



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

**Tuesday, May 10, 2022**

**Approved by the Executive Committee on June 25, 2022.**

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**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

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<b>No. - Pg.</b>	<b>Motion</b>
1 - 4	Approve the updated MOU with DOE (as shown in ATTACHMENT A).
2 - 6	Accrued points on American Express cards issued to volunteer officers can be used by them at the end of their service.

**ACTION ITEMS**

Executive Committee Meeting

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<b>No. - Pg.</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>	<b>Goal Date</b>
1 - 6	Schwedler	Coordinate communication to the International Standards Task Force, Pub and Ed Council, Members Council, AASA, and Government Affairs Committee, asking them to discuss and provide feedback on the possibility of translating ASHRAE publications and services into languages other than American English.		
2 - 6	Brandt	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.		



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

Tuesday, May 10, 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:**

Adrienne Thomle	Dennis Knight
Art Giesler	Devin Abellon
Ashish Rakheja	Jim Arnold
Billy Austin	John Constantinide
Bryan Holcomb	Luke Leung
Cheng Wee Leong	Susanna Hanson
	Wei Sun

**STAFF PRESENT:**

Candace DeVaughn, Manager - Board Services  
Chandrias Jolly, Assistant Manager - Board Services  
Joyce Abrams, Director - Member Services  
Vanita Gupta, Director - Marketing  
Kim Mitchell, Chief Development Officer  
Mark Owen, Director - Publications & Education  
Stephanie Reiniche, Director - Technology  
Alice Yates, Director - Government Affairs  
Craig Wright, Director of Finance

**CALL TO ORDER**

Mr. Schwedler called the meeting to order at 8:00 am.

**CODE OF ETHICS**

Mr. Schwedler read the code of ethics commitment.

**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. *Translation of standards* and *American Express* were added to 'New Business.'

**RMI ASSOCIATE GROUP**

Mr. Schwedler reported that the Rocky Mountain Institute Associate Group received the Global Cooling Prize last year and has indicated a desire to work with Society. Mr. Schwedler opened the floor to comments and discussion. Below is a summary of that discussion:

*RMI has been very active in the past. The group does unique work and has great expertise. It is a good idea to work towards a more engaged partnership with them.*

*The main thing they are looking for is testing and testing methodology. This could be an opportunity to develop a MOT Standard in partnership with RMI. They are a very influential group.*

*RMI is really chasing SEER. This could be a potential opportunity for a new method of test on residential equipment, which has a huge market.*

Mr. Schwedler stated that there was a general consensus to pursue the request from RMI. Who, or what group, should be aware of this decision?

Mr. Brandt volunteered to work with RMI.

Mr. Littleton suggested that Mr. Brandt and Ms. Reiniche work together.

Mr. Schwedler stated that Mr. Brandt will be the point person and liaise with RMI. He encouraged Mr. Brandt to move forward and see what comes of it. He thanked Mr. Brandt for volunteering.

**NBI GETTING TO ZERO NEXT GEN PROFESSIONAL DEVELOPMENT PROGRAM**

Mr. Schwedler reported that members of ExCom had a face-to-face meeting with NBI in Las Vegas. He reported that NBI has requested an additional investment from Society that would not result in additional benefits to ASHRAE Members.

He reported that he will be serving as the liaison to NBI in the upcoming Society Year. Mr. Schwedler opened the floor for comments and guidance from ExCom. A summary of those comments is below:

*NBI is very influential for their size. Society's educational programs should not be given to NBI free of charge. Suggest exploring other ways to partner with the organization.*

*If NBI's intent is to fill the need in the industry for certain professionals, it may be a good opportunity to introduce the ASHRAE Jobs Portal. This could be an avenue to increase the performance of the job portal.*

*Suggest communicating with NBI that they have erred in the past and state that Society wants a different path moving forward. Haven't seen a lot of benefit for Society from the MOU with NBI.*

*Society should consider the suggestion that Society partner with NBI for a fee. Should Society investigate licensing?*

*Suggest offering training for a fee.*

*NBI is deep into decarb, which could be a benefit to Society.*

*Seems to be nothing for ASHRAE Members in this proposed partnership. They seem to be trying to get Society's intellectual property for free. Suggest drafting terms of the MOU so that there are benefits for ASHRAE Members and guarantees that NBI won't take Society's materials for free.*

*The current MOU with NBI expires May 14, 2022. This may be an opportunity to reframe the relationship.*

*After much thought and member involvement, it was recently decided that Society would not renew the MOU with NBI.*

Mr. Schwedler stated that he would draft a response to NBI, taking into account the suggestions of ExCom. The response will be sent later this week.

