



MINUTES

EXECUTIVE COMMITTEE MEETING

Kimpton Canary Hotel
Santa Barbara, California
March 23 - 25, 2017

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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March 23 – 25, 2017

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PRINCIPAL MOTIONS
Executive Committee Meeting
March 23 - 25, 2017

No. - Pg.	Motion
1 – 1	that ExCom recommends that the American Filtration Society (AFS) /ASHRAE Memorandum of Understanding be approved by the Board of Directors.

ACTION ITEMS
Executive Committee Meeting
March 23 – 25, 2017

Item	Responsible	Summary of Action	Status
1 – 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 U.S. members. 1/2017: Ongoing. 3/2017: Ongoing.)	_____
2 – 2	Littleton	(Carryover) Reapply as a partner to CCAC, instead of as an actor. (Update: 1/2017 – Ongoing. 3/2017: Ongoing.)	_____
3 – 2	Littleton	(Carryover) Contact Lawrence Berkeley National Laboratory (LBNL) regarding approval of the memorandum of understanding with ASHRAE. (Update: Ongoing 3/2017.)	_____
4 – 2	Hayter	(Carryover) Work with Technology Council on a more global approach to a path to Net Zero. (Update: Ongoing 3/2017 – working on clarifying what the path forward will be.)	_____
5 – 2	Littleton	Arrange for the use of Poll Everywhere at the Board meetings in Long Beach with each board member having an individual security log in.	_____
6 – 3	Hayter	Investigate costs of an insurance program for special events, patterned after the DL program.	_____
7 – 3	Olesen	Decide on who we should ask to be the flammability expert speaker at the event in July and contact them by mid- April, to see if they can attend the July meeting.	_____
8 – 4	Littleton	Provide feedback to the member who had the fundraising proposal regarding ASHRAE Sustainable Healthy Building Initiative.	_____
9 – 4	Littleton	Include the American Filtration Society (AFS) /ASHRAE Memorandum of Understanding approved by ExCom in the Report to the Board of Directors.	_____
10 – 4	Littleton	Work with staff and Mr. Wentz to produce a new antitrust electronic training module.	_____
11 – 5	Wentz	Report to the Board of Directors about the proposed by laws changes regarding spousal reimbursement.	_____
12 – 5	Littleton	Organize the Engineer Architect - Contractor Forum date, time and location.	_____
13 – 5	Chakroun	Prepare a document for the Board of Directors about the Middle East Education Hub.	_____

Item	Responsible	Summary of Action	Status
14 – 5	Hayter	Review and present to the Salary Compensation Committee the potential for a new position in which the employee would be outside the U.S. employee structure.	_____
15 – 5	Wentz	Form a Presidential Ad Hoc for the Assessment Program for RAC Plants and provide the charge, membership.	_____
16 – 6	Olesen/Chakroun	Notify PubEd of the location of the Professional Practice Guidelines. (<i>Secretary's Note: This is in reference to an original action item "Work with PubEd and GGAC for the appropriate location to place the Guidelines for Professional Practice in the ASHRAE structure. (Update – 10/2016.)"</i>)	_____
17 – 6	Hayter	Explore the engagement between policy makers and technical professionals with regard to climate issues once the Washington D.C. office is fully staffed.	_____
18 – 6	Littleton	Update the Executive Committee Reference Manual with appropriate staff changes.	_____
19 – 6	ExCom	Review the Reference Manual and give any feedback to Mr. Littleton.	_____
20 – 6	Olesen	Notify Members Council about the effort to encourage student members to become members of other international societies.	_____
21 – 6	Littleton	Research any opportunities for ASHRAE Expos outside of North America and report the results to ExCom.	_____



Kimpton Canary Hotel
Santa Barbara, California
March 23 - 25, 2017

EXECUTIVE COMMITTEE MEETING

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 Ka Cheung Tsui, Vice President

MEMBER NOMINEES PRESENT: Darryl K. Boyce, Treasurer Nominee
Julia A. Keen, Vice President Nominee
Mick CA Schwedler, Vice President Nominee

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

Call to Order

President Wentz called the first of three Executive Committee meetings to order on Thursday, March 23, 2017 at 3:00 p.m. ExCom members, nominees and staff attended as listed above.

Review of the Agenda

Items were added to the agenda during the three days of meetings and they have been included in the minutes.

- Adapting Standard 90.1 in Kuwait
- Guidelines for Professional Practice
- Climate Knowledge Brokerage Forum

Approval of Minutes

Ms. Chakroun moved:

- (1) that the minutes from the Executive Committee Meetings in Las Vegas, Nevada on January 28, February 1 and 2, 2017 be approved.

MOTION PASSED (Unanimous, CNV)

Review of Action Items

Action items 1-4 are ongoing and listed in the action item list at the beginning of the minutes. Updates are included where possible.

AI 1-4

Report of the Treasurer Attachment A

Ms. Hayter reported on ASHRAE's current operating results through February 2017. The forecasted deficit for FY 16-17 is currently at \$78K vs. the budgeted deficit at \$283K. Several line items contributed to these better than expected results and Ms. Hayter discussed several of the larger variations including:

- Publications, Advertising-Print, and Education Registration Income – all of these are significantly below budget.
- AHR Expo Income – Las Vegas Expo was biggest AHR Expo to date and income received was significantly higher than was originally budgeted.
- Meeting Income – Las Vegas meeting broke attendance records.
- Publications/Promo Expense – significantly below budget – correlation with reduced product sales
- Capital Campaign – intentional delays in staffing and lower expenses for consultant due to a reduction in scope for the campaign contributed to lower expenses and less reserve funding needed.

Ms. Hayter mentioned there is a continued effort to minimize large variations in the forecasts and we have made significant improvements over the prior year.

