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**MINUTES**

**GOVERNMENT AFFAIRS COMMITTEE**

**David Underwood, Chair**

**Grand Ballroom C (M4, North)  
Omni Atlanta Hotel at CNN Center  
100 CNN Center  
Atlanta, Georgia**

**Saturday, January 12, 2019  
8:00 AM – 12:30 PM EST**

**Note: These minutes were approved by the Government Affairs Committee on June 22, 2019.**

**ATTENDANCE**

**MEMBERS PRESENT:** David Underwood, Chair  
Walid Chakroun, Vice Chair  
Robin Bryant  
Mohamad Hosni  
Bill McQuade  
Andrew Manos  
Rob Hoadley  
Tim Ashby  
Jim Arnold  
Matt Jesson  
Ryan Williams  
Chad Smith  
Jessica Errett  
David Palty  
Jeff Hurd  
Eduardo Conghos  
Sam Hui  
Stephen Gill  
Maged Hashem  
Roger Jones  
Dunstan Macauley  
Darryl Boyce  
Chuck Gullede



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MEMBERS ABSENT: Michael Bilderbeck  
Terry Townsend  
Kinga Porst Hydras

STAFF PRESENT: Alice Yates  
Jim Scarborough  
Jeremy Pollack  
Anne Wilson, Marketing  
Steve Comstock  
Lilas Pratt

GUESTS PRESENT: Bill Klock, Building EQ Committee Liaison  
Doug Cochrane, Building EQ Committee Liaison  
Chris Matthis, Residential Committee Liaison  
Madison Schultz, YEA Committee Liaison  
Bill Artis  
Thomas Reyes  
Tyler Owens  
Olu Souade  
Syed Mubarak  
Arturo Thor de Koos  
Ng Yong Kong  
John Peavey, AIA  
Marites Calad  
Sophia Nyberg  
Ayman Eltalouny  
Jim Wolf  
Rob Craddock  
Samantha Slater, AHRI  
Larry Spielvogel  
Brendan Hall  
Chris Gray  
Adam Douibblestein  
Charles Han  
Charlie Souhrada



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## **WELCOME, CALL TO ORDER AND ROLL CALL, CODE OF ETHICS**

David Underwood called the meeting to order at 8:02 a.m. EST, and welcomed members and guests. A quorum was present. Underwood read the summary of the ASHRAE Code of Ethics.

*In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics:*

<https://www.ashrae.org/about/governance/code-of-ethics>)

## **REVIEW AGENDA**

The Agenda was accepted as written.

## **APPROVAL OF MINUTES FROM OCTOBER 29, 2018 MEETING**

**MOTION:** To approve the minutes as written.

Motion made by Jim Arnold and seconded by Robin Bryant.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

## **UPDATE ON ACTION ITEMS**

Alice Yates reviewed the Action Items table, and reported that only one item was not completed, and Jim Arnold is continuing to compile lessons learned from GAC members regarding what has been helpful for engaging Chapter Chairs, and for getting members to serve in the GAC Chair positions.

## **REPORT FROM ASHRAE GOVERNMENT AFFAIRS OFFICE**

ASHRAE staff from the DC office reviewed a report of activity from the past 6 months, which highlighted the great work of members, including 12 articles in the Government Affairs Update, an increased number of Government Outreach Days, and meetings in DC and Ontario by the ASHRAE Senior Officers. They also discussed policy trends and upcoming policy issues of interest to ASHRAE.

## **MID-YEAR SUBCOMMITTEE REPORTS AND MBO STATUS REPORTS**

The year-end Subcommittee reports were presented.

### Executive Subcommittee and MBOs #6 and #8

David Underwood reported on the Executive Subcommittee. There were no motions, but extensive discussion concerning the power of volunteer members, and the potential reach ASHRAE could have with advocacy, if we can fully empower, equip, and lead into action the



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volunteer members. Underwood emphasized that all ASHRAE members should get involved so that ASHRAE's story can get out there.

The subcommittee also discussed the need to tell the story of the broader industry in which ASHRAE operates, and to use statistics (including employment/jobs and economic figures) to communicate with government officials. The basic story is that ASHRAE is part of a very large construction and manufacturing industry.

***MBO #6: Identify organizations to collaborate with in government outreach.***

A draft list has been developed, and this document will continue to grow.

***MBO #8: Identify areas for which ASHRAE can lead proactively in the future.***

An initial list was developed, and will be refined over the next 6 months.

