



MINUTES

EXECUTIVE COMMITTEE MEETING

**CONFERENCE CALL
APRIL 22, 2016**

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Executive Committee.

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EXECUTIVE COMMITTEE MEETING

April 22, 2016

MEMBERS PRESENT: T. David Underwood, President
Timothy G. Wentz, President-Elect
Bjarne W. Olesen, Treasurer
Walid Chakroun, Vice President
Patricia T. Graef, Vice President
Charles E. Gullede, Vice President
James K. Vallort, Vice President

NOMINEES PRESENT: Sheila Hayter, Treasurer Nominee
M. Ginger Scoggins, Vice President Nominee
Edward K. C. Tsui, Vice President Nominee

STAFF PRESENT: Jeff H. Littleton, Executive Vice President
Mary D. Townsend, Executive Assistant

Call to Order

President Underwood called the Executive Committee meeting to order on Friday, April 22, 2016 at 8:13 a.m. ExCom members and staff attended as listed above.

New Business

Proposal for Developing Economies Standing Committee Attachment A

Mr. Wentz reported that Members Council is proposing to form a Developing Economies standing committee that the council approved in Orlando at the January 26, 2016 meeting. The council is bringing forward the proposal to the Executive Committee through a new Rule of the Board, "Creation and Termination of a Standing Committee."

Mr. Wentz moved

- (1) that the Executive Committee recommend to the Board of Directors the creation of a Developing Economies Standing Committee.

During the discussion by the Executive Committee the following concerns were expressed:

- Some of the scope envisioned for the proposed standing committee is currently handled by other existing committees in ASHRAE and creates some redundancy or parallel bureaucracy.
- The issues found within Developing Economies crosses all three Councils in ASHRAE and the proposal does not address how these interfaces would be addressed.
- Scope does not specifically address the need to improve the quality of life and living conditions in Developing Economies, which should be one of the main goals of the proposed standing committee.
- Significant fiscal impact was indicated in the proposal for future programs, yet the type and scope of programs were not identified.
- Addressing developing economies is in large part a regional issue. A concern was expressed the the proposed standing committee was too surgical an approach and needed a more global approach that embraced the differing needs across Regions.
- There are currently many open issues involving Regions outside North America, including the pending MCI report, the pending proposal to add Assistant Regional Vice Chairs to the Region at Large, etc. There is some concern as to how a new standing committee would fit into those evolving topics.

MOTION 1 FAILED (1-5-0, CNV)

The Executive Committee will report to the Board of Directors at their April 27th meeting regarding the proposal and discussion.

Some proposed recommendations are as follows:

- Refer to the Planning Committee to address developing economies issues in their current development of globalization initiatives.
- Request that the President-Elect consider appointing a representative from each of the four regions that have developing economies as consultant to Planning Committee.

Next Meeting

Wednesday, April 27, 2016 9:00 AM Board of Director's Conference Call/Webinar

Adjournment

Mr. Underwood thanked everyone for coming. The meeting was adjourned at 9:00 a.m. on Friday, April 22, 2016.



Jeff H. Littleton, Secretary

Mdt/2016/04/26

Distribution: Board of Directors
Staff Directors

Attachments: A. Proposal for Developing Economies Standing Committee

Standing Committee Creation and Termination Process

The present Rules of the Board do not include rationale for creating a new Standing Committee or terminating as Standing Committee. It is incumbent on the Board to provide the guidance, reporting structure plan and decision method for standing committee formation or termination since it impacts the Society organizational structure and resource use.

Criteria for the Creation of a Standing Committee

A new standing committee proposal is to be provided to ExCom. If the standing committee is considered in the best interest of advancing society, ExCom will bring the committee proposal forward as a motion for consideration on the Board of Directors agenda. The following must be provided within the proposal in the form of a two-page document (maximum):

- Defined scope and purpose
- Succinct definition for the work the committee will perform
- Desired long-term results
- Identification of other entities within ASHRAE with which the committee will interface
- Reason for standing committee, rather than a different committee type (TC, MTG, etc.)
- Rationale for the entity to which the committee is to report
- Composition – number of committee members and need for specific representation
- Annual financial and resource support needed
- Anticipated duration of the committee

Criteria for the Termination of a Standing Committee

A standing committee should not be considered to exist indefinitely once approved by the Board of Directors. There are topics that may warrant additional fiscal and personnel resources due to the prominence of a specific issue or the desire of the organization to emphasize a specific technical area justifying the creation of a standing committee. This emphasis may not be required in the long term therefore a procedure for terminating a standing committee is prudent.