He thanked everyone for their input and stated that he would not suggest a renewed MOU in his response to NBI.

#### **AHR EXPO MEXICO, SEPT. 20-22, GUADALAJARA**

Ms. Scoggins reported that while she was attending the Region VIII CRC, it was made abundantly clear how important it is that a senior officer attend AHR Expo Mexico. She stated that the Monterrey Chapter puts a tremendous amount of work into the Expo.

She stated that she wanted this to be on Mr. Mehboob's radar so he could assign someone to attend. At the CRC, Ms. Scoggins assured the Region that either Mr. Mehboob or Ms. Scoggins would attend.

The Chapter was hoping to know who would be attending by mid to late May so that information can be included in conference promotions.

Ms. Scoggins reported that the Monterrey Chapter has asked if Society can provide transportation reimbursement for Chapter Members who attend the Expo.

Mr. Mehboob reported that it is the prerogative of the President-Elect to assign someone. He stated that he was unsure as to why the topic was on the table for discussion at an ExCom meeting.

He stated that he would respond to Ms. Scoggins' email request to assign a senior officer to attend AHR Expo Mexico, when he has had the chance to think on it.

Mr. Littleton reported that the staff team was currently working on plans for AHR Expo Mexico, including Society's booth, which staff members will attend, and if there will be an event to meet the ASHRAE President.

Mr. Littleton was asked to provide a list of volunteers that have attended AHR Expo Mexico in recent years.

### **DOE MOU**

Mr. Schwedler reported that a lot of work went into the draft MOU with DOE.

Ms. Yates reported that Society had an MOU with DOE for several years. The current MOU was signed by the previous administration. She stated that approval of the revised draft MOU would help with a number of activities and would further strengthen Society's relationship with DOE.

Mr. Brandt moved and Mr. Macauley seconded to

1. Approve the updated MOU with DOE (as shown in ATTACHMENT A).

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

Mr. Schwedler thanked Ms. Yates and everyone who worked on the updated MOU. He stated that the new MOU would be a big step forward for Society.

### **STRATEGIC DISCUSSIONS**

#### **SHOULD ASHRAE HAVE AN INTERNATIONAL CONFERENCE WITH BOD INVOLVEMENT EVERY THREE YEARS?**

A summary of the strategic discussion is below:

*Really like this idea. It would help promote Society's presence in Europe and drive growth in Europe. There is not currently a pan European, multi-track, multi-day conference for the building HVAC industry. Hosting this conference would be challenging and would take several conference events to become profitable. An additional challenge would be that the Meetings staff are already quite busy.*

*The conference should be truly international and move around. However, building momentum could be difficult, especially if the conference moves locations.*

*This is necessary for members to understand the true breadth of ASHRAE. There is not another Society like ours. ASHRAE is truly global. Suggest taking advantage of the fact that Society has global membership and chapters around the world. In favor of the opportunity to show members and the world that ASHRAE is a global organization.*

*Interesting idea. Suggest shortening the time in between conferences.*

*Brilliant idea. Do not suggest limiting the conference to just Europe. Suggest that the entire BOD does not need to attend each year; if 1/3 of the BOD attends each year, it is the financial*



*and practical equivalent of the entire BOD attending every three years. It is not necessary for staff to put these events together.*

*Society is still very North American-centric, and we need that exposure every three years, if not more. The key is BOD involvement. Suggest international BOD meetings.*

*Region XIII has a conference every two years. Upcoming conference dates will be sent to leadership to consider.*

*Suggest sending this item to Members Council.*

There was consensus that Mr. Schwedler would send a list of BOD members to begin work on this concept to Mr. Mehboob for his review and approval.

## **NEW BUSINESS**

### **TRANSLATION OF STANDARDS**

Ms. Scoggins reported that translation of standards has come up at the last two CRCs she attended. Region II wanted Society to become a registered standards writing body in Canada, but standards must be in English and French to do so.

