



MINUTES
EXECUTIVE COMMITTEE MEETING

March 18-19, 2023

Approved by the Executive Committee on June 24, 2023.

TABLE OF CONTENTS
 Executive Committee Meeting
 March 18-19, 2023

CALL TO ORDER	1
CODE OF ETHICS	1
REVIEW OF MEETING AGENDA	1
REVIEW OF ACTION ITEMS	1-2
STREAMLINING UPDATE	2
STRATEGIC BUSINESS DEVELOPMENT UPDATE	2
FINANCIAL FOCUS UPDATE	3
AI IN ASHRAE THE WAY FORWARD	3
DEVELOPMENT OF PLANS FOR COP28	3
DC MEETING PLANNING	3
UAE MINISTRY OF ENERGY RELATIONSHIP MATTERS UPDATE	3
USE OF ASHRAE RESOURCES BY ASSOCIATE SOCIETIES	3-4
UNEP 2024, CHICAGO	4
ASHRAE TERMINOLOGY	4
MOTIONS, AD HOC'S AND STAFF RESOURCES	4
SOLAR DECATHLON SPONSORSHIP	4
SALARY SURVEY	5
GRANT STAFFING	5
NEW BUSINESS	5-6
EMPOWER PROJECT	5
SSPC 241P ROSTER AND TRANSPARENCY	5
MAJOR ORGANIZATIONAL CHANGES AT ASHRAE	5-6
ADJOURNMENT	6

PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

March 18-19, 2023

No. - Pg.	Motion
1 - 5	ExCom recommends to the Board of Directors that the second sentence of ROB 2.101.005.1 be revised to read as follows: <i>Major organizational changes shall be defined as adding or dissolving a council or changing the makeup of the Board.</i>

ACTION ITEMS

Executive Committee Meeting
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No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 1	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 – 1	Staff	Set up a meeting with CAR representatives, ExCom, Luke Leung, and Cheng Wee Leong. (Assigned March 2023)		
3 – 2	Staff	Set up a virtual signing of the IEA-EBC MOU. (Assigned March 2023)		
4 – 2	Macauley and Austin	Work with the Education Committee to develop a plan to update the Design Fundamentals course. (Assigned March 2023)		
5 – 2	Mehboob	Request that Dr. Alaa set up a conference call with the UAE MOEI, Ms. Scoggins, Mr. Knight, Ms. Maston, Mr. Rakheja, Mr. Mehboob, and Mr. Conlan to discuss the project. (Assigned March 2023)		
6 – 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
7 – 2	Austin and Rakheja	Help develop a work plan for ISHRAE in the wake of approval of the ISHRAE/ASHRAE MOU. (Assigned October 14, 2022)		
8 - 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)		
9 – 2	Staff	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)		
10 – 2	Scoggins	Connect with the Planning Committee to discuss Society’s use of artificial intelligence. (Assigned February 4 and 8, 2023)		
11 – 2	Littleton	Investigate if Society can partner with IFC on EDGE. (Assigned February 4 and 8, 2023)		
12 – 2	Constantinide and Staff	Work on proposed MOU and Work Plan with CONEFA. Provide details on financial benefits to Society. (Assigned February 4 and 8, 2023)		

