



MINUTES
EXECUTIVE COMMITTEE MEETING

ISTANBUL, TURKEY
Friday, October 14, 2022

Approved by the Executive Committee on February 4, 2023.

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PRINCIPAL APPROVED MOTIONS

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No. - Pg.	Motion
1 – 2	The minutes from the August 31, 2022 Executive Committee meeting be approved.

ACTION ITEMS

Executive Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 -	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 -	Littleton	Work on a better MOU with CAR. (Carryover from June 22 and 30, 2020.)		
3 -	Maston, Rakheja, and Reiniche	Work with the Standards Committee to develop and present a plan for pathogen mitigation to ExCom by the July 2 nd meeting. (Carryover from June 2, 2021.)		
4 -	Littleton	Send recommendations on the IEA-EBC work plan to Mr. Schwedler and Mr. Mehboob for review. (Carryover from March 17, 2022.)		
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.		
6 - 2	Littleton and Conlan	Develop processes for reviewing Chapter created technical documents, and for how the technical side of Society can be connected with the grassroots vis-à-vis the review of technical documents developed by Chapters.		Nov. 14, 2022
7 - 3	Austin	Help develop a work plan for ISHRAE in the wake of approval of the ISHRAE/ASHRAE MOU.		Nov. 30, 2022
8 - 3	Littleton	Investigate how long it would take SSPC 90.1 to include carbon in 90.1, along with a zero-energy appendix. Staff will then draft a letter to be sent from ExCom to SSPC 90.1 with direction on Standard 90.1 regarding carbon and zero-energy, providing historical context (Vision 2030, etc.). The draft letter should include expectations and timelines for goals.		Nov. 30, 2022



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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

*Attended via Phone

GUESTS PRESENT:

Wade Conlan	Adeeba Mehboob
Andres Sepulveda	Richie Mittal
Susanna Hanson	Art Giesler
Cheng Wee Leong	Kishor Khankari

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
Stephanie Reiniche, Director - Technology
Alice Yates, Director - Government Affairs
Craig Wright, Director of Finance

CALL TO ORDER

Mr. Mehboob called the meeting to order at 7:45am.

CODE OF ETHICS

Mr. Mehboob read the code of ethics statement.

ROLL CALL/INTRODUCTION

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

REVIEW OF MEETING AGENDA

Mr. Mehboob reviewed the agenda. There were no changes or additions.

APPROVAL OF MINUTES

Mr. Macauley moved and Ms. Scoggins seconded that

1. The minutes from the August 31, 2022 Executive Committee meeting be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS**JUNE 25 AND 29, 2022**

Action items 4, 5, 6, 8, 9, 10, and 11 were reported as complete. All other action items were reported as ongoing.

AI 1-4**JUNE 30, 2022**

Action item 3 was reported as ongoing. All other action items were reported as complete.

AI 5**AUGUST 31, 2022**

All action items were reported as complete.

CHAPTER TECHNICAL GUIDES

Technical guides developed by chapters were discussed; including, how they are reviewed, how they can be distinguished from ASHRAE Society documents, disclaimers and graphic templates, and how to develop a standard process.

A prior Publications Committee Chair described the PTAR process and how the documents are referred to TCs and other cognizant groups.

Mr. Mehboob discussed how staff could create a nice cover template to make it clear that it is a Chapter document, possibly on the cover. He also discussed creating new rules surrounding Chapter documents. The timeline for the process was also discussed and debated.

Staff and Mr. Conlan will develop processes for reviewing Chapter created technical documents, and for how the technical side of Society can be connected with the grassroots vis-à-vis the review of technical documents developed by Chapters. Should be submitted for review by November 14, 2022.

AI 6

ATLANTA WINTER CONFERENCE VIP PROGRAM

Mr. Littleton reported that the VIP list has been distributed and the VIP invites will be sent soon.

There was discussion of whether more should be done with the VIPs. There was discussion concerning whether the VIP list could be shortened or if it could be expanded to include more international organizations. There was also discussion of whether VIPs could be invited to participate in the industry roundtable.

There was consensus that VIPs are being properly engaged and no changes are needed at this time.

MOU STRATEGIES

Mr. Littleton summarized previous MOU strategy discussions. There was previous discussion of allowing the majority of MOUs to expire and focus only on those highest priority organizations, possible 10-15. Following that, there was discussion that MOUs also served to strengthen relationships with organizations as well.

An AASA MOU template was created for AASA members but there was consensus that individual MOUs with AASA members were not needed; instead, a plaque recognizing their AASA membership was recommended instead. Also discussed was the 'library of standards' provided to AASA members. There was consensus that read-only PDFs should suffice and that updates are not needed.

Mr. Austin will help develop a work plan for ISHRAE in the wake of approval of the ISHRAE/ASHRAE MOU. Should be submitted for review by November 30, 2022.

AI 7**DECARBONIZATION TRENDS AND STANDARDS 90.1**

Members discussed the need to direct SSPC 90.1 to address zero-energy and include carbon in the standard.

Staff will investigate how long it would take SSPC 90.1 to include carbon in 90.1, along with a zero-energy appendix. Staff will then draft a letter to be sent from ExCom to SSPC 90.1 with direction on Standard 90.1 regarding carbon and zero-energy, providing historical context (Vision 2030, etc.). The draft letter should include expectations and timelines for goals. Draft letter should be submitted for review by November 30, 2022.

AI 8**ADVERTISING DISCLAIMERS**

Mr. Mehboob read feedback from a member regarding his displeasure with receiving an advertisement for R-32 which he felt read as an endorsement from Society. Mr. Mehboob also expressed that he did not appreciate staff responding to the email when it was addressed to him.

It was noted that multiple emails, addressed to the President, are received and staff responds in order to avoid putting a burden on the President. Staff will reevaluate the current process for responding to emails addressed to the Society President.

UPCOMING MEETINGS

Items not discussed at this meeting will be added to the November 1st ExCom meeting agenda.

ADJOURNMENT

The meeting adjourned at 9:12am.

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

Jeff H. Littleton, Secretary