



MINUTES
EXECUTIVE COMMITTEE MEETING

TAMPA, FL
JUNE 24 and 28, 2023

Approved by the Executive Committee on October 20, 2023.

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 June 24 and 28, 2023

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

June 24 and 28, 2023

No. - Pg.	Motion
1 - 2	Minutes from the February 4 and 8, 2023, February 27, 2023, and March 18-19, 2023 ExCom meetings be approved.
2 - 3	Technology Council recommends that the Board of Directors (BOD) ExCom initiate a revision to the Position Document on <i>Energy Efficiency in Buildings</i> .
3 - 3	GAC recommends that ExCom recommend to the Board of Directors that the PPPs (shown in ATTACHMENT B), be approved for Society Year 2023-2024.
4 - 4	Society enter into an MOU with the National Society of Black Engineer (NSBE).
5 - 6	ExCom recommend to the BOD that Society adopt MEP2040 under the TFBFD.

ACTION ITEMS

Executive Committee Meeting

June 24 and 28, 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	Macauley and Austin	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)		
4 - 2	Littleton	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	Owen/Kline	Get in touch with the USAID to determine if there is an opportunity to approach Certifications holistically in areas where there is no formal licensing policy or procedure in place. (Assigned February 4 and 8, 2023)		
6 - 2	Littleton	Investigate if Society can partner with IFC on EDGE. (Assigned February 4 and 8, 2023)		
7 - 2	Constantinide and Staff	Work on proposed MOU and Work Plan with CONFEA. Provide details on financial benefits to Society. (Assigned February 4 and 8, 2023)		
8 - 2	Scoggins and McQuade	Work with Ms. Yates, Ms. Pilot, and Ms. Ratcliff on a strategy for ASHRAE's presence at COP28 in Dubai.		
9 - 2	Mehboob, Knight, and Scoggins	Draft a concept paper on the next-gen cooling system project, to be shared with Empower.		
10 - 2	Austin	Work with ACEC/CAMEE to develop an MOU and work plan.		
11 - 4	DEI Subcommittee	Work to develop an MOU with multiple organizations that work with and advocate for minority groups.		
12 - 5	Littleton	Organize a meeting to develop a strategy for the April Presidential visit to China.		
13 - 9	Wentz	Investigate how to address Society's interactions with government agencies from a comprehensive standpoint.		

14 – 11	Conlan	Work with the Planning Committee to develop a process for shortening the timeline for developing a strategic plan.		
15 – 12	Mehboob and McQuade	Connect Society with Empower next Society Year. The first goal will be to identify the specifics of the Next-Gen concept and what they are looking for; and the second goal will be to work with Empower to determine next steps and collaboration specifics.		



MINUTES
EXECUTIVE COMMITTEE MEETING

June 24 and 28, 2023

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:

Jonathan Smith	Mick Schwedler	David Underwood
Bill McQuade	Michael Cooper	Wei Sun
Chandra Sekhar	Lionel Davis	Farhan Mehboob
Wade Conlan	Kent Peterson	Nohad Boudani
Basma Sadek	Trent Hunt	Corey Metzger
Bryan Holcomb	Jim Arnold	Eileen Jensen
Don Brandt	Dennis Hassett	David Samayoa
Tim Wentz	Cheng Wee Leong	Steph Kunkel
Jeff Gatlin	Kishor Khankari	Heather Schopplein-Anderson
Tom Watson	Jennifer Nelson	Dru Crawley
	Sheila Hayter	
	Bjarne Olesen	

STAFF PRESENT:

Candace DeVaughn, Sr. Manager - Board Services	Matt Young, Manager – Federal Govt. Affairs
Chandrias Jolly, Manager - Board Services	Emily Porcari, Manager – State & Local Govt. Affairs
Vanita Gupta, Director - Marketing	
Mark Owen, Director - Publications & Education	
Kirstin Pilot, Director - Development	
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 8:39 a.m.

CODE OF ETHICS

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

ROLL CALL/INTRODUCTIONS

Members, guests, and staff introduced themselves and were in attendance as noted above.

REVIEW OF MEETING AGENDA

Mr. Mehboob reviewed the meeting agenda. 'Timing of BOD Meetings Related to Strategic Planning' and 'Discussion of Roundtables at CRCs' was added to *New Business*.

APPROVAL OF MINUTES

Ms. Scoggins moved and Mr. Rakheja seconded that

1. Minutes from the February 4 and 8, 2023, February 27, 2023, and March 18-19, 2023 ExCom meetings be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS**EXECUTIVE COMMITTEE MEETINGS**

Action item 1, 4, 6, 8, 9, 11, 12, 17, and 19 were reported as ongoing. All other action items were reported as complete.

AI 1-9

Mr. Austin will work with ACEC/CAMEE to develop an MOU and work plan.

AI 10**SPRING LEADERSHIP MEETINGS**

Ms. Yates thanked the senior officers for coming to DC. It is extremely productive for leadership to meet with agencies.

She reported that she will ensure that action items are communicated to groups and individuals not on ExCom.

TREASURER'S REPORT

Mr. Knight reported. The full reported is included in ATTACHMENT A.

He reported that his presentation is similar to what will be presented to the BOD. The numbers reported are the same as what was presented to the BOD in May, with the exception of one.

The rise of cumulative net assets is a result of bringing the HQ building online.

Mr. Knight recommended that strategic thinking be focused on publications and advertising. Publications and advertising represent 34% of Society's total income and he expressed his opinion that this is an area of growth in the future.

He reported that the one difference between the May draft budget and this presentation is the line item for COP28. A \$75,000 line item was added to the draft budget for travel as well as meeting and event costs. The full \$75,000 may not be spent but it was added for planning purposes and as a placeholder.

Mr. Littleton reported that the Society's cash position is really strong. Mr. Wright has started a new program to put that almost \$7,000,000 in cash into short term, low risk investments so Society can earn income on this excess cash. Income earned will be swept into reserves over time.

TECHNOLOGY COUNCIL REPORT

Ms. Maston reported. The full report was attached to the agenda.

Ms. Maston moved that

2. Technology Council recommends that the Board of Directors (BOD) ExCom initiate a revision to the Position Document on *Energy Efficiency in Buildings*.

Ms. Maston provided a summary of the motion background. She reported that the PD was originally created in 2014 and it was felt that it was time for a thorough revision. The current PD has been reaffirmed as of February 2023, with a new expiration date of July 2024.

The PD Committee has been established and they have begun their work. TC 7.6 is the cognizant TC.

Mr. Littleton reported that the scope of the PD will be the same.

Ms. Scoggins reported that the PD is being revised to include carbon.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

Ms. Maston reported that information items were included in the written report for ExCom's review.

PROPOSED NEW PUBLIC POLICY PRIORITIES (PPPs)

Mr. Knight moved that

3. GAC recommends that ExCom recommend to the Board of Directors that the PPPs (shown in ATTACHMENT B), be approved for Society Year 2023-2024.

Mr. Boyce reported that each Society Year, the PPP list is reviewed. There are no significant changes to the PPPs from 2022-23 but there have been enhancements on decarbonization and IAQ. The proposed PPPs were approved by GAC ExCom as well as the full GAC.

Mr. Knight reported that there is no fiscal impact and no staff impact.

MOTION 3 PASSED (Unanimous Voice Vote, CNV).

NSBE MOU PROPOSAL

Ms. Thomle reported that the DEI Subcommittee will have a motion to the BOD, recommending that Society enter into an MOU with NSBE. This relationship was recommended by Ms. Yates and Mr. Davis. The DEI Subcommittee agreed that an MOU with NSBE is a great initiative. The proposed MOU will support all black engineers, with a focus on black engineering students.

Mr. Davis reported that as Society looks at gaps and needs for engineers both locally and globally, NSBE is a double whammy. NSBE is a newer, niche organization with global reach. When a potential partnership with NSBE was discussed, they expressed interest. He expressed his opinion that there are a lot of avenues where Society can benefit from this partnership.

Mr. McQuade asked if Society can connect our local chapters with NSBE local chapters. Do they work to promote high school and middle school engagement as well? Is there an opportunity to coordinate initiatives with Members Council?

Mr. Davis responded that NSBE has a strong collegiate presence at both the graduate and undergraduate levels. NSBE does have pre-collegiate initiatives as well and are very immersed in the pre-collegiate pipeline.

Mr. Conlan expressed his support for the MOU and stated that it is a phenomenal opportunity. He recommended that the fiscal impact of the MOU be updated.

Mr. Conlan reported that he is also a member of NSBE. Is there an opportunity to broaden this and look at other groups as well? Can we do something broader to have a larger reach and also control the number of MOUs?

Mr. Davis responded that he would support any process that allows work to begin sooner rather than later. He agreed that Society should cast as wide a net as possible.

Mr. Macauley moved and Mr. Knight seconded that

4. Society enter into an MOU with the National Society of Black Engineer (NSBE).

MOTION 4 PASSED (Unanimous Voice Vote, CNV).

