



## Publishing and Education Council (PEC)

Tuesday January 23, 2024

Chicago, IL

### Minutes

Voting Members	Position		Guests
Billy Austin	Chair		Jim Vallort
Chandra Sekhar	Vice Chair		Andrew Pearson
Mark Tome	Director/ExO Cert		Bert Phillips
John Constantinide	Director/ExO HBC		Micheal Patton
Arthur Giesler	Director/ExO Hist		John Nix
Blake Ellis	Director/ExO Pubs		Jati Widiputra
Doug Cochrane	Director/ExO TEC		
Suzanne LeViseur	Past Certification		
Megan Tosh	Past Handbook & Publications Vice Chair		
Adeeba S W Mehboob	Past Publications		
Jason Alphonso	Past TEC		
Nicholas Armstrong	Certification Chair		
Harris Sheinman	Handbook Chair	absent	
Robert Thomas Pollard	Historical Chair		
Vinay Ananthachar	Publications Chair		
Jesse Fisher	TEC Chair		

Non-Voting Members	Position		Staff
Suz Ann M Arroyo	Certification Vice Chair	absent	Tim Kline
Joseph L Furman	Handbook Vice Chair	absent	Heather Kennedy
Norman Grusnick	Historical Vice Chair	absent	Cindy Michaels
Tim Ashby	TEC Vice Chair-Operations		Drew Champlin
Kimberly Pierson	TEC Vice Chair-Planning		Alice Yates
Mark Owen	Staff PEC Liaison		Karen Murray
			David Soltis

Additional Distribution:

Jeff Littleton, Executive Vice President, Candace Denton,  
ASHRAE Staff Directors, Publications & Education Managers

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Motions  
Meeting of January 23, 2024

No.	Page	Motion
1		Approved the draft minutes as distributed for the meeting of June 27, 2023, in Tampa, FL.  Approved 10-0-0, CNV
2		Approved an additional \$6,000 to the Historical Committee budget to review ASHRAE Headquarters existing historical documents.  Approved 10-0-0, CNV

**Action Items**  
**Meeting of January 23, 2024**

<b>No.</b>	<b>Responsible</b>	<b>Action Item</b>
1	Staff	Post the approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp website.
2	Staff	Add standing committees assignment columns to PEC MOB spreadsheet.
3	Staff	Send out poll to PEC Vice Chair and PEC standing Committee Vice Chairs for a virtual meeting to coordination next 2024-2025 MBOs.
4	Staff	Add a recurring item “CRC Roundtables and New Products” to Products and the Professional Development Subcommittees future agendas.
5	Staff	List GTC in the appropriate area of the PEC structure slide.
6	Certification, HBC, Historical, Publications, TEC	Review committees MOPs and Reference Manuals then forward any changes to SRC in track changes before the Annual Conference.
7	PEC Planning Subcommittee	Review PEC MOP and Reference Manual to forward any changes to SRC in track changes before the Annual Conference.
8	Certification, HBC, Historical, Publications, TEC	Include MBO development as an item on future agendas for finalizing before the annual meeting.
9	Staff	Include MBO development as an item on future PEC Planning Subcommittee agendas finalizing before the annual meeting.
10	Staff	Include PEC DEI as an agenda item on future PEC agendas.
11	Austin	Request qualification criteria Executive Committee for nominating members.
12	Staff	Include items for liaisons to CT <sup>2</sup> , GAC, and GTIC on future PEC agendas.

1. Call to Order

Mr. Austin called the meeting to order at 8:01 a.m.

2. ASHRAE Code of Ethics Commitment

Mr. Austin reviewed the ASHRAE Code of Ethics with the council.

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism, and diversity, and we shall avoid all real or perceived conflicts of interests.

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

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

3. Introductions

Members and guests introduced themselves. Council, Subcommittees and Committees Rosters are posted to the PEC Basecamp account for review.

4. Review of Agenda

Mr. Austin reviewed the agenda with the council for any additions.

