



MINUTES
EXECUTIVE COMMITTEE MEETING

TORONTO, ON
Thursday, June 30, 2022

Approved by the Executive Committee on August 31, 2022.

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Thursday, June 30, 2022

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

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No. - Pg.	Motion
1 - 2	Technology Council recommends that the Title, Purpose, and Scope (TPS) for creation of a new Position Document (PD) on <i>Human Health and Wellness in the Built Environment</i> be approved.
2 – 5	ExCom approve the renewed MOU (ATTACHMENT A) with AIA.

ACTION ITEMS

Executive Committee Meeting

Thursday, June 30, 2022

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 3	Littleton	Review GCC MOU language to ensure Society's copyright and interests are protected. Provide a draft MOU for ExCom's consideration at the next meeting.		August 2022
2 – 3	Littleton	Provide ExCom with a list of AASA members for which Society already has an MOU as well as a draft MOU template for all AASA members. The MOU template should identify items that Society agrees to provide all AASA members per the ROB.		
3 – 5	Maston	Discuss with RAC the possible research project with the UAE Ministry of Energy and request feedback. Bring that feedback to ExCom for further consideration.		
4 – 5	Littleton	Discuss with Kent Peterson the possible MOU with the UAE Ministry of Energy and request feedback. Bring that feedback to ExCom for further consideration.		
5 – 6	Littleton	Conduct an analysis of legal fees from the past 7-10 years and compare those costs to the cost of having in-house counsel. He will also prepare a list of non-financial benefits of in-house counsel. The full analysis will be provided to ExCom for review and consideration.		
6 – 6	Austin and Rakheja	Lead the effort of reviewing the list of meetings and conferences and provide ExCom a recommendation on which meetings and conferences Society representatives and members of ExCom should attend during the 2022-23 SY. These recommendations are requested as early as possible to allow time for proper planning and notification.		As Soon As Possible
8 – 10	Macauley	Work with Pub and Ed Council to gather information on the current and historical ALI instructor selection process and provide a report to ExCom.		



MINUTES
EXECUTIVE COMMITTEE MEETING

Thursday, June 30, 2022

MEMBERS PRESENT:

Farooq Mehboob, President*
Ginger Scoggins, President-Elect
Dennis Knight, Treasurer
Billy Austin, Vice President
Dunstan Macauley, Vice President
Sarah Maston, Vice President
Ashish Rakheja, Vice President*
Jeff Littleton, Secretary

GUESTS PRESENT:

Wei Sun*
John Constantinide

*Indicates Virtual Attendee

STAFF PRESENT:

Candace DeVaughn, Manager - Board Services

CALL TO ORDER

Mr. Mehboob called the meeting to order at 7:09 am.

CODE OF ETHICS

Mr. Mehboob read the code of ethics commitment and advised that the full code of ethics statement and core values are available online.

LAND ACKNOWLEDGEMENT

Mr. Mehboob 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. Mehboob reviewed the meeting agenda. 'Payments to Members Analysis' was added to *New Business*.

HUMAN HEALTH AND WELLNESS IN THE BUILT ENVIRONMENT PD

Mr. Maston reported that during discussions of this PD, the primary critique from Tech Council was that it was broad. It was noted that the PD was purposefully broad so as not to tie the hands of the committee.

There were no noted content issues.

Ms. Maston moved that

1. Technology Council recommends that the Title, Purpose, and Scope (TPS) for creation of a new Position Document (PD) on *Human Health and Wellness in the Built Environment* be approved.

Ms. Scoggins asked if direction should be sent back that the TPS is broad and should be fine-tuned.

Ms. Maston responded that Mr. Leung advised that the plan is to narrow the document as part of the PD development process.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

NEW AND REVIEWED MOU UPDATES**GCC STANDARDS ORGANIZATION**

Mr. Littleton reported that this group is based in the Middle East. He had a call with GCC recently and it went well. The MOU is not ready for ExCom's review, but staff wanted the committee to be aware that it is coming and will be ready for the next meeting.

At a previous ExCom meeting, there was discussion of Society's engagement with ISI. Since that time, Mr. Littleton and Mr. Knight attended a call with ISI that went well. The work plan with ISI is very close to completion.

Mr. Knight stated that this new MOU is very worth considering. GCC's parent organization is an organization of member states within the region, similar to DOE. He stated that GCC is a quasi-government agency.

Mr. Littleton will review GCC MOU language to ensure Society's copyright and interests are protected. Provide a draft MOU for ExCom's consideration at the next meeting.