The DEI Subcommittee will work to develop an MOU with multiple organizations that work with and advocate for minority groups.

AI 11

FUTURE COLLABORATIONS WITH CAR

Mr. Leong provided an update on Society's work with CAR in the past. He reported that he would like to see more collaboration with CAR. A relationship with CAR would be beneficial to both organizations.

Mr. Littleton reported that Society used to share a booth with AHRI at the CAR Expo. Participation in the CAR Expo cost society over \$30,000, for the booth and travel. Society leadership felt that the return on investment was low and participation in the expo was discontinued.

He reported that Society has around 7,500 members in China and suggested that a comprehensive strategy for the country as a whole was needed.

Mr. Littleton reported that the student competition is one of the best initiatives with CAR. The winner of the competition gets a funded trip to the ASHRAE Winter Conference.

He reported that Society could get a free tabletop booth at CAR as a sponsoring organization. The CAR expo is even larger than the AHR Expo.

Ms. Gupta reported that the Society stopped participating in the CAR expo in 2020, when it was scheduled to be in Wuhan. Next year, the expo will be in Beijing.

Mr. Mehboob stated that the questions before ExCom are – Do we collaborate? If so, how do we collaborate?

There was consensus from members of ExCom that Society should collaborate with CAR.

Mr. Mehboob opened the floor to comments and input on ways for Society to collaborate with CAR. A summary of that discussion is below:

General public doesn't know about ASHRAE. Need to create more awareness.

Responding to comments on awareness, the Marketing Team did quite a few emails and social media campaigns. Society was blocked on many platforms in the past and many promotions were not received.

First step is building a relationship and trust. The meeting with Mr. Leong and CAR is the first step. Need to map out who we want to meet with and when, then allow those relationships to grow. Need to figure out the best way to communicate and build relationships and trust, then move forward with a plan to step that up.

Ms. Scoggins will be attending the CAR expo, then the Hong Kong Chapter anniversary celebration. This is an opportunity for Society leadership to meet with CAR representatives at that time. Perhaps other members of ExCom could attend as well.

A big piece is the student design competition and building that relationship with the younger generation.

Younger students don't have the language barrier. There is opportunity there as well.

Mr. Mehboob summarized the discussion stating that the consensus is that Society engage with CAR. First priority is to see where we can collaborate; the student design competition will certainly be an area of collaboration.

Ms. Scoggins stated that the group needs to determine who will attend the CAR expo in April, what events will be attended, who members will meet with, and what other activities will be conducted.

Staff will organize a meeting to develop a strategy for the April Presidential visit to China.

Mr. Mehboob thanked Mr. Leong and Mr. Tsui for their efforts. He expressed his hope that this initiative will move forward.

ASHRAE SUPPORT FOR MEP2040

Mr. Littleton reported that a unique opportunity had been presented to Society. The MEP2040 Challenge was originally put together by the Carbon Leadership Forum (CLF). Society has been offered the opportunity to partner with CLF and take the administrative lead in supporting the MEP2040 Challenge moving forward. If approved, the new initiative would require staff time.

He reported that Mr. Leung is also on the board of directors for the MEP2040 Steering Committee.

Society has an opportunity to take something that CLF started and use our market reach to get more people signed up and get more companies that have signed up to submit their decarbonization plan. Will take resources to accomplish this, but which resources and how much is currently unknown.

Mr. Peterson expressed his opinion that this is a strategic opportunity for Society. MEP2040 is leading the effort to get information out there regarding embodied carbon. They are recognized as leaders in the industry.

He reported that the MEP2040 group is made up mostly of ASHRAE members; they are not a 501(c)3 and have no administrative staff. They have seen what the TFBD has been able to accomplish, and they are eager to be part of Society and have the program administered by Society.

It was asked why the CLF was giving up MEP2040. Mr. Peterson responded that a steering committee currently runs MEP2040, and they are loosely tied to the CLF.

Mr. McQuade reported that he has been participating in these meetings for a number of years. This group represents a member demographic that Society has, traditionally, had trouble attracting; this is an opportunity to pull some of those people into our organization in some way. Great way to interact and get feedback. Opportunity to codify that organization and then take it to the next level.

Mr. Macauley stated that he participated in some of the working groups as well. This initiative aligns with Society's strategic goals. Would allow Society to have direct access to the c-suite of MEP firms. He expressed his opinion that the proposal is a win-win.

Mr. Littleton reported that the staff time was estimated at \$25,000 to \$30,000 annually.

It was moved and seconded that

5. ExCom recommend to the BOD that Society adopt MEP2040 under the TFBD.

It was reported that the staff impact would be approximately 120 hours annually and would be managed by existing staff.

There was no fiscal impact.

Mr. Peterson reported that the body of knowledge MEP2040 has assembled is worth hundreds of thousands of dollars and they are willing to bring it to us.

Mr. McQuade reported that accepting the recommendation would present Society with an opportunity to have MEP firms contribute to Society.

Mr. Littleton reported that there is not currently any income associated with MEP2040. As long as Society is strategic, there is an opportunity to make the program self-supporting. They have a good thing going and we want to keep that good thing going.

MOTION 5 PASSED (Unanimous Voice Vote, CNV).

ASHRAE SCOPE 3 EMISSIONS REPORT AND IMPLICATIONS

Ms. Scoggins reported that the BOD approved funding for Society to look at our global emissions. The full report of that effort was attached to the agenda.

She reported that 87% of Society's emissions are in scope 3. The firm was also asked to investigate what other organizations are doing. It was reported that other organizations are not doing this type of investigation and the few that are, are only investigating scope 1 and scope 2. Scope 3 emissions are more ambiguous and speak to Society's leadership.

Ms. Scoggins led a discussion of where Society goes from this report. A summary of that discussion is below:

We are on the leading edge. Certainly, some assumptions were made to make this doable.

Doing well in terms of carbon emissions as it relates to our peers.

Needs to be a journey. Should develop a framework for monitoring emissions, perhaps by a third party. Need to have a bigger plan, not just a one year ad hoc.

Can think of a number of existing groups that should be involved. Rather than creating an ad hoc of BOD members, could do it within the councils in some way.

Suggested a standalone group with staff involved.

Thanked ExCom for their leadership. Also, about positioning ourselves; has to do with marketing, membership, promotion, and raising money. This work will cut across all three councils.

Chapters and committees are asking for information on how to reduce their carbon emissions.

MEMBERS COUNCIL REFERRAL – CRC MOTIONS

Mr. Littleton advised that the CRC motions attached to the agenda had been referred to ExCom and/or the BOD.

Referred CRC motions were discussed. A summary of that discussion is below:

(Region XI, CRC Motion 13) Already on the BOD agenda and will be resolved at the Tampa meeting.

(Region II, CRC Motion 8) Society is already investigating carbon offsets and this work is underway.

(Region XIV, CRC Motion 39) Resolved, as districts are no longer being considered as part of Society streamlining.

(Region XIV, CRC Motion 41) *Defeated unanimously. Society representative firm/secretariat in Brussels, which is not an uncommon practice in Europe.*

(Region XIV, CRC Motion 42) *Closed issue as the referenced restructuring motions were defeated. It was also noted that Chapters cannot direct a DRC on how to vote.*

(Region VI, CRC Motion 3) *Approved and moving forward. Mr. Knight is planning to execute a compensation survey in Society Year 2024-25.*

(Region VIII, CRC Motion 7) *Same as above.*

(Region XI, CRC Motion 9) *Already on the BOD agenda and will be resolved at the Tampa meeting.*

Ms. Reiniche was asked to provide an update on the approval and publication of Standard 241. She reported that the standard was approved for publication and the files had been sent to the printer. Everyone involved is very excited and there will be a small celebration at the meeting scheduled today.

She reported that public review for Standard 240 closed just before May 21st. The next face to face meeting is scheduled before the decarbonization conference in DC. The next public review will be in January or February 2024, with a projected publication date of 2025.

ExCom expressed deep appreciation to the 241P Committee and ASHRAE staff for accomplishing this in record time. This is the world's first standard on the subject. Ms. Reiniche, specifically, was a key cog in the machine.

REPORTS OF BODIES REPORTING TO EXCOM

JEPC

Mr. Cooper reported on behalf of the committee. The full report was attached to the agenda.

He reported that the 2024 Expo was expected to exceed that 2018 Chicago Expo. Dates through 2024 were included in the report.

Working with exhibitors for the upcoming Chicago expo to tell their stories related to decarbonization; these stories will be built into booth marketing. Is an opportunity for the community to tell their story.

A lot of good work is taking place and items are moving forward.

AIA LIAISON COMMITTEE

Mr. Wentz reported on behalf of the committee. The full report was attached to the agenda.

He reported that there was continued dialogue with AIA, as they are a very important partner. AIA has a new executive director, they have renovated their headquarters, and there is a new AIA representative.

The report highlights areas with real potential going forward.

PAHO WORK GROUP

Mr. Wentz reported on behalf of the work group. The full report was attached to the agenda.