Ms. Hayter also discussed ASHRAE's external counsel relationship and costs. There have been discussions about terminating our retainer arrangement (\$10K/quarter) with King & Spalding.

Unfinished Business**Poll Everywhere Voting Thoughts**

Mr. Wentz reported that the use of the online voting system, Poll Everywhere, was used during the Las Vegas Board meetings and gave the Board an opportunity to electronically record a secret ballot. The board minutes reflect the vote count but not the individual's vote. The reason for an abstention can be recorded, if requested.

Mr. Littleton will arrange for the use of Poll Everywhere at the Board meetings in Long Beach with each board member having an individual security log-in.

AI - 5

IEQ-GA Legal Status

Mr. Olesen reported that ASHRAE acts as the administrator of the IEQ-GA. This is not a new division of ASHRAE nor is it a new legal entity. A question was raised as to whether an indemnification clause is needed to protect the Board members. The concern is that a new indemnification clause may result in new risk. It was agreed to take no action for now and to re-evaluate this issue in five years.

Special Events Insurance Attachment B

Mr. Littleton reported that there is a list of special events that are insured through ASHRAE. Some events taking place at the chapter level are not insured. It was suggested that a pool of funds be established to offset costs of additional insurance required to cover chapters for these special events. There is still an outstanding concern about events held globally, because the insurance is for only events held in North America. The Finance Committee will be tasked to develop a recommendation as to how to allocate this pool of funds. A suggestion was to do something similar to what is used for the DL program. The emphasis is that the events must be insured. Legal language needs to be developed to give to regions and chapters clarifying the importance of insurance for these specific events (water, guns, and contact sports).

Ms. Hayter will investigate the costs of an insurance program for special events patterned after the DL program.

AI - 6

Dues Increase Policy

Mr. Littleton reported that to date the CPI, which is used for determining dues increases, is not a fair benchmark (\$7 in the past for 4 years). It should be anticipated that the CPI will likely increase in the future (of course this is dependent on the economy). There is still a fair amount of complaints regarding any dues increase. Looking at the current financial model, ASHRAE's AHR income greatly subsidizes membership dues. It was suggested that there be a strategic initiative created to look at ASHRAE's business model and the value proposition to its members since the dues are only one part of this equation.

New Business

Unification of DALs and DRC Names

Mr. Chakroun asked if it is necessary to distinguish the board directors as Director-at-Large and/or Director and Regional Chair roles, once the individuals are elected and placed on the Board.

The consensus was that once on the Board, all members are considered "directors" but each group still has a few specific roles that are unique to their position, defined in the job descriptions that they must fulfill.

Participation in July 2017 UNEP Low-GWP Workshop Attachment C

Mr. Chakroun reported that ASHRAE has received a letter from UNEP requesting it's attendance at the July 2017 UNEP Low-GWP Workshop meeting in July. UNEP has requested that ASHRAE provide a flammability expert speaker. Mr. James Wolf, Presidential Member was suggested as a potential speaker.

Mr. Olesen will decide on who to invite to be the flammability expert speaker at the event in July and contact them by mid-April, to ask if they can attend the July meeting.

AI - 7

ASHRAE Sustainable Healthy Building Initiative Attachment D

Mr. Littleton reported that the attached proposal is a potential fundraising opportunity for the capital campaign. The proposal was that ASHRAE commissioning engineers could do sustainable healthy building audits and believes that there are members that would contribute to an endowed fund for these audits.

It was pointed out that currently, utility companies provide this service for free and that an audit may not be the solution.

Mr. Littleton will provide feedback to the member who had the fundraising proposal regarding ASHARE Sustainable Healthy Building Initiative.

AI - 8

American Filtration Society MOU Attachment E

Mr. Chakroun moved:

- (1) that ExCom recommends that the American Filtration Society (AFS) /ASHRAE Memorandum of Understanding be approved by the Board of Directors.

MOTION 1 PASSED (Unanimous, CNV)

AI - 9

Formalization of TRAC

Mr. Olesen reported that there had been discussion about whether the Treasurer Advisory Committee (TRAC) needed to be formalized as a committee or if the current format was sufficient for the Treasurer to begin work on their presidential theme and initiatives. The consensus was that the way the group operates currently is fine.

Reporting Structure for LMC and COF

Mr. Littleton reported that the Life Members Club and the College of Fellows are authorized in the Rules of the Board to report to the Board through the Executive Committee. They are also reporting to the Development Committee, as liaisons to that committee from their groups.

It was decided that the current reporting process through ExCom and to Development as a liaison, is adequate.

Antitrust Training for Standards Committees

Mr. Olesen reported that during the new Board member orientation, it was suggested that the antitrust training should be -assigned to the Standards Committee.

Mr. Littleton will work with staff and Mr. Wentz to produce a new antitrust electronic training module.

AI - 10

Proposed Bylaws Changes Attachment F

Mr. Wentz reported that the spousal reimbursement issues need to be addressed due to IRS concerns that are outlined in a letter from the law firm, King and Spalding. Further, the Board directed ExCom to work with King and Spaulding to develop recommended changes in the

bylaws to clarify our policy. Discussion included changing the Rules of the Board to clarify that spousal travel expenses are reimbursed rather than compensated. The IRS requires the reimbursement to be reported on Form 1099, which uses compensation in its title.

ExCom decided that ASHRAE would be better served by changing the Rules of the Board instead of the bylaws.

Mr. Wentz will report to the Board of Directors regarding the proposed changes with regarding to spousal reimbursement.

AI - 11

Engineer Architect – Contractor Forum Attachment G

Mr. Wentz reported that AIA, MCAA and ASHRAE have shown interest in an Engineer Architect – Contractor Forum. This type of forum might provide a needed bridge in the industry.

