Schwedler thanked the Scholarship Trustees for their work and diligence to secure the Society's future.

**LIFE MEMBERS CLUB**

Mr. Schwedler reported that the Life Members Club report was attached to the agenda for ExCom's review. There were no recommendations for the committee's consideration.

There were no questions or comments.

**TASK FORCE FOR INTERNATIONAL STANDARDS INTERACTION (ISI)**

Ms. Reiniche reported that the report attached to the agenda is an update of where the ISI is as of right now.

She reported that the task force was formed two years ago when a request to form a standing committee was sent to the BOD. The goal of the task force is to increase Society interaction globally. The task force's charge is relatively broad and the group is looking at standards as well as government affairs and is trying to address the issue of Society not communicating globally.

The goal is to have a recommendation for a permanent home for this group by January 2023.

She reported that incoming members were included in this meeting.

She reported that the ISI provided feedback on the translation of standards, as requested.

**NEW BUSINESS****ASHRAE SCOPE 3 EMISSIONS**

Ms. Scoggins reported that the BOD approved up to \$70,000 to investigate how to reduce or eliminate scope 3 emissions. She reported that two responses to the request for consultant proposals have been received.

She suggested that Mr. Leung lead a group of BOD members to select a final proposal. She requested that if Mr. Leung is not appointed to lead the group that he be involved.

Ms. Scoggins requested direction from Mr. Mehboob. She reported that emails from vendors have been received stating that the quotes provided will expire and inquiring about the selection process.

Mr. Mehboob advised that the discussion would be added to the June 30, 2022 ExCom meeting.

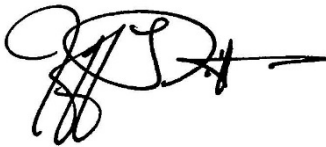
**EXECUTIVE SESSION**

Executive session was called at 7:52 am.

Open session reconvened at 8:06 am.

**ADJOURNMENT**

The meeting adjourned at 8:06 am on June 29, 2022.

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. AEDG Report

B. AIA MOU and Work Plan

**REPORT TO EXECUTIVE COMMITTEE**  
**From ASHRAE AEDG Steering Committee Representative**  
**As of June 25, 2022**

**Recommendations for ASHRAE Executive Committee:**

1. None.

**Information Items:**

1. The AEDG Steering Committee continues to look strategically at how their effort should move forward. At the forefront of that planning is the understanding that decarbonization and carbon metrics will need to be included in future efforts and the consideration of different formats for future projects. To better determine the product types the steering committee is developing a survey to determine market needs. As the AEDG Steering Committee transitions to new products the partners are reviewing and will be proposing changes to the MOU.
2. DOE has also reported that they are working through plans for the funding received for the agency as part of the infrastructure bill recently passed by Congress. The biggest provision of that funding is \$500 million designated for school facilities. There is a lot of interest in creative partnerships to support this provision.
3. Sara Zaleski announced that she is taking on a new role within the DOE to stand up a new Schools and Non-Profit team within the State and Community Energy Program branch in the Office of Infrastructure. She will continue to work with the Steering Committee until a replacement DOE representative is appointed.
4. The Multifamily AEDG has published both on the web and should be in print in the bookstore in Toronto.
5. ASHRAE Presidential Member, Chuck Gullede began the transition as Chair in April 2022. The new ASHRAE Representative to the AEDG Steering Committee next year will be Billy Austin.

June 25, 2022

Date

Sarah E. Maston

ASHRAE Representative to AEDG Steering Committee





## **Memorandum of Understanding**

### **ASHRAE And American Institute of Architects**

Founded in 1894, ASHRAE advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

Founded in 1857, the American Institute of Architects (AIA) is the leading professional membership association for licensed architects, emerging professionals and allied partners. AIA serves as the voice of the architecture profession and the primary resource for AIA members in service to society.

ASHRAE and AIA agree to support this Memorandum of Understanding (MOU) to advance and promote the mutual interests and shared values of their respective members, especially in the areas of climate change, decarbonization, and equity. We are committed to working together on the following activities and goals:

#### **CONSISTENT LEADERSHIP COMMUNICATION**

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold regular conference calls between staff and/or liaison committees, and two liaison meetings annually (either in person or via conference call) of designated senior representatives to:

- Ensure ongoing advancement of collaborative projects
- Keep each respective organization informed of major initiatives
- Discuss new opportunities for collaboration

The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are ASHRAE's Director of Member Services and AIA's Senior Director, Industry and International Relations.

