



MINUTES

EXECUTIVE COMMITTEE MEETING

Centara Grand at Central Plaza Ladprao
Bangkok, Thailand
October 4 and 5, 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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October 4 and 5, 2016

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PRINCIPAL MOTIONS
Executive Committee Meeting
October 4 and 5, 2016

<u>No – Pg.</u>	<u>Motion</u>
1B – 9	that the postponed motion be amended to read, “ExCom recommends to the Board of Directors that a European region be established by the Chicago 2018 Winter Meeting.”

ACTION ITEMS

Executive Committee Meeting
October 4 and 5, 2016

Item	Responsible	Summary of Action	Status
1 – 2	Littleton	(Carryover) Contact the International District Energy Association regarding the approval of the ASHRAE/IDEA Memorandum of Understanding. (Update: 5/2016: Coming to closure, some additional input is being finalized. 5/2016: Still waiting for final input. 10/2016 –Still ongoing.)	_____
2 – 2	Littleton	(Carryover) Work with CAMEE to renew CAMEE/ASHRAE MOU which is expiring in the coming month and add item to Spring ExCom agenda. (Update: 5/2016: Ongoing - contacting CAMEE, 6/2016: Ongoing – still working with CAMEE. 10/2016 – Ongoing.)	_____
3 – 2	Wentz/ Littleton	(Carryover) Organize an ASHRAE/MCAA meeting after June Annual Conference. Discuss the possibility of a joint publication on change orders and claims. (Update: 6/2016: Ongoing, 10/2016 – Ongoing.)	_____
4 – 2	Olesen	(Carryover) Work with Members Council on future participation in Solar Decathlons and for ways ASHRAE might increase participation. Report due by the Bangkok meeting. (Update: 10/2016 – Ongoing.)	_____
5 – 2	Olesen/Littleton	(Carryover) Investigate the cost for membership in INIVE which would include participation by all ASHRAE members. (Update: 10/2016 – \$6,000 all ASHRAE members in N.A., \$1500 for all US members.)	_____
6 – 2	Chakroun/ Olesen	(Carryover) Work with PubEd and GGAC for the appropriate location to place the Guidelines for Professional Practice in the ASHRAE structure. (Update – 10/2016.)	_____
7 – 2	ExCom	(Carryover) Review the information from ASE (Alliance to Save Energy) and defer to future ExCom meeting. (Update: 10/2016 – Ongoing.)	_____
8 – 2	Littleton	(Carryover) Investigate the Buildings XIII Conference and make a recommendation as to whether ASHRAE should consider taking over administration of the conference. (Update: 10/2016 – Considering a workshop and waiting for DOE to make decision regarding financial contribution.)	_____
9 – 2	Hayter	(Carryover) Check travel schedule to see if she will be available to attend the Buildings XIII Conference; if not, Mrs. Graef will attend. (Update: 10/2016 – Ongoing.)	_____
10 – 2	Hayter	Discuss the Climate Knowledge Brokers Forum with GGAC regarding a future strategy discussion.	_____

Item	Responsible	Summary of Action	Status
11 – 3	Chakroun	Come up with recommendations for the next Meeting of Parties and how ASHRAE can be involved.	_____
12 – 3	Littleton	Work on press releases for educational programs that will launch in Las Vegas, especially on A2L refrigerants.	_____
13 – 3	Chakroun/Tsui	Put together a preliminary template of issues to be considered when planning for a combined CRC or mega-CRC.	_____
14 – 4	Wentz	Provide the DRC Forum in Las Vegas with discussion points regarding insurance waivers.	_____
15 – 4	Littleton	Add the reporting and brainstorming strategic assignments to the Las Vegas Wednesday Board meeting agenda.	_____
16 – 4	Littleton	Post the CRC survey and request Board members' thoughts about the CRC and Board meeting in Bangkok.	_____
17 – 5	Littleton	Develop a draft ASHRAE/ISHRAE MOU that includes language about ASHRAE standards.	_____
18 – 5	Olesen	Contact Members Council so they can begin to develop a program for the WIA breakfast in Las Vegas.	_____
19 – 5	Olesen	Confirm with Members Council that they are now responsible for the WIA Breakfast.	_____
20 – 5	Littleton	Reapply as a partner to CCAC, instead of as an actor.	_____
21 – 5	Littleton	Contact CCAC and schedule a convenient time for a reception with them at the Las Vegas meeting.	_____
22 – 6	Littleton	Develop a pre-printed card for luncheon attendees to complete that include questions about industry challenges.	_____
23 – 6	Littleton	Collect the Board luncheon note cards and send results to the luncheon attendees.	_____
24 – 7	Littleton	Check the deadline for the RFI coming out of the DOE.	_____
25 – 8	Scoggins	Send request to PLC Chair Costas Balaras to have committee prioritize the cost data breakdown and return to staff.	_____
26 – 9	Littleton	Place the European region postponed amended motion on the Saturday, January 28, 2017 Executive Committee meeting agenda.	_____