Policy and Programs Subcommittee

Dave Palty reported on the Policy and Programs Subcommittee. The subcommittee reported that new materials have been developed for updated standards (such as 90.2, 100, and 188) and the improved Building EQ. He reminded the members to use these new materials.

**ACTION ITEM #8: Robin Bryant asked staff to make available these new advocacy materials online in the Advocacy Toolkit. DUE DATE: ASAP**

The subcommittee also reviewed the PAOE criteria and approved a number of changes that require votes by the full committee. These will be submitted to the Members Council PAOE subcommittee.

**MOTION:** To change the PAOE as follows:

There should be differing levels of PAOE points for government advocacy meetings: 50 points for a staff meeting & 100 points for a meeting with an elected or appointed official.

Motion made by Dave Palty.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

**MOTION:** To change the PAOE as follows:

CTTC add GAC presentation (similar to CTTC 24)

Motion made by Dave Palty.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

**MOTION:** To change the PAOE as follows:



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For chapter GAC chair continuing a second year as chair “or past chapter president” (200 points for an additional year with a cap of 300 points in one year.

Motion made by Dave Palty.

**MOTION:** To amend the PAOE as follows:

For chapter active GAC chair continuing a second year as chair “or past chapter president with government affairs experience” (200 points for an additional year with a cap of 300 points in one year.

Motion made by Maged Hashem and seconded by Chad Smith to amend the motion as shown above

**AMENDMENT TO THE MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

**AMENDED MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

***MBO #1: Develop and implement programs to promote awareness and use of Building EQ (in cooperation with the Building EQ Committee)***

An updated Building EQ flyer has been developed, and outreach is taking place on a number of fronts, including through APPA and NYSERDA.

***MBO #2: Develop implementation plan for promoting existing standards for use in the residential market, while 90.2 is in the process of being updated.***

90.2 has been updated, and an updated Standards Fact Sheet has been developed, which will be posted on the ASHRAE Government Affairs webpage.

***MBO #4: Develop resources to advocate for ASHRAE standards, guidelines and other materials that support resiliency.***

A PPIB will be created by this subcommittee, based on the PD that should be completed by early spring (with approval at the Annual meeting).

***MBO #7: Develop advocacy materials that support the Public Policy Priorities to inform officials.***

The subcommittee voted on whether to retire or update each of the PPIBs that have expired: the subcommittee approved updating all of them, and they should be ready for approval at the Annual Meeting in Kansas City.

- Building Energy Data: A Critical Resource
- Climate Change and Building Energy Efficiency
- Consensus Standards: Expert Solutions to Meet National Needs
- Energy Efficiency for Buildings and HVAC&R Equipment
- Energy Use Metrics and Targets for Commercial Buildings
- Research and Development Needs to Meet National Goals



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- Science, Technology, Engineering and Mathematics Education & Competitiveness
- Commercial Building Energy Use Disclosure

#### Member Mobilization Subcommittee

Jim Arnold reported on the Member Mobilization Subcommittee. Jim reported that this year, the GAC may hold a total of **25 Government Outreach Days**. That would be a huge increase from past years: 2 days in SY14-15 and SY15-16, 9 days in SY16-17, 16 days in SY17-18

***MBO #3: Expand Government Outreach Days/DOTH including development of new training materials to include documents, videos and case studies, and extend to Federal Congressional outreach.***

***MBO #5: Utilize online tools to rapidly respond to GAC issues.***

Staff is working with the Bill Track 50 vendor to develop a more user-friendly method of using the online software so that legislation and regulation can be viewed more quickly.

#### Global Affairs Subcommittee

Mr. Conghos reported the subcommittee has revised the MOP so that it more accurately describes the work of this subcommittee.

**MOTION:** To change the description of the GAC Global Affairs Subcommittee in the Manual of Procedures as shown below:

The Government Affairs Committee recommends to Members Council to change the description of the GAC Global Affairs Subcommittee in the Manual of Procedures as shown below:

6. d. Global Affairs Subcommittee

- ~~1. Chair of the Subcommittee needs to be an RVC with a minimum 1 year experience and from the Regions involved.~~
- ~~2. Membership of the Subcommittee RVC's from Regions 2, 8, 11, 12, 13, 14 and the RAL and the 3 At Large Members from the Regions involved.~~
- ~~3. Responsibilities of this Subcommittee is to promote and grow activities in relation to the Goals of Society.~~

The members of Global Affairs Subcommittee are appointed annually by the Chair of the GAC. Membership of the Subcommittee includes the RVCs from Regions 2, 8, 11, 12, 13, 14 and the RAL in addition to 3 At Large Members from the Regions involved. The



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Chair of the Subcommittee needs to be an RVC with a minimum of 1 year experience and be from the Regions involved.

