



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

**Thursday, December 21, 2023**

**Note: These draft minutes have not been approved and are not the official record until approved by the Executive Committee.**

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Thursday, December 21, 2023

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**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

Thursday, December 21, 2023

<b>No. - Pg.</b>	<b>Motion</b>
1 – 2	The minutes from the October 20, 2023 and November 14, 2023 open session Executive Committee meetings be approved.
3 – 5	The Planning Committee recommends to the Executive Committee that the budget for the development of the strategic plan be increased by \$48,000.
4 – 6	The Planning Committee recommends to the Executive Committee that McKinley Advisors be retained as the consultant to assist in the development of the 2025-2028 ASHRAE Strategic Plan.

## ACTION ITEMS

Executive Committee Meeting  
Thursday, December 21, 2023

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> . (Assigned Fall 2021 Leadership Meeting)		
2 – 2	Austin and Sekhar	Work with the Education Committee to develop a plan to update the Design Fundamentals course. (Assigned March 2023)		
3 – 2	Conlan and Staff	Publicize the opportunity for the local generation of content among Chapters and TCs once the training materials are complete. Craft a policy for connecting Chapters and Regions with the technical side of Society and set up the processes which will facilitate the development of content by Chapters and Regions. (Assigned February 4 and 8, 2023)		June 2023
4 – 2	Austin	Coordinate a meeting of the Global Training Center Oversight Committee and share the report with the Chair of Pub and Ed Council and ExCom. Provide recommendations to ExCom regarding additional resources needed. (Assigned February 4 and 8, 2023)		
5 – 2	DEI Subcommittee	Work to develop an MOU with multiple organizations that work with and advocate for minority groups.		
6 – 2	Littleton	Determine who on staff will review items from the CRC roundtables and provide ExCom with an executive summary at the October ExCom meeting.		January 2024
7 – 2	Littleton	Assist with making membership recommendations and creating the job description for the Strategic Advisory Panel. (Assigned October 20, 2023)		
8 – 2	Littleton	Develop an interaction plan for the Mexico City Chapter and IEC, with the goal of addressing the AHR Mexico Expo in the future. (Assigned October 20, 2023)		
9 – 2	Rakheja	Work on developing a work plan with U3ARC and provide updates to ExCom by the Chicago meeting. (Assigned October 20, 2023)		January 2024
10 – 2	McQuade	Ask the Finance Committee to discuss the banking issues that regions outside of North America have and provide recommendations to resolve these issues. (Assigned October 20, 2023)		
11 – 2	McQuade	Ask the Finance Committee to discuss the compulsory use of ATC and provide recommendations to ExCom. Comments and feedback from this meeting should be shared with Finance. (Assigned November 14, 2023)		

12 – 2	Khankari and Rakheja	Develop a work plan with IGBC for completion at the June meeting. (Assigned November 14, 2023)		June 2024
13 - 2	McQuade	Flush out the potential new MOU with Waterloo Filtration Institute. (Assigned November 21, 2023)		
14 – 4	ExCom and Constantinide	All members of ExCom will send Mr. Constantinide any concerns with the draft CONFEA MOU and work plan. Mr. Constantinide will address the concerns with CONFEA and provide a revised MOU and work plan in Chicago. (Assigned December 21, 2023)		January 2024
15 – 4	Austin and Littleton	Finalize the CAMEE MOU and work plan for ExCom review and approval in Chicago. (Assigned December 21, 2023)		January 2024
16 – 4	McQuade and Littleton	Finalize the AIHA MOU and work plan for ExCom review and approval in Chicago. (Assigned December 21, 2023)		January 2024
17 – 5	Littleton	Arrange a meeting with WFI in Chicago. (Assigned December 21, 2023)		January 2024



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

Thursday, December 21, 2023

**MEMBERS PRESENT:**

Ginger Scoggins, President  
Dennis Knight, President-Elect  
Bill McQuade, Treasurer  
Billy Austin, Vice President  
Wade Conlan, Vice President  
Ashish Rakheja, Vice President  
Chandra Sekhar, Vice President  
Jeff Littleton, Secretary

**GUESTS PRESENT:**

Bryan Holcomb	John Constantinide
Buzz Wright	Jonathan Smith
Corey Metzger	Kishor Khankari
Devin Abellon	Mahroo Eftekhari
Dru Crawley	Richie Mittal
Dunstan Macauley	Scott Peach
	Trent Hunt

**STAFF PRESENT:**

Candace Denton, Sr. Manager - Board Services  
Chandrias Jolly, Manager - Board Services  
Vanita Gupta, Director – Marketing  
Lizzy Seymour – Director – Member Services  
Mark Owen, Director - Publications & Education  
Alice Yates, Director - Government Affairs  
Craig Wright, Director of Finance

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m.

