



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

**TAMPA, FL  
Thursday, June 29, 2023**

**Approved by the Executive Committee on October 20, 2023.**

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**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

Thursday, June 29, 2023

<b>No. - Pg.</b>	<b>Motion</b>
1 - 3	Technology Council recommends to the BOD ExCom to approve the initiation of a revision of the <i>Refrigerants and Their Responsible Use</i> PD.
2 - 3	Tech Council recommends to the BOD ExCom to approve initiation of a revision of the <i>Climate Change</i> PD.

## ACTION ITEMS

Executive Committee Meeting

Thursday, June 29, 2023

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 2	Members of ExCom	Send at least one proposed member for the new Strategic Advisory Panel to Ms. Scoggins by July 21 <sup>st</sup> .		
2 – 2	Staff	Work with the Meetings Team to review the conference meetings schedule and the timing of meetings relative to the new Society organizational chart.		
3 – 2	Staff	Finalize the new Society organizational chart in time for fall CRCs and inclusion in the CRC presentation.		
4 – 2	Staff	Develop an “ask letter” and job description for the new Strategic Advisory Panel. Appointments will be for two years, with an initial one-year term for some members.		
5 – 3	Wright	Investigate the possibility of having the black AmEx corporate card for ExCom.		



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
Thursday, June 29, 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:**

John Constantinide  
Franco D'Atri

**STAFF PRESENT:**

Candace DeVaughn, Sr. Manager - Board Services  
Craig Wright, Director of Finance

**CALL TO ORDER**

The meeting was called to order at 8:01 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.

**DISCUSSION OF REVISED ORGANIZATIONAL CHART**

Ms. Scoggins reported that she will need to populate the new Strategic Advisory Panel.

All members of ExCom will send at least one proposed member for the new Strategic Advisory Panel to Ms. Scoggins by July 21<sup>st</sup>.

**AI - 1**

She advised that ideal candidates will not be involved in ASHRAE and may even be on the periphery of the industry.

It is anticipated that the new group will have quarterly meetings; the first will likely be in person, with subsequent meetings being conducted virtually.

Ms. Scoggins stated that based on the new Society organizational chart, fewer groups will be reporting to the BOD and ExCom.

Staff will work with the Meetings Team to review the conference meetings schedule and the timing of meetings relative to the new Society organizational chart.

**AI - 2**

Staff will finalize the new Society organizational chart in time for fall CRCs and inclusion in the CRC presentation.

**AI - 3**

Staff will develop an “ask letter” and job description for the new Strategic Advisory Panel. Appointments will be for two years, with an initial one-year term for some members.

**AI - 4**

**AMEX VISA TRANSITION**

Mr. Wright reported that Ms. Scoggins asked that he investigate an alternative to the current corporate card program. ExCom currently receives an American Express platinum card. The primary benefits to the current card are travel related, including access to the airport lounge network, corporate card management, and no preset spending limits. American Express is not as widely accepted around the world as Visa.

He reported that a pros and cons list for the current corporate card was compiled by staff and was attached to the agenda. Mr. Wright reviewed the list.

He reported that it is challenging to find another corporate card program that has comparable travel benefits. Many other corporate cards have benefits that go back to the company as opposed to the individual.

Mr. Wright reviewed the pros and cons of the Chase Sapphire Reserve Visa program. He reported that he was unsure how the program would be administered, and it may only be able to be used by ExCom and there could be spending limits.

Ms. Scoggins stated that she is not mandating a switch and if ExCom is satisfied with the current program there is no need to switch.

Mr. Rakheja stated that the other lounges are generally crowded because the priority pass is available to a lot of people, and many require an appointment. The biggest advantage to AmEx is that the lounges are more exclusive, especially when traveling internationally.

He asked if it was possible to switch back to the AmEx black card.

Mr. Sekhar stated that he would not mind keeping the current card. He expressed his opinion that AmEx is the better option.

Mr. Conlan stated that he does not travel extensively, but the hotel benefits with AmEx are beneficial.

Ms. Scoggins thanked Mr. Wright for his work. She stated that the consensus from ExCom is that Society will maintain the current AmEx corporate card program.

Mr. Wright will investigate the possibility of having the black AmEx corporate card for ExCom.

**AI - 5**

#### **TECHNOLOGY COUNCIL REPORT**

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

Mr. Rakheja moved that

1. Technology Council recommends to the BOD ExCom to approve the initiation of a revision of the *Refrigerants and Their Responsible Use PD*.

Mr. Rakheja reported that the PD was last revised June 27, 2018, and a new revision is appropriate. The current title, purpose, and scope (TPS) was attached to the agenda. Current REF-CPCC Chair, Dustin Lilya, was recommended as chair and would assemble a PD committee for Tech Council consideration. Technology Council approved a motion to reaffirm the current PD at the Tampa meeting.

There was no discussion.

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

Mr. Rakheja moved that

2. Tech Council recommends to the BOD ExCom to approve initiation of a revision of the *Climate Change PD*.

Mr. Rakheja reported that this PD does not have a title, purpose, and scope and the PD committee, once approved, will be directed to create one. TC 2.5 is working to find a recommended chair and PD

committee members for Tech Council's consideration. Technology Council approved a motion to reaffirm the current PD at the Tampa meeting.

There was no discussion.

**MOTION 2 PASSED** (Unanimous Voice Vote, CNV).

**EXECUTIVE SESSION**

Executive session was called at 8:41 a.m.

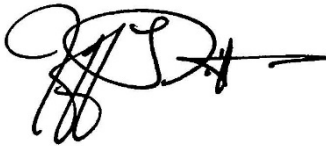
Open session reconvened at 9:22 a.m.

**UPCOMING MEETINGS**

Ms. Scoggins reviewed upcoming meetings.

**ADJOURNMENT**

The meeting adjourned at 9:22 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