5. Previous Meeting Minutes Review for Approval

The Draft Minutes have been posted to the PEC Basecamp account for review.

It was moved and seconded:

**(1) Approve the draft minutes as distributed for the June 27, 2023, Tampa Meeting.**

**MOTION (1) Approved 14-0-0, CNV**

An action was assigned to staff to post the approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp website. **(ACTION ITEM 1)**

6. PEC Committee Structure (Attachments X)

Mr. Austin reviewed the PEC reporting structure with council members.

7. Review of Motions from last PEC Meeting

Mr. Owen reviewed PEC motions from the June 27, 2023, Tampa Meeting.

**No. Page Motion**

- 1      6      Approved the draft minutes as distributed for the meeting of February 7, 2023, in Atlanta, GA.  
**11-0-0 CNV**
- 2      8      Approved the PEC Reference Manual as shown in (Attachment C of the PEC Minutes, June 27, 2023, Tampa Meeting).  
**11-0-0 CNV**
- 3      8      Approved PEC MOP revisions as shown in (Attachment D of the PEC Minutes, June 27, 2023, Tampa Meeting).  
**11-0-0 CNV**
- 4      9      Reduce cost of ASHRAE duct fitting database from \$110 for members to \$10.  
**Failed 0-11-0 CNV**

**Referred Motion: Motion came from Region VI 2023 Spring CRC Motion #2 (Iowa Chapter).** That the cost for the ASHRAE duct fitting database be reduced from \$110 for members to \$10.  
**PEC response:** Sales of the Duct Fitting Database generated more than \$35k for Society last fiscal year. Of those sales, about 50% were to members. A reduction in the member price as requested would cost approximately \$14k in lost revenue. Concurrent with this motion, work has been under way in consultation with TC 5.2 to reduce the number of fittings and features on the mobile app, making it free of charge, and keeping the online application at the market price of \$110 for members.

- 5      10      Offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and French is recognized as an official language.  
**Failed 0-11-0 CNV**

**Referred Motion: Region II 2022 Fall CRC Motion #4 (Montreal Chapter)**

That Society to offer French translation services of specific ASHRAE standards and documents to regions who have local French language use as a legal requirement and French is recognized as an official language.

**PEC response:** This issue is part of larger discussion related to translations. PEC has an MBO to "Translate high demand products and services into languages other than English" and this motion's intent will be considered among options for which cost/benefit will be analyzed. Also, ASHRAE recently applied for a grant from the International Trade Administration (ITA) for the purpose of translating 3-4 standards currently referenced in Canadian building Codes to French and advocate at both the provincial and national level for the complete adoption of ASHRAE standards.

- 6      11      Change membership benefit from Handbook PDF to Handbook Online.  
**Failed 0-11-0 CNV**

**Referred Motion: Region VII 2022 Fall CRC Motion #12 (Nashville Chapter)**

That the membership benefit to change from the Handbook PDF to handbook online.

**PEC response:** Handbook Online was added as a member benefit option by the BOD at the Atlanta conference; hence the motion is moot. The PDF is also still an option.

- 7      11      Stop sending print version of the ASHRAE Journal to members.

***Failed 0-11-0 CNV***

**Referred Motion: Region XIV 2022 Fall CRC Motion #44 (Portugal Chapter)**

That ASHRAE stops sending monthly ASHRAE Journal paper versions for each one of its members all around the world.

**PEC response:** The print edition of ASHRAE Journal carries advertising that generates millions of dollars of revenue to help keep dues from being higher. Without the print edition, much of that revenue would disappear. The positive impact of print copies as a member benefit is also cited by many members. From an environmental perspective, the Journal's printer has carbon offsets for the emissions associated with the print edition. As ASHRAE considers ways to reduce its Scope 3 emissions, all printing activities will be evaluated for carbon cost/benefit and how to reduce or offset our emissions.

- 8      12      Provide Continuing Professional Development (CPD) certified technical events.