#### **CONFERENCES AND MEETINGS**

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to one of its primary annual meetings, as well as alert the other to calls for entries for their technical program at any relevant conference or meeting. If feasible, upon request each organization will provide guidance to the other on how to submit a proposal for its technical program.

## **YOUNG PROFESSIONALS DEVELOPMENT**

ASHRAE and AIA agree to connect the leaders of the Young Engineers in ASHRAE (YEA) and Young Architects Forum (YAF) to explore joint activities that can help optimize collaboration between engineers and architects early in career development.

## **ADVOCACY AND PUBLIC OUTREACH**

Where mutually beneficial and to the extent allowed by law and corporate policies, ASHRAE and AIA agree to work together on common public affairs goals and advocacy. During annual liaison meetings, public affairs strategies will be discussed, and common goals identified. Collaborative opportunities to be considered include:

- Joint promotion of codes and standards at national and subnational levels
- Promoting mutually beneficial positions during the development and passage of national and subnational legislation, regulations, and policy
- Education of legislators on issues such as technical aspects of building design and its relationship to decarbonization, sustainability, resiliency and health; professional liability aspects of design practices; and the importance of professional licensure, relevant to the members of each organization

## **PUBLICATIONS**

ASHRAE and AIA agree to:

- Provide at least one complimentary subscription to the primary membership periodical to be received at the headquarters location of the other organization
- Explore opportunities to jointly produce publications of mutual benefit
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts
- Use periodicals to promote the other organization's events, publications, and other activities
- Explore opportunities to provide discounts on each other's publications, when doing so is in both organizations' best interests

## **EDUCATION**

ASHRAE and AIA agree to:

- Cross-market joint educational offerings at the national and international levels (or other offerings that are relevant to the respective audiences), as appropriate, primarily via events calendars
- Explore opportunities to co-develop and co-sponsor
  - new courses, webinars, or other training programs that take advantage of complementary expertise between ASHRAE and AIA
  - certificate or curated education content tracks

## **TECHNICAL ACTIVITIES COORDINATION**

ASHRAE and AIA members share many areas of common technical interest, including built environment health and safety, energy efficiency, decarbonization, and resilience. The organizations agree to foster technical cooperation in these and other areas of common interest by:

- Encouraging members in each organization to participate on technical committees and task forces

- Providing ample opportunity for each organization’s members to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to buildings and community developments
- Establishing liaison representatives to key technical committees where mutually beneficial to do so
- Considering additional sponsorship opportunities, when feasible
- Exploring the co-development of new standards that address topics of mutual technical interest, such as sustainability, renewable energy, indoor environmental quality, or climate change

**RESEARCH**

Recognizing that ASHRAE research is proprietary to the organization and its members and considering AIA’s Research Agenda, the organizations will explore ways to cross-promote or collaborate on each other’s research efforts, including investigating the creation of joint projects arising out of the results of existing research.

**COMMUNITY SERVICE**

ASHRAE and AIA will investigate working jointly on one or more community service projects focusing on building health and welfare for communities. These efforts may take place at the local, regional, or national level.

**ADMINISTRATIVE CONTACTS**

The administrative contacts for actions tied to this MOU shall be:

**For ASHRAE:**

Jeff Littleton  
 Executive Vice President  
 ASHRAE  
 180 Technology Pkwy  
 Atlanta, GA 30092  
 Tel: 404-636-8400  
 Email: [jlittleton@ashrae.org](mailto:jlittleton@ashrae.org)

**For AIA:**

Lakisha Ann Woods, CAE  
 Executive Vice President /Chief Executive Officer  
 AIA  
 1735 New York Ave, NW  
 Washington, DC 20006-5292  
 Tel: 202-626-7400  
 Email: [lwoods@aia.org](mailto:lwoods@aia.org)

**TERMINATION**

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days’ written notice of intent to terminate.

**TERM**

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time in a writing signed by both organizations.

**LEGAL STANDING**

This MOU memorializes a commitment by ASHRAE and AIA to continue and enhance their working relationship and individual efforts toward achieving the mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding agreement with the other. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship, or similar relationship between ASHRAE and AIA. Furthermore, this Memorandum of Understanding is intended to be a “living

document," meant to change as circumstances and priorities warrant. It may be modified or amended at any time in writing acknowledged by both organizations.