Mr. Littleton will organize the Engineer Architect - Contractor Forum date, time and location.

AI - 12

Middle East Education Hub

Mr. Chakroun reported that the Dubai municipality is willing to establish an ASHRAE education/training center office. They are willing to help subsidize this office. The staff would be local but their addition to ASHRAE staff would be required to go through the compensation committee. This concept would need to be presented to the Board of Directors with background and fiscal impact. PubEd's budget has funds at \$40,000 a year for an office lease and other expenses but this does not appear to be in the budget for more than this year.

Mr. Chakroun will prepare a document for the Board of Directors about this Middle East Education Hub.

AI - 13

Ms. Hayter will review and present to the Salary Compensation Committee the potential for a new position where the employee would be outside the U.S. employee structure.

AI - 14

Assessment Program for RAC Plants Attachment H

Mr. Chakroun reported that it would be important to have a Presidential Ad Hoc appointed now to begin the work on the assessment programs for the RAC plants and continue the ad hoc into 2018-2019.

Mr. Olesen will work with Mr. McQuade on a priority list of names for this potential ad hoc that would consist of less than ten people.

Mr. Wentz will form a Presidential Ad Hoc for the Assessment Program for RAC Plants and provide the charge, membership.

AI - 15

Adapting Standard 90.1 in Kuwait

Mr. Chakroun reported that the Kuwait government approached him to investigate the possibility of adapting Standard 90.1 in a similar fashion as Standard 90.2 developed in Kuwait. This potentially could be done as a component of the ASHRAE/KFAS MOU. The Kuwait Foundation for the Advancement of Sciences (KFAS) has shown interest in adapting Standard 189.1 for Kuwait and to working with ASHRAE to develop a building rating system for the country. These

are potentially strong opportunities for ASHRAE and a more formal request will be brought to ExCom.

Guidelines for Professional Practice

Mr. Olesen and Mr. Chakroun will notify PubEd about the location of the Professional Practice Guidelines. (*Secretary's Note: This is in reference to an original action item "Work with PubEd and GGAC for the appropriate location to place the Guidelines for Professional Practice in the ASHRAE structure. (Update – 10/2016.)"*)

AI - 16

Climate Knowledge Brokerage Forum

Ms. Hayter reported that this is a group of professionals that deal with climate issues and policy makers. They are not connected to the technical aspects but she wishes that they were. They are requesting information from ASHRAE on how to handle this situation.

Ms. Hayter will explore the engagement between policy makers and technical professionals with regard to climate issues once the Washington D.C. office is fully staffed.

AI - 17

Standing Agenda Items

Marketing/PR Update Attachment I

ExCom Reference Manual Attachment J

Mr. Littleton will update the Executive Committee Reference Manual with appropriate staff changes.

AI - 18

The Executive Committee will review the Reference Manual and give any feedback to Mr. Littleton.

AI - 19

2017 Spring CRC Schedule Attachment K

2017-2018 CRC Schedule Attachment L

Officers' Spring 2017 Travel Assignments Attachment M

Reports of Officers' Intersociety Visits and Additional Meeting Action Items

Mr. Olesen will notify Members Council about the effort to encourage student members to become members of other international societies.

AI - 20

Mr. Olesen reported that he will be working with the Doha Soccer Stadium on how to cool outside spaces. He will be working with TC 2.1.

Mr. Littleton will research opportunities for ASHRAE Expos outside of North America and will report the results to ExCom.

AI - 21

Ms. Scoggins reported that she attended the IIAR Conference and is concerned that ASHRAE's presence in refrigeration is diminishing. This topic is growing quickly and an industry focus.

Executive Session

The Executive Committee had several sessions during the three-day meeting and all discussions are covered in the Executive Session minutes.

Future Meetings

Board of Directors Spring Finance Meeting – Monday, May 1, 2017 9:00 – 10:30 AM

Executive Committee Meetings – Long Beach, California – Annual Meeting

Saturday, June 24, 2017 8:30 AM – 1:00 PM

Wednesday, June 28, 2017 7:30 AM – 9:00 AM

Thursday, June 29, 2017 7:30 AM – 12:00 PM (new ending time)

Adjournment

Mr. Wentz thanked everyone for attending. The meeting was adjourned on Saturday, March 25, 2017



Jeff H. Littleton, Secretary

mdt/2017- 04 -17

Distribution: Board of Directors
Staff Directors

Attachments: A. Report of the Treasurer
B. ASHRAE Special Events Insurance Report
C. Letter of Invitation – UNEP Low-GWP Workshop
D. ASHRAE Sustainable Health Buildings Initiative
E. ASHRAE/American Filtration Society MOU
F. Bylaw Change Officer Compensation
G. Engineer Architect – Contractor Forum Concept
H. ASHRAE – UNEP Assessment Program
I. Marketing/PR Dashboard – February 2017
J. ExCom Reference Manual
K. 2017 Spring CRC Schedule (For review)
L. 2017 – 2018 CRC Schedule (For review)
M. Officers' Spring 2017 Travel Schedules (Tenative)