She stated that translating standards would have a positive fiscal impact and there are members willing to assist. There is not a current format or process for the translation of standards.

Mr. Owen reported that there is currently a program to translate standards. Is there a better way to do it? Should Society strategically position efforts towards specific standards or regions?

Mr. Mehboob reported that an initiative for the upcoming year is to offer services in other languages whenever possible. Translation is a huge opportunity and doesn't need to be limited to standards.

He suggested that AASA could be involved and assist with translations. He stated that translating services could be a cross council, de-silo effort as well.

Mr. Knight suggested that members should be made aware of the current program. He suggested an effort that focuses on communication and awareness.

Ms. Scoggins stated that the current process is reactive, where members have a need and request a specific translation. She suggested that Society should be more proactive and focus translation work on primary standards. In order for standards to be adopted in other countries, they must be available in languages other than American English.

Mr. Schwedler stated that there was a general consensus in favor of translating Society documents. He stated that from a strategic standpoint, it would be wise to identify specific documents to be published in other languages. He suggested that a list of other languages could also be identified.

It was suggested that a task force be developed. It was stated that the group should include members of staff.

It was stated that ISO sends out draft documents during the comment period; during which time, each individual international standards body has the opportunity to translate the standard into French, English (US and UK), and Russian.

Mr. Schwedler will coordinate communication to the International Standards Task Force, Pub and Ed Council, Members Council, AASA, and Government Affairs Committee, asking them to discuss and provide feedback on the possibility of translating ASHRAE publications and services into languages other than American English.

**AI - 1**

### **AMERICAN EXPRESS**

Mr. Schwedler reported that officers are allowed to charge expenses on their ASHRAE American Express cards, which accrue points. Staff with American Express cards will often use their points for travel upgrades.

He reported that in full transparency, he wanted to bring this item to ExCom. There are a number of different things these points can be used for. For an ethical standpoint, what are ways that ExCom members might use their points?

Ms. Scoggins stated that the points should be used by officers before they roll off ExCom. She expressed her opinion that using the points should be at the discretion of the member.

Mr. Brandt stated that from an ethical standpoint, the money does not belong to members of ExCom. He suggested that the points be applied to the final bill.

Mr. Mehboob stated that volunteers are not compensated for the thousands of hours that are volunteered. The points are a small token for the monumental work that members of ExCom are doing. In other parts of the world, this wouldn't even be a discussion.

Mr. Mehboob moved and Ms. Scoggins seconded that

2. Accrued points on American Express cards issued to volunteer officers can be used by them at the end of their service.

Mr. Knight stated that he was not sure that a motion was needed.

Ms. Scoggins spoke in favor of the motion. She stated that the points are a small token for members' efforts.

Mr. Brandt spoke against the motion. He stated that the points represent funds that belong to Society.

**MOTION 2 PASSED (5:1:0, CNV).**

Mr. Brandt will 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.

**AI - 2**

**ADJOURNMENT**

The meeting adjourned at 9:43 am.

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

Jeff H. Littleton, Secretary

**ATTACHMENTS:**

A. Revised DOE MOU

**Memorandum of Understanding  
Between  
The United States Department of Energy  
And  
The American Society of Heating, Refrigerating  
and Air-Conditioning Engineers, Inc.**

By this memorandum of understanding (MOU), the U.S. Department of Energy (DOE) and the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) agree to further their long-term relationship by working cooperatively to:

- Advance decarbonization of the building sector by increasing the energy efficiency and reducing the carbon footprint of buildings beginning with the construction phase throughout the buildings life, including operation and maintenance;
- Increase the grid-interactivity of buildings by advancing grid-flexibility, flexible energy storage, and renewables integration into buildings;
- Promote ~~of~~ more resilient, efficient buildings through the adoption of advanced building standards and codes, including supporting innovative code approaches in the model code development, building performance standards, and zero energy codes;
- Increase compliance with the latest building energy codes by supporting States in understanding latest codes;
- Improve building resiliency and keeping occupants safe;
- Develop the workforce of the HVACR and associated sectors including through increasing diversity and advancing training to support decarbonization; and
- Improve overall building performance, including for occupants' health and well-being.