**CODE OF ETHICS**

Ms. Scoggins read the code of ethics commitment and advised that the full code of ethics statements and core values were available online.

**ROLL CALL/INTRODUCTIONS**

Roll call was conducted; members, guests, and staff were in attendance as noted above.

**REVIEW OF MEETING AGENDA**

Ms. Scoggins reviewed the meeting agenda. There were no changes or additions.

**APPROVAL OF MINUTES**

Mr. Austin moved and Mr. Conlan seconded that

1. The minutes from the October 20, 2023 and November 14, 2023 open session Executive Committee meetings be approved.

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

**REVIEW OF ACTION ITEMS**

Action items 1 through 4, 7, 12 through 14, 17, 18, 21, 22, and 28 were reported as ongoing. All other action items were reported as complete.

**AI 1-13****MOU UPDATES IN CHICAGO****CONFEA (Federal Council of Engineering and Agronomy)**

Mr. Littleton reported that a recommendation from Mr. Constantinide and Region XII, regarding Society entering into an MOU with CONFEA, was attached to the agenda. He reported that CONFEA is a huge group, made up of all types of engineers in Brazil. The draft MOU attached to the agenda loosely follows Society's standard template.

He reported that the draft work plan has a few provisions that Society doesn't typically agree to with other organizations. For example, product, conference, and certification discounts are typically reserved for ASHRAE members.

Mr. Constantinide reported that CONFEA was looking forward to partnering with Society. The organization has a broader goal of achieving reciprocity with the US.

He reported that CONFEA is an arm of the Brazil government. As such, a partnership with them could help Society to advance other government initiatives; for example, having influence as it relates to enforcement of codes and standards in Brazil as well.

Mr. Conlan moved and Mr. Rakheja seconded that

2. Region XII recommends to ASHRAE Society ExCom, that an MOU (ATTACHMENT A) and Action Plan (ATTACHMENT B) be formed between ASHRAE and CONFEA that creates a joint platform/program to translate ASHRAE Standards to Portuguese, enhance conference participation, facilitate the translation of the CHD exam into Portuguese and a financial/sharing agreement for its exclusive use by CONFEA members, introduction to NCEES, and to improve government outreach by offering joint common technology, expertise, and education resources. This motion enables Region XII to start this action plan and continue its goals and objectives in the coming year, work with ASHRAE staff to execute its programs, start translating the CHD exam, and report progress back to ExCom at the Winter and Annual 2024 meetings.

The floor was opened for discussion. A summary of that discussion is below:

*What are the benefits to ASHRAE? Seems a little one-sided. Are there expectations of reciprocity? Because that could have a significant expense.*

*Reciprocity is more in regards to licensure which is outside of Society's scope. There is, however, an opportunity to help to prepare CONFEA members and provide a pathway with ASHRAE publications and services. CONFEA has a lot of needs that Society can meet.*

*Think that the motion should just be to enter into an MOU with CONFEA. Accepting the motion as written commits Society to a lot. Also, the recommendation should be for the BOD to approve entering into a new MOU.*

*Will translated documents be exclusively for CONFEA members?*

*There would be some type of unique advantage for CONFEA members, similar to what ASHRAE members would typically have. May need to delve further into this item with CONFEA.*

*There are four AASA members in Brazil; want to make sure that this won't cause conflict with those organizations. What is the relationship between AASA members and CONFEA?*

*AASA member organizations are specific to HVAC and refrigeration fields. CONFEA is similar to the US board of professional engineers and covers all engineering disciplines in Brazil. Feel that an MOU is more appropriate because CONFEA is not specifically HVAC&R related.*

*If there are items in the MOU that are exclusive to CONFEA and omit AASA members, that could cause issues. CONFEA is a generalist organization and Society would be establishing a closer relationship with them than we have with organizations that are a part of AASA.*

*Maintaining relationships is important. The work plan can be excluded if that would be acceptable.*

*Feel that we need an action plan. However, the draft plan is very beneficial to CONFEA as opposed to ASHRAE.*

**MOTION 2 FAILED (0:6:0, CNV).**



All members of ExCom will send Mr. Constantinide any concerns with the draft CONFEA MOU and work plan. Mr. Constantinide will address the concerns with CONFEA and provide a revised MOU and work plan in Chicago.