**ASHRAE
GENERAL (Fund 2)
For the Eight Months Ending Tuesday, February 28, 2017**

Month of Feb		Fiscal YTD Through Month of Feb						TWELVE MONTHS ENDING JUNE 30						Variance Forecast vs. Budget	Comments
Actual FY 2016	Actual FY 2017	Budget FY 2017	Actual FY 2016	Budget FY 2016	Actual FY 2017	Budget FY 2017	Actual FY 2014	Actual FY 2015	Budget FY 2016	Actual FY 2016	Forecast FY 2017	Budget FY 2017			
\$627.4	\$626.1	\$657.5	\$4,958.2	\$5,016.8	\$4,978.3	\$5,188.5	roll up								
acct / Description							Actual								
REVENUES							Actual								
31	Membership Dues Earned Income	\$7,178.7	\$7,281.8	\$7,595.7	\$7,481.7	\$7,649.6	\$7,828.6								(\$179.0) Monthly trend continues to track under budget
32	Publication Sales Income	3,803.6	3,483.9	3,585.5	3,626.1	3,638.3	3,924.8								(\$286.5) Income continues to be down across all book and non-print publication categories. Pub/Ed looking at promotional opportunities.
34	Advertising Income - Display	3,773.1	3,710.8	3,761.0	3,779.4	3,563.4	3,846.0								(\$282.6) Some shifting from print to online advertising as print/digital sales increase
34	Advertising Income - Classified	26.5	32.0	25.0	19.3	18.0	25.0								(\$7.0)
34	Advertising Income - On-line	470.4	595.6	640.0	715.8	835.0	720.0								\$115.0 Additional online opportunities being made available.
35.1	Meeting & Seminar Income	1,965.7	1,578.5	1,737.5	1,529.9	2,206.6	1,968.5								\$238.1 Primarily related to Winter Meeting record breaking attendance
35.2	Certification Registration	148.5	183.3	220.0	187.6	210.0	250.0								(\$40.0)
35.3	Education Registration	1,301.6	1,504.5	1,585.0	1,844.8	1,735.0	2,060.0								(\$325.0) eLearning was offline for 3 months at the beginning of the fiscal year and monthly sales are lagging compared to budget. Looking at new promotional opportunities
37	Special Project Income	50.0	316.6		3.2	45.0									\$45.0
38	Contribution Income	47.2	72.7	30.4	104.2	41.0	41.0								\$0.0
41.1	AHR Exposition Income	3,973.0	5,146.6	4,757.6	5,168.0	5,624.0	5,168.0								\$456.0 Winter Meeting was largest EXPO to date (just over 500,000 net sq. ft.)
41.2	Contributions and Matching Gifts	(1,859.2)	(1,699.5)	(1,839.0)	(1,841.4)	(1,862.7)	(1,859.3)								(\$3.4)
41.3	Exposition Income - Other Countries		145.9	60.0	34.0	162.3	84.0								\$78.3 Larger than anticipated Mexico AHR show (Monterrey)
44	Reserve Transfers	489.2	314.5	398.4	398.4	726.4	861.4								(\$135.0) Capital Campaign won't need budgeted level of funding for 16-17.
46	Miscellaneous Income	341.9	534.4	295.9	322.7	380.1	349.5								\$30.6
TOTAL REVENUES							21,710.2	23,201.6	22,853.0	23,373.7	24,972.0	25,267.5			
EXPENSES:							Actual								
51	Salary Expense	6,988.0	7,357.2	7,832.3	8,205.5	8,245.8	8,328.5								(\$82.7) Hiring of capital campaign/fundraising staff delayed by one quarter.
52	Payroll Taxes, Benefits, Personnel Exp	2,119.3	2,375.3	2,241.5	2,581.5	2,465.3	2,493.0								(\$27.7)
61	Publishing and Promotion Expense	3,524.7	3,757.5	3,673.9	3,786.5	3,557.5	3,831.6								(\$274.1) Reduced product sales translates into decreased expenditures (printing, COGS, shipping, commissions, etc.)
64	Meetings & Conferences Expense	2,286.6	2,178.5	2,262.2	2,335.7	2,743.8	2,768.8								(\$25.0)
66	Travel Expense	2,138.0	1,954.6	2,190.1	1,776.0	2,358.2	2,382.7								(\$24.5)
68	Awards, Certif, Logo Cost of Goods Sold	86.9	98.9	116.5	90.9	120.0	120.0								\$0.0
71	Research Projects & Grants Expense	106.5	100.9	127.5	121.7	131.3	131.3								\$0.0
73	Special Projects Expense	50.0	72.5	110.0	101.3	181.0	162.0								\$19.0
76	Public Relations Expense	129.1	51.0	62.0	79.4	63.9	63.9								\$0.0
78	Occupancy & Insurance	563.4	559.2	575.9	588.6	595.7	595.7								\$0.0
82	Office Expense and Organizational Dues	1,704.0	1,788.1	1,835.4	1,815.0	1,921.0	1,944.1								(\$23.1)
84	Outside Services Expense	1,528.0	1,654.6	1,980.0	1,717.7	2,648.7	2,713.8								(\$65.1) Reduced scope for capital campaign consultant for 16-17.
88	Other Expense	496.8	487.8	491.4	623.2	604.4	619.3								(\$14.9)
88.1	Prepaid Expense (contra acct)	(18.3)	33.8		(560.5)	(475.0)	(475.0)								\$0.0
89	Opportunity Fund	35.0	35.5	100.0		240.0	240.0								\$0.0
90	Depreciation Expense	660.9	631.9	543.5	579.3	534.7	534.7								\$0.0
91	Allocation of Overhead & BOD	(730.0)	(808.5)	(840.0)	(750.3)	(886.5)	(903.9)								\$17.4
TOTAL EXPENSES							21,668.9	22,328.8	23,302.2	23,091.5	25,049.8	25,550.5			
SURPLUS (DEFICIT) before reserve income							41.3	872.8	(449.2)	282.2	(77.8)	(283.0)			
91.5	Headquarters Building Renewal Contributions		0.3												
92	Non-recurring Expenses	474.8	639.5	590.0	477.9	350.0	350.0								
Reserve Investment Income:							Actual								
95	Investmt Income - Reserves (net of exp)	1,778.1	146.5	603.0	(115.9)	566.1	566.1								
96	Transfer Reserves Portion Used Currently	(489.2)	(314.5)	(398.4)	(398.4)	(726.4)	(861.4)								
Remaining Reserve Investment Income							1,288.9	(168.0)	204.6	(514.3)	(160.3)	(295.3)			
OVERALL SURPLUS (DEFICIT) after reserve incor							855.7	65.3	(834.6)	(710.0)	(588.1)	(928.3)			