13 - 2	Scoggins and Maston	Conduct a comparison of Energy Star NextGen Certification and Building EQ. Also investigate how Building EQ can be better marketed to gain more traction around the world. (Assigned February 27, 2023)		
14 - 2	Knight, Scoggins, and Staff	Develop a concept document to present Dr. Jha ahead of the May 11 th White House COVID announcement. (Assigned February 27, 2023)		
15 - 2	Wright	Transition from the corporate AmEx to corporate Visa cards for ExCom and Staff Directors. (Assigned March 2023)		
16 - 3	Mehboob and Knight	Develop a roadmap for the deployment of AI in ASHRAE. Mr. Knight will select individuals to support the roadmap development and Mr. Mehboob and Ms. Scoggins will create an ad hoc.		
17 - 3	Scoggins and McQuade	Work with Ms. Yates, Ms. Pilot, and Ms. Ratcliff on a strategy for ASHRAE's presence at COP28 in Dubai.		
18 - 4	Mehboob	Draft a task group charge to investigate the following: <ul style="list-style-type: none"> • BOD leadership positions on multiple competing organizations at the chapter level. Is this an issue? • Strategies for ASHRAE Chapters where there also exists a national association. • How are joint Chapter Meetings marketed? • Dues for other organizations – How can ASHRAE compete when dues for local organizations are so much less? Is this being addressed by the Finance Committee? Include a benefits analysis. • Are mutual dues discounts possible? • How are the above items impacting international regions? • What is AASA's role in the above? 		
19 - 5	Mehboob, Knight, and Scoggins	Draft a concept paper on the next-gen cooling system project, to be shared with Empower.		



MINUTES
EXECUTIVE COMMITTEE MEETING
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MEMBERS PRESENT:

Farooq Mehboob, President
Ginger Scoggins, President-Elect
Dennis Knight, Treasurer
Billy Austin, Vice President
Sarah Maston, Vice President
Ashish Rakheja, Vice President
Jeff Littleton, Secretary

GUESTS PRESENT:

Wade Conlan
Chandra Sekhar
Bill McQuade

CALL TO ORDER

Mr. Mehboob called the meeting to order.

CODE OF ETHICS

Mr. Mehboob read the code of ethics commitment.

REVIEW OF MEETING AGENDA

Mr. Mehboob reviewed the meeting agenda. The following items were added to *New Business*:

- A. Empower Project
- B. SSPC 241P Roster and Transparency
- C. Major Organizational Changes at ASHRAE

REVIEW OF ACTION ITEMS

Action item 1 was reported as ongoing.

Action item 2 was replaced with the following – Staff will set up a meeting with CAR representatives, ExCom, Luke Leung, and Cheng Wee Leong.

AI – 1-2

Mr. Leong will represent ASHRAE at the China Refrigeration Expo, April 7-9, 2023. Society currently has 73 members in China.

There is not currently a work plan accompanying the ASHRAE/CAR MOU.

The status of the ASHRAE CAR Group and Student Design Competition was not known.

Society's ROI from attending the China Refrigeration Conferences has been very low, partially due to the low number of publications that have been translated into Mandarin.

Action item 3 was replaced with the following – Staff will set up a virtual signing of the IEA-EBC MOU.

AI – 3

Action item 4 was replaced with the following – Mr. Macauley and Mr. Austin will work with the Education Committee to develop a plan to update the Design Fundamentals course.

AI – 4

The need to increase the pool of qualified ALL instructors was discussed. Some concern was expressed about contractual “right of first refusal” to teach courses by the original course developers. A plan for ALL instructor pool expansion is due in Tampa.

Action item 5 was replaced with the following – Mr. Mehboob will request that Dr. Alaa set up a conference call with the UAE MOEI, Ms. Scoggins, Mr. Knight, Ms. Maston, Mr. Rakheja, Mr. Mehboob, and Mr. Conlan to discuss the project.

AI – 5

It was reported that UAE MOEI wants an air-cooled absorption chiller, targeting K-12 schools, using off-the-shelf technology.

Action item 6 was reported as ongoing.

AI – 6

The process for approving and supporting locally generated content (Chapters and TCs) is nearly complete and will be done by Tampa.

Action item 7 was reported as ongoing.

AI – 7

Staff met with ISHRAE leadership at ACREX 2023. ISHRAE plans to submit thoughts on a work plan to Society.

Action item 8 was reported as complete.

The group is targeting having an international BOD meeting alongside a CRC every three years.

Action items 9, 10, and 11 were reported as ongoing.

AI – 8-10

Action item 12 was reported as complete.

