



**MINUTES
EXECUTIVE COMMITTEE MEETING**

Tuesday, November 14, 2023

Approved by the Executive Committee on December 21, 2023.

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Tuesday, November 14, 2023

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

Tuesday, November 14, 2023

No. - Pg.	Motion
1 – 6	ExCom recommends to the Board of Directors that Society enter into an MOU with IGBC.

ACTION ITEMS

Executive Committee Meeting

Tuesday, November 14, 2023

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 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.		
2 – 6	Khankari and Rakheja	Develop a work plan with IGBC for completion at the June meeting.		June 2024
3 – 7	Littleton	Arrange a meeting with U3ARC in Chicago.		January 2024



MINUTES
EXECUTIVE COMMITTEE MEETING

Tuesday, November 14, 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
Jeff Littleton, Secretary

GUESTS PRESENT: Dru Crawley
Art Giesler Heather Schopplein
Bryan Holcomb Kishor Khankari
Buzz Wright Mahroo Eftekhari
Richie Mittal Scott Peach
Susanna Hanson Doug Cochrane

STAFF PRESENT:

Candace DeVaughn, Sr. Manager - Board Services
Chandrias Jolly, Manager - Board Services
Lizzy Seymour, Director – Member Services
Kirstin Pilot, Director - Development
Stephanie Reiniche, Director - Technology
Alice Yates, Director - Government Affairs
Craig Wright, Director of Finance
Tony Giometti, Group Manager - Conferences

CALL TO ORDER

Ms. Scoggins called the meeting 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. 'U3ARC MOU' was added to *Old Business*. 'IGBC MOU' was added to *New Business*.

EXECUTIVE SESSION

Executive session was called at 9:05 a.m.

Open session reconvened at 9:49 a.m.

OFFICER AND DIRECTOR USE OF ATC

Mr. Littleton reported that officers have American Express cards and directors use the expense filing system. Does it make sense to require all other volunteers to use ATC when booking travel for Society business? He advised that ATC enforces Society's transportation policies.

Mr. Wright reported that if a member uses ATC, they can access a worldwide travel system. The biggest benefit is that there is no out of pocket expense to the member. ATC allows members to earn airline miles, the company will enforce Society's transportation policy, and ensures that only members authorized to travel book flights.

He reported that ATC ranks flights by cost, but members are not required to select the lowest cost flight. He suggested that the only downside to using ATC is that members may have to pay a baggage fee if they check baggage.

A large percentage of reimbursements processed are still member airfare reimbursements; this time spent processing reimbursements could be avoided if members were required to use ATC.

There was discussion of the possibility of requiring the use of ATC. A summary of that discussion is below:

Did not see a way to select seats when booking through ATC. Ended up in a middle seat for all flights.

Ran into a situation where I violated the 14-day policy; Society reimbursed me at the 14-day rate. Sometimes things change. Often, the cheapest rate requires more travel time or overnight stays. Also frustrated with bag fees that Mr. Wright mentioned.

It was reiterated that members do not need to accept the most inexpensive flight, this is just how flights are sorted.

Member Services does quite a bit of member reimbursements. The DL program has requested to make ATC a requirement as well. Member Services has run into quite a few issues related to eligibility and approval after members have already attended a meeting. These issues could have been worked out before travel plans were made with ATC. ATC has pre-trip authorization codes that allow eligible members to book the flight they need.

Have always been able to select my seat when using ATC.

When the travel policy is violated, it is kicked back to the Finance Department's administrative assistant and staff is then asked to make the approval decision; allows staff to work out payment arrangements on the front end.

How many staff hours are we talking about in Member Services?

Don't have an exact number of hours. The Member Services administrative assistant spends a significant amount of her time on processing reimbursements. Is almost double work because ATC is being used and travel reimbursements are also being processed, for the same meeting.

Reimbursements are being processed for hundreds of volunteers; so, what is happening in Member Services is happening across multiple departments.