***Failed 0-11-0 CNV***

**Referred Motion: Region XIV 2022 Fall CRC Motion #46 (UK Midlands Chapter)**

That ASHRAE provide Continuing Professional Development (CPD) certified technical events.

**PEC response:** Society does not have the expertise or capacity to pursue locally relevant accreditations for events held by nearly 200 chapters. PEC recommends that CTTC be engaged to assist the chapter in how to do this.

- 9      13      Have members of the society to translate Standards into other languages.

***Failed 0-11-0 CNV***

**Referred Motion: Region XI 2022 Spring CRC Motion #11 (Regina Chapter)**

That ASHRAE use members of the society to translate its Standards into other languages for its members to use.

**PEC response:** ASHRAE already engages, upon request, with members of local chapters to translate Standards. Examples can be found here: [Translated Publications \(ashrae.org\)](https://www.ashrae.org/standards-translations). Requests can be sent to Mark Owen ([mowen@ashrae.org](mailto:mowen@ashrae.org)) or Cindy Michaels ([cmichaels@ashrae.org](mailto:cmichaels@ashrae.org)).

- 10      13      Increase annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a free or low-cost benefit of Society membership).

***Failed 0-11-0 CNV***

**Referred Motion: Region XI 2022 Spring CRC Motion #12 (Manitoba Chapter)**

That ASHRAE impose a modest increase on annual membership fees to offset the cost of reducing or eliminating the cost for ASHRAE Members to access the ASHRAE Handbook Online (i.e., make access to the online Handbooks a no- or low-cost benefit of Society membership).

**PEC response:** Handbook Online was added as a member benefit option by the BOD at the Atlanta conference.

- 11      14      Reduce by 50% cost of ASHRAE Standards (Soft Copy for YEA members; especially for engineers who are not part of a big organization (over 100 employees)).

**Failed 0-11-0 CNV**

**Referred Motion: RAL 50 Motion #50 (Lebanese Chapter)**

That cost of ASHRAE Standards for Young Engineers be reduced by 50% for YEA members for ASHRAE Standards (Soft Copy); especially for engineers who are not part of a big organization (over 100 employees)

**PEC response:** A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. However, data on current YEA membership is not collected from purchasers.

- 12     15     Reduce by 50% cost of ASHRAE Standards updates for Engineers for repeat ASHRAE Members for Standards (Soft Copy); especially for members who bought previous edition at full price and are not part of a big Organization (over 100 employees)

**Failed 0-11-0 CNV**

**Referred Motion: RAL 50 Motion #51 (Lebanese Chapter)**

That cost of ASHRAE Standards updates for Engineers be reduced by 50% for repeat ASHRAE Members for Standards (Soft Copy); especially for members who bought previous edition at full price and are not part of a big Organization (over 100 employees)

**PEC response:** A choice of a standard is now a free member benefit option. Approximately 50-55% of Standards/Guidelines sales are to ASHRAE Members, who already receive a 25% discount. If half of Standards/Guidelines Member purchases are made by repeat buying members at an added 50% discount off the price they now pay, the potential annual revenue loss (not counting any gained sales) for this motion is estimated at \$75,000.

- 13     15     Approved referring RAL 50 Motion #56 (Prune Chapter) to Membership Promotion Committee (MP).

**11-0-0 CNV**

**RAL 50 Motion #56 (Pune Chapter)**

That ASHRAE extend corporate discount and benefits to developing economy new members.

**PEC response:** New DE members get all the bookstore and education discounts other members get. Other publication discounts are for bulk quantities. If this motion refers to discounted dues, that would be a consideration for Members Council to address.

8.     Review of Action Items from last PEC Meeting

Mr. Owen reviewed PEC action items from the June 27, 2023, Tampa Meeting.