He reported that ExCom previously approved an MOU with PAHO. After that approval, it was discovered that additional steps were required. He thanked Mr. Wright and Ms. Abrams for their work with the tremendous amount of paperwork required.

The final annex required for the MOU has been received and all of the necessary approvals have been made by PAHO. The goal is to have everything wrapped up and a signing ceremony scheduled in the next 30 days.

He reported that PAHO was not averse to discussing funding; financial arrangements will be hammered out soon.

He thanked Mr. Conlan, Mr. Rakheja, and staff for their work.

UNEP LIAISON COMMITTEE

Mr. Wentz reported on behalf of the committee. The full report was attached to the agenda.

He reported that the group has new efforts with INWIC, which is a new entity within UNEP.

Ms. Maston reported that the group continues to meet quarterly, virtually. Ms. Hayter is rolling off and Sonya Pouncy is rolling on. She expressed that she is very excited to be part of the group. Looking to have ASHRAE members become more engaged with the working group.

Mr. Wentz reported that the MOU with UNEP has expired. UNEP requires an active MOU, so this has become the group's highest priority. The organization has a new FENSE system, and the goal is to have a new MOU completed this year.

He reported that Steve Comstock was recently hired by UNEP and will serve as the new representative.

UNEP operates on a calendar year, so the goal is to get as much done by December 31st as possible. The new work plan will start January 1st and will be in place for two years.

He was asked if there were targeted projects in the new SDGs that Society could have a participating role in. Mr. Wentz responded that identifying those opportunities will be part of the new work plan.

Mr. Mehboob suggested that if the UNEP Committee continues, they might be assigned additional activities to coordinate their work with Society's work with other government agencies.

Mr. Wentz thanked the team for their good work.

Mr. Wentz will investigate how to address Society's interactions with government agencies from a comprehensive standpoint.

CHAMPIONS CLUB

Mr. Wentz reported that there were 19 Presidential initiatives this Society Year; 16 of the 19 were complete.

He thanked all the “Champions” for their work this Society Year.

Mr. Mehboob thanked the “Champions” as well. He also thanked Mr. Wentz for leading the effort.

REPORTS OF OFFICERS’ CRC AND INTERSOCIETY VISITS

Members of ExCom provided an update on their travel and intersociety visits. A summary of those reports is included below:

(Scoggins) Presented a keynote presentation on Society headquarters, along with an Automated Logic representative, at the AABC conference.. The same presentation was requested at an upcoming event, and it was reported that Mr. Knight would make the presentation.

Attended ten CRCs this Society Year.

(Mehboob) Attended four CRCs this Society Year.

(Littleton) Spoke at the NAFA meeting on some trends in Society and decarbonization. Was a good presentation.

Attended several CRCs, most recently Region XI.

(Austin) Attended the ACEC meeting in Washington. Also visited the Washington ASHRAE office. Visited with Georgia Senators Warnock and Ossoff, attended a dinner with three representatives from Georgia, and also spoke on the Pro Codes act.

Work plan in progress with CAMEE. Feel there are a lot of great opportunities there.

CAMEE and ACEC are interested in our decarbonization efforts. There are liability issues related to indoor pathogen mitigation that firms may encounter; they do not have the technical expertise to address these issues and are looking to Society for assistance.

He expressed his opinion that there are a lot of great opportunities for Society to partner with CAMEE and ACEC. Society has inroads to schedule necessary meetings.

(Macauley) Attended the Roosevelt Strategic Council. Tends to attract a lot of leaders from large scale organizations as well as local and municipal officials working in sustainability. He was recognized as an ASHRAE VP and was asked to make comments.

Believe this is an organization Society should have a relationship with. Their members are end users of Society’s standards and products. Could be an opportunity for a combination of staff and volunteer efforts to market our products to end users.

NEW BUSINESS**TIMING OF BOD MEETINGS RELATED TO STRATEGIC PLANNING**

It was reported that time for strategic planning will be added to the fall BOD meeting.

Mr. Macauley reported that the current plan is to interview consultants at the Winter Conference and hire a consultant in February 2024. Want to have the consultant on board before the strategic planning session.

There is consensus on the Planning Committee that it is a good use of the BOD's time to have a session in October with just the Planning Committee and then again in the spring with the consultant.

Mr. Macauley was asked why the timeline to hire the consultant was so long. He responded that the goal was to have the full committee involved in the interview process at the Winter Conference. He reported that the RFP would be finalized by August 1st.

There was consensus that there should only be one in-person BOD meeting, aside from the Winter and Annual Conferences.

It was determined that the spring BOD meeting would be the week of March 17th and the strategic planning session would be held at the same time. The schedule would be the typical Wednesday through Friday schedule.

There was consensus that the consultant should be hired prior to the Winter Conference so they can attend.

Mr. Conlan will work with the Planning Committee to develop a process for shortening the timeline for developing a strategic plan.

AI 14

DISCUSSION OF ROUNDTABLES AT CRCs

Mr. Macauley reported that Pub and Ed Council is working to formalize logistics of roundtables at CRCs. The intent is to ask a junior officer assigned to attend the CRC to facilitate the roundtable. The senior officer and staff director will also be asked to participate in the discussions.

Mr. Mehboob asked if there were any ideas for products or services to come out of the previous six roundtables. It was reported that there were some ideas. Mr. Mehboob stated that the original structure of the roundtables was that the CRCs would run them. He expressed his opinion that setting the questions would defeat the original purpose and would be off putting to DRCs. The purpose of the roundtables was to facilitate open and free discussion.

Attended the first industry roundtable in Tokyo with Mr. Knight and Ms. Scoggins. Expressed his opinion that bureaucracy will only get us so far.

Mr. Macauley stated that the results of the roundtables were in limbo. The proposal would create a forum to take ideas from the roundtables and review them. The reason for the suggested questions is to provide a starting point and spark discussions. The process was developed primarily by the DRC forum with assistance from Pub and Ed Council.

Mr. Rakheja stated that the target audience needs to be clear and considered when developing questions.

NEXT-GEN CONCEPT PAPER AND COLLABORATION WITH EMPOWER

Mr. Littleton reported that he met with Empower in Atlanta and they indicated that they would be willing to fund an ASHRAE research project that would involve very low water usage. Empower also

asked if Society would be interested in running a conference alongside COP28 and supporting those efforts.

He reported that he indicated that Society would be interested in generally supporting their efforts.

Mr. Littleton advised that the Next-Gen research project needs to be addressed and an appropriate “home” in Society found.

Mr. Mehboob and Mr. McQuade will connect Society with Empower next Society year. The first goal will be to identify the specifics of the Next-Gen concept and what they are looking for; and the second goal will be to work with Empower to determine next steps and collaboration specifics.

AI 15

INFORMATION ITEMS

2023-24 CRC SCHEDULE

Ms. Scoggins reported that CRC assignments for officers had been finalized.

She advised that there were four CRCs the same weekend and it needed to be communicated to the Regions that they cannot move their CRC date.

UPDATED PUBLIC POLICY ISSUE BRIEFS (PPIBs)

Mr. Mehboob advised that updated PPIBs were provided, and attached to the agenda, for ExCom’s review.

Mr. Mehboob reported that this would be his last ExCom meeting. He thanked the committee for the pleasure of working with them. He expressed that he enjoyed his time. He thanked the committee and expressed that he enjoyed their support.

Ms. Scoggins thanked Mr. Mehboob for his leadership. She stated that he helped to open the BOD’s eyes to a more international perspective than the BOD has had in many years.

The meeting recessed at 12:14 p.m.

The meeting reconvened at 7:30 a.m. on Wednesday, June 28, 2023.

Ms. Scoggins chaired the meeting in Mr. Mehboob’s absence.

ROLL CALL/INTRODUCTIONS

Members, guests, and staff introduced themselves and were in attendance as noted above.

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.

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

Mr. Watson reported. The full report was attached to the agenda.

Mr. Watson reviewed action items. He reported that the Foundation provided the DEI Subcommittee with a grant to assist with the costs to hire a consultant.

Foundation policies related to funds that had not been paid out were reviewed and included in the full report.

He reported that with the recent streamlining and structural changes, this would be the last time that the Foundation would report to ExCom.

Ms. Scoggins thanked Mr. Watson and the Foundation for approving the DEI consultant grant.

SCHOLARSHIP TRUSTEES

Mr. Gatlin reported. The full report was attached to the agenda.

He reported that there were no recommendations for ExCom's consideration and reviewed the group's information items.

COLLEGE OF FELLOWS

Ms. Pilot reported. The full report was attached to the agenda.

She reported that the College of Fellow was working with the Development Committee more to engage in new fundraising initiatives.

PEAC

Ms. Scoggins reported that PEAC completed their work. She expressed that it was a good year, and the group got a lot done.

She thanked all PEAC members for their good work.

AASA

Ms. Hayter reported. The full report was attached to the agenda.

She reported that AASA wants to find a way to include more of the associate society members now that Society is in a hybrid meeting environment. The AASA meeting was shifted to the morning to accommodate more hybrid participation.