**FOR ASHRAE**

Mick Schwedler, 2021-22 President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date


Jeff Littleton, Executive Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date


**FOR AIA**

Daniel S. Hart, FAIA, PE, 2022 President

  
\_\_\_\_\_  
Signature

\_\_\_\_ June 6, 2022 \_\_\_\_\_  
Date

Lakisha Ann Woods, CAE, Executive Vice President/ Chief Executive Officer

  
\_\_\_\_\_  
Signature

\_\_\_\_ June 2, 2022 \_\_\_\_\_  
Date



**ASHRAE  
and  
American Institute of Architects  
Work Plan to Support the  
2022 Memorandum of Understanding**

This Work Plan identifies examples of activities the organizations intend to undertake to implement the goals of the 2022 Memorandum of Understanding (MOU). When necessary, the organizations will create and approve a binding agreement for each program or project undertaken to implement the MOU.

**CONSISTENT LEADERSHIP COMMUNICATION**

- Convene at least one leadership meeting with ASHRAE and AIA, preferably in person
- Continue to participate in special interest groups such as the CEO Partnership on Climate Action and other AIA or ASHRAE coalitions, task forces, or other groups

**CONFERENCES AND MEETINGS**

AIA and ASHRAE realize that important networking opportunities are abundant at our respective conferences.

- The guest organization will encourage its VIP(s) to accept the invitation to the host organization's meeting and participate in relevant events at that meeting.
  - For example, ASHRAE hosts a VIP luncheon at its Winter Conference, to which AIA VIP(s) are invited. Each host organization will provide suggestions to the guest's VIP(s) of events of interest.
  - The guest VIP(s) should request in advance to schedule a meeting during the event with the host organization's leadership if the organizations have topics related to potential or existing collaborative efforts to discuss.

As appropriate and agreed upon, ASHRAE and AIA will also consider:

- Providing speakers or panelists at the other organization's meetings to help provide updates and perspectives on building industry technologies and trends; for example, the organizations may work together to submit a proposal for a session on renovating their respective headquarters buildings during the 2023 ASHRAE Winter Conference
- Continuing to participate in the Building Performance Analysis topical conference
- Participating in or co-sponsoring a topical conference on building resiliency, decarbonization, or other topic(s) of relevance to both organizations' constituencies; a project plan will be created and approved by both organizations for any conference
- Participating in an industry summit on a topic such as designing, building, retrofitting, and operating low carbon/carbon neutral buildings, possibly in the fall of 2023
- Encouraging networking and outreach with leaders and staff attending each organization's conference and related events

- Collaborating on conferences or meetings at the Regional or local level
- Encouraging attendance of an AIA representative at ASHRAE's Decarbonization Conference, scheduled for October 6-7, 2022, in Athens, Greece

### **Conference-Related Websites**

For AIA:

<https://conferenceonarchitecture.com/>

For ASHRAE:

<https://www.ashrae.org/conferences/ashrae-conferences>

<https://www.ashrae.org/conferences/conference-resources/papers-and-programs>

### **YOUNG PROFESSIONALS DEVELOPMENT**

ASHRAE and AIA will encourage Young Engineers in ASHRAE (YEA) and Young Architects Forum (YAF) to propose one or more joint activities, such as a seminar, panel discussion, or other presentation targeting young building design professionals or a co-sponsored and co-hosted YEA-YAF event with a target date in 2023 or 2024. A project plan will be created and approved by both organizations for each activity or event that has financial implications. Some possibilities include:

- YEA Leadership Weekends (3 opportunities: US/Canada; International; Virtual): these are soft skills training events led by a professional facilitator; from a business perspective, they do not generate a profit. Consider inviting AIA members to participate
- Invitations to each organization's YEA/YAF members to participate in seminars at AIA and ASHRAE Conferences, being diligent about bringing architects and engineers to partner together and participate in these events
- Potential integration of CIBSE YEN into our collaboration network for young AEC professionals
- Evaluation of 3-party event or interaction with AIA YAF / ASHRAE YEA / CIBSE YEN, looking for inspiration within the ongoing YEA-YEN relationship

### **ADVOCACY AND PUBLIC OUTREACH**

The organizations will maintain ongoing communication in regard to issues of common interest at national and subnational levels. When feasible, the organizations will jointly address government bodies including through briefings and other educational fora. Where shared positions exist, the organizations will jointly develop and/or sign onto policy statements or positions, including in the form of letters and testimony. Staff from each organization will have the goal of meeting with their government affairs counterpart(s) on a quarterly basis. Opportunities for engaging with chapters, sections, and components will be pursued and implemented.