ASHRAE Special Events

Chapter	Date of event	Type of event	Date app rcvcd	Amt Quoted	Policy Number	Our Fee/comm	Purchased	
Region VIII	4/1/2012	Shooting contest		\$350		\$100	yes	
Michigan	9/6/2012	Fishing contest/boats		\$750		Waived	Yes	
PA	9/13/2012	Shooting contest		\$300		\$100	Yes	
San Diego	9/13/2012	Fishing contest/boats		\$750		Waived	Yes	
Folsom, CA	10/10/2012	Shooting contest		\$300		\$100	Yes	
Alamo, TX	10/10/2012	Shooting contest		\$300		\$100	Yes	
Austin	10/10/2012	Shooting contest		\$300		\$100	Yes	
FL	11/9/2012	Shooting contest		\$300		\$100	Yes	
Ft Loudon, TN	9/29/2012	Lake activites	CANCELLED					
Sacramento	10/10/2012	Shooting contest		\$300		\$100	Yes	
Region VIII	5/10/2013	LaCrosse Tournament		no response				
Richmond	3/12/2012	Shooting contest	Cancelled	\$300				
Wisconsin	6/3/2013	Shooting contest		\$300		\$100	Yes	
Baltimore	4/22/2013	Fishing-Boats		\$641		\$100	Yes	
Central FL	4/6/2013	Dodgeball	CANCELLED	no response				
Philadelphia		Shooting contest		no response				
Nevada	4/13/2013	Sporting Clay Shoot	4/12/2013	\$300		\$100	yes	
Ft Myers, FL	5/4/2013	Fishing Tournament	4/8/2013	\$429		\$100	yes	
West Michigan	5/17/2013	Fishing Tournament	5/3/2013	\$300		\$100	yes	
East Tennessee	6/8/2013	picnic w/ water sports	6/8/2013	\$525		Waived	yes	
PA	9/19/2013	clay sporting event	8/13/2013	\$300		\$100	yes	
Michigan	9/5-9/6/13	fishing event	8/21/2013	\$300		\$100	yes	
Texas	9/20/2013	clay shooting event	8/20/2013	\$300		\$100	yes	
East Tennessee	9/14/2013	picnic w/ water sports	8/29/2013	\$525		waived	yes	
San Jose, CA	10/12/2013	clay shooting event	9/4/2013	\$300		\$100	yes	
San Antonio, TX	10/11/2013	clay shooting event	9/17/2013	\$300		\$100	yes	
Sacramento	10/16/2013	trap shooting event	10/16/2013	\$300		\$100	yes	
Missouri	11/1/2013	shotgun shooting event	9/20/2013	\$300		\$100	yes	
Madison, WI	10/14/2013	virtual/live firing range	10/14/2013	\$300		\$100	yes	
Arizona	11/9/2013	trap shooting event	10/3/2013	\$300		\$100	yes	
LeHigh, PA	12/13/2013	clay shooting event	10/9/2013	\$300		\$100	yes	
FL	11/15/2013	clay shooting event	11/15/2013	\$352		waived	yes	
Jacksonville, FL	unknown	clay shooting event	unknown				NO	
Jacksonville, FL	2/7/2013	oyster event	2/4/2013				NO	all markets declined to liquor liability
Dawsonville, GA	3/5/2014	Sporting Clay Shoot	2/18/2014	\$300		\$100	yes	
Baltimore, MD	4/21/2014	chartered fishing trip	3/12/2014	\$644		-	yes	
Nevada	4/19/2014	Sporting Clay Shoot	4/1/2014	\$300		\$100	yes	
Denver, CO	6/7/2014	Kickball Tournament	4/28/2014	\$300		\$100	yes	
Michigan	5/16/2014	Fishing Fundraiser	5/5/2014	\$300		\$100	yes	
TN	6/21/2014	Membership Event	5/8/2014	\$300		\$100	yes	
Charleston, SC	8/14/2014	Fishing Trip					NO	cancelled event because was no room in budget for special event policy
Houston, TX	9/29/2014	Sporting Clay Tournament	7/31/2014	\$505		\$100	yes	
Austin, TX	10/17/2014	Sporting Clay Event	8/5/2014	\$300		\$100	yes	
LeHigh, PA	10/10/2014	clay sporting event	8/12/2014	\$300		\$100		
San Diego, CA	9/19/2014	fishing event	8/20/2014	\$928		-	yes	
San Antonio, TX	10/17/2014	clay shooting event	8/26/2014	\$300		\$100	yes	
Lakewood, CO	10/17/2014	Brewery Tour	8/22/2014					
West Michigan	9/4/2014	Fishing Event	8/27/2014	\$919		-	yes	
Johnstown, PA	9/18/2014	Sporting Clay Event	9/12/2014	\$300		\$100	yes	
Sacramento, CA	10/1/2014	trap shooting event	9/18/2014	\$300		\$100	yes	
Springfield, MO	10/24/2014	shotgun shooting event	9/23/2014	\$300		\$100	yes	
San Jose, CA	10/12/2014	clay shooting event	10/7/2014	\$300		\$100	yes	
Dayton, OH		Bocce Ball event					no	just received inquiry about event
Phoenix, AZ	11/15/2014	trap shooting event	10/31/2014	\$300		\$100	yes	