Mr. Olesen will address the timing of meetings more in the new Society Year. The goal is to find times when AASA can meet that are more convenient, including having in person meetings not at the Society Conferences.

She reported that certificates for AASA members would be signed by Mr. Littleton and the sitting President. This new program will replace some of the very broad MOUs that were previously in place. AASA is transitioning away from individual MOUS with associate organizations.

Mr. Olesen added that the new certificate program was well received.

Ms. Hayter reported that AASA will be developing guidelines for how Society and member organizations can co-exist in countries where there has been confusion and “rubbing” in the past.

She expressed that she enjoyed serving as AASA Chair.

CIBSE/ASHRAE/REHVA WORKGROUP

Mr. Littleton reported that there was no report from this group. A meeting was planned for October.

DOE BTO ENERGY EFFICIENCY & RESILIENCE IN THE BUILT ENVIRONMENT TAG

Ms. Hayter reported that this group concluded its work at the beginning of the year and a report was made at the Winter Conference. The final report is included in ATTACHMENT C.

She reported that a discussion was facilitated on resilience impact of the built environment as the climate changes. Different climate events and climate zones were reviewed as part of that discussion.

Society was invited to participate in the TAG. Meetings with researchers were held periodically.

Ms. Hayter reported that she also served on the CIBSE ASHRAE Work Group. One of the areas of discussion was leveraging and coordinating benefits and services where both organizations have members but not a high level of engagement. The first area of focus was South Africa where it has been difficult to meet in-person and membership was stagnant. A survey will be sent soon to identify areas of opportunity for Society and CIBSE to work together. Possible model that could then be built upon and used with our membership more broadly.

EXECUTIVE SESSION

Executive session was called at 7:55 a.m.

Open session reconvened at 8:33 a.m.

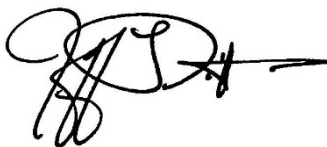
Mr. Macauley and Ms. Maston expressed their thanks and appreciation to ExCom.

UPCOMING MEETING

Ms. Scoggins reviewed upcoming ExCom meetings.

ADJOURNMENT

The meeting was adjourned at 8:37 a.m.

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

Jeff H. Littleton, Secretary

ATTACHMENTS:

A. Treasurer's Report

B. Proposed PPPs for SY 2023-24

C. DOE BTO Energy Efficiency & Resilience in the Built Environment TAG Final Report



Financial Status and FY 23-24 Budget Presentation

Board of Directors

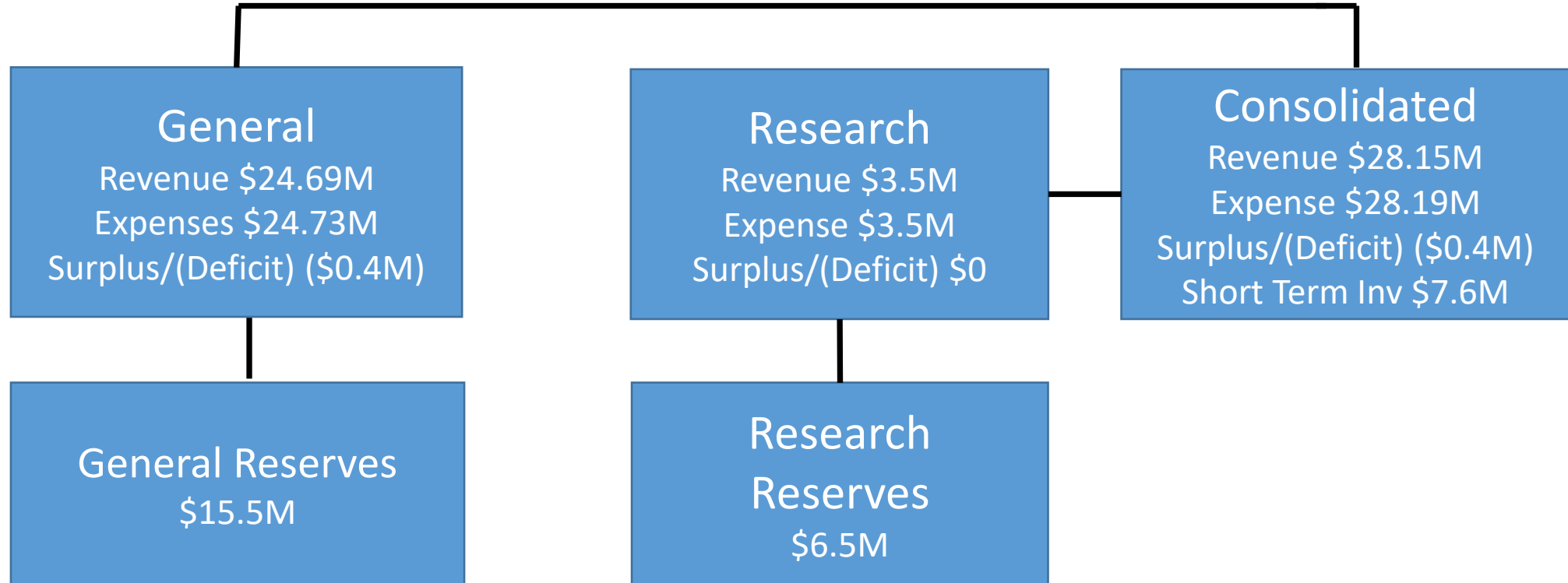
Dennis Knight, Treasurer
June 25, 2023
Annual Meeting – Tampa