Responsibilities of this Subcommittee shall include:

1. Developing strategies to promote and grow activities that reflect the global nature of the Society;
2. Identifying regional best practices for government outreach outside of the U.S. so that chapters can successfully promote the Public Policy Priorities internationally and build connections with government officials, institutions, non-governmental organizations, and private parties;
3. Monitor key public policy needs of government officials and policy makers internationally concerning the built environment, and make ASHRAE recommendations for responding to these issues;
4. Provide regular reports to the GAC on global outreach activities.

Motion made by Eduardo Conghos.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

### Rules Subcommittee

Walid Chakroun reported on the Rules Subcommittee. The subcommittee revised and updated the GAC Resource Manual. This revision was discussed at length at the last GAC meeting, but the committee asked staff to further investigate with the Technology Department Section Q of the manual, "GAC/Technology Council Regulatory Review Process." Staff made recommended changes to the section, and also recommended it stay in the manual, as technical review will help ensure accuracy of comments submitted to government.

**MOTION:** To revise and update the GAC Resource Manual.

Motion made by Walid Chakroun.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

**ACTION ITEM #9: Jim Scarborough will accept all of the changes in the GAC Resource Manual, and will ensure it is posted on Basecamp. DUE DATE: ASAP**

**MOTION:** To revise the GAC Manual of Procedures so that the Members Council Representative is a member of this subcommittee. The revision would be written as follows:



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Motion 4: Revised description of the GAC Rules Subcommittee Membership

The Government Affairs Committee recommends to Members Council that the GAC Manual of Operations be changed to add the Members Council Representative to the GAC Rules Subcommittee.

6. e. Rules

1. The Vice Chair of GAC will be the chair of this Subcommittee.
2. Membership of the Subcommittee will be the Vice Chair, ~~and~~ the Communication Coordinator and the Members Council Representative.
3. Responsibilities of this Subcommittee is to conduct an annual review of the MOP and ROB.

Background:

This subcommittee of the Government Affairs Committee was added last year as part of the reorganization of GAC. This subcommittee is tasked with an annual review of the official documents of GAC. Since many of the recommendations for changes to those documents would need to come to Members Council for consideration, it was felt that adding the Members Council Representative to this subcommittee would be advantageous for continuity.

Motion made by Walid Chakroun.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

Nominating Subcommittee

David Underwood spoke on behalf of Terry Townsend, who was unable to attend due to an unexpected work circumstance. Terry provided via email an update on the subcommittee's activities:

Suggested changes to the GAC MOP for the Nominating Subcommittee have been submitted to the Rules Subcommittee for consideration, which approved those changes. A summary of these recommendations include –

1. Rewording of Item 6.f.2 regarding submittal of recommendations from Nominating Subcommittee's Winter Meeting.
2. An expansion of the descriptions of duties of the Nominating Subcommittee relative to-
  - Preparation of materials by subcommittee members for the Winter Meeting,
  - Protocols for the way in which the Winter Meeting is conducted,
  - Procedures for submittal of the results to the Society President-Elect and the appointed Chair and Vice Chair for the next Society fiscal year.



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**MOTION:** To revise the GAC Manual of Procedures with an updated description of the Nominating Subcommittee:

e. Nominating

1. Membership of this Subcommittee shall be a Presidential Member, the Communication Coordinator and the chairs of the other standing Subcommittees.
- ~~2. Responsibility of this Subcommittee is to make recommendations to the chair of the Committee for the next year's membership and Subcommittee chairs.~~
2. The Subcommittee shall be Chaired by a Presidential Member and the Subcommittee shall select a Vice Chair to serve in the absence of the Chair.
3. Responsibility of this Subcommittee is to make recommendations to the Society Appointments Roadmap Committee for the next year's GAC Committee Chair and Vice Chair.
4. This Subcommittee shall also submit recommendations for the next year's Chairs of the various GAC Subcommittees to the newly appointed GAC Committee Chair and Vice Chair.
5. This Subcommittee shall meet at the Winter Meeting and at other times during the year as needed. Meetings shall be held in Executive Session and the staff liaison will be tasked with disposal of any worksheets at the end of each meeting.
6. All nominations should be submitted by the Nominating Subcommittee within a maximum of two weeks' time after the Winter Meeting.