AI - 1**ISHRAE**

Mr. Littleton reported that the MOU with ISHRAE expired on March 1st. Staff reached out and requested a renewed MOU.

Mr. Littleton recommended renewing the MOU with ISHRAE and reported that Society has a separate agreement with ISHRAE related to Society's involvement and endorsement of ACREX. Society has been attending ACREX for some time.

He advised that no action was needed.

Mr. Mehboob stated that AASA discussed MOUs, as several organizations have recently requested new MOUs. It was discussed that a lot of staff time is spent on MOUs and another model should be explored. The model that was proposed was a certificate that includes AASA initiatives, all AASA organizations would get one, and there is no termination date. He suggested that this model would save a lot of work.

He stated that in that context, Society would move away from MOUs with AASA organizations. He advised that the proposed certificates would not impact separate agreements that Society may have with AASA organizations.

He requested feedback from members of ExCom.

Mr. Littleton stated that Society has separate MOUs with 6-10 organizations. There is an existing provision to give AASA organizations benefits that are akin to the proposed certificate.

He reported that previous ExComs have had this discussion and decided that it was acceptable for Society to have separate MOUs with AASA organizations.

Mr. Littleton will provide ExCom with a list of AASA members for which Society already has an MOU as well as a draft MOU template for all AASA members. The MOU template should identify items that Society agrees to provide all AASA members per the ROB.

AI - 2

It was determined that staff would not rush a renewed MOU with ISHRAE in lieu of the proposed certificate approach.

UAE MINISTRY OF ENERGY MOU AND RESEARCH PROJECT

Mr. Littleton reported that a very detailed draft MOU, written in both English and Arabic, was received.

This group has also indicated that they are interested in having Society conduct a research project on solar based absorption HVAC systems.

One of the challenges and strategic issues related to this request is that Society does not currently have a mechanism to do contracted research for other organizations.

He reported that Dr. Alaa is concerned and has suggested that Society take advantage of this opportunity. Mr. Littleton expressed agreement.

Mr. Knight suggested that Society request a 'not to succeed' amount in the contract.

Mr. Mehboob stated that the UAE has a massive carbon footprint; the energy usage and carbon emissions are phenomenal, and most are a result of cooling operations. The UAE government has decided to search for a way to move to absorption technology, which has practically zero carbon footprint, and transitioning all cooling in the UAE to this technology.

He reported that this organization would like Society to do research on absorption technology and propose a pilot project where Society would collect metrics and determine feasibility. If the technology is found to be feasible, the UAE government would issue a decree to direct buildings to transition to absorption.

What would this opportunity do for Society's profile? This could be an opportunity that might not present itself for another 50 years. Would bring Society global recognition.

Ms. Maston requested that she be allowed to engage RAC and Tech Council and request input on the proposal. She suggested that the two groups could also provide feedback on ways to fast track the project.

Mr. Macauley stated that it sounds like Society needs to consider a business unit for research projects that are presented to Society so that guidelines can be established. He suggested that Society start thinking along those lines as more requests will likely come in the future, which could be a new business line for Society.

Mr. Rakheja stated that UAE is just the start; a successful test case with the UAE will create an entire market looking for a similar solution.

Mr. Mehboob stated a technical issue with absorption technology is that it requires a lot of water. In the Middle East, water is more expensive than oil. The real issue is can Society research an absorption machine that is air cooled. He suggested that if that could be created, it would be a different ballgame for the whole world and would eliminate the carbon and water problem in one shot.

Mr. Knight suggested that a consortium be organized. This would allow manufacturers to be involved with the project if they feel there is a market for it.

Mr. Mehboob suggested that Presidential Member Peterson be engaged to determine if there are any opportunities here for decarbonization.

He stated that Society is seen as an impartial body by the UAE. If Society feels the project is worth pursuing, then immediate steps should be taken to move forward. If ExCom doesn't feel that the proposal should be pursued, then the organization should be advised, and Society should provide direction on next steps.

Mr. Littleton recommended that Society be cautious about aligning with one manufacturer.

Ms. Scoggins expressed agreement with Ms. Maston.

Mr. Austin, Mr. Macauley, Mr. Knight, and Mr. Rakheja expressed agreement as well. There was consensus that the idea be vetted and pursued if it is determined to be feasible.

Ms. Maston will discuss with RAC the possible research project with the UAE Ministry of Energy and request feedback. Bring that feedback to ExCom for further consideration.

AI - 3

Mr. Littleton will discuss with Kent Peterson the possible MOU with the UAE Ministry of Energy and request feedback. Bring that feedback to ExCom for further consideration.