**AI - 14**

Mr. Constantinide thanked ExCom for their time and consideration.

**CAMEE (Coalition of American Mechanical)**

Mr. Austin reported that a work plan with CAMEE has been discussed for about a year and a half. He reported that he, Ms. Gupta, Ms. Yates, and Mr. Littleton along with staff and volunteer leadership from CAMEE have worked to put the proposed work plan together.

He reported that several of the items in the work plan are already being done; for example, attending conferences. There are good opportunities from a government advocacy standpoint as CAMEE provides Society with inroads to multiple US governmental agencies.

Mr. Austin and Mr. Littleton will finalize the CAMEE MOU and work plan for ExCom review and approval in Chicago.

**AI - 15****AIHA (American Industrial Hygiene Association)**

Mr. Littleton reported that AIHA requested an MOU. AIHA has about 8,500 members and a budget of about \$15 million.

Mr. Conlan spoke in favor of the MOU. He reported that AIHA created an IAQ task force and they have requested that ASHRAE members be involved. He suggested that Society's relationship with AIHA could be a two-way street as it relates to technical expertise in IAQ health and wellness that Society doesn't necessarily have an abundance of.

Mr. Constantinide spoke in favor of the MOU. He reported that AIHA is engaging with the BEQ MTG in terms of integrating their program with the BEQ portal and using Society's level one audit process to walk people through AIHA programs.

Mr. McQuade spoke in favor of the MOU. He reported that there is some alignment with the potential future Society themes. There are opportunities for joint specialty conferences down the road.

Mr. McQuade and Mr. Littleton will finalize the AIHA MOU and work plan for ExCom review and approval in Chicago.

**AI - 16****WFI (Waterloo Filtration Institute)**

Mr. Littleton reported that WFI is a very new organization that represents all types of filtration (air, water, and chemical). He reported that WFI is a small organization with 40 corporate members, including, JCI and Dow.

He suggested that leadership meet with WFI in Chicago but not necessarily push for an MOU signing in Chicago.

Mr. McQuade expressed agreement that an MOU signing in Chicago would be premature. He stated that he would like to continue to have outreach with WFI and perhaps have discussions with them in Chicago.

Mr. Littleton will arrange a meeting with WFI in Chicago.

**AI - 17**

**REPORT FROM THE PLANNING COMMITTEE – STRATEGIC PLAN CONSULTANT**

Mr. Conlan reported that the Planning Committee had been meeting to select a strategic plan consultant.

The Planning Committee requested that ExCom act on behalf of the BOD because of the time frame to allow the selected consultant to attend the winter meeting in Chicago. While there is a BOD meeting on January 5<sup>th</sup>, the turnaround time until Chicago is tight.

There was discussion on whether ExCom would act on behalf of the BOD in between meetings.

Mr. Wright was asked for an update on the Society budget. Mr. Wright reported that overall, Society is in a good position financially.

Mr. McQuade stated that the proposed expense for a strategic plan consultant was a necessary one but may result in the inability to do some other things; he expressed that those decisions would need to be made moving forward.

Mr. Littleton stated that spending \$150,000 on strategic planning seems like a lot. He expressed that he did wonder if the BOD should approve the strategic plan consultant. He expressed his opinion that the BOD should sign off on the strategic plan consultant directly. He suggested that the Planning Committee could go down a path of assuming that the proposed consultant will be in Chicago and do the necessary prep work and have the BOD select the consultant directly on January 5<sup>th</sup>.

Mr. Macauley reported that the Planning Committee's concern is the timeline. Waiting until January 5<sup>th</sup> could be feasible but could create some tight timelines for the consultant and staff and could impact the success of the plan.

Mr. Macauley reported that the Planning Committee spoke to McKinley about Society's concerns with the previous strategic plan and they addressed them head on. The Planning Committee communicated that Society was very happy with the strategic plan two cycles ago that was managed by the current McKinley CEO. McKinley confirmed that the CEO will be participating in the new plan as well.

He stated that it is critical to get McKinley onboarded as soon as possible so that the Planning Committee can maintain a successful schedule to develop a successful plan.