DOE's Office of Energy Efficiency and Renewable Energy (EERE) enters into this non-binding MOU pursuant to the authority of section 646 of the Department of Energy Organization Act (Pub. L. 95-91, as amended; 42 U.S.C. § 7256) and Title III of the Energy Conservation and Production Act (Pub. L. 94-385, as amended; 42 U.S.C. 6831 *et seq.*).

EERE and ASHRAE are committed to working together toward the following goals:

1. Encourage the continued development of voluntary consensus-based standards related to energy efficiency and decarbonization in new and existing buildings and promote standards adoption and compliance.
2. Further the development of low-carbon construction and advance education and research about embodied carbon for buildings.
3. Encourage transparency, inclusion, diversity, and collaboration in the development of consensus-based standards referenced in ASHRAE ~~covered by~~ Standard 90.1.
4. Collaborate with the Department on the development of consensus-based standards referenced in ASHRAE ~~covered by~~ 90.1 to the maximum extent allowed by law such that they are developed in a timely manner consistent with DOE's statutory mandates and reference DOE regulations, wherever possible.

5. Encourage states to adopt each succeeding version of Standard 90.1 (Energy Standard for Buildings Except Low-Rise Residential Buildings), to realize energy and cost savings, decarbonize, and ~~improve~~support grid-flexibility.
6. Assist States and units of local government with the enforcement and compliance of these standards and codes through educational outreach and training.
7. Support workforce development of the HVACR and building sectors to improve performance and decrease emissions from the built environment, including through broadening outreach to more diverse communities.
8. Address the interconnection between building decarbonization and equity and environmental justice, including through data sharing, education and training, and convening stakeholders.
9. Continue to collaborate in the development and encourage the use of innovative code approaches, including building performance standard, zero-energy codes, decarbonization approaches, and advanced energy design guides.
10. Advance the continued development of low-GWP refrigerants, and their effective, energy efficient and safe use, including through standards, education, training, and research.
11. Provide and encourage the use of clear and consistent information to the building industry about improved building performance through commissioning and use of energy audits, harmonized data standards, facility management and operations training, the long-term benefits of building decarbonization including resilience, cost-savings, and health.
12. Work within the building community and related sectors including utilities to encourage the interoperability of building related software and integrated solutions among design disciplines, manufacturers, contractors, building owners and operators, and utilities to decarbonize the building sector and improve building and grid resilience, health, and productivity in new and existing buildings.
13. Encourage communication of information regarding technology transfers and facilities training to building owners and management about the interrelationships between mechanical systems and building operating costs, concerning energy, indoor environmental quality workplace performance, client satisfaction, resilience, productivity, health impacts, and public safety.

This MOU in no way restricts either of the parties from participating in any activity with other public or private agencies, organizations, or individuals.

This MOU is neither a fiscal nor a funds obligation document. Nothing in this MOU authorizes or is intended to obligate the parties to expend, exchange, or reimburse funds, services, or supplies, or transfer or receive anything of value. The words “encourage,” “support,” and “cooperate” do not imply any material or financial assistance, transaction, or obligation by either party.

This MOU is strictly for internal purposes for each of the parties. It is not legally enforceable and shall not be construed to create any legal obligation on the part of either party. This MOU shall not be construed to provide a private right or cause of action for or by any person or entity.

This MOU is subject to, and will be carried out in compliance with, all applicable laws, regulations, and other legal requirements.

The MOU will become effective upon signature by the Assistant Secretary for EERE and the President of ASHRAE. It may be modified or amended by written agreement between both parties, and such amendments shall become part of, and shall be attached to this MOU. This MOU shall terminate at the end of three (3) years unless revised or extended at that time by written agreement of the parties. It may be terminated at any time by either party upon 90 days written notice to the other. Its provisions will be reviewed periodically and amended/supplemented if mutually agreed upon in writing.

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Kelly Speakes-Backman  
Principal Deputy Assistant Secretary  
Acting Assistant Secretary  
Office of Energy Efficiency and Renewable Energy  
U.S. Department of Energy

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Michael CA Schwedler  
President 2021-2022  
ASHRAE

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Date

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Date