Financial Status

FY 22-23

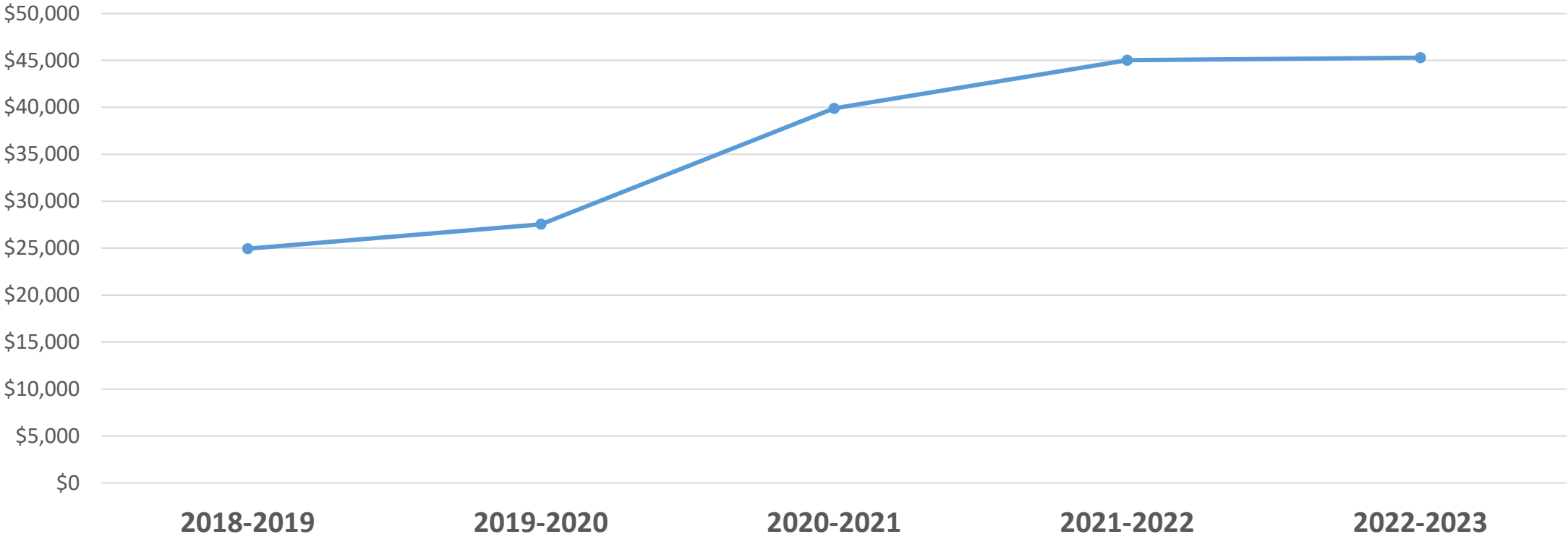


Fund Structure – FY22-23 Forecast



Consolidated Cumulative Net Assets

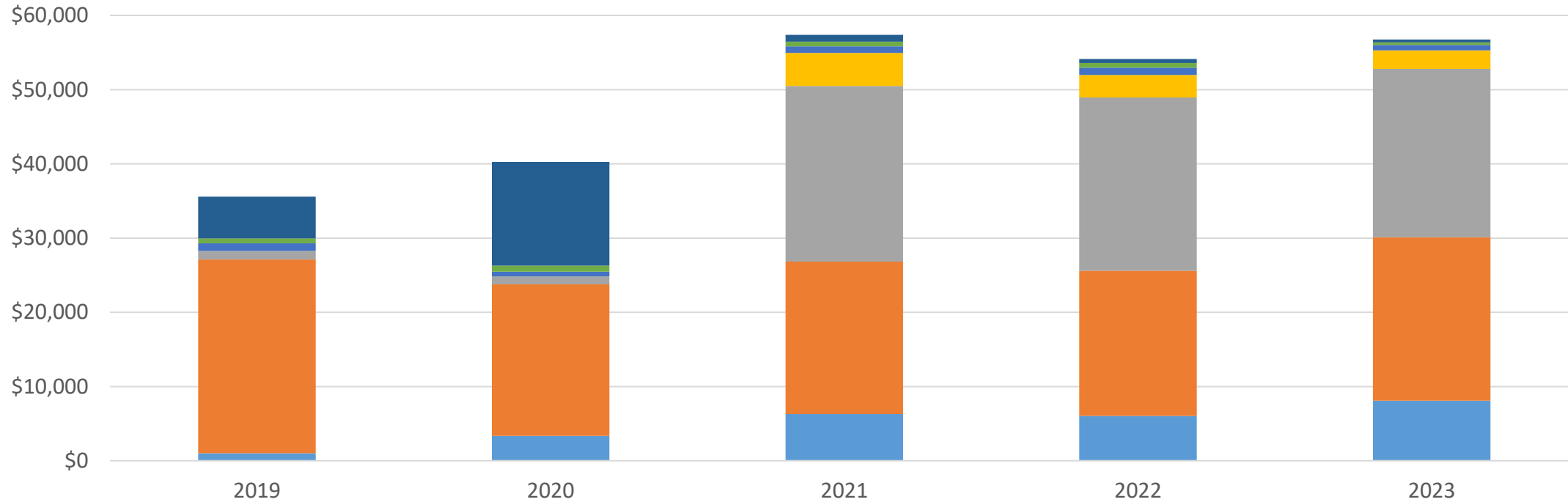
(in Thousands)



— Net Assets (Total Assets less Liabilities)



Composition of Assets – as of May 31, (in Thousands)



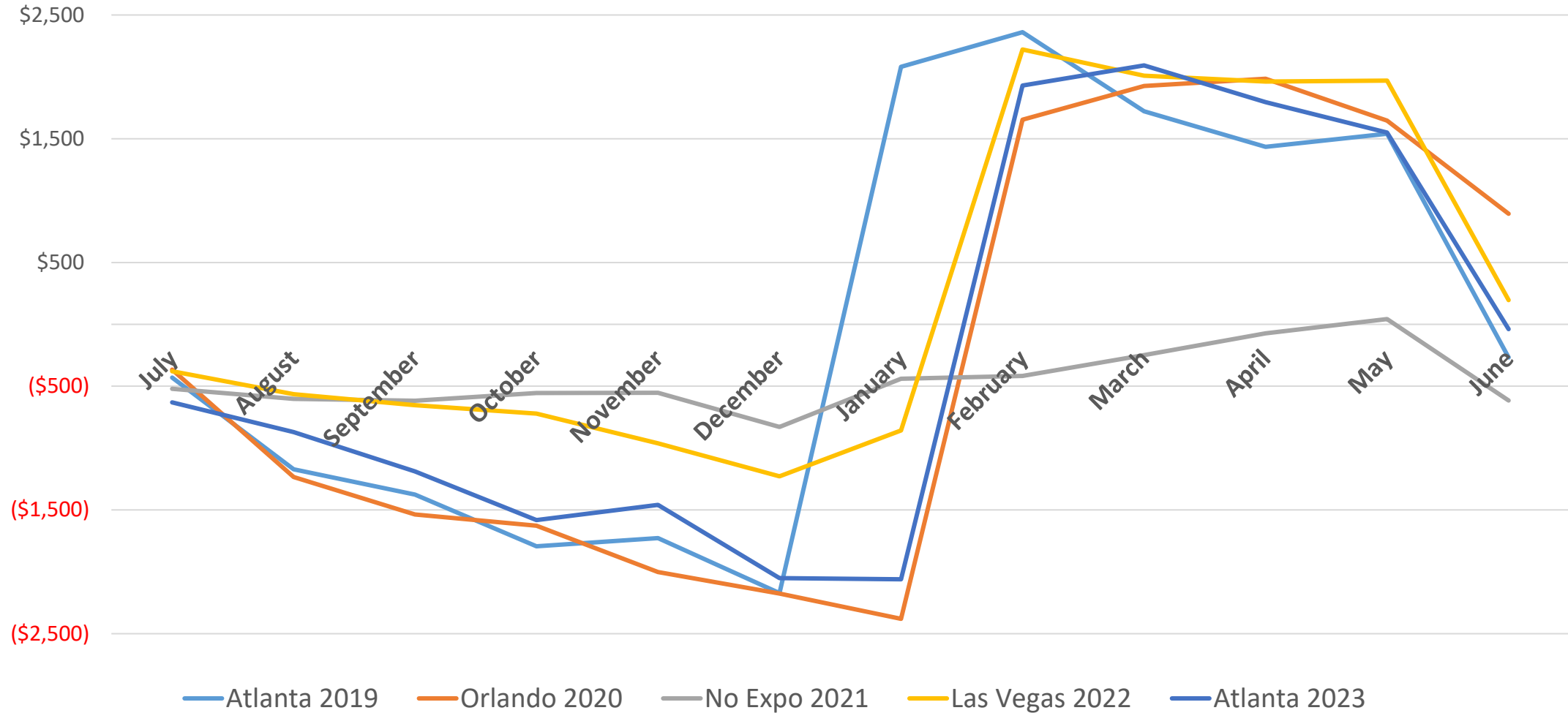
■ ST Investments/Cash
■ Property & Equipment
■ Accounts Receivable (net)

■ LT Investments (Reserves)
■ Contributions Receivable
■ Inventory

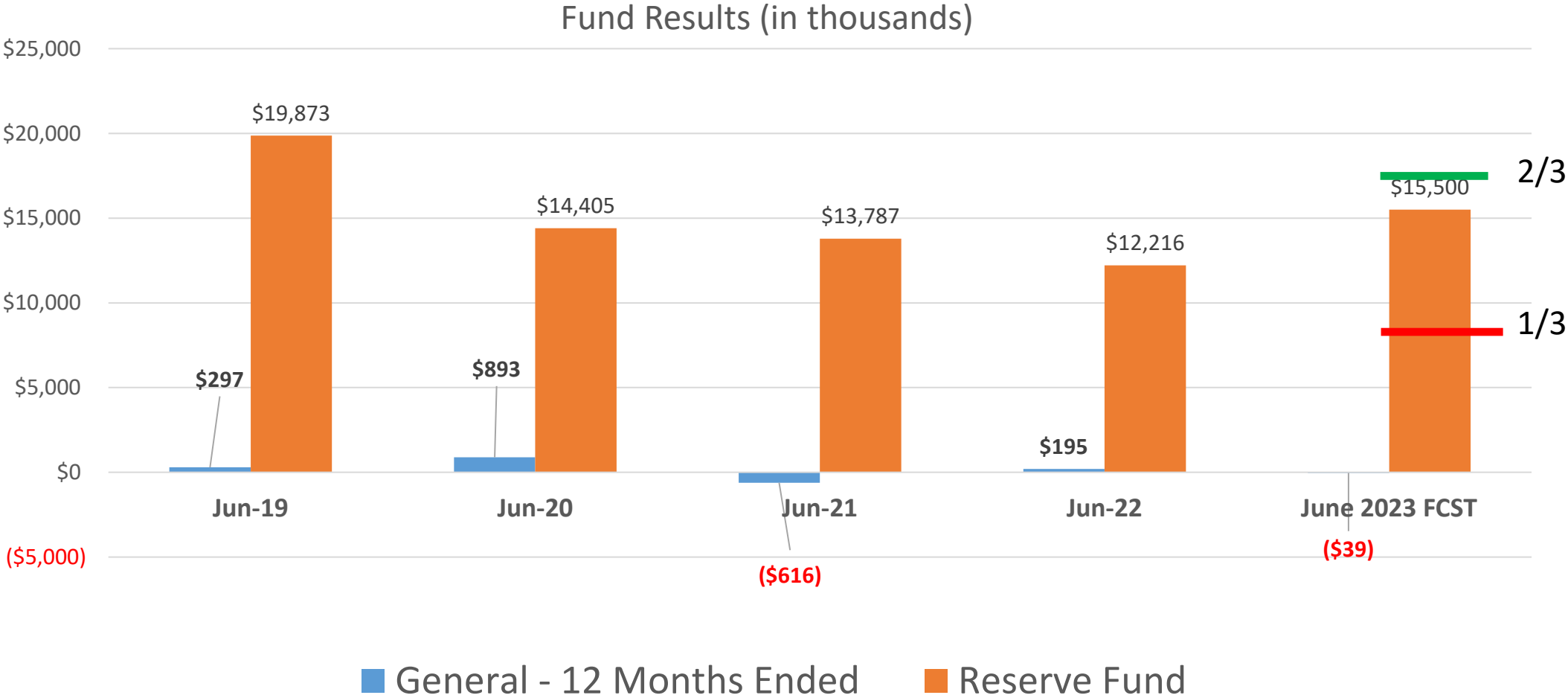


Cumulative Net Revenue and Expenses – General Fund

(in Thousands)