Mr. Conlan moved and Mr. McQuade seconded that

- 3.** The Planning Committee recommends to the Executive Committee that the budget for the development of the strategic plan be increased by \$48,000.

Mr. Conlan reported that four firms submitted proposals during the proposal review process for consultants to aid in the development of the 2025-2028 Strategic Plan. Based on the proposed costs, the initial budget of \$100,000 will not fully support the scope of work for the development of the new strategic plan. The increased budget will ensure that the proper consultant can be hired to assist ASHRAE in developing an impactful strategic plan.

The motion was approved by the Planning Committee unanimously.

**MOTION 3 PASSED** (Voice Vote, CNV). Mr. Sekhar abstained from the vote.

Mr. Conlan moved and Mr. Rakheja seconded that

4. The Planning Committee recommends to the Executive Committee that McKinley Advisors be retained as the consultant to assist in the development of the 2025-2028 ASHRAE Strategic Plan.

Mr. Conlan summarized the background of the motion from the report attached to the agenda.

Mr. Littleton shared an email from McKinley where they indicated that they would be able to make the timeline work if they were notified of Society's decision on January 5<sup>th</sup>.

**MOTION 4 PASSED** (Voice Vote, CNV). Mr. Sekhar abstained from the vote.

### **EMPOWER PROJECTS**

Ms. Scoggins reported that Empower would like to partner with Society to develop a new standard based on the district cooling guideline. Empower would also like a research project on providing a chilled water system without the use of vapor compression chillers.

She reported that Empower was advised that the proposed research project would probably be conducted by a national lab and that \$50,000 would be needed to develop the project scope and Empower agreed. Empower also agreed to the proposed \$150,000 needed to develop an ANSI standard. Lastly, Empower also agreed to 30% on top of the bid price from bidders to facilitate the proposed research project with the national lab.

Ms. Scoggins credited Presidential Member Mehboob and Dr. Alaa for the successful negotiations with Empower.

She reported that Empower would like an MOU and/or contract signing ceremony in Chicago. Mr. Littleton advised that the necessary arrangements would be made for the signing ceremony.

Ms. Scoggins reported that once the MOU is signed, a team will be organized to develop the scope of the research project. She reported that the standard would be based on the current guideline and would be updated in the future if needed.

Mr. Khankari congratulated the group on the successful negotiation; very exciting news. He suggested that the project should be done in baby steps and not grabbed in a whole bite at once. He expressed his opinion that the first step is to initiate the \$50,000 contract as all other good things will depend on that effort.

Mr. Littleton reported that the policy question that this arrangement represents is that Society is agreeing to allow organizations to directly fund specific research projects.

Mr. Sekhar stated that IP rights will need to be addressed.

Mr. Khankari stated that Society has not delved into IP issues with other research projects. He suggested that Society is not equipped with IP maintaining software and that it has been difficult to negotiate IP on previous research projects.

Mr. Littleton stated that the Empower project is different because it is funded by one company. When research is funded by a single entity, the IP question grows substantially. He expressed that the issue of IP is the biggest complexity that he foresees.

Ms. Scoggins agreed that IP issues will continue to come up and suggested that Society leadership address these issues.

Mr. Littleton reported that c-suite representatives from Empower will be attending the Chicago meeting. He suggested that registration fees be waived for some representatives from Empower and that the others be asked to pay.

### **BCSE ENGAGEMENT**

Mr. Littleton reported that he spoke to Jim Wolf at length about the possibility of Society becoming a member of BCSE (Business Council for Sustainable Energy).

He reported that BCSE is a small group of about 60 members, including American Gas Association, Coalition for Renewable Natural Gas, and USBBC. He expressed some reservation that this group promotes natural gas as an acceptable clean energy force when Society is moving towards electrification. He shared another concern that Society would have to pay \$22,000 to be a member of the group when a for-profit corporation would pay \$8,250. The logic of their dues structure is that non-profit organizations have corporate members and would extend member benefits to all of the organization's corporate members. BCSE did agree to allow Society to pay the for-profit rate since ASHRAE does not have corporate members.

Mr. Littleton reported that joining BCSE would bring access to high-ranking diplomats and members of US Congress. He reported that Presidential Member Wolf works for BCSE part time and is in favor of ASHRAE becoming a member. He reported that Clay Nessler is also in favor.