EXECUTIVE COMMITTEE MEETING

Centara Grand at Central Plaza Ladprao
Bangkok, Thailand
October 4 and 5, 2016

MEMBERS PRESENT: Timothy G. Wentz, President
Bjarne W. Olesen, President – Elect
Sheila J. Hayter, Treasurer
Walid Chakroun, Vice President
Patricia T. Graef, Vice President
M. Ginger Scoggins, Vice President
Edward K.C. Tsui, Vice President

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

Call to Order

President Wentz called the Executive Committee meeting to order on October 4, 2016 at 1:00 p.m. ExCom members and staff attended as listed above.

Review of Agenda

The following items were added to the agenda:

- Women in HVACR Breakfast
- BOD Ex-O Presentation Previously Done by PEAC
- Office in Dubai
- IAPMO Meeting
- Historical Building MTG to be Formed
- Race to Zero
- LBNL MOU
- UNDP/LIBNOR
- EPA Meeting in November
- DOE Jump Program
- ASE Energy Productivity
- Well Building Institute
- Planning Committee – Allocation of \$200K budget
- STEM Education Coalition
- Georgia Power Solar Purchase Program

Approval of MinutesJune 25 and 29, 2016 and June 30, 2016 meetings

Ms. Scoggins moved

that the minutes from the June 25, June 29 and June 30, 2016 meetings be approved.

MOTION PASSED (Unanimous, CNV)

Review of Action Items

Action items 1 – 9 are ongoing from previous ExCom meetings or new to the list and added during the review. The action item list is at the beginning of the minutes, updates are included where possible.

AI 1-9

Report of the President

Mr. Wentz reported that he had discussions with the National Sanitation Foundation (NSF) and will be attending ASPE in Phoenix. He attended six CRCs this fall.

Reports of Officers' CRC and Intersociety Visits

Mr. Tsui reported that he attended his first CRCs inside of North America. He attended Region IV and III. He was impressed especially with how many YEA members were chapter officers.

Ms. Hayter reported that she attended the Climate Knowledge Brokerage Forum. This was her first experience with climate knowledge brokers. It was held at NREL and most of those in attendance were not from the U.S. This group would like to connect with organizations like ASHRAE.

Ms. Hayter will discuss the Climate Knowledge Brokers Forum with GGAC regarding a future strategy discussion.

AI 10

Mrs. Graef reported that she attended Region V and Region IX CRCs. Both regions had good events. They need assistance with scheduling events but both offered a great opportunity to network.

Mr. Olesen reported that he attended CRCs in Region VII and X. It was the 100th year celebration for Region X. He also attended the IAQ 2016 conference in Washington D.C. The event went well and there has been positive feedback from the conference. Attendance was between 150-160 individuals, which means they will break even. It was a great networking event. There were discussions regarding the frequency of the conference and having it every third year and to coordinate with another conference. A possible option is joining up with IAQVect as they do not have another organization behind their conference. It could also be good to consider working with the IEQ Alliance.

Mr. Olesen reported that the Residential Building Stakeholder Meeting was well attended. Active House was brought up at the Residential Building Committee meeting. There is a technical subgroup that has a conference call next week to discuss ASHRAE's role in Active House. Mr. Olesen also attended a conference in Lebanon at the American University in Beirut.

Mr. Littleton reported that he attended the Region IV and IX CRCs. He also attended the HVAC Alliance. It was announced at the conference that The Workforce Foundation has been disbanded. It was felt the work it was doing could be done without it being a separate entity.

Ms. Scoggins reported that she attended CRCs in Region II, IV and VII. Region II did a fantastic job and had the RMCR run the event. This gave the RMCR an opportunity to shine.

Mr. Chakroun reported that he attended the Meeting of Parties (MOP) of the Montreal Protocol in Vienna with Mr. Olesen and Mr. Binder. They attended the CCAC meetings, MOP meetings and refrigeration driver's license meetings. ASHRAE should be present at these meetings. Those in attendance view ASHRAE as the technical Society. The CCAC meeting was attended by the Ministry of Environment of Canada. The next meetings will be held in Rwanda. ASHRAE should consider attending the meetings and setting up some side meetings during the event. A report written by Erich Binder was circulated to ExCom.