Standing committees are reviewed bi-annually by their appointed ExO or CO. This review should include:

- How well the committee work aligns with its purpose and scope
- The level of progress made by the committee
- The long term goals of the committee
- The ability of the committee to identify and attract new members
- The interaction with other ASHRAE entities
- The pertinence of the committee to present ASHRAE goals and plans

These reviews are reported to the cognizant authority. The cognizant authority shall determine from these reports if the continued investment in each standing committee is warranted.

- If the standing committee is deemed to be no longer needed, the authority shall discuss possible termination with the committee.
- After discussions have taken place, if it is in the best interests of ASHRAE to terminate the committee, a request to terminate shall be brought to the Board of Directors as a motion.



Shaping Tomorrow's
Built Environment Today

Proposal for New Committee: Developing Economies

In its January 26, 2016 meeting, Members Council approved the creation of a new standing committee to be entitled Developing Economies Committee and to report to the Council. The Council brings forward this proposal in support of the creation of the new Committee.

Scope and Purpose

This committee will coordinate the development and management of programs, workshops, conferences, education, and outreach to benefit ASHRAE and its members in developing economy countries, as defined by the World Bank, in the Areas to be addressed by the committee include of increasing energy efficiency, improving IAQ/IEQ, improved refrigerant management and awareness, advocacy and government interaction, commissioning, enclosures and envelopes, codes and standards, ~~and~~ related high performance green building technologies and other topics in support of ASHRAE's mission.

Work to be Performed

This committee will propose, champion, and coordinate the development of initiatives targeting developing economies audiences. Committee members may develop content or serve in other capacities to implement specified approved projects.

Specifically, the committee will

- A. Coordinate dissemination of technical and industry related information to regions and chapters in the developing economy regions and chapters
- B. Promote and administer award programs assigned to this committee
- C. Keep the local chapter (and RVC and/or DRC as appropriate) in the developing economy region informed on governmental activities and nongovernmental (such as training, seminars, etc.) related to ASHRAE through its GGAC representative
- D. Coordinate input to the Society on standards, research, environmental health, publications, handbooks, and position documents
- E. Review activities identified in the 2015 Developing Economies Ad Hoc report into the MBOs of this committee and maintain a status update and reconciliation in obtaining its goals and objectives

Commented [WB1]: This is the existing duty of CTTC

Commented [WB2]: This is the existing duty of the GGAC RVC and Chapter Chair

Commented [WB3]: This is Tech Council stuff

Commented [WB4]: This is inappropriate as a scope item for a standing committee as it will become increasingly irrelevant as time passes

Commented [WB5]: I question the value of a STANDING committee that defines itself in terms of a strategic planning goal.

Desired Long-Term Results

An important component of ASHRAE's Strategic Plan is to engage in the global community. Implementation of programs initiated by the Developing Economies Committee will directly affect ASHRAE's impact on the building industry worldwide.

Interfaces

- Chapter Technology Transfer Committee (CTTC) and its subcommittees
- Conferences and Expositions Committee (CEC) and its subcommittees
- Grassroots Government Advocacy Committee (GGAC)
- Honors and Awards Committee (H&A)
- Publishing and Education Council and its committees and subcommittees
- Technology Council and its committees and subcommittees

Need for Standing Committee

During Society Year 2015-16, representatives from four major geographic regions that contain significant developing economy countries have served on ASHRAE's three councils. While this representation has been valuable in ensuring the consideration of developing economy issues within the Councils, there is not a coordinating entity to focus or prioritize the discussions. A standing committee will bring structure and coordination of efforts.

Reporting Relationship

This committee best fits within the structure of Members Council because its focus is on meeting the needs of members in developing economy countries. In addition, many of the programs envisioned for the committee fall within the expertise of existing Members Council committees and subcommittees, including CTTC, CEC, GGAC, and H&A.

Composition

- Nine (9) voting members: One (1) chair, one (1) vice-chair, and seven (7) representatives from developing economy countries as defined by the World Bank.
- Five (5) non-voting members: One (1) each of an AASA representative, an international advocate, a Board ExO, a Coordinating Officer, and a staff liaison.

Required Financial and Other Resource Support

- For committee work: \$70,000 plus ¼ FTE staff annually, not including programs
- Program budget could be \$350,000 to \$400,000 annually and could include
 - 1 full time staff employee
 - Expenses related to travel, development, and implementation of programs, workshops, education and training, localized standards and guidelines, conferences, and other outreach, if these initiatives are handled outside ASHRAE's existing development and implementation processes

Committee Duration

Every five (5) years, Members Council will evaluate the effectiveness and need of continuing the committee and make a recommendation to the Board of Directors to continue or discontinue the committee.