Motion made by David Underwood.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

#### Changes to the ROB

The subcommittee also discussed changing the ROB so that Executive Committee experience would be required only by the Chair or Vice Chair of the GAC. Extensive discussion ensued on this change, but in the end there was broad agreement.

**MOTION:** To recommend to Members Council that the qualifications in the Rules of the Board for the Government Affairs Committee Chair and Vice Chair be changed as shown below:



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Motion: The GAC moves to recommends to Members Council that the qualifications in the Rules of the Board for the Government Affairs Committee Chair and Vice Chair be changed as shown below.

#### 2.402 GOVERNMENT AFFAIRS COMMITTEE

##### 2.402.002.2 Qualifications

A. Either the Chair or the Vice Chair of the committee shall have ASHRAE Executive Committee experience.

~~B. The Vice Chair shall have ASHRAE Executive Committee experience~~

Motion made by Robin Bryan.

**MOTION PASSED: APPROVED BY VOICE VOTE (CNV).**

#### MAPS Ad-Hoc Subcommittee

Tim Ashby reported on the MAPS Ad-Hoc Subcommittee, which is evaluating the MAPS usefulness and effectiveness, and whether it should be used as a tool for internal and/or external use. The subcommittee is recommending a multi-step process, whereby effectiveness will be evaluated by: (1) use by chapter chairs (any changes/updates need to be manageable); (2) use by all ASHRAE members; (3) use by the public at large. The goal for this subcommittee is to produce a report with recommendations for the annual meeting in June.

#### **EXO REPORT**

Dunstan Macauley reviewed the ExO presentation.

#### **REPORTS FROM COMMITTEE LIAISONS**

##### Building EQ Committee

Doug Cochrane, Bill Klock, and Hugh Crowther provided a summary of activities in the Building EQ committee, and how it intersects with the GAC.

- Building EQ can be used really quickly to determine if the building is doing well or not compared with similar buildings in similar climate zones
- ASHRAE Standard 211 (energy audits) has been updated, and this will be useful for Building EQ.
- GAC should be the lead-finder, and the Building EQ committee can follow-up with government officials on the more specific technical aspects of the tool.



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Concern was raised by Chad Smith that if you are brand new to the project, it's difficult to demonstrate how useful the tool is, because you just get zeroes across the board. Chad emphasized the need to add an actual project, as that will help GAC to advocate for Building EQ. Building EQ representatives also noted that they could conduct a webinar for the GAC so that they better understand how to advocate for Building EQ.

**ACTION ITEM #10: Request the Building EQ Committee to post an actual project online so that the tool will be easier for GAC to advocate for. DUE DATE: ASAP**

**ACTION ITEM #11: Alice will add the Building EQ webinar option to the next GAC meeting agenda. DUE DATE: Next GAC meeting.**

#### Residential Committee

Chris Mathis reported for the Residential Committee. He explained that 2019 is going to be one of the biggest years in terms of advocacy work: it's the year of the IECC code cycle when **building officials** get to vote on model codes. Mathis encouraged the GAC to reach out to building officials, and get the word out on 90.2. Mathis also reported the Multi-Family Design Guide is coming out soon, and GAC can help publicize this publication.

#### YEA Committee

Madison Schultz reported for the YEA Committee, and reported that YEA is excited about GAC activities. She also noted that the Governor of Tennessee is an ASHRAE member, and GAC should be interacting closely with him and his office. Schultz also asked for a GAC Liaison to YEA.

**ACTION ITEM #12: The GAC Chair will evaluate naming a GAC liaison to the YEA Committee. DUE DATE: Next GAC meeting.**

### **GUEST INTRODUCTIONS**

#### UNEP

Mr. Ayman Eltalouny, the UNEP International Partnerships Coordinator, OzonAction Programme, reported on UNEP activities with ASHRAE, including a new 2-year Workplan. Eltalouny also distributed a flyer concerning the "Lower-GWP Refrigeration & Air Conditioning Innovation Award." UNEP is also working to connect their local people with ASHRAE local members, however, it's only been done on an ad-hoc basis (Egypt, Pakistan, India). There was discussion whether these connections should be made in a more structured way.

GAC should structure a way where the UNEP refrigeration work could be tied into Chapter events held locally. One way to do this would be for UNEP's National Ozone units to connect with the GAC Chairs. Walid asked UNEP to draft a generic email to go out to all of the GAC Chairs so that connections between the GAC Chairs and the UNEP National Ozone Units could get connected. UNEP responded that governments could be confused because of the ASHRAE



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rotational changes, and they would prefer to limit the number of focus points to **one person per country**.