Mr. Chakroun will prepare recommendations for the next MOP and recommend how ASHRAE can be involved. AI 11

Mr. Littleton will work on press releases for educational programs that will launch in Las Vegas, especially on A2L refrigerants events. AI 12

Mr. Chakroun attended CRCs in Region I, X and XII and was impressed by their programs. There were some commercialism issues raised by the DRC at one of the CRCs and the solicitation of businesses.

Mr. Chakroun and Mr. Tsui will prepare a preliminary template of issues to be considered when planning for a combined CRC or mega-CRC. AI 13

Executive Session

The executive session convened Tuesday, October 4th late afternoon and ended Wednesday, October 5th, 2016.

Council – Presidential Initiatives

PubEd Council

Mr. Chakroun updated the initiatives that are being handled in PubEd. Comments and action are recorded below:

- Initiative 2 of Directive 3: Guides for practicing professionals. Working hard on this initiative and no problem meeting the January 2017 deadline.
- Initiative 3: Development of apps. There is a request for bids out at this time.
- Initiative 2 of Directive 1: Currently working on a course outline for the "Consulting Engineers Essentials Course." Should be complete by June 2017.
- Initiative 3 of Directive 2: Building EQ Ad Hoc will provide the materials for student branches. They are in contact with Ad Hoc chair Mike Brandemuehl and are ready for ad hoc input.
- Initiative 1 of Directive 3: The portal and its scope has been established. The research reports are free and we are looking for sponsorships for pdfs. Suggested language would be, "This PDF is made available due to the support of this company."
- Web-based education platform and new eLearning platform: Platforms launched

September 1, 2016. A skeleton of the application was launched and there will be a continued effort to build upon it as they move forward.

- Handbook: Launched an app that includes the data www.data.ashrae.org.
- PAOE app for regions and chapters: This was recently mentioned and is under consideration.

Members Council

Mr. Olesen reported that the Leadership Academy will take place during the YEA Leadership 2.0

Unfinished Business

Insurance Waivers

Mr. Wentz reported that there was a flurry of discussion at all of the CRCs regarding insurance waivers. The discussion topic was about providing a budget of dollars for each region to use as they wish for waivers.

Mr. Wentz will provide the DRC Forum in Las Vegas with discussion points regarding insurance waivers.

AI 14

New Business

Board reporting and brainstorming session based upon strategic assignments – Wednesday Board meeting

Mr. Wentz reported that the strategic discussions at the Board meeting were very good. He is planning to set aside an hour- and-a-half for the Wednesday Board Meeting in Las Vegas for continued reporting and brainstorming.

Additional discussion included:

- Reports at next meeting will be focused on recommendations moving forward.
- Engage the PLC coordinating officer to summarize the discussions from the initiatives for the Planning Committee.
- Submit written report by each strategic assignment group for the Las Vegas Board meeting.

Mr. Littleton will add the reporting and brainstorming strategic assignments to the Las Vegas Wednesday Board meeting agenda.

AI 15

Mr. Littleton will post the CRC survey and request Board members' thoughts about the CRC and Board meeting in Bangkok.

AI 16

ASHRAE/ISHRAE MOU

Mr. Wentz reported that the potential for an ASHRAE/ISHRAE memorandum of understanding should be used as the platform for resolving the issue of standards differences. It might also include the use of distinguished lecturers, short courses and exhibitions.

Mr. Littleton will develop a draft ASHRAE/ISHRAE MOU that includes language about ASHRAE standards. AI 17

ASHRAE Awards Gala

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Future of the WIA Breakfast

Mr. Wentz reported that the Women In ASHRAE Ad Hoc ended in June 2016 and the recommendation was that WIA be placed under Members Council. There are approved funds for the WIA breakfast in Las Vegas but a program has yet to be planned.

Ms. Scoggins also encouraged the attendance at Women in HVACR. She has had 5 or 6 volunteers expressing an interest to attend. The event is being held in Colorado Springs.

Mr. Olesen will contact Members Council so they can begin to develop a program for the WIA breakfast in Las Vegas. AI 18

Mr. Olesen will confirm with Members Council that they are now responsible for the annual WIA Breakfast. AI 19

CCAC Update (Las Vegas Meeting)

Mr. Chakroun reported that the CCAC conference will run at the same time as the ASHRAE meeting in Las Vegas. He is unsure at this time if they are seeking technical support or financial support. ASHRAE should meet with CCAC during the meeting and set up some type of special event with them .