Becomes complicated for international travelers. Not just about the cost but also time spent traveling and arrival time. Most international travelers book well in advance. There are a lot of complications that we need to be mindful of. It can be very difficult to book using ATC for international travelers.

Been pleasantly surprised that RAL is a big user of ATC. Assumed that there would be a lot of issues but have been pleasantly surprised. Staff encourages all international travelers to contact ATC directly and a representative can book their flight directly over the phone.

Having codes come out sooner would be beneficial.

Those codes can come from staff as early as necessary.

Not allowed to use ATC because of employer requirements. May not be able to overcome that hurdle for some members.

Mr. Littleton stated that he felt this was an issue that ExCom should discuss as this change would cause some volunteer angst. Think a good case has been made, with exceptions granted. Finance Committee also has jurisdiction over the expense reimbursement policy. Don't think Finance Committee would be comfortable making this decision without input from ExCom.

Mr. McQuade stated that Finance would have a say in this change but some of the other issues are outside of Finance's purview. Will certainly take some this back to Finance for consideration and discussion.

Mr. McQuade will 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.

INTERNATIONAL FINANCE CORP (IFC) COLLABORATION

Mr. Littleton reported that he had a great meeting with five representatives of IFC. IFC is part of the World Bank and has the Edge Program, which invests in developing economies to scale up resource-efficient buildings.

He reported that IFC is seeking assistance with developing a simplified approach to identify buildings that qualify for the Edge Program. IFC feels that all the current building rating systems are too complicated for their needs, and they suggested that ASHRAE could play a role in identifying buildings and defining zero carbon buildings.

Mr. Littleton asked IFC to put a concept paper together; from there, he suggested that Society form a small committee to develop an approach or process to identify buildings. It was suggested that the new process could be rolled out at COP29.

He reported that the concept paper will be distributed to ExCom as soon as it is available. If ASHRAE can play a role in identifying buildings eligible for Edge financing, in conjunction with IFC, see that as a really good opportunity for Society.

Mr. Littleton advised IFC that Society would not expect a financial fee but would expect financial support to develop the rating system; to include transportation, meetings costs, and the like.

He advised that no action is required at this time.

Mr. Rakheja stated that the Edge rating has been similar to the green rating and has focused more on decarbonization. The reach of IFC in developing economies is significant. He stated that this is a big opportunity but suggested that Society tread lightly.

Mr. McQuade stated that this proposed collaboration seems to be related to work currently being done by Society. He suggested that the TFB be involved as well.

CERTIFICATE OF CONSOLIDATION AND PAYMENTS TO OFFICERS

Mr. Littleton reported that in light of the pending change to the bylaws regarding payment to members, he felt it was appropriate to have a discussion of the following:

No officer, director, or member of the consolidated corporation, shall receive or be lawfully entitled to receive any part of the net earnings thereof or any pecuniary profit from the operations thereof, except such reasonable compensation for services in effecting one or more of its purposes as the board of directors may determine.

Mr. Littleton reported that staff's interpretation is that if the bylaws are changed, there is no need to update the certificate of consolidation. He suggested that if the pending bylaw motion passes, the BOD could pass a motion that states that the BOD determines that payments to members is a reasonable payment exception under the certificate of consolidation.

He suggested that the additional motion could be presented if the original bylaws motion passes. He stated that the motion would simply acknowledge this statement in the certificate of consolidation.

Ms. Scoggins expressed her opinion that the statement above gives the BOD purview to change the bylaws; however, the motion would err on the side of caution. She suggested that the motion be ready for the January meeting.

PROPOSED TRANSITION TO A BUILDING DECARBONIZATION ACCELERATOR

Mr. Littleton reported that the TFBD met in Washington, DC the Tuesday before the decarb conference began. The purpose of the meeting was to determine the future of the TFBD and their work once the group sunsets at the end of the current Society Year. Discussions focused on what could be done to mainstream the work of the TFBD throughout Society.