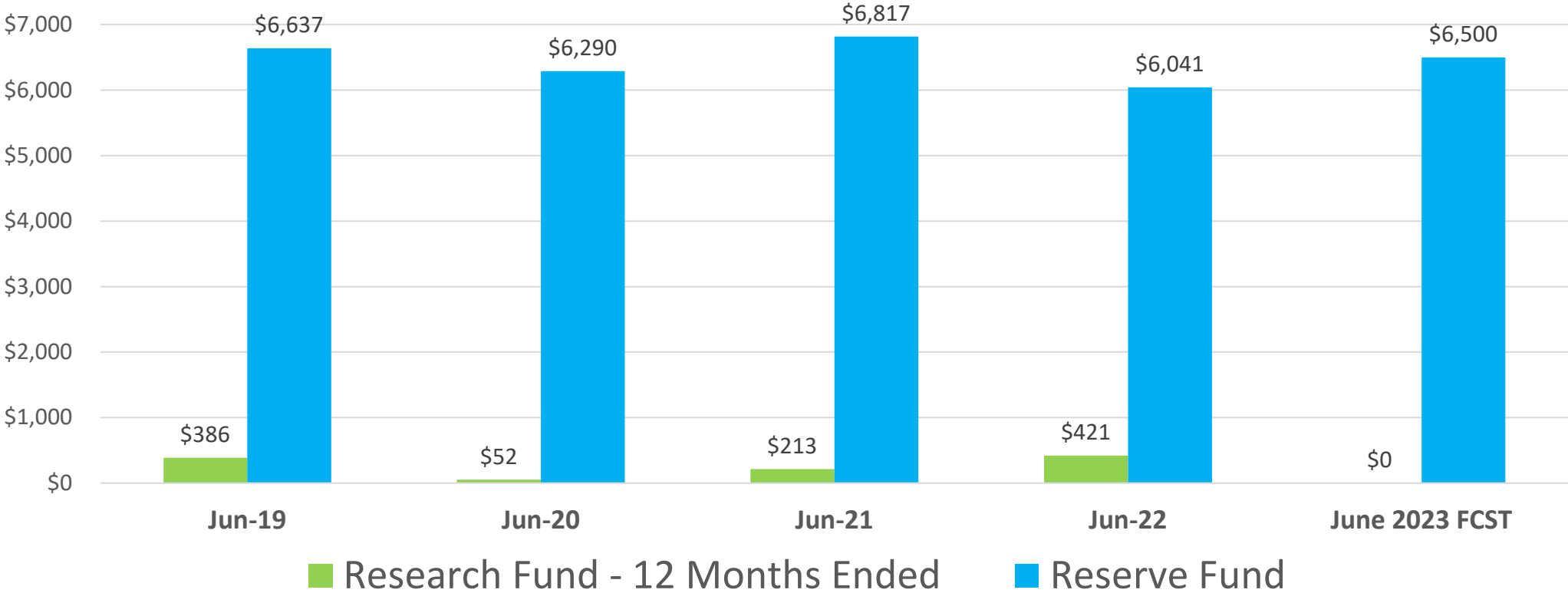


General Fund Performance and General Fund Reserves Balance

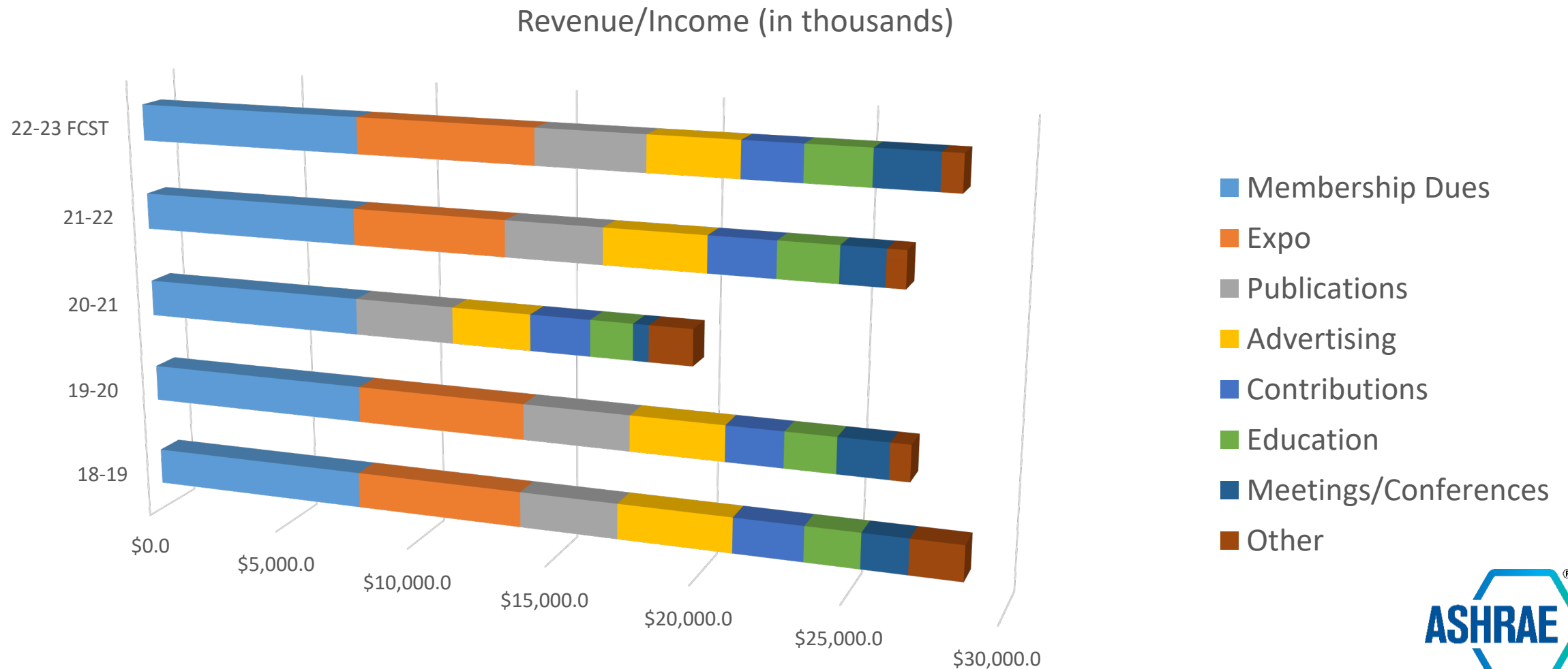


Research Fund Performance and Research Fund Reserves Balance

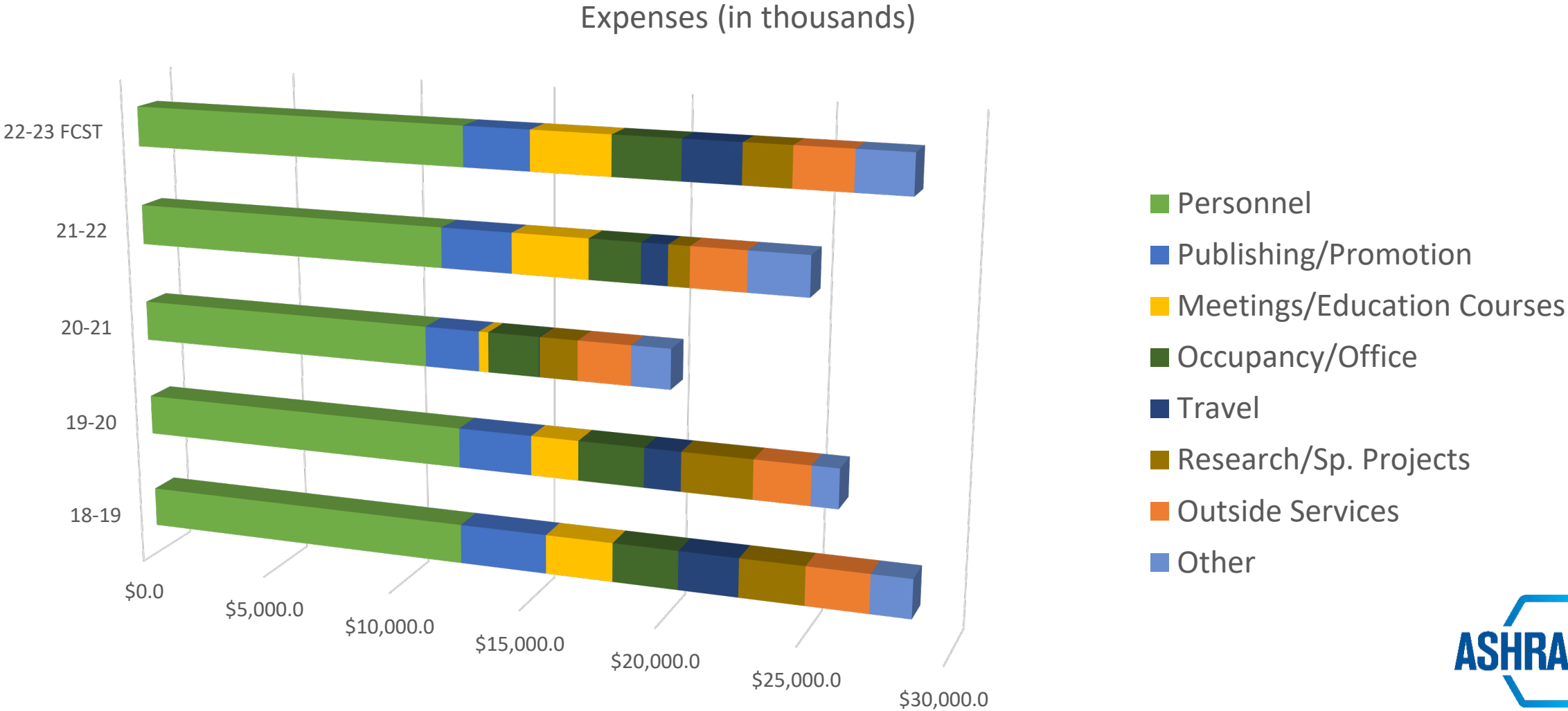
Fund Results (in thousands)