**ACTION ITEM #13: GAC will discuss further how to make the connections between UNEP and the local ASHRAE chapters. DUE DATE: Next GAC meeting.**

#### AIA

John Peavey, Senior Director of Codes and Standards Policy for the AIA introduced himself and shared how AIA and ASHRAE could work together, including through code changes at the state and local level. There was discussion about how ASHRAE interacts with the AIA: Peavey reported that per the new MOU (which has not yet been finalized), Paula Seidel, the Senior Director of Industry and International Relations, is the point person with ASHRAE.

#### AHRI

Samantha Slater, VP of Government Relations, represented AHRI. Slater just started with AHRI, and explained that AHRI's 2019 policy updated is online, they are working with Congress on EPCA modernization, and they are tracking the tax extender package.

### **REPORTS FROM REGIONAL VICE CHAIRS**

The RVCs gave their Regional Reports.

#### **Region I**

Andy Manos reported for Region I.

#### **Region II**

Rob Hoadley reported for Region II.

#### **Region III**

Kinga Porst Hydras was not present today but her report is attached.

#### **Region IV**

Tim Ashby reported for Region IV.

#### **Region V**

Jim Arnold reported for Region V.



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**Region VI**

Matt Jesson reported for Region VI.

**Region VII**

Ryan Williams reported for Region VII.

**Region VIII**

Chad Smith reported for Region VIII.

**Region IX**

Jessica Errett reported for Region IX.

**Region X**

Dave Palty reported for Region X.

**Region XI**

Jeff Hurd reported for Region XI.

**Region XII**

Eduardo Conghos reported for Region XII.

**Region XIII**

Sam Hui reported for Region XIII.

**Region XIV**

Stephen Gill reported for Region XIV.

**Region at Large**

Maged Hashem reported for the Region at Large.



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## REPORTS

### Communications Coordinator Report

Roger Jones reported that the Communications Coordinator has started sending out quarterly reports, and the next one will come out at the end of January/early February so that he can report on activity at the Winter Conference. The next report will come out after the GAC Executive Subcommittee spring retreat, and after the CRCs are completed, as Jones wants to report on the activities of the CRCs.

Roger Jones is also working to de-clutter and organize the GAC Basecamp, which should be used as a resources, including best practices, for the GAC. Jones **asked for continuous feedback** on the GAC webpage and ASHRAE App. He requested that GAC members should have honest conversations at the CRCs about what works and doesn't work on the website and the App.

### Marketing Department Report

Anne Wilson provided a report on marketing staff efforts to support the GAC, highlighting the following:

- Advocacy materials are now linked on the ASHRAE 365 App
- Marking will be creating a Government Outreach Days compilation video, so please submit footage taken during a Government Outreach Day event. Videos submitted by **May 1, 2019** will be included in the end of the year wrap-up video.
- E-Week resources are available on the website.
- A marketing plan has been created for Standard 90.2

David Underwood stated that GAC will be suggesting Marketing create other documents. David also noted that it is critical to mobilize ASHRAE members, because they are the strongest marketing arm for ASHRAE.

**ACTION ITEM #14: Staff needs to put all of the advocacy materials that are used for government outreach days on the web. DUE DATE: ASAP**

## OTHER BUSINESS

### Executive Session

An executive session was held to discuss the GAC Award.

### Specialty Conferences

Walid recommended that GAC create a white paper that summarizes papers from specialty conferences, and that proposes recommendations to the Government. This topic will be discussed at the next GAC Executive Subcommittee meeting, and David Underwood recommended that Walid further pursue development of this idea.



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#### RVC Training

Maged recommended that David Underwood's presentation get updated for the upcoming CRCs. David Underwood agreed that it should be reviewed and updated.

#### Other Discussion

The idea of a GAC mentorships was discussed. The mentor would be a seasoned member to help the GAC Chair.

David Underwood is developing a DL program for the GAC.

GAC members thought there should be an easier way to become an ASHRAE member through the APP.

**ACTION ITEM #15: Marketing staff will consider how to modify the App so that becoming a member is easy to do in the App. DUE DATE: Annual meeting (June).**

#### **NEXT COMMITTEE CONFERENCE CALL**

David Underwood stated that the next committee meeting will be held by David Underwood's discretion. David noted that there will probably be only one full committee meeting before the Annual Meeting in June.

#### **ADJOURN**

David Underwood adjourned the meeting at 12:31 p.m.

Respectfully submitted,  
Alice M. Yates, Staff Liaison