<b>No.</b>	<b>Responsible</b>	<b>Action Item</b>
1	Staff	Post the approved minutes on the PEC page of the ASHRAE website and the PEC Basecamp website. <b>Complete.</b>
2	Staff	Send referral responses for referred motions to PEC. <b>Complete.</b> (Attachment E of the PEC Minutes, June 27, 2023, Tampa Meeting)



- 3        Staff        Include motion to approve New Products Development Subcommittee on the agenda for the Winter 2024 Chicago meeting.  
**Complete.**

9.        Review of PEC MBO (Attachment X)

PEC MBO Document has been posted to the PEC Basecamp account for review.

PEC members requested adding to the Council MOB spreadsheet columns to identify standing committees assigned to each item. An action item was assigned to staff to update the form, submit to the chair for standing committee assignments and then distribute to standing committee chairs.

**(ACTION ITEM 2)** Attachment X.

Mr. Fisher requested that in the future council MBOs be distributed to standing committees as soon as possible. Mr. Austin explained that with the change of the chair each year this important issue can be forgotten. Mr. Sekhar suggested that an online meeting should take place with standing committee vice chairs and PEC Vice chair each year the month before the annual meeting to help coordinate development of council and committee MBOs.

An action item was assigned to staff to send out a poll to set this an MBO coordination meeting to the PEC Vice Chair and PEC standing Committee Vice Chairs. **(ACTION ITEM 3)**

10.      Subcommittee Reports

**Explanatory Note:** PEC Subcommittees (*Products*, Jason Alphonso-Chair; *Professional Development*, Suzanne LeViseur-Chair; *Research Journal*, Blake Ellis-Chair) and PEC Standing Committees (*Certification*, Nicholas Armstrong-Chair; *Handbook*, Harris Sheinman-Chair; *Historical*, Robert Thomas Pollard-Chair; *Publications*, Vinay Ananthachar-Chair; *Training & Education*, Jesse Fisher-Chair) report to PEC *Fiscal* and *Planning* Subcommittees.

All reports have been posted to the PEC Basecamp account for review.

10.1     Fiscal (Attachment X)

*(Fiscal Motions for PEC consideration from all PEC Subcommittees and Standing Committees)*

- (2)        That PEC approve an additional \$6,000 to the Historical Committee budget to review ASHRAE Headquarters existing historical documents.**

Background: ASHRAE has one of the most important collections of industry historical documents in the world. As we approach ASHRAE's 130th anniversary, it is important for ASHRAE to preserve its legacy. Due to the headquarters relocation, retirement of the staff librarian and disruption caused by the pandemic, it is urgent that ASHRAE historical archives be preserved. Some storage items are starting to degrade including some correspondence printed onto thermal paper, computer floppy disks, tape recordings

(reel to reel and VRC), photographs, and blueprint drawings. There are existing documents at ASHRAE headquarters that are in storage. The importance of these documents needs to be determined. The Historical Committee members need to review, sort, catalogue and preserve these items that could be of historical significance. Members would need to spend time at headquarters to perform these functions and the increase in budget would be used as reimbursement of their travel.

Fiscal needs were estimated for three people for three days to provide an initial review, catalog, and selection of items of interest to ensure historical documents are preserved, making information available for inclusion on the ASHRAE website, posting to the ETHW (Engineering and Technology History Wiki), as well as a possible displays at headquarters and at Society meetings. The committee expects this process would need to be a multi-year effort with a budget determined each year.

*(Historical Committee Approved 4-0-0 CNV) (Products Subcommittee Approved 8-0-0 CNV) (Fiscal Subcommittee Approved 9-0-0 CNV)*

Fiscal Impact: \$6,000

Mr. Austin asked if this request would be an on-going effort. Mr. Pollard reported Historical Committee considered this as an exploratory effort to determine future archival needs. Additionally, ASHRAE is now a Member on the ETHW Historical Wiki, and this would be an opportunity to select material for inclusion on the wiki. Any future financial needs to preserve and/or digitize material would be requested with details of how the funds would be distributed.