Revenue Trends – General and Research Funds



Expense Trends – General and Research Funds



Draft Budget

Fiscal Year 2023 – 2024



FY 2023-24 General Fund Budget (in Thousands)

	Budget (FY23-24)	Forecast (FY22-23)
Revenues	\$26,046.3	\$24,686.9
Expenses	<u>26,097.8</u>	<u>24,725.8</u>
Operating Surplus/(Deficit)	\$ (51.5)	\$ (38.9)



FY 2023-24 General Fund Detailed Budget (in Thousands)

	Forecast	DRAFT	Difference	
	FY 2023	Budget FY 2024	Budget vs. Forecast	
			\$	%
REVENUES				
31 Membership Dues	\$7,908.5	\$8,222.8	\$ 314.3	4%
32 Publication Sales	3,778.8	3,910.7	131.9	3%
34 Advertising Income - Print	2,192.7	2,352.0	159.3	7%
34 Advertising Income - Non-Print	890.0	1,050.0	160.0	18%
35.1 Meetings/Conferences Registration	2,085.4	2,168.8	83.4	4%
35.2 Certification Registration	280.0	280.0	0.0	0%
35.3 Education Registration	1,879.8	2,083.0	203.2	11%
37 Special Project Income				
38 Contribution Income	52.4	41.8	(10.6)	-20%
41.1 AHR Exposition Income	6,179.8	6,400.0	220.2	4%
41.2 Contributions and Matching Gifts	(1,347.6)	(1,359.6)	(12.0)	1%
41.3 Exposition Income - Other Countries	102.2	225.0	122.8	120%
44 Reserve Transfers			0.0	
46 Miscellaneous Income	684.9	671.8	(13.1)	-2%
TOTAL REVENUES	24,686.9	26,046.3	1,359.4	6%
EXPENSES:				
51 Salaries	9,255.3	9,814.3	559.0	6%
52 Payroll Taxes, Benefits, Personnel	2,598.0	2,770.0	172.0	7%
61 Publishing	1,326.0	1,355.1	29.1	2%
62 Promotion (All Depts)	1,099.6	1,331.4	231.8	21%
64 Meetings/Conferences	2,277.4	2,302.6	25.2	1%
64 Education Courses/Trainings	614.5	697.0	82.5	13%
66 Travel	1,932.6	1,974.7	42.1	2%
68 Awards, Certif, Logo Cost of Goods Sold	164.0	164.0	0.0	0%
71 Research Projects & Grants	178.9	182.7	3.8	2%
76 Public Relations	74.9	74.9	0.0	0%
78 Occupancy & Insurance	858.5	763.5	(95.0)	-11%
82 Office Expense and Organizational Dues	1,515.6	1,640.7	125.1	8%
84 Outside Services	2,056.8	2,157.3	100.5	5%
88 Other Expenses	721.4	778.9	57.5	8%
90 Depreciation	882.1	871.6	(10.5)	-1%
91 Allocation of Overhead & BOD	(829.9)	(781.0)		
TOTAL EXPENSES	24,725.7	26,097.7	1,372.0	
SURPLUS (DEFICIT) before reserve income	(38.8)	(51.4)		



Council Budget Requests for FY23-24 since Atlanta

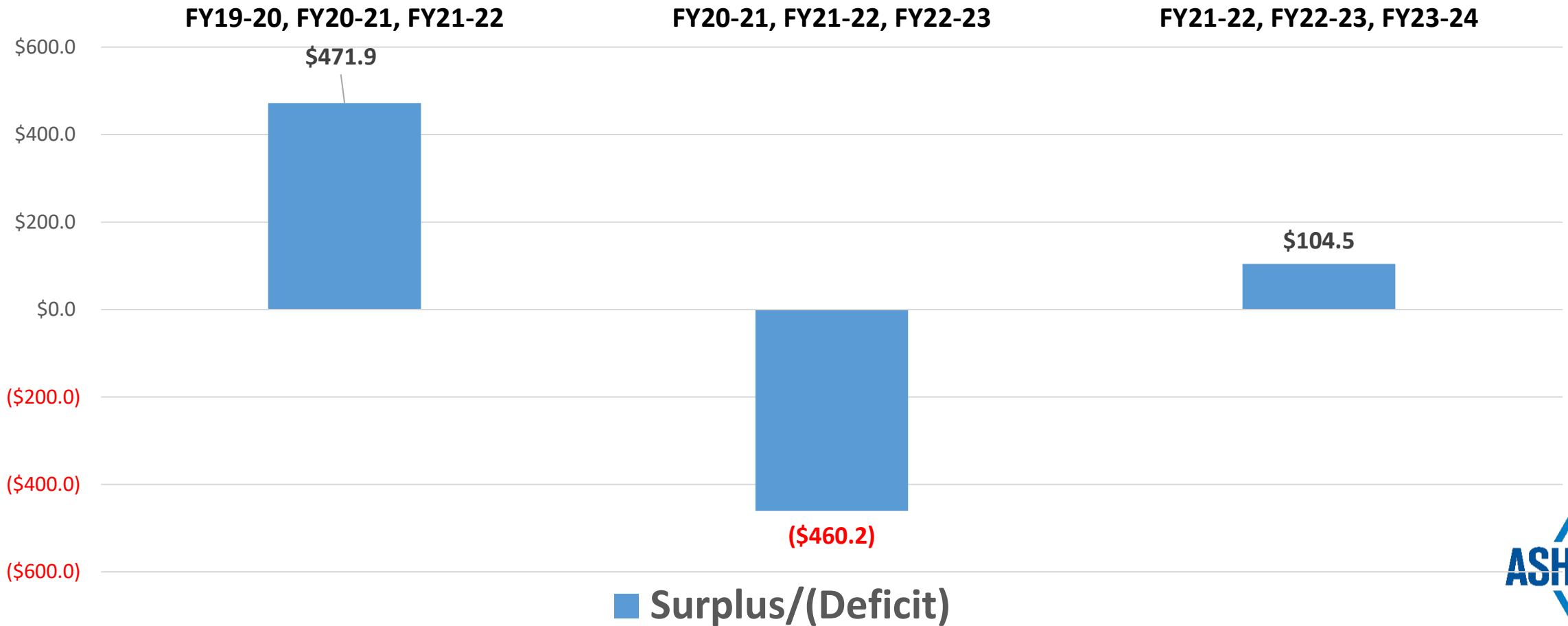
- Board of Directors
 - PEAC
 - \$50K - Decarbonization Challenge Fund
 - Part of FY23-24 Presidential Initiatives (Implement through YEA)
 - Planning Committee
 - \$50K – Strategic Plan Consultant (\$100K total - \$50K in FY24-25 as well)
 - DEI Committee
 - \$57K Budget – Consists of additional trainings for members/staff, Forum speaker, and Cultural Mixer
 - COP28
 - \$75K Budget– Travel and Meeting/Event Costs*
- Technology Council
 - Residential Building Committee
 - \$10K – Video (third party)
- Members Council
 - Membership Promotion
 - \$19K – Addition of one Centralized Training (“CT”) outside of the U.S./Canada (Annual Meeting CT already in budget) in conjunction with Region XIII, Region XIV, or RAL CRC
 - YEA Committee
 - \$25K – Increase to YEA overall budget (cover increasing costs at YEA Leadership Meetings)
 - \$15K – Travel for two (2) YEA members and hosting an event at Decarb conference in October 2023.