AI - 4

INTERNATIONAL ENERGY AGENCY – ENERGY IN COMMUNITIES AND BUILDINGS

Mr. Littleton reported that the International Energy Agency just approved the new MOU with Society. The BOD approved moving forward with the MOU but did not approve a specific MOU.

He recommended that ExCom approve the MOU as if it were a renewal since the BOD approved moving forward. There were no objections to the MOU being brought to ExCom for approval at an upcoming meeting.

AIA MOU RENEWAL

Mr. Littleton reported that the MOU renewal is ready for ExCom's approval. He reported that the MOU attached to the agenda has been signed. He recommended that ExCom approve the renewed MOU.

Mr. Knight moved and Ms. Scoggins seconded that

2. ExCom approve the renewed MOU (ATTACHMENT A) with AIA.

It was suggested that the ASHRAE President listed on the MOU be updated from Schwedler to Mehboob.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

LAW FIRM DESIGNATION

Mr. Littleton reported that two years ago, Society transitioned from King and Spaulding to Maguire Woods. Since that time, Maguire Woods has done good work for Society, but the two attorneys that focused on nonprofit matters have left the firm.

He reported that Society is currently using King and Spaulding as well as another law firm on legal matters.

The BOD just designated Maguire Woods as the Society's attorney of record. He stated that he wanted to alert the committee that a change to the attorney of record may be necessary.

Ms. Scoggins asked if Society should consider having in house counsel.

Mr. Littleton responded that the Society's legal fees ebb and flow. He reported that most organizations the size of ASHRAE have in house counsel. For example, AIA and AHRI both have in house counsel.

He reported that he does spend a good bit of his time jumping through legal hoops. Hiring in house counsel would likely cost a couple thousand of dollars on an annual basis, which is more that Society currently spends on legal fees.

Mr. Macauley suggested that an analysis of the Society's legal fees for the past five years be conducted to better understand what the cost difference would be.

Ms. Maston suggested that the analysis go further back to account for budget differences during the COVID pandemic.

There was consensus that the analysis should be done for the past seven to ten years.

Mr. Littleton will conduct an analysis of legal fees from the past 7-10 years and compare those costs to the cost of having in-house counsel. He will also prepare a list of non-financial benefits of in-house counsel. The full analysis will be provided to ExCom for review and consideration.

AI - 5

EXCOM TRAVEL CALENDAR

Mr. Mehboob reported that he had a discussion with Mr. Littleton on this matter and there is not currently a process for prioritizing which meetings and conferences members will attend.

He reported that Mr. Littleton advised, and he concurs, that members of ExCom should review the list of meetings and conferences attached to the agenda and provide recommendations on which meetings and conferences Society representatives and members of ExCom should attend. Once those recommendations are received Mr. Mehboob will determine which members should attend which events.

AI - 6

Mr. Austin and Mr. Rakheja will lead the effort of reviewing the list of meetings and conferences and provide ExCom a recommendation on which meetings and conferences Society representatives and members of ExCom should attend during the 2022-23 SY. These recommendations are requested as early as possible to allow time for proper planning and notification.

Mr. Littleton reported that historically, the entire ExCom has reviewed the list as a group and picked the meetings and conferences that members of ExCom and Society representatives will attend.

He suggested that Mr. Austin and Mr. Rakheja review past reports as well as which organizations Society has MOUs with.

He advised that he could provide input, as needed, as well.

Mr. Mehboob advised that he will assign members to travel if there is a conference taking place before the recommendations are received.

ASHRAE SCOPE 3 EMISSIONS

Ms. Scoggins reported that the BOD approved Society moving forward with efforts to address scope 3 emissions. There is not currently a cognizant body to select a vendor and monitor their efforts. What groups within Society need to be involved?

Mr. Mehboob stated that the BOD and ExCom do not need to work on this effort. He suggested that Tech Council put a special group together to follow this business.

There was consensus that Ms. Scoggins would work with one or two members not on the BOD. It was suggested that she involve Mr. McQuade and Mr. Wright.

Ms. Scoggins will assign a group within Technology Council, in concert with Mr. McQuade and Mr. Wright, to select a group to select a scope 3 emission vendor and monitor that vendor's work.

AI - 7

TRANSLATION OF ASHRAE PUBLICATIONS

Ms. Scoggins reported that the issue of translation of ASHRAE publications was discussed at a previous meeting. Since that time, both Region VIII and XI are requesting the translation of standards on a proactive basis.