Upon request, ASHRAE's Government Affairs Committee (GAC) will provide appropriate time for an AIA representative to address issues of mutual interest to the organizations. AIA will provide similar opportunities for ASHRAE.

### **PUBLICATIONS**

To disseminate information of interest to the building design industry, ASHRAE and AIA will

- Jointly produce publications of mutual benefit; the ASHRAE primer, *Building Our New Energy Future*, published in June 2018 is an example for future joint publications; a project plan will be created and approved by both organizations for each publication

- Promote the other organization's events, publications, and other activities, when appropriate
- Provide peer review of each other's publications, when appropriate
- Provide staff-to-staff comparisons of each organization's publications to identify areas of potential collaboration
- Identify opportunities to feature each organization's work in respective publications (e.g., AIA to pitch an article about the new ASHRAE HQ in *Architect Magazine*)
- Identify other opportunities with AIA Architect Newsletter and *Architect Magazine*
- Identify opportunities for providing content for each organization's electronic newsletters

## **EDUCATION**

To support building industry education and professional development, ASHRAE and AIA will, as appropriate,

- Post each other's educational offerings on the organizations' events calendars depending on the relevance to each organization's audience.
- Co-develop and co-sponsor training and education programs to take advantage of the organizations' building design expertise; topics for such a program could include a Design Essentials course on Utilizing Integrated Building Design or a course on how to effectively complete and use model contracts; a project plan will be created and approved by both organizations for each new program
- Offer courses and presentations at each other's conferences of mutual interest to each organization's membership
- Consider joint course development with AIAU or other relevant platforms

In addition, ASHRAE and AIA will cooperatively promote Science, Technology, Engineering, Architecture, and Math (STEAM) education at the K-12 and post-high-school levels. AIA is revising its K-12 engagement strategy. After this strategy is complete, the organizations will look for additional collaborative opportunities.

## **TECHNICAL ACTIVITIES COORDINATION**

To foster technical cooperation in areas of common interest, ASHRAE and AIA will, as appropriate,

- Invite the other organization to identify a representative to participate on relevant technical committees, task forces, task groups, and other bodies
- Encourage the other organization's members to participate in the development of and comment on relevant proposed standards, guidelines, policies, and position statements
- Invite the other organization to submit a request to co-sponsor a standard, guideline, or other technical document, when doing so is mutually beneficial
- Create and each approve a project plan when the organizations agree that working together on a specific technical activity is mutually beneficial

## **RESEARCH**

To foster collaboration in areas of research, if appropriate or applicable:

- Upon request from AIA, ASHRAE will provide training on the process for applying for an ASHRAE research project
- AIA will invite ASHRAE to participate in updating AIA's research agenda, which currently is scheduled to be developed in 2022
- AIA will invite ASHRAE engagement on the Intersections conference, which tentatively is scheduled for 2023

## **COMMUNITY SERVICE**

- Staff will communicate with chapters and components about opportunities for collaboration to further community service activities
- Each organization will consider local opportunities (for example, in the DMV area, Community Forklift may provide an opportunity for collaboration)
- Each organization will promote the collaborative efforts after the fact in appropriate online and other media

## **CURRENT AND RECENT COLLABORATIVE ACTIVITIES**

The following list of collaborative activities the organizations have undertaken between 2020 and 2022 (thus far) is provided for reference and ideas.

- Ginger Scoggins attended the UN Climate Change Conference of the Parties (COP26) in Glasgow, Scotland
- AIA has approved an ASHRAE representative to serve on AIA's Codes and Standards Committee
- AIA has had representation on ASHRAE Standards Committees
- AIA has had representation on ASHRAE's Epidemic Task Force
- AIA has had representation on ASHRAE's Task Force on Building Decarbonization
- Jeff Littleton has participated on AIA's CEO Climate Action Group
- ASHRAE and AIA leaders met virtually
- ASHRAE and AIA have connected Young Engineers in ASHRAE (YEA) with AIA's Young Architects Forum (YAF); these efforts will be ongoing
- The organizations have been in regular communication regarding advocacy issues
- ASHRAE and AIA Staff have had monthly virtual meetings
- Both organizations consider diversity to be an important initiative
- Both organizations are interested in collaborating on a joint specialty conference on the future of the Built Environment
- Both organizations want to collaborate on enhancing the Integrated Design process
- Both organizations are interested in decarbonization