General Fund Surplus/(Deficit) over Three-Year Cycles (in Thousands)

EXCLUDES \$4.2 Million in PPP Loans in FY20-21 and FY21-22

3-Year Cumulative Total Results (Fiscal Years-Starting/Ending)



FY 2023-24 Research Fund Budget (in Thousands)

	Budget (FY23-24)	Forecast (FY22-23)
Revenues	\$3,817.2	\$3,460.6
Expenses	<u>3,817.2</u>	<u>3,460.6</u>
Surplus/(Deficit)	\$0	\$0



FY 2023-24 Research Fund Detailed Budget (in Thousands)

	Forecast	DRAFT	Difference	
	FY 2023	Budget FY 2024	Budget vs. Forecast \$	%
REVENUES				
31 Membership Dues	\$160.6	\$167.2	\$ 6.6	4%
38 Contribution Income	1,800.0	1,910.0	110.0	6%
41.2 Contributions and Matching Gifts	1,500.0	1,500.0	0.0	0%
44 Reserve Transfers		240.0	240.0	100%
TOTAL REVENUES	3,460.6	3,817.2	356.6	10%
EXPENSES:				
51 Salaries	580.2	614.9	34.7	6%
52 Payroll Taxes, Benefits, Personnel	161.8	179.0	17.2	11%
61 Publishing	6.6	6.6	0.0	0%
62 Promotion (All Depts)	10.2	10.2	0.0	0%
64 Meetings/Conferences	20.3	20.3	0.0	0%
66 Travel	145.7	145.7	0.0	0%
68 Awards, Certif, Logo Cost of Goods Sold	39.4	39.4	0.0	0%
71 Research Projects & Grants	1,520.8	1,874.3	353.5	23%
76 Public Relations	0.3	0.3	0.0	0%
82 Office Expense and Organizational Dues	68.0	68.0	0.0	0%
88 Other Expenses	77.5	77.5	0.0	0%
91 Allocation of Overhead & BOD	829.9	781.0	(48.9)	-6%
TOTAL EXPENSES	3,460.7	3,817.2	356.5	
SURPLUS (DEFICIT) before reserve income	(0.1)	0.0		



FY 2023-2024 Capital Expenditures Budget

- Annual Budget Request - \$200K
 - Historically includes ASHRAE HQ Expenditures for assets (computers, IT equipment, etc.)



QUESTIONS?





ASHRAE's Public Policy Priorities: SY 2023-2024 --Draft

- Support Sustainable Building Practices including Building Decarbonization to Mitigate Climate Change
Buildings and their heating, ventilation, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to GHG emissions. Buildings are responsible for more than 35% of global final energy use and nearly 40% of energy-related greenhouse gas emissions worldwide. Eliminating greenhouse gas emissions from the built environment is essential to address climate change. ASHRAE is advancing additional tools to support decarbonization across a building's entire life cycle, including building design, construction, operation, occupancy, and end of life. ASHRAE is targeting emissions from the operation of buildings as well as those embodied in building materials and the construction process.

In addition to government adoption of robust building energy standards such as ASHRAE Standard 90.1 (commercial), 90.2 (residential), 90.4 (data centers), 189.1/IgCC (green buildings) and 189.3 (high-performance health care facilities) for new construction, ASHRAE supports policies and programs to improve the energy and carbon performance of existing buildings such as through the adoption of Standard 100 and policies such as building performance standards, building benchmarking and labeling requirements. To assess carbon emissions across the entire building life cycle, ASHARE recommends use of ASHRAE/ICC Standard 240, *Evaluating Greenhouse Gas and Carbon Emissions in Building Design, Construction and Operation*, which provides consistent procedures and data to be referenced by policies, codes, and regulations.
- Promote Healthy Buildings and Reduce Indoor Environmental Risks
Supporting the health and well-being of building occupants is the most important feature of the indoor environment. Providing acceptable indoor air quality is an essential building service that should be achieved while also improving building energy efficiency, sustainability, and resiliency. The latest versions of ASHRAE Standards for Ventilation and Indoor Air Quality (62.1 for commercial buildings, 62.2 for residential, and 170 for health care facilities) should be adopted in building codes and regulations. Jurisdictions should also adopt Standard 241, *Control of Infectious Aerosols*, to reduce the risk of disease transmission including COVID-19. With respect to water systems, Jurisdictions should adopt ASHRAE Standard 188-2021 and Guideline 12-2020, which present a framework and guidance for *Legionella* risk mitigation. ASHRAE recommends that policymakers cite ASHRAE standards and guidance in legislation and policies to reduce the risk of pathogen transmission in buildings, including in schools and congregate housing. At a national level, model building codes should be developed that address IAQ.
- Ensure the Orderly and Safe Phasedown of High-GWP HFC Refrigerants
ASHRAE supports the global phasedown of the production and consumption of Hydrofluorocarbon (HFCs) refrigerants that have high-Global Warming Potential (GWP), including through legislation, regulations, and policy. Governments are mandating the near-term use of lower GWP refrigerants, which can have some flammability. ASHRAE Standard 15-2022, *Safety Standard for Refrigeration Systems*, and Standard 34-2022, *Designation and Classification of Refrigerants* should be adopted quickly to help ensure the safe use of these refrigerants. Additional ASHRAE resources include the [Update on New Refrigerants Designations and Safety Classifications factsheet](#), which was developed through a cooperative agreement with UNEP. ASHRAE is also working with UNEP to assist developing countries with the adoption of state-of-art technologies and deployment of lower-GWP refrigerants to protect supply of food and medicine (including vaccines), as well as provide increased comfort and productivity while meeting sustainability goals.



ASHRAE's Public Policy Priorities: SY 2023-2024 (page 2)

- Advance Design and Construction of Resilient Buildings and Communities

Resiliency is an important societal, economic, and technical issue that will have a major impact on how buildings are designed, renovated and operated. For example, the increasing threat of wildfires has led ASHRAE to produce technical materials such as the [Planning Framework for Protecting Commercial Building Occupants from Smoke During Wildfire Events](#).

As investments are made to improve infrastructure, buildings should be included, as they are vital for protecting the public when natural and human-induced events occur. A building's ability to recover and be available to occupants following such an event can have widespread economic and health implications. In particular, up-to-date building energy and indoor air quality (e.g., ventilation, filtration) standards are essential elements of providing resilient buildings. Unfortunately, most states have not adopted the most recent standards and codes that are based on the latest research and technological innovation, which could make building occupants more vulnerable to disasters. In addition, policies and regulations that require qualified HVACR engineering and technical professionals to be an integral part of building design, construction, and operation are encouraged as these can result in a more resilient and safer built environment.

- Support Adoption of the Latest Edition of ASHRAE's Energy Standards into Building Codes

Energy efficiency can be improved significantly through the adoption and effective implementation of the most recent version of Standard 90.1 *Energy Standard for Buildings Except Low-Rise Residential Buildings*, which has provided the minimum requirements for the energy-efficient design in the United States for over 40 years. Although its adoption in the U.S. by States is required by the Energy Conservation and Production Act (ECPA), most States are using dated versions of the standard, resulting in buildings with higher energy needs and costs. Residential buildings and data centers can also achieve improved performance, save energy costs, and reduce climate impacts when jurisdictions adopt ASHRAE Standard 90.2 (residential) and Standard 90.4 (data centers).

- Strengthen and Increase Diversity in the HVACR Workforce

Strong education in science, technology, engineering and mathematics (STEM) to develop the pipeline of technicians, engineers and scientists is critical to our future well-being and standard of living. ASHRAE supports policies that strengthen STEM at all educational levels, including through use of ASHRAE's extensive educational offerings. Policymakers should consider requiring ASHRAE certification programs to ensure professionals have the knowledge to improve building performance.

ASHRAE's Board of Directors is committed to proactively pursuing and celebrating diverse and inclusive communities, as it fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities we serve. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought style, religion, nationality, socio-economic status, belief system, sexual orientation or education.

REPORT TO EXECUTIVE COMMITTEE
From BTO Resiliency and Efficiency TAG
February 8, 2023

Recommendations for ASHRAE Executive Committee:

1. None

Information Items:

1. The *Valuation of Energy Efficiency for Energy Resilience* developed a standardized methodology to quantitatively assess how energy-efficient technologies and design measures impact building energy resilience.
 - a. During extreme temperature events (heat and cold) and part and full power outages
 - b. For new and existing buildings (residential housing and select commercial)
 - c. Key deliverables were a cost-benefit analysis methodology framework and a resilience valuation model of building energy code editions, existing building measures and beyond
2. Effort funded by the U.S. Department of Energy Building Technology Office and implemented by a collaborative DOE national lab team that included Pacific Northwest National Laboratory (PNNL), National Renewable Energy Laboratory (NREL), and Lawrence Berkeley National Laboratory (LBL).
 - a. Technical Advisory Group (TAG) formed to provide perspective throughout
 - b. Members of TAG included ASHRAE and others from organizations with interests in the buildings industry.
3. Final report of the effort is completed and awaiting BTO approval. The TAG has been disbanded.

February 8, 2023

Date

Sheila Hayter

ASHRAE Liaison to the TAG