Mr. Mehboob reported that he has a Presidential initiative to provide publications in languages other than English. He stated his opinion that the translation of standards require a greater deal of care as there are legal implications.

He suggested that a first step would be to select the languages that publications will be translated into.

He asked how the grassroots can be engaged in this work. He suggested that one option to engage the grassroots would be to work with the regions. He suggested that this work could start with smaller publications. He stated that he would like to see what the appetite is with the regions regarding this suggestion.

Mr. Macauley reported that this topic was discussed by the Publications Committee as well. He reported that 85% of publications are sold in the U.S. and Canada and there is very little market penetration elsewhere; this is primarily due to most documents being printed in English.

He reported that Pub and Ed Council is planning to investigate this issue further and he is willing to take this on as Chair of the council.

Mr. Mehboob stated that he is suggesting a zero-cost option with volunteer involvement at the region and chapter level. He suggested that Pub and Ed Council could provide a list of publications for translation that do not have legal implications.

He stated that any proposal needs to provide a timeline, deliverables, and cost.

Mr. Macauley suggested that the Training and Education Committee investigate options for translation as well.

Mr. Rakheja reported that when he served as Chair of the Publications Committee a similar exercise was undertaken where the committee surveyed what the popular languages for translation would be. He stated his opinion that there is a need for different types of standards to be published in different languages.

He expressed his opinion that involving local chapters will be an important aspect of any translation efforts, to obtain feedback on what the local chapters feel is important.

Mr. Macauley expressed agreement with Mr. Rakheja and stated that, if tasked with this item, he would work with Ms. Scoggins and Members Council to determine where areas of overlap would be.

Mr. Macauley will work with Pub and Ed Council as well as Ms. Scoggins and Members Council to determine the following items related to the translation of ASHRAE publications – languages for translation, determine the involvement of chapters and regions. Recommendations will be provided to ExCom for review and consideration by the fall meeting.

NEW BUSINESS

PAYMENTS TO MEMBER ANALYSIS

Mr. Mehboob reported that he investigated if there is a Rule of the Board related to payments to members and if there was a legal impediment to members receiving information on payments to members.

He reported that there is not a ROB on this subject and no legal impediment to putting this information on the website or otherwise publish it.

He continued that he would respect the will of ExCom and will not request the information be published.

Mr. Mehboob's analysis of payments to members is included in ATTACHMENT B.

Mr. Macauley requested that this discussion be moved into executive session.

Mr. Mehboob advised that all personal information was removed from the analysis and, as such, there was no impediment to having the discussion in open session. He reported that out of respect for confidentiality, names and dollar amounts would not be discussed together.

He reported that the total payments to members was \$509,305. The bulk of the payments were larger payments, and four of the five highest paid members are BOD members, two of which are members of ExCom. He reported that the average payment to members of the BOD was \$45,000.

Mr. Littleton was asked to give details on the process for the selection of course instructors. Mr. Littleton reported in almost all cases, there is a separate contract with the member to deliver the material.

Mr. Knight reported that he was involved with a few ALI courses in the past and there was no payment for the development of courses. He reported that trainers and developers only receive money if the course generates income. Funds are split amongst trainers and the payment was not a terribly large amount of money especially considering the time to develop the course is not compensated.

Mr. Macauley reported that either a single- or double-blind review of courses is conducted. He reported that once a course is sold payment is issued.

Mr. Mehboob stated that the issue he hopes to address is that members are paid to deliver HVAC 1 and 2, averaging payments of \$45,000 to members who were actively serving on the BOD and ExCom. He added that for some members payments were made over years and years.

He stated that the question is not return on investment, but equal opportunity to others. There are members who are struggling to pay for hotels when attending Society conferences and these funds could be helpful. Will other members of the BOD be given the same opportunity to be ALI instructors?

Mr. Mehboob requested that ExCom draft a policy that improves the participation of members in Society activities and gives them an opportunity to generate income, which may help to lower financial barriers to participation. He suggested that a process is needed to select instructors.

He expressed his opinion that the perception that members of the BOD are making a lot of money from Society needs to be removed. Are there other members that can deliver these courses?

Mr. Macauley recommended that Pub and Ed Council be allowed to investigate the history behind some of the courses and the processes currently in place for selecting instructors to validate that it is an open and fair process that any member can benefit from and take advantage of.

Mr. Knight stated that it is a matter of getting qualified instructors. He suggested that this issue is the purview of Pub and Ed Council, and they should be allowed to go back and have this conversation. Can we get instructors from other parts of the world that would draw members from other parts of the world?