He reported that three main points were raised during the meeting. First, Society has established a leadership position regarding decarbonization and it would send the wrong signal to sunset the TFBD at this stage. Second, decarbonization in general as well as the TFBD are ripe for outside money. Lastly, a strategic body is needed to push operational objectives to other parts of the organization. It was discussed that the current TFBD is doing both strategic and operational work, and it has caused angst in other parts of Society.

He reported that the TFBD felt that the proposed transition to the ASHRAE Center of Excellence for Building Decarbonization would be a major organizational change. It was suggested that informing the BOD of a possible major organizational change meets the requirements in the ROB regarding the 60-day cooling off period.

It was reported that official notice regarding the transition to the Center of Excellence for Building Decarbonization would be sent to the BOD via email on November 20th.

Mr. Littleton reviewed the flow chart from the draft transition plan (ATTACHMENT A). The new body would report to ExCom with coordinating members at each council. Existing Decarbonization Task Groups (DTGs) would take over operational work currently being done by the TFBD ExCom.

Mr. McQuade stated that he was initially a proponent of the new proposed body being under Tech Council. However, he expressed that the discussions in DC convinced him of the benefits and opportunities in having the new group engaged in all three councils.

He reported that DTGs are basically MTGs and the rules and policies of MTGs would be applied to DTGs. DTGs are designated as such to show focus on decarbonization. Additionally, external organizations are able to participate in DTGs.

He suggested that the current staff impact in the draft transition plan needs to be updated.

Mr. Littleton reported that the draft transition plan assumes that the original budget for the TFBD will continue and be accessible to the Center.

NEW BUSINESS

IGBC MOU

Mr. Littleton reported that he and Mr. Knight had a great meeting at Headquarters with the Executive Director and Vice Chair of IGBC as well as the Managing Director of BlueStar. IGBC is very influential in

India and is part of the CII (Confederation of Indian Industry). The organization has 25 certifications for buildings and has certified 10 billion square feet.

He reported that IGBC asked about an MOU with Society; staff sent them the MOU template and the IGBC board agreed to sign an MOU with Society.

He asked if ExCom would like for staff to continue discussions regarding the MOU.

Mr. Rakheja reported that IGBC represents 94% of the market share in India in terms of green rating and that they are the second largest green footprint in the world. Two previous ASHRAE Presidents have spoken at IGBC conferences. He recommended that Society develop a work plan with IGBC and expressed that it could be a good relationship.

Mr. Austin stated that if an influential organization like this wants to have an MOU with Society, feel that Society should move forward.

Mr. Khankari stated that an MOU with IGBC could be a way to engage. He suggested that an MOU be developed that is mutually beneficial.

Mr. Crawley stated that entering into an MOU without an actionable plan means very little. He suggested that liaisons would also need to be identified.

Mr. Conlan stated that he would prefer to have a work plan and flushed out financial impact before making a final decision.

Mr. Rakheja moved and Mr. Austin seconded that

1. ExCom recommends to the Board of Directors that Society enter into an MOU with IGBC.

MOTION 1 PASSED (3:0:1, CNV)

Mr. Khankari and Mr. Rakheja will develop a work plan with IGBC for completion at the June meeting.

AI - 2

OLD BUSINESS

MEP2040 UPDATE

Mr. Littleton reported that ExCom and the BOD approved Society taking over administration of MEP2040. In the interim, the group has expressed concerns with being absorbed into ASHRAE bureaucracy.

He reported that staff hosted a lunch and conducted a building tour for MEP2040 leadership. At that lunch, the group reported that they would come back to Society as soon as more information is available.

He reported that the group may be looking at securing funding or forming an independent entity.

U3ARC

Mr. Rakheja reported that he had a follow up meeting with U3ARC. Their desired areas of focus are training, refrigeration, and women in industry. Based on that feedback, he felt it was pertinent to come back to ExCom and determine next steps.

Mr. Littleton reported that it was a challenging call as they were in transit and there was not a great connection. He reiterated that their primary interest is technician training. As a federation of 25 or 30 refrigeration organizations throughout the African continent he was hopeful that a partnership was a good opportunity to expand Society's footprint.