Action item 13 was reported as ongoing.

AI – 11

Action item 14 was reported as complete, and a new action item was reported to Mr. Wright. Mr. Wright will transition from the corporate AmEx to corporate Visa cards for ExCom and Staff Directors.

AI – 12

Action items 15, 16, and 17 were reported as ongoing.

AI – 13-15

STREAMLINING UPDATE

BOD Streamlining Subcommittee Chair, Ms. Maston, presented a proposed committee/council reporting structure that was discussed. The proposed structure will be presented to the BOD on March 27th.

The role of ad hocs and task groups versus the traditional TC/MTG structure was also discussed. It was recognized that committees and councils need to be engaged in the discussion about the proposed new reporting structure.

STRATEGIC BUSINESS DEVELOPMENT UPDATE

Discussion of this item was postponed as Mr. Macauley was not present.

FINANCIAL FOCUS UPDATE

Mr. Knight provided an update on the goals of the Financial Focus Subcommittee. He reported that good progress had been made.

Financial dashboards were reported as complete and were presented in Atlanta.

Mr. Giesler and Mr. Sill have sent recommendations on limits of authority to the subcommittee for review and consideration.

The subcommittee is continuing to work on and review budgeting tools with Mr. Wright. It was recognized that the use of existing tools needs to be enforced. For example, new forms to propose new programs and initiatives are not being used consistently. Mr. Knight agreed to include a procedure for making sure the forms are used in his report in Tampa.

AI IN ASHRAE THE WAY FORWARD

There was discussion of how to develop a roadmap for AI in ASHRAE, and whether the existing TC/MTG structure can be used or if a special Presidential Ad Hoc were needed.

It was felt that the technical use of AI by the HVAC&R industry could be handled through the TC/MTG structure; but the use of AI for Society operations required a Presidential Ad Hoc.

Mr. Mehboob and Mr. Knight will develop a roadmap for the deployment of AI in ASHRAE. Mr. Knight will select individuals to support the roadmap development and Mr. Mehboob and Ms. Scoggins will create an ad hoc.

AI – 16**DEVELOPMENT OF PLANS FOR COP28**

ExCom discussed the need for a plan for ASHRAE's presence at COP28 in Dubai. Opportunities for joint programs with UAE MOEI, Architecture 2030, GlobalABC, UNEP, AIA, and ICC all exist.

Ms. Scoggins and Mr. McQuade will work with Ms. Yates, Ms. Pilot, and Ms. Ratcliff on a strategy for ASHRAE's presence at COP28 in Dubai.

AI – 17**DC MEETING PLANNING**

ExCom briefly discussed which organizations the team should meet with during the DC Leadership meetings. It was agreed that staff would select the organizational meetings.

UAE MINISTRY OF ENERGY RELATIONSHIP MATTERS UPDATE

This item was discussed during the review of action items.

USE OF ASHRAE RESOURCES BY ASSOCIATE SOCIETIES

It was noted that some other organizations as well as the chapters of other organizations may be taking advantage of ASHRAE Chapter programs. Some organizations are touting access to ASHRAE benefits at a lower cost.

It was noted that collaboration with other organized chapters is encouraged, but the meetings should be marked as ASHRAE Chapter Meetings. Additionally, partner chapters must pay a fee for access to Chapter technical programs.

Mr. Mehboob will draft a task group charge to investigate the following:

AI – 18

- BOD leadership positions on multiple competing organizations at the chapter level. Is this an issue?
- Strategies for ASHRAE Chapters where there also exists a national association.
- How are joint Chapter Meetings marketed?
- Dues for other organizations – How can ASHRAE compete when dues for local organizations are so much less? Is this being addressed by the Finance Committee? Include a benefits analysis.
- Are mutual dues discounts possible?
- How are the above items impacting international regions?
- What is AASA's role in the above?

UNEP 2024, CHICAGO

There was no discussion of this item, and it did not need to be on the agenda.