Mr. Littleton thanked Mr. Mehboob for compiling and summarizing the data. He stated payments to instructors may not be a means to reach Mr. Mehboob's ultimate goal of reducing financial barriers to participation.

He stated that who gets paid to teach ASHRAE courses is driven by their ability to teach and whether or not they can deliver a quality experience to students.

He reported that Society generates a great deal of income from HVAC Level I and II trainings. He suggested that it would be challenging to spread those courses out over a number of instructors.

Mr. Littleton expressed agreement that there are a lot of very knowledgeable members who are capable of teaching courses. He stated that it is a good point that members of the BOD and ExCom have made a lot of money as instructors.

He expressed his opinion that the focus should be on the quality of teachers and courses.

Mr. Mehboob clarified that his goals are not only to reduce the financial barriers to participation, but also to provide equal opportunities, be transparent, and eliminate conflicts of interest.

He suggested that instructor opportunities should be listed online. He stated his opinion that he did not think that members would be happy to know that members of the BOD and ExCom are being paid large amounts of money.

Ms. Scoggins stated that she came around to Mr. Mehboob's way of thinking that the current instructor selection process is very closed. She suggested that a limit be placed on how much each instructor can make in a year. She expressed her opinion that the process should be more open and transparent.

Mr. Knight expressed agreement with Ms. Scoggins' suggestion of setting an annual limit. He stated that setting a limit should not be an issue, given Society's breadth and depth of members who are educators and academics.

He reported that he has heard feedback from attendees that the material is stale. He suggested that attendees would like to see the courses done in a more contemporary way.

Ms. Maston stated that in terms of diversity, it is a good idea to have instructors in other regions. She suggested that it is more meaningful to members to have someone who is local teaching the course. She expressed her opinion that finding quality instructors will not be an issue. She stated that increasing the size of the instructor pool and setting annual limits to instructor earnings sends a very different message than the one currently being sent.

Mr. Mehboob asked if ExCom should develop a policy or instructions regarding this topic.

Mr. Littleton suggested that the process begin with Pub and Ed Council. There may be unintended consequences to making changes to the current process that the council should be allowed to discuss and consider.

He expressed agreement with the potential for diversifying across a broader and larger instructor pool.

Mr. Macauley will work with Pub and Ed Council to gather information on the current and historical ALLI instructor selection process and provide a report to ExCom.


AI - 8**EXECUTIVE SESSION**

Executive session was called at 9:17 am.

Open session reconvened at 9:35 am.

ADJOURNMENT

The meeting adjourned at 9:35 am.



Jeff H. Littleton, Secretary

ATTACHMENTS:

- A. Renewed AIA MOU
- B. Analysis of Payments to Members



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

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

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

ANALYSIS OF PAYMENTS TO MEMBERS				
Sl. No.	Category	Description	Amount USD	Remarks
1	Special Projects	3 payments	74,000.00	
2	Research Projects	2 Payments Paid in 11 Months	26,773.00	Contract Value 236,000
	Course Development Payments to Members & their Companies			
3	Elearning	1 payment	250.00	
4	Ali course development	25 payments	14,400.00	
5	Online Course development	38 payments	43,870.00	58,520.00
6	Chapter training	8 payments	13,600.00	
7	Global training center	4 payments	7,650.00	
8	HVAC Level I & II	8 payments	237,950.00	
9	In company training	16 payments	56,000.00	
10	Author fees	5 payments	1,000.00	
11	Royalties & support fees	18 payments	33,812.00	
23		Total Paid	509,305.00	
24		Payments - 130		
25		Amount	509,305.00	
26		Average pay	3,918.00	
27		Training Payment		
28		Course Development		
29		63 payments	58,250.00	
30		Average pay	929.00	

Sl. No.	Category	Description	Amount USD	Remarks
31		Chapter training		
32		8 payments	13,600.00	
33		Average pay	1,700.00	
34		Global training center		
35		4 payments	7,650.00	
36		Average pay	1,912.00	
37		HVAC Level I & II		
38		8 payments	237,950.00	
39		Average pay	29,743.00	
40		In company training		
41		16 payments	56,000.00	
42		Average pay	3,500.00	
43		No of Members paid		
44		USD 1000 - 4999 - 31 Members		
45		USD 5000 - 9999 - 5 Members		
46		USD 10000 - Up -10 Members (Avg. \$ 37,700)		
47		Below USD 1000 - 84 Members		
48		5 Highest Paid Members Details		
		Amount. \$229,000		
		4 out of the 5 served on the Board		
		2 out of 5 served on EXCOM		
53		Average payment \$ 45,845		