He reported that staff sent the MOU template to U3ARC, but no MOU has been approved. He expressed that there does not seem to be a lot of common ground between the two organizations.

It was suggested that Society's Refrigerant Driver's License or a similar program, could be a good fit.

Mr. Rakheja expressed that a work plan may be difficult at this time. He suggested that an MOU could be developed and signed in the spring.

Mr. Littleton stated that Society leadership has expressed that accompanying work plans are preferred when a new MOU is signed. He suggested that a path forward could be to have an additional conversation in Chicago to talk through concerns and possible avenues for collaboration.

It was suggested that U3ARC, or their member organizations, could become members of AASA.

Mr. Littleton will arrange a meeting with U3ARC in Chicago.

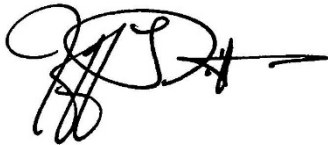
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UPCOMING MEETINGS

Ms. Scoggins reviewed upcoming ExCom meetings.

ADJOURNMENT

The meeting adjourned at 10:56 a.m.



Jeff H. Littleton, Secretary

ATTACHMENTS:

A. Draft TFBBD Transition Plan

- Motion:** Transition the activities of the Task Force for Building Decarbonization (TFBD) to the ASHRAE Center of Excellence for Building Decarbonization (CEBD).
- Background:** See the attached report on the Proposed Transition Plan for the Task Force for Building Decarbonization.
- Fiscal Impact:** The ASHRAE Board of Directors originally approved \$500,000 for the work of the TFBD and approved an additional \$1,285,000 on June 26, 2022. These funds were approved to support TFBD activities from July 1, 2021 – June 30, 2025. As of January 1, 2024, \$477,943 of that budget remains.¹ This motion proposes utilizing \$447,943 of the remaining funding to initially fund the ASHRAE Center for Decarbonization from July 1, 2024 through June 30, 2025.
- Staff Impact:** Add 1.0 Full Time Equivalent (FTE) per the attached Proposed Transition Plan for the Task Force for Building Decarbonization.

¹ Note: The remaining budget takes into account money committed for programs that have begun but not complete.

Proposed Transition Plan for the Task Force for Building Decarbonization

November 13, 2023 – v1

Objective

The ASHRAE Task Force for Building Decarbonization (TFBD) was charged to transition its activities as a temporary ad hoc organization into the ASHRAE Society Structure. It was determined that the strategic work of the TFBD should be moved into a new group within society called the ***Center of Excellence for Building Decarbonization*** - focused on strategy, thought-leadership, and industry collaboration – with operational execution integrated into existing ASHRAE councils, and committees.

Organization Structure

It is proposed that the Center of Excellence for Building Decarbonization (CEBD) report to the ASHRAE Board of Directors Executive Committee and be led by a chair and vice-chair. (See draft Organizational Chart.) The center will include up to eight additional appointed members with annually staggered two-year terms.

Members Council, Technology Council and Publishing and Education Council will each appoint a Council Decarbonization Lead to facilitate Council coordination and drive operational execution. These individuals will serve as liaisons to the CEBD.

For continuity, a number of the existing TFBD executive committee members will transition as part of the initial group of CEBD appointed chairs and members. The CEBD will initially be supported by one dedicated full-time ASHRAE staff –focused on ASHRAE functional integration, operational coordination, decarbonization strategy, thought-leadership, and collaboration with U.S. and international organizations whose work is complementary to ASHRAE’s building decarbonization activities.

The current ASHRAE structure of councils, committees, and task groups will be responsible for operational activities, such as educational resources, training, and website materials. The development of specific deliverables will be managed by Councils and the Council Decarbonization Leads.