ASHRAE TERMINOLOGY

It was reported that TC 1.6 maintains a definitions library of about 5,000 terms but there is still inconsistency in the use of term definitions among ASHRAE standards and other design documents.

MOTIONS, AD HOCs AND STAFF RESOURCES

The need to be thoughtful about the impact of motions and the proliferation of ad hocs on staff was discussed.

ExCom agreed to add a 'Staff Impact' line to motions. Staff will help approximate the impact when motions are drafted.

ExCom discussed sunseting the AEDG Steering Committee. The plan ExCom decided upon is below:

- ASHRAE participation in AEDG to continue as usual through 6/30/23.
- Prior to 6/30, Mr. Mehboob to send notice to the AEDG that ASHRAE is discontinuing participation in AEDG meetings, beginning 7/1.
- Mr. Mehboob's notice will state that ASHRAE would be open to reengagement with the other member organizations via the AEDG in the future, should project opportunities become evident.
- Prior to 7/1, the new AEDG MOU effort can continue with ASHRAE's participation as its intent is to open the AEDG to producing products beyond printed books in the future, beyond the current MOU restriction.

SOLAR DECATHLON SPONSORSHIP

ExCom agreed to support a \$5,000 Solar Decathlon sponsorship as a way to re-engage with the program.

SALARY SURVEY

A CRC motion recommended that Society publish an annual *Salary Survey* as a benefit of membership. In the past, there has been some concern about asking for private information.

ExCom agreed that the benefits of the *Salary Survey* outweigh the disadvantages.

GRANT STAFFING

Mr. Littleton underscored the size of the ECO-TEC DOE grant and the need for additional staffing support if the grant application were successful.

ExCom agreed to the hiring of staff as needed where that staff is funded by the grant.

NEW BUSINESS

EMPOWER PROJECT

Several ExCom members met with the Empower CEO in Atlanta. Empower is interested in next-gen cooling systems that use very little water, for application in the Middle East.

It was agreed that Society should put together a concept paper to share with Empower to make sure there is no confusion on the project parameters.

Mr. Mehboob, Mr. Knight, and Mr. Scoggins will draft a concept paper on the next-gen cooling system project, to be shared with Empower.

AI – 19

SSPC 241P ROSTER AND TRANSPARENCY

President Mehboob expressed concern about the need for more international participation in the development of Pathogen Mitigation Standard 241P.

SPC Chair Bill Bahnfleth has noted that there are already five countries represented on the SPC, and that others can be engaged in the working group.

It was agreed that the 241P core committee meetings needed to be more open and transparent. Mr. Mehboob agreed to convey this need to Mr. Bahnfleth.

MAJOR ORGANIZATIONAL CHANGES AT ASHRAE

It was moved and seconded that

1. ExCom recommends to the Board of Directors that the second sentence of ROB 2.101.005.1 be revised to read as follows:

Major organizational changes shall be defined as adding or dissolving a council or changing the makeup of the Board.

Background: This motion is part of our efforts to continuously improve and streamline the operations of Society, our councils and committees and provide our councils and committees the authority to manage their own internal substructures to most effectively carry out their roles and responsibilities.

The current ROB:

2.101.005.5

A. Proposed major organizational changes shall be submitted as information and in writing to the Society's Board of Directors at least sixty (60) days before any action is taken. Major organizational changes shall be defined as dissolving or adding a standing committee or council or adding or eliminating a council or board position. Organizational changes may also be defined as "major" by a two-thirds affirmative vote of the Board members voting.

B. Any motion presented to the Board of Directors to make any major organizational changes shall be presented to the Board at one Board session and not voted on until the next Board session or a later Board session.

Fiscal Impact: None. Staff Impact: 1-2 hours

Volunteer Impact: ½ hour

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

ADJOURNMENT

The meeting adjourned without objection as all agenda items were discussed.

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

Jeff H. Littleton, Secretary