West Coast, FL	2/21/2015	Fishing Tournament	-	-				no	just received inquiry about event
West Coast, FL	11/14/2014	clay shooting event		11/5/2014	\$300		\$100	yes	
Dallas	3/19/2015	clay shooting event		1/22/2015	\$300		\$100	yes	
Columbus, OH	4/24/2015	clay shooting event		2/18/2015	\$300		\$100	yes	
Nevada	4/11/2015	clay shooting event		3/4/2015	\$300		\$100	yes	
Witcha, KS	4/24/2015	clay shooting event		3/18/2015	\$300		\$100	yes	
Atlanta GA	4/7/2015	clay shooting event		4/6/2015	\$300		\$100	yes	
Denver, CO	6/7/2015	Kickball Tournament		4/6/2015	\$675		waived	yes	commission from Am Wins
Tulsa, OK	5/28/2015	clay shooting event		4/13/2015	\$300		\$100	Yes	10%
Knoxville, TN	5/2/2015	picnic,boating,volleyball		4/20/2015	\$300		\$100	No	Event Cancelled at last minute
Las Vegas, NV	4/24/2015	clay shooting event		4/15/2015	\$300		\$100	yes	
Western, MI	5/15/2015	fishing		4/20/2015	\$300		\$100	yes	
Halifax Canada	5/28/2015	Sailboat cruise		5/1/2015				no	
Canada	6/5/2015	Paintball		5/8/2015				no	
San Diego	Sep-15	Fishing Charter trip		6/26/2015	\$924	CPS2293886	\$75	yes	10% commission from Am Wins
Houston, TX	9/28/2015	clay shooting event		7/7/2015	\$300	PHPK1376118	\$100	yes	
San Antonio, TX	11/6/2015	clay shooting event		7/28/2015	\$300	PHPK1381684	\$100	yes	
Inland Empire	9/18/2015	clay shooting event		8/18/2015	\$300	PHPK1382126	\$100	yes	
Western MI	9/10/2015	fishing event		8/31/2015	\$750	CPS2293917	\$75	yes	10% Commission from am wins
Aurora CO	10/9/2015	Brewery Tour		8/25/2015	\$550	3AA104717	\$69	yes	12.5% commission from Burns & Wilcox
Nebraska	10/28/2015	clay shooting event		9/17/2015	\$300	PHPK1405814	\$100	yes	
California	10/21/2015	clay shooting event		9/15/2015	\$300	PHPK1396485	\$100	yes	
PA	9/17/2015	clay shooting event		9/8/2015	\$300	PHPK1393621	\$100	yes	
Leigh Valley PA	10/30/2015	clay shooting event		9/8/2015	\$300	PHPK1407399	\$100	yes	
San Jose, CA	10/25/2015	clay shooting event		10/20/2015	\$300	PHPK1411149	\$100	yes	
Austin, TX	10/30/2015	clay shooting event		9/16/2015	\$300	PHPK1406715	\$100	yes	
South Dakota	10/30/2015	clay shooting event		10/16/2015	\$300	PHPK1413165	\$100	yes	
Missouri	11/6/2015	clay shooting event		11/2/2015	\$300	PHPK1416692	\$100	yes	
Arkansas	11/6/2015	clay shooting event		11/4/2015	\$300	PHPK1417006	\$100	yes	
Shreveport	11/20/2015	clay shooting event		11/5/2015	\$450	095B002161	\$45	yes	10% commission from Burns & Wilcox
Tampa	11/13/2015	clay shooting event		11/12/2015				no	too late
Oklahoma	2/26/2016	clay shooting event		2/2/2016	\$215	EV00491	\$100	yes	
Columbus OH	4/1/2016	clay shooting event		3/1/2016	\$333	EV01289	\$100	yes	
Reno, NV	4/11/2016	clay shooting event		2/17/2016	\$176	EV00822	\$100	yes	
Lakewood CO	6/4/2016	kickball tournament		3/22/2016	\$675	CL1745535	waived	yes	10% comm from Am Wins
Fort Worth	4/14/2016	clay shooting event		4/7/2016	\$176	EV01942	\$100	yes	
Sarasota	4/15/2016	clay shooting event		4/11/2015	\$176	EV02023	\$100	yes	
Oklahoma	5/12/2016	clay shooting event		4/26/2016	\$176	EV03003	\$100	yes	
West Michigan	5/13/2016	Fishing event		5/3/2016	\$750	USA4130517	waived	yes	10% commission from Burns & Wilcox
Nebraska	5/19/2016	clay shooting event		5/3/2016	\$176	EV02898	\$100	yes	
Witcha, KS	5/13/2016	clay shooting event		5/9/2016	\$176	EV03068	\$100	yes	
Rochester, NY	6/11/2016	clay shooting event		5/12/2016	\$176	EV03362	\$100	yes	
Georgia	8/13/2016	Lake Lanier boat rental		5/23/2016	\$1,196			No	Cruise cancelled
Austin	7/24/2016	Lake party		6/27/2016	\$825	USA 4136290	\$83	yes	10% commission from Burns & Wilcox
San Diego	9/16/2016	Fishing event		6/30/2016	\$750	CPS2403865	\$75	yes	10% commission from Am Wins
Nebraska	8/6/2016	River Cruise		8/1/2016				No	Cancelled due to crash of boat
Colorado	10/14/2016	Brewery Tour		8/15/2016	\$550	3AA116834	\$69	yes	12.5% commission from Burns & Wilcox
WestMichigan	9/8/2016	Fishing		8/15/2016	\$750	CPS2403902	\$75	yes	10% commission from Am Wins
Greenville	10/31/2016	Fishing Float trip		8/22/2016	\$750		\$75	NO	Cancelled c
Inland Empire	9/16/2016	clay shooting event		8/23/2016	\$208	EV07323	\$100	yes	
Johnstown PA	9/15/2016	clay shooting event		9/7/2016	\$176	EV07647	\$100	yes	
Alamo, TX	10/20/2016	clay shooting event		9/9/2016	\$366	EV08259	\$100	yes	
Houston, TX	10/7/2016	clay shooting event		9/14/2016	\$354	EV08205	\$100	yes	
Big Sky, MT	10/14/2016	clay shooting event		9/15/2016	\$176		\$100		Cancelled
Canada	10/13/2016	clay shooting event		9/16/2016	\$750			NO	Went through Candian broker
Austin	10/28/2016	clay shooting event		10/3/2016	\$235	EV092779	\$100	yes	