- Deliverables, such as technical resource guides and research reports, will be managed by project-specific Decarbonization Task Groups reporting to Technology Council and the Council Decarbonization Lead. Decarbonization Task Groups (DTGs) are envisioned to function like Multidisciplinary Task Groups (MTGs) to focus on a specific project and disband after that deliverable is completed.
- Deliverables, such as training and education, will be managed by Pub and Ed Council and the Council Decarbonization Lead.
- Grassroots member engagement in building decarbonization will be managed by Members Council and the Council Decarbonization Lead.

Primary Responsibilities

The CEBD will take a leading role in a number of strategic activities. The following is a summary of primary activities where the CEBD will take on a leading role.

- **Strategy.** Provide strategic direction for ASHRAE building decarbonization activities and work with the Planning Committee to incorporate appropriate goals into the Society strategic plan. ASHRAE’s building decarbonization strategy will be updated annually to keep up with the rapid pace of change in this area. Develop, lead and/or participate in strategic initiatives, generally

with partner organizations, that accelerate and advance building decarbonization on a global basis.

- **Thought Leadership.** Monitor future issues and trends and publicize ASHRAE's decarbonization work globally to establish ASHRAE's leadership position, in partnership with Marketing.
- **Collaboration.** Coordinate joint initiatives, events, and projects with other U.S. and international organizations whose work is complementary to ASHRAE's building decarbonization activities.
- **Public Advocacy.** Work with Government Affairs to provide reliable technical information on decarbonization to policymakers, media, and the public.

Supporting Activities

The CEBD will take a supporting role in a number of operational activities. In each case, these activities will be led by one or more relevant councils, committees, or Decarbonization Task Groups (DTGs) across the global ASHRAE organization. Coordination of these activities will be provided by ASHRAE staff, with further assistance provided by CEBD members as needed. The following is a summary of primary activities where the CEBD will have a supporting role.

- **Technical Resources.** Expedite the delivery of technical resources that help design engineers and other industry professionals deliver and operate low-carbon buildings. Develop additional technical resources, system design, and operations guides related to building decarbonization.
- **Technical Review.** Review technical content related to building decarbonization which is submitted to ASHRAE for comment and approval.
- **Standards Coordination.** Coordination of ASHRAE and other industry standards for consistency in decarbonization related terminology, definitions and guidance.
- **Training Development.** Develop on-demand and in-person building decarbonization related training seminar materials for society and chapter level audiences.
- **Resource Internationalization.** Tailor existing technical resources and training materials for application outside of North America.
- **Member Engagement.** Encourage ASHRAE membership to embrace decarbonization-related practices and provide appropriate opportunities for volunteer engagement.
- **Development.** Work with the Development Committee to help secure funding from industry partners, foundations, governments, and other external sources for the activities of the CEBD.