Commented [WB6]: As I have commented previously, I disagree strongly with this line of thought. Developing economy issues of a membership nature are already being addressed in Members Council and the Developing Economies focus is on appropriate technology, so I continue to believe that the most productive home for this committee is Tech Council.

DEVELOPING ECONOMIES STANDING COMMITTEE EMAILS

From: Ashish Rakheja <ashish.rakheja@aeonconsultants.in>
Date: Monday, April 11, 2016 at 1:00 PM
To: Tim Wentz <tim.wentz@windstream.net>
Subject: RE: Developing Economies Committee

Tim,

Thank you very much for sharing the draft. Bill, Tom Phoenix, David and you have been closely associated with DE efforts and will probably understand our eagerness that the idea of DE standing committee sees the light of day.

After reading the draft and Bill comments, I see his view point. You may recall that during two years of Adhoc tenure, there were several ideas thrown by the members and your sub-committee had taken the task of assigning it to relevant standing committee/council within ASHRAE structure. Thus, it is evident that there is overlap with other committees. I feel the Excom should deliberate on the following:

1. Existing ASHRAE structure addresses most spectrum of grass root needs and also carries out advanced technical research in different areas. However, as the majority members of these committees come from US/Canada/Europe/Middle East, hence the focus of work is in areas which are of interest to these countries.
2. 70% of world's population resides in Asia and Africa which also houses majority of Developing Economies. Distance, cost of travel and price of membership is a big barrier to their participation in meetings. Very few are able to become ASHRAE member and then make it to US for meetings and hence their voice is diluted.
3. There is very little research work in DE countries. Even though some of their needs come under purview of Tech Council, however, the DE members representation in just this area will give a limited success. There is need for liaison, technical support and engaging the community.
4. It is important to note that current MCI initiative and thereafter Phase I of implementation is limited to Europe & Middle East. Thus, DE inclusion is still far away.
5. DE adhoc was probably the first initiative of ASHRAE to hear the voice of large HVAC&R community in the world at large. The response was evident in 750+ feedback that came from maiden survey conducted by DE committee. Majority members felt that ASHRAE has the potential to serve and contribute in their countries. Suggestions from various DE members is well documented which goes beyond just the Technical areas.
6. DE Adhoc served its purpose well in two years. The idea to populate the Councils with DE members is a right step. 2016 winter meeting was the first exposure of these members

(even though large number missed the meeting due to blizzard in New York) to Council working. However, all DE members unanimously feel that a formal meeting and a structure within ASHRAE will allow them opportunity to exchange ideas and also help streamline efforts.

With above thoughts, I personally feel that even though the overlap of DE efforts with existing committees is inevitable, however, this new standing committee will take ASHRAE beyond its traditional base of members. We should therefore word the scope of this new committee in a way that it supports the working of existing committees rather than seeing it as duplication.

I believe the success will come from creating structure where probably each of Grass root committee and Council should have DE representation and these members in turn should be able to synergize efforts under this new DE standing committee. It must be noted that every DE member will probably come from a different country and their priorities would be different (This was also evident during Adhoc tenure wherein it was a herculean task shepherding members of 15 + countries). Thus, exchange of ideas within members of standing committee will help in their better understanding of each other needs and thus each one become an ambassador while representing DE in the various committees/council of ASHRAE.

I am aware that above thought is very different and some may even find the idea far fetched. However, after leading DE Adhoc for two years, I feel this structure has best chance of success.

Trust the above is useful.

regards

Ashish Rakheja

-----Original Message-----

From: tim.wentz@windstream.net [<mailto:tim.wentz@windstream.net>]

Sent: 10 April 2016 07:52

To: ashish Rakheja

Subject: Developing Economies Committee

Ashish:

I hope this finds you well and looking forward to our annual meeting in St. Louis. I am writing to alert you to a debate that is taking place relative to the proposed Developing Economies committee. Please find attached a copy of the required scope letter the Rules of the Board requires for submission to ExCom, prior to the formation of any new standing committee. On this document you will find some notes, including those of Bill Bahnfleth, who has some concerns about the scope of the committee and where the committee should be located. Bill

isn't the only one who has expressed these concerns and they will be discussed at our ExCom meeting on May 1.

Could you please review the attached document and let me know your position on the Bill's comments? I want to make sure your position is presented at ExCom. There may be some common ground we could strike to overcome the concerns and move the proposal through ExCom and then on to the Board in St. Louis.

Thanks,

Tim