South Dakota	10/21/2016	clay shooting event	9/22/2016	\$176	EV08961	\$100	yes	
Sarasota	10/1/2016	Fishing trip	9/26/2016	\$750	CPS2541304	\$75	yes	
Central AZ	11/4/2016	clay shooting event	10/10/2016	\$178	EV09200	\$100	yes	
Nebraska	10/20/2016	clay shooting event	10/10/2016	\$276	EV09263	\$100	yes	
West Florida	11/11/2016	clay shooting event	10/21/2016	\$189	EV09633	\$100	yes	
Ozark Chapter	11/4/2016	clay shooting event	10/28/2016	\$176	EV09833	\$100	yes	
San Jose, CA	11/12/2016	clay shooting event	11/8/2016	\$252	EV10108	\$100	yes	
Chapter	Date of event	Type of event	Date app rcvd	Amt Quoted	Policy Number	Our Fee/comm	Purchased	
Tri County	2/24/2017	Shooting event	2/2/2017	\$177	EV11850	\$100	yes	Start
Central OK	3/10/2017	clay shooting event	2/2/2017	\$251	EV11743	\$100	yes	
No Nevada	4/15/2017	clay shooting event	2/3/2017	\$177	EV11811	\$100	yes	

10% commission from Am Wins

need to report to Shan



Ozone Secretariat

Our ref: Oz.Sec./Safety standards workshop/ASHRAE

03 March 2017

Dear Mr. Littleton,

The Twenty-Eighth Meeting of the 197 Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer (Kigali, 10-15 October 2016) concluded with the adoption of an Amendment to the Montreal Protocol to phase-down hydrofluorocarbons (HFCs), the so-called Kigali Amendment.

Recognizing the importance of the timely update of international standards for flammable low-global-warming-potential (GWP) refrigerants in the implementation of the Kigali Amendment, the parties adopted decision XXVIII/4 on the "establishment of regular consultations on safety standards". A copy of the decision is attached for your ease of reference.

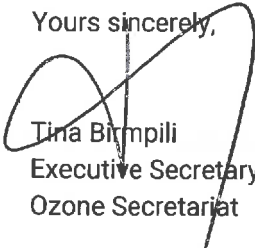
In response to that decision, the Ozone Secretariat plans to organize a workshop on safety standards relevant to the safe use of low-GWP alternatives to be held on 10 July 2017 in Bangkok back-to-back with the thirty-ninth meeting of the Open-ended Working Group of the parties to the Montreal Protocol (Bangkok, 11-14 July 2017). We would be grateful if a representative of the American Society of Heating, Refrigerating and Air-Conditioning Engineers could participate in the workshop as panellist to explain to parties and other stakeholders issues related to the development of safety standards for the refrigeration and air-conditioning sectors of relevance to the implementation of the Montreal Protocol and its Kigali Amendment. A draft agenda of the workshop is also attached to this letter for your kind perusal. In this regard, you may wish to indicate the session you would like your representative to participate in.

In addition, the decision calls, *inter alia*, for regular consultations on international safety standards between the Ozone Secretariat and standards bodies, including ASHRAE.

I would very much appreciate it if you could send nominations of your expert to participate in the workshop to me (tina.birmpili@unep.org) and my colleague Sophia Mylona (sophia.mylona@unep.org) and indicate a contact person our Secretariat could liaise with throughout the process. As the Secretariat endeavours to facilitate the parties' understanding of issues related to safety standards, your experts' guidance and contribution in our discussions under the Protocol would be deeply valued.

I look forward to your positive response to this correspondence and our future co-operation on this important issue.

Yours sincerely,


Tina Birmpili
Executive Secretary
Ozone Secretariat

Mr. Jeff Littleton
Executive Vice President, ASHRAE
Email: JLittleton@ashrae.org
United Nations Avenue, Gigiri
P O Box 30552, 00100 Nairobi, Kenya
Tel +254 20 762 3851/3611 | ozone.info@unep.org
ozone.unep.org

Copy to:

Walid Chakroun, Fellow ASHRAE, Director for Region At Large
Professor, Mechanical Engineering Department
College of Engineering & Petroleum
Kuwait University, Khaldiya
P.O.Box 5969, Safat, Kuwait 13060
Email: wchakroun@gmail.com

From: Littleton, Jeff
Sent: Thursday, February 09, 2017 4:04 PM
To: Mitchell, Kim <KMitchell@ashrae.org>; Ramspeck, Claire <CRamspeck@ashrae.org>; Comstock, Steve <comstock@ashrae.org>
Cc: Smith, Margaret <MSmith@ashrae.org>
Subject: RE: FW: Possible additional objective for ASHRAE campaign

Hi Kim,

Thanks for sharing. Here are some quick observations. We would be employing some members to do the audits and selecting which buildings would receive audits funded by ASHRAE, and that means picking winners and losers (individuals and buildings). Those selections could be done by committee, but it will still be a politically charged issue. I also don't think this is a scalable solution. In other words, we would never have enough funds to have an impact. Say we raised a \$20 million endowment for this purpose that funds \$1 million worth of energy audits every year. That will not have much impact. For example, \$1 million spent promoting the adoption of building energy rating tools in cities or states probably pay far greater dividends and impact more buildings. Finally, for the reasons stated above, I don't think this will be a compelling reason for individual members to contribute to a capital campaign. It might appeal to mfgs who would see this as an opportunity to sell equipment but even that motivation feels weak to me.