Budget

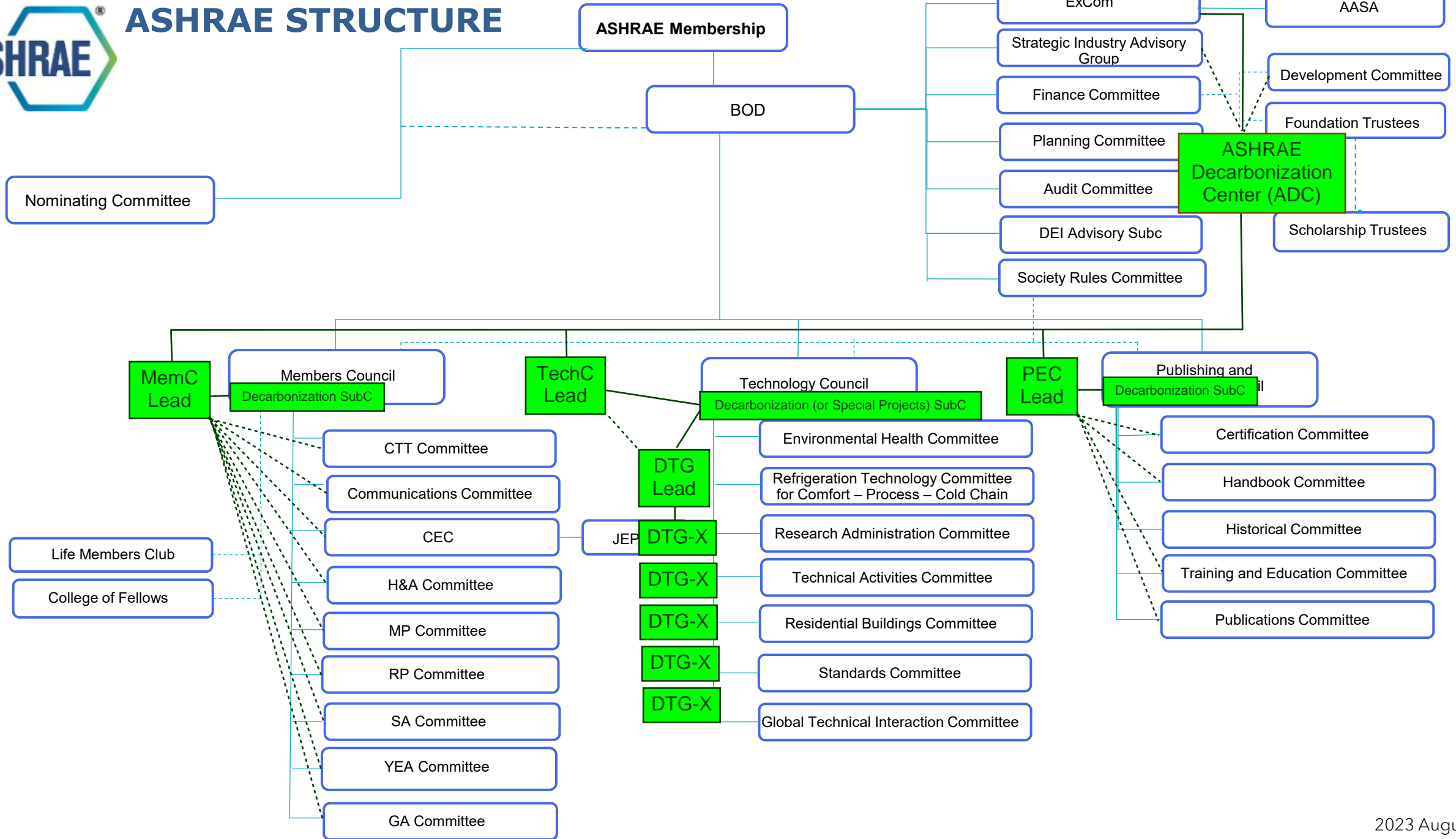
The initial budget for the CEBD will consist of the carry-over from the current board approved TFBD funding. The current TFBD approved budget can fund the one FTE staff position through June 30, 2025.

Transition Timing

The proposed timing for the TFBD transition and launch of the ASHRAE Center of Excellence for Building Decarbonization is the period between the 2024 Winter Meeting and Annual Meeting.