Mr. Littleton will reapply as a partner to CCAC, instead of an actor. AI 20

Mr. Littleton will contact CCAC and schedule a convenient time for a reception with them at the Las Vegas meeting. AI 21

Internships Program and Job Board

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Workforce Foundation Update

Mr. Littleton reported that this was discussed earlier during “Reports of Officers’ CRC and Intersociety Visits.”

Board Leadership Luncheon Format

Mr. Wentz reported that the Board Leadership Luncheon should not only include the VIPs that are attending the Winter Meeting but an opportunity to better understand the major challenges that they are facing in their industry.

Mr. Littleton will develop a pre-printed card for luncheon attendees to complete that includes questions about industry challenges.

AI 22

Mr. Littleton will collect the Board luncheon note cards and send results to the luncheon attendees.

AI 23

Future of ASHRAE Exchange Online Forum

No discussion took place due to time constraints.

Women in HVACR Breakfast

Discussion was covered under agenda item “Future of the Women in ASHRAE Breakfast.”

BOD XO Presentation Previously Done by PEAC

No discussion took place due to time constraints. *(Secretary’s note: It is Mr. Wentz’s intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Office in Dubai

No discussion took place due to time constraints. *(Secretary’s note: It is Mr. Wentz’s intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

IAPMO Meeting

No discussion took place due to time constraints. *(Secretary’s note: It is Mr. Wentz’s intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Historical Building MTG to be Formed

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Race to Zero

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

LBNL Memorandum of Understanding

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

DOE Program – BENEFIT

Ms. Hayter reported that DOE has a request for information on “Buildings Energy Efficiency Frontiers and Innovation Technologies (Benefit) that will result in a funds opportunity. It was recommended that ASHRAE respond to the RFI.

Mr. Littleton will check the deadline for the RFI coming out of the DOE.

AI 24

UNDP/LIBNOR Memorandum of Understanding

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

EPA Meeting in November

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

DOE Jump Program

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

ASE Energy Productivity

Mr. Wentz reported that the Executive Committee was requested to review the material provided by ASE on Energy Productivity so that a discussion can be held in the future on whether or not we can support the concept. (Secretary's Note: See action item #7)

Well Building Institute

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Planning Committee - \$200K Allocation

Mr. Wentz reported that Planning Committee needs to identify the path forward with regard to the allocation of funds, set aside in this year's Society budget. A prioritized list should be returned from the committee.

Ms. Scoggins will send a request to PLC Chair Costas Balaras to have the committee prioritize the cost data breakdown and return to staff.

AI 25

STEM Education Coalition

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Georgia Power Solar Purchase Program

No discussion took place due to time constraints. *(Secretary's note: It is Mr. Wentz's intent to discuss the items that are informational in nature during the next ExAil conference call and then report the discussion at the Las Vegas meeting of ExCom so that they are properly recorded in the minutes. This is true for all items listed below wherein no discussion took place due to time constraints.)*

Establishing a European Region

Mr. Chakroun moved and Mr. Tsui seconded:

- (1) that ExCom directs Members Council to create a European Region be established.

Ms. Scoggins moved and Ms. Hayter seconded:

- (1A) that the motion for ExCom directing Members Council to create a European Region be established by the Chicago 2018 Winter Meeting be postponed until the Saturday, January 28, 2017 Executive Committee meeting in Las Vegas.

MOTION 1A PASSED (6-0-0, CNV)

Ms. Scoggins moved and Ms. Hayter seconded:

- (1B) that the postponed motion be amended to read, "that ExCom recommends to the Board of Directors that a European region be established by the Chicago 2018 Winter Meeting.

MOTION 1B PASSED (6-0-0, CNV)

ExCom requested that this motion be postponed to acknowledge that this is a major organizational change requiring a 60 day waiting period according to the Rules of the Board. It was recognized that much work will need to be done (ROB waivers, budget, etc.) to be ready to present a motion. A more realistic target for presentation of the motion is the June 2017 Annual Meeting in Long Beach, CA.

Mr. Littleton will place the European region postponed amended motion on the Saturday, January 28, 2017 Executive Committee meeting agenda.

AI 26

Next Meeting

Executive Committee Meeting – Friday, November 4, 2016 9:00 AM – GoToMeeting

ExAIL Call – Monday, November 28, 2016 9:00 AM

Winter Meeting – Las Vegas, Nevada

Saturday, January 28, 2017 8:30 AM – 1:00 PM

Wednesday, February 1, 2017 7:30 – 9:00 AM

Thursday, February 2, 2017 7:30 – 11:00 AM

Adjournment

Mr. Wentz thanked everyone for coming. The meeting was adjourned on October 5, 2016.



Jeff H. Littleton, Secretary

mdt/2016/11/18

Distribution: Board of Directors
Staff Directors