There was discussion of Society's engagement with BCSE moving forward. A summary of that discussion is below:

*Society would be able to interact with delegates of COP if we were a member.*

*BCSE brought 40 people to COP28 and they have attended every COP to date. My primary concern is that they feel like a PAC. Also concerned with their support of the natural gas industry.*

*Engagement with BCSE goes hand in hand with future COPs. We either need to be all in or all out. If we joined, would have more say and interaction with people in power.*

*Who are we trying to partner with and promote ASHRAE with? Need to decide what our goal is and make decisions from there regarding membership in BCSE.*

*Need to first figure out what the outcome is. Would have access to likeminded organizations but would also be singing to the choir. Would get the benefit of meeting with Ministers of Energy but feel that we are getting better access to these positions through our chapters and regions. Either need to get more visibility and have more strategic meetings or we could spend our time better somewhere else.*

*Have been wondering what Society's role would be in a forum like COP. Have not been able to find a convincing answer on how we can make an impact.*

Ms. Scoggins stated that there was consensus from ExCom to not join BCSE at this time. She suggested that Society respond that we will not be joining at this time as we are evaluating our position with COP.

#### **ORGANIZATIONAL MEETINGS AT 2024 WINTER CONFERENCE**

Mr. Littleton reported that Society received a record number of requests for meetings at the Winter Conference. He reported that 44 VIPs that are not in AASA and ten VIPs from AASA organizations will be attending the Chicago meeting.

He shared the list of VIPs attending the Chicago meeting on screen. He stated that ExCom will need to divide and conquer as no one person can attend all these meetings. He recommended that a series of assignments be made for members of ExCom and/or the BOD to work with a designated staff person to orchestrate these meetings and get them scheduled. Typically, VIP meetings are scheduled on Monday and Tuesday afternoon, but we may have to go beyond that in Chicago. He reported that a VIP meeting room is reserved all day Sunday through Tuesday and will be stocked with refreshments.

Ms. Scoggins stated that she would pencil in her thoughts on who should attend which meetings and share them with Mr. Littleton, and he would finalize assignments.

Mr. Littleton stated that he was proud that leadership works hard to meet with other organizations at our conferences. The full list of assignments will be shared with the group when finalized.

#### **NEW BUSINESS**

##### **DECARB CHALLENGE FUND**

Ms. Scoggins reported that 42 responses were received to the challenge. The group evaluating projects would like to increase the budget from \$50,000 to \$65,000 to accommodate more projects that they feel are worthwhile.

It was decided that discussion of increasing the Decarb Challenge Fund budget would be discussed at the January 5<sup>th</sup> BOD meeting.

##### **FINANCE COMMITTEE REPORTS TO THE BOD AT CONFERENCES**

The group was reminded that the Foundation and Development Committee no longer report through the Finance Committee. However, both groups meet after the Finance Committee meets at the Winter Conference. In order for Foundation and Development reports to get to the BOD there are two options. First, the full Finance Committee report could be moved from the Sunday to the Wednesday BOD agenda. The other option is for the Finance Committee to report at both the Sunday and Wednesday BOD meetings.

There was consensus that the Finance Committee would report at both the Sunday and Wednesday BOD meetings.

#### **UPCOMING MEETINGS**

Ms. Scoggins reviewed upcoming ExCom meetings. The December 28<sup>th</sup> ExCom meeting was cancelled.

**ADJOURNMENT**

The meeting adjourned at 10:47 a.m.

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

Jeff H. Littleton, Secretary

**ATTACHMENTS:**

- A. Draft CONFEA MOU
- B. DRAFT CONFEA Work Plan

**MOU****Memorandum of Understanding****ASHRAE  
and the  
Conselho Federal de Engenharia e Agronomia (CONFEA)**

Note; Action plan (Attachment A) is a part of this MOU

Founded in 1894, ASHRAE's mission statement calls for the advancement of the arts and sciences of heating ventilating, air-conditioning, and refrigeration to serve humanity and promote a sustainable world. ASHRAE, in its desire to best serve humanity by creating a more sustainable, resilient world for all, endeavors to produce a more effective and fruitful exchange of technical information, knowledge, and ideas among engineers engaged in the arts and sciences of heating, ventilation, air-conditioning, and refrigeration.

The CONFEA mission is to protect society by ensuring the legal exercise and development of the activities of professionals and companies from engineering, agronomy, and geosciences, aiming health, safety, and the protection of life.