ASHRAE STRUCTURE



Item	Total ASHRAE Funding	Spent to date	Expenses not yet counted	Savings	Notes
Resource Development					
BPS Resource Technical Guide	\$ 39,000.00	\$ -	\$ -	\$ 39,000.00	Funding provided by DOE
Building Decarbonization Retrofit Guide	\$ 250,000.00	\$ 124,800.00	\$ 124,639.00	\$ 561.00	TBD - bids beign reviewed
Heat Pump Application and Operation Guide (also cover refrigerants)	\$ 150,000.00	\$ -	\$ -	\$150,000	Co-developed with DOE. No expenses for ASRHRAE Guide Development
Guide for Applying TM 65 to North America	\$ 30,000.00	\$ -	\$ 3,500.00	\$ 26,500.00	TBD
White Paper on Estimating MEP Embodied Carbon Emissions	\$ -	\$ -	\$ -	\$ -	
Develop one set of aligned carbon definitions	\$ -	\$ -	\$ -	\$ -	Completed - no cost
Building Decarbonization Whole Life Design Guide	\$ 75,000.00	\$ -	\$ 10,000.00	\$ 65,000.00	TBD - this is being done by volunteers. Contractor hired to do editing with a cap of \$10,000
Guide for Designing and Operating Grid-interactive Buildings for Decarbonization	\$ 100,000.00	\$ 67,425.00	\$ 22,475	\$10,100	Final approved bid savings of \$10,100
Healthcare Decarbonization Design Guide	\$ 75,000.00	\$ 40,000.00	\$ 40,000	\$15,000	Out for bid range of \$55-\$80K. ASHE is contributing \$20,000 - not accounted for here
	<u>\$ 719,000.00</u>	<u>\$ 232,225.00</u>	\$ 200,614.00	\$ 306,161.00	Notes
Standards					
ASHRAE/ICC Whole Life Carbon Standard (240P)	\$ 200,000.00	\$ 4,717.52	\$ 50,000	\$ 145,282.48	This doesn't include October meeting expenses which should be an additional \$4000.
Standard 90.1 Informative Code--intended language	\$ 37,500.00	\$ -	\$ -	\$ 37,500.00	
Standard 90.2 Code--intended language	\$ 37,500.00	\$ -	\$ 37,500.00	\$ (34,000.00)	
Standard 100 Building Performance Standard	\$ 37,500.00	\$ -	\$ 3,500.00	\$ 34,000.00	Should have expenses here for meeting in September. Should be food expenses and travel for members
Standard 211 Commercial Building Energy Audits	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	Nothing spent yet.
Expediting other carbon-related standards	\$ -	\$ -	\$ 50,000	\$ -	
	<u>\$ 322,500.00</u>	<u>\$ 4,717.52</u>	\$ 151,000.00	\$ 166,782.48	
Training, Education & Certification					
Decarbonization 101 -45 minutes	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	Notes Developed by Kent
Expand 3-hour ALL courses	\$ 30,000.00	\$ -	\$ 30,000.00	\$ -	Not started
Heat Pump Application and Operation full-day PDS	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	Not started RFPS to go out
Building Decarbonization Retrofits for Existing Buildings	\$ 75,000.00	\$ -	\$ 75,000.00	\$ -	Not started RFPS to go out
Building Decarbonization Audit full-day PDS	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	Not started RFPS to go out
Building Decarbonization Design Professional Certification	\$ 78,677.00	\$ -	\$ 78,677.00	\$ -	Started with an estimated completion of Ju
Additional Course Material TBD	\$ 65,000.00	\$ -	\$ 65,000.00	\$ -	Not started
Collaboration Workshop in DC	\$ 303,677.00	\$ -	\$ 298,677.00	\$ 5,000.00	Budgeted at 5K but put in Development budget
Web Site and Marketing					
Web site development	\$ 13,000.00	\$ 0	\$ 13,000	\$ -	Notes All in house development
Social media 3m videos - <i>Join us on the road to ZERO</i>	\$ 60,000.00	\$ 13,400.00	\$ 46,600	\$ -	Decarb Videos from Tampa
Pivot in branding & marketing	\$ 75,000.00	\$ -	\$ 75,000	\$ -	Money to be used with content developer
Web site 5-10m topical videos	\$ 30,000.00	\$ -	\$ 30,000	\$ -	Money to be used with content developer
Web site 3m policy videos	\$ -	\$ -	\$ -	\$ -	
	<u>\$ 178,000.00</u>	<u>\$ 13,400.00</u>	\$ -	\$ -	
	\$ 1,523,177.00	\$ -	\$ -	\$ -	
20% Contingency	\$ 304,635.40	\$ -	\$ 304,635.40	\$ -	
Total TFBD Budget Request	<u>\$ 1,827,812.40</u>				
Approved by BOD in January 2022	\$ (550,000.00)				
Additional TFBD Budget Request	\$ 1,277,812.40				