#### **MOTION (2) Approved 14-0-0, CNV**

PEC Fiscal Subcommittee discussed a summary report of the CRC Roundtables shown in Attachment X. Mr. Austin assigned an action item to staff to add a recurring item “CRC Roundtables and New Products” to the future agendas of the Products and the Professional Development Subcommittees. **(ACTION ITEM 4)**

PEC Fiscal Subcommittee was presented with standing committee reports:

- Certification Committee (Attachment X)
- Handbook Committee (Attachment X)
- Historical Committee (Attachment X)
- Publications Committee (Attachment X)
- Research Journal Subcommittee (Attachment X)
- Training & Education Committee (Attachment X)

#### 10.2 Planning (Attachment X)

PEC Planning Subcommittee were sent the same standing committee reports as PEC Fiscal Subcommittee.

PEC Planning Subcommittee was presented a summary report of the CRC Roundtables.

(Attachment X).

PEC members discussed when and how to incorporate the suggestions from the CRC Roundtables. It was decided that Roundtable Summary Report and individual detailed reports would be distributed to standing committee members with PEC leadership and standing committee chairs oversight in what could be including in the development of future MBOs.

*(Secretary's Note: Mr. Tome forwarded all the detailed CRC Roundtables Reports to staff and they have all been uploaded to the PEC Basecamp.)*

### 10.3 Global Training Center (GTC) (Attachment X)

Mr. Sekhar reported to PEC the GTC member, Larry Fisher, presented a proposal to ASHRAE Foundation for 40,000 per year for three years for the GTC program to develop the market in the Middle East/North Africa region (MENA). Mr. Sekhar also reported that included in the proposal is a name change from Global Training Center to ASHRAE Global Training (AGT) to possibly include other regions in the future. ASHRAE Marketing is also developing material to assist in these goals.

Mr. Alphonso asked where in the PEC reporting structure that GTC belonged. Mr. Austin explained GTC reports to TEC. Mr. Owen further explained that currently GTC is not a separate committee but more of a program within TEC. Mr. Giesler asked if TEC or PEC should incorporate AGT in their MOP to reflect where they fall in PEC structure. Ms. Tosh suggested Planning Subcommittee should review where to include AGT.

An action item was assigned to staff to list GTC in the appropriate area on the slide of PEC structure for future reference. **(ACTION ITEM 5)**

### 11. Items Referred by PEC to Other Groups

None.

### 12. Items Referred from Other Groups to PEC

None.

### 13. Old Business

Staff was assigned an action item to include motion to approve New Products Development Subcommittee on the agenda for the Winter 2024 Chicago meeting. *(ACTION ITEM 3 from the June 2023 Tampa)*

After discussion, in the PEC Fiscal Subcommittee and the council meeting, it was decided that:

- PEC will not form a separate "New Products Advisory Group".
- After PEC receives the CRC roundtable reports from Regional Operations through Excom each year, the chair will distribute the reports to all the standing committees for their review and creation of action items/MBO's.

- At each Winter and Annual meeting, PEC Products and PEC Professional Development Subcommittees will include “CRC Roundtable Report/Potential New Products” on their agendas.
- Action items, motions, and/or informational items will be discussed to potentially bring to the subsequent PEC meeting.

CRC Roundtable Reports also go to Society Planning Committee and any potential products outside the purview of PEC could be directed to other appropriate ASHRAE group(s). Mr. Austin also noted that Society Planning Committee might also periodically direct items that coordinate with strategic objectives directly to PEC.

#### 14. New Business

##### 14.1 Society Rules Committee (SRC)

Mr. Phillips from SRC addressed PEC reporting to a request for all councils and standing committees to review their MOPS and Reference Manuals for any changes.

An action item was assigned PEC standing committees to review committees MOPs and Reference Manuals to forward any changes to SRC in track changes in advance of the Annual Conference. **(ACTION ITEM 6)**

An action item was assigned PEC Planning Subcommittee to review PEC’s MOP and Reference Manual and to forward any changes to SRC in track changes in advance of the Annual Conference. **(ACTION ITEM 7)**

##### 14.2 Strategic Plan 2024-2028 **(Attachment X)**

PEC members discussed how to send comments on the current ASHRAE Strategic Plan and suggestions for the new plan in development.