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together collaboratively on the following activities and goals:

- a. Facilitate communication between the two organizations;
- b. Better organize the exchange of technical information;
- c. Study the activities and norms of each organization;
- d. Evaluate the possibility of forming joint working groups;
- e. Examine cooperative opportunities for capacity building on ASHRAE standards;
- f. Explore opportunities to collaborate in the organization of technical seminars and workshops in areas of mutual interest;

- g. Promote actions with a view to facilitating the certification of Confea/Crea System professionals with ASHRAE.
- h. Encourage membership and participation at ASHRAE chapter meetings
- i. Encourage and support CONFEA experts to participate in conferences and general meetings of ASHRAE for the same fees as members of ASHRAE.
- j. Form a task group/committee for ASHRAE/CONFEA collaboration in the first term; set up an inaugural meeting in 2024.

### **RIGHTS AND RESPONSIBILITIES OF EACH PARTY**

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) acknowledge the following and will:

- strive to collaborate and cooperate to advance the arts and sciences of the HVAC&R industry to serve humanity.
- act with honesty, fairness, courtesy, competence, inclusiveness, and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism, and diversity.
- avoid any real or perceived conflict of interest in its dealings with the Associate Society.
- endeavor to avoid unfair competition with respect to membership recruitment or revenue streams

### **CONSISTENT LEADERSHIP COMMUNICATION**

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/Conselho Federal de Engenharia e Agronomia (CONFEA) - senior representatives to:

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

ASHRAE/Conselho Federal de Engenharia e Agronomia (CONFEA) shall take responsibility for initiating the first annual liaison meeting. Meeting agenda/notes and action items with assigned responsibilities shall be recorded at each meeting. This first meeting will be scheduled in 2024.



## **CONFERENCES AND MEETINGS**

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP full registrations to the primary annual meeting.

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.

ASHRAE may promote, endorse, sponsor and/or collaborate on joint conferences, seminars, forums, and other technical events if it is mutually determined that the collaboration benefits both organizations and the community as a whole.

- If it is mutually determined that ASHRAE should be involved in a joint endeavor, a business case on any particular collaboration project shall be agreed upon and balanced benefits measured. A clear statement of benefits to each organization shall be developed.
- If a local ASHRAE chapter is available, and so inclined, it shall similarly be involved in the joint endeavor and will be held to the same rights, responsibilities, and privileges as ASHRAE Society.
- If it is mutually determined that ASHRAE and/or a local ASHRAE chapter shall be involved in a joint endeavor, a detailed budget must be prepared showing all expected expenses and revenues for the endeavor. A detailed explanation of how the expenses, revenues and excess are to be divided between ASHRAE, its local chapter and the CONFEA organization shall be produced.
- If the joint activity is dependent on ASHRAE funding, the funding request shall be submitted to ASHRAE prior to the end of the preceding Society year, so that it may be included in the current year's budget.
- ASHRAE and its chapters shall comply with the requirements for product shows and equipment expositions, as outlined in the Manual of Chapter Operations (MCO)

<https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-chapter-operations>).

## **ADVOCACY**

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to work together on common public affairs goals and ideologies. 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.
- Joint promotion of ASHRAE certifications.
- Promoting mutually beneficial positions during the development and passage of government policy and legislation.
- Education of lawmakers on issues important to the members of each organization.

## **PUBLICATIONS**

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends, and practices, ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) 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 mutually beneficial ways to translate ASHRAE publications into other languages.

## **EDUCATION**

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective

audiences, ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to:

- Cross-market educational offerings and the regional, national, and international levels.

Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complementary expertise between ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA).

- Discuss ways that certification programs can be jointly developed, translated, or administered.

### **TECHNICAL ACTIVITIES COORDINATION**

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to foster technical cooperation in areas of common interest by:

- Encourage members in each organization to participate on technical committees and task forces.
- Provide opportunities 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.
- Establish liaison representatives to key technical initiatives where mutually beneficial to do so.

### **RESEARCH**

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to:

- Promote research in areas where research results will add to the built environment body of knowledge;
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources.

### **ADMINISTRATIVE CONTACTS**

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

**For ASHRAE:**

**For Conselho Federal de Engenharia e  
Agronomia (CONFEA) :**

Jeff Littleton  
Bolzan  
Executive Vice President

Flavio Henrique da Costa  
CONFEA Representative

### **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 by written agreement.

### **LEGAL STANDING**

This MOU reflects a commitment by ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) to continue and enhance their working relationship and individual efforts toward achieving 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 written agreement. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship, or similar relationship between ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA). Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.

**FOR ASHRAE** \_\_\_\_\_  
**Engenharia**

**FOR Conselho Federal de**  
**e Agronomia (CONFEA)**

Ginger Scoggins; President  
Printed Name/Title

Vinicius Marchese; President  
Printed Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### **Appendix A; Action plan**

#### **Memorandum of Understanding and Action Plan Between American Society of American Society of Heating, Refrigerating and Air- Conditioning Engineers (ASHRAE) And The Conselho Federal de Engenharia e Agronomia (CONFEA)**

ASHRAE and CONFEA agree to the following MOU and plan of action with anticipated timelines (timelines begin at time of executed agreement by ASHRAE and CONFEA)

Discounts and Advantages to Brazilian professionals will be defined by separate agreement.

Once ExCom agrees with our motion, the deadline for drafting the final motion and terms/conditions is January 2024.

#### **1. Standards Translation**

- a. ASHRAE and CONFEA agree that the current editions of the following standards, ASHRAE Standard 228, ASHRAE Standard 62.1, and ASHRAE Standard 90.1, will be translated by ASHRAE Brazil Chapter for purchase. Timeline: 1 year

- b. ASHRAE will offer discounts and advantages to Brazilian professionals registered in Sistema Confea/Crea, to buy and/or access all ASHRAE Standards. Timeline: Immediately
- c. CONFEA will agree to publicize the translated standards for purchase. Timeline: Ongoing advertisement subsequent to translation starting within 2 months and after ASHRAE agreement that reviewed translation is complete. CONFEA will work with ASHRAE Marketing Department regarding publicity material.

## 2. Conference Meeting Attendance

- a. ASHRAE will agree to send Board member(s) or representative(s) of Region XII to attend CONFEA meetings. The following CONFEA meetings are worth noting.
  - SOEA - August
  - Encontro de Líderes - February
- b. ASHRAE will offer discounts and advantages to Brazilian professionals registered in Sistema Confea/Crea to attend Society Annual and Winter meetings. Timeline: Immediately
- c. CONFEA will offer discounts and advantages to ASHRAE professionals to attend Confea/Crea meetings. Timeline: Immediately
- d. CONFEA will agree to send Board member(s) or representative(s) to attend ASHRAE meetings.
  - i. ASHRAE Winter Conference and AHR Expo, approximately near the end of January and the beginning of February (Details provided on the ASHRAE website)
  - ii. ASHRAE Annual Conference, approximately end of June and beginning of July (Details provided on the ASHRAE website)

## 3. ASHRAE Certification

- a. ASHRAE and CONFEA will make a translation (to Portuguese) agreement starting with one of the ASHRAE certifications. The pilot program will start with translation of the CHD exam in an ASHRAE/CONFEA populated committee hosted by ASHRAE staff.

Timeline; form committee immediately; translation estimate of time is 6 months.

- b. ASHRAE and CONFEA will agree to identify how to make ASHRAE Certification preparation and exams accessible to CONFEA members using a discount code. Timeline: 6 months
- c. ASHRAE will offer discounts and advantages to Brazilian professionals registered in Sistema Confea/Crea to be certified (training and certification process). Timeline: Immediately
- d. CONFEA will agree to advertise/market ASHRAE Certifications, particularly the Certified HVAC Designer Certification (CHD), to its membership. Timeline: Immediately and Ongoing. CONFEA will work with ASHRAE Marketing Department regarding acquiring publicity material.
- e. CONFEA and ASHRAE will work together to establish acceptable testing sites, such as CONFEA/CREA offices, ABRAVA, ASBRAV, etc. Timeline; Immediately
- f. ASHRAE and CONFEA will work together to enter into a confidentiality agreement regarding translations.

#### 4. CONFEA Interface with NCEES

- a. ASHRAE will agree to introduce CONFEA to NCEES regarding reciprocation of engineering licensure between United States jurisdictions and Brazil. Timeline: 1 month

#### 5. Government Outreach

- a. CONFEA will work with ASHRAE to bridge ASHRAE Standards and publications to other South American institutes and boards of engineering. ASHRAE Brazil GAC committee will engage with CONFEA. Timeline: Ongoing engagement over 3 years