Mr. Micheal Patton spoke for the Society Planning Committee and directed members to the ASHRAE website online form and encouraged to everyone participate. Mr. Patton reminded PEC that the ASHRAE Strategic plan should be informing the development of all council and committee MBOs before the annual meeting.

An action item was assigned to PEC standing committee chairs to include MBO development as an agenda item on future agendas for finalizing before the annual meeting. **(ACTION ITEM 8)**

An action item was assigned to staff to include MBO development as an agenda item on future PEC Planning Subcommittee agendas to develop council and committee MBOs before the annual meeting. **(ACTION ITEM 9)**

##### 14.3 DEI

Mr. Sekhar reported that the DEI Committee has been formed and may make future recommendations to Society, councils, and committees. An action item was assigned to staff to include PEC DEI as an agenda item on future PEC agendas to maintain awareness of the need for DEI in all levels of ASHRAE's structure. **(ACTION ITEM 10)**

#### 14.4 TFB Transition Plan **(Attachment X)**

Mr. Ellis gave a presentation to PEC on the reporting structure of Center for Excellence in Building Decarbonization (CEBD). Mr. Ellis reported the CEBD reporting structure was approved by the BOD for implementation July 1, 2024. Included in this structure is a PEC member to liaise with CEBD. This liaison would then report product and services suggestions from CEBD to PEC. PEC could then consider what and how to develop these suggestions and report back progress to CEBD.

Members asked how content would be developed for these products and services and Mr. Ellis responded that CEBD would not be developing content themselves but use the same process as any ASHRAE technical document ie through ASHRAE TCs and then to PEC for production. Mr. Ellis also reported the CEBD is working with ASHRAE Development for funding opportunities.

Mr. Owen asked if CEBD members might be a resource for authors of material in the future and Mr. Ellis responded that they would be good resource for authors.

#### 14.5 GAC **(Attachment X)**

As PEC liaison to GAC, Mr. Alphonso gave a presentation to PEC.

GAC has held 44 Government Outreach Events and plan many more.

The GAC unanimously approved an updated Public Policy Issue Brief (PPIB) on Building Electrification, plans to update 10 existing PPIBs this spring and develop 3 new PPIBs (Wildfires and Indoor Environmental Health; Embodied Carbon; and Infectious Disease Mitigation).

GAC had a robust discussion on the need to translate ASHRAE standards and other publications, as well as Public Policy Issue Briefs for government advocacy. Funding for translating standards is available from the International Trade Administration. GAC asks PEC for input on market demand for specific languages and publications to assist in prioritizing translations (language(s) and publications).

GAC is developing application details, along with a process for reviewing, evaluating, and approving individuals to serve as subject matter experts at government outreach meetings and events.

Representatives from the AIA, AHRI, HRAI, GBI, and UNEP attended the GAC meeting, providing input on past and future collaboration opportunities for government advocacy and outreach. UNEP has expressed interest in the GAC SME pilot program as a means of connecting ASHRAE subject matter experts with National Ozone Units.

GAC requests PEC send key updates on new publications or training/education offerings.

14.6 Nominating Suggestions

Rather than establishing another subcommittee within PEC, members were asked to offer suggestions for future council and standing committee members. Members discussed the process and criteria of nominating PEC members. Ms. Tosh suggested DEI be part of the consideration.

Mr. Austin took an action item to request more information from the Executive Committee for qualification criteria. **(ACTION ITEM 11)**

Mr. Austin also requests the standing committee ExOs work with committees to solicit names.

Mr. Giesler asked if the Nominating Subcommittee listed in the PEC Reference should be removed. Mr. Austin asked that any changes to PEC policy document wait until after the Executive Committee offers their input.

An action item was assigned to staff to include agenda items in the future for liaisons to CT<sup>2</sup>, GAC, and GTIC. **(ACTION ITEM 12)**

15. Adjourn

Mr. Austin adjourned the meeting at 11:34 a.m.