It is interesting to think about ASHRAE getting into the business of conducting energy audits that are funded by building owners (vs being funded by an endowment as suggested here), but again I think we are competing with our own members. Doing so would be akin to the model that NSF employs (providing services directly to building owners vs supporting individual members) or even akin to an equipment certification program.

I like the concept of creating tools that focus on making existing buildings more sustainable and healthy. I have always assumed that a sustainable building is a healthy building so 'sustainable healthy' seems redundant. I think we are better served by creating the tools and systems that will be used by members and others instead of attempting to do the work directly.

I think we should honor Jim's idea by having it considered by members responsible for developing the revised campaign case, but I don't think it will get much traction. I would feel obligated to voice these concerns.

Again, a focus on existing buildings in the campaign case is a good idea.

Thanks,
Jeff

Jeff Littleton | Executive Vice President
Extension:1100

From: Mitchell, Kim
Sent: Wednesday, February 8, 2017 12:46 PM
To: Littleton, Jeff <JLittleton@ashrae.org>; Ramspeck, Claire <CRamspeck@ashrae.org>; Comstock, Steve <comstock@ashrae.org>
Cc: Smith, Margaret <MSmith@ashrae.org>
Subject: FW: FW: Possible additional objective for ASHRAE campaign

Jeff, Claire and Steve,

Attached is a concept paper that Jim Wolf wrote about an idea he has been trying to promote. On the surface, it is an idea that could garner support from private Foundations, as well as potentially from some other major donors.

What I need to know is if this idea has merit. Is this an idea that you think ASHRAE could/should further refine and pursue, if we could get significant funding to support it? It has elements that tie into both the Standards and Education areas.

On the up side, if this is realistic and we could do it successfully, it would give a good boost to our visibility and credibility. I'm sure it would require the support of additional staff, but that could be written into the budget and we could raise the funding for that. Of course, there would be many details to consider and the leadership would need to buy into this. At this point, I'm just looking for your thoughts on whether or not this is something you would want to push out to the leadership for their reaction.

As you probably gathered last week, we are not trying to put together capital campaign funding objectives at this time, but we do need to develop a portfolio of funding priorities/opportunities to present to major gift prospects. We will not raise major gifts beyond the usual scholarships and research grants if we don't have anything to present to donors. This idea could be one of those funding opportunities in that portfolio, if it indeed becomes an ASHRAE priority.

Your assistance with this is both needed and greatly appreciated.

Jeff, would it be possible for the four of us to spend a few minutes after next week's Directors' meeting to discuss this?

Thank you,

Kim

Kim Mitchell | Chief Development Officer
Extension:1103

From: GPAWOLF87@aol.com [<mailto:GPAWOLF87@aol.com>]
Sent: Wednesday, February 08, 2017 11:27 AM
To: Mitchell, Kim <KMitchell@ashrae.org>

Cc: Smith, Margaret <MSmith@ashrae.org>

Subject: Re: FW: Possible additional objective for ASHRAE campaign

Kim,

Thank you for the support to vet this concept. I look forward to hearing the results.

Jim Wolf
703-898-7476

In a message dated 2/8/2017 8:59:34 A.M. Mountain Standard Time,
KMitchell@ashrae.org writes:

Jim,

I loved your idea from the first time I heard it, and I do agree that it is shaping up nicely. As usual, there are some hoops to jump through.

Regarding our fundraising efforts, it looks as though we will begin a major gifts initiative while simultaneously gearing up and planning for a capital campaign to begin in about two years. In the meantime, we need funding opportunities to take out to major gift prospects. If the powers that be get behind your idea, then this could be one of those funding opportunities that we start promoting as soon as possible.

With that said, I am going to run this by Jeff, Claire Ramspeck and Steve Comstock for their thoughts. It might be most efficient if I first run this by them before we take it any further. If they think it is doable, then it would be helpful if you tested the waters with some of the member leadership. An initiative of this magnitude would need to be approved by Society leadership, as you know.

Jeff is out of town this week on business. I will send this to the three staff listed above and will try to talk with Jeff about it next week.

Thanks you for your ideas, energy and passion. I know that we were not totally in agreement on some issues during the Development Committee meeting, but I do greatly appreciate your perspective. Some of what we discussed is still up in the air until I have an opportunity to follow up with Jeff next week. Margaret and I will keep you in the loop.

Thanks again, Jim!

Kim



Shaping Tomorrow's
Built Environment Today

Kim Mitchell
Chief Development Officer

ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1103

KMitchell@ashrae.org
www.ASHRAE.org

From: GPAWOLF87@aol.com [<mailto:GPAWOLF87@aol.com>]
Sent: Monday, February 06, 2017 11:38 AM
To: Smith, Margaret <MSmith@ashrae.org>
Cc: Mitchell, Kim <KMitchell@ashrae.org>
Subject: Re: FW: Possible additional objective for ASHRAE campaign

Margaret,

Attached is a revised statement of the idea. I am getting even more convinced that this is a good concept.

Jim Wolf

703-898-7476

From: GPAWOLF87@aol.com [<mailto:GPAWOLF87@aol.com>]
Sent: Saturday, August 20, 2016 10:10 AM
To: Mitchell, Kim <KMitchell@ashrae.org>
Subject: Possible additional objective for ASHRAE campaign

"Dear Kim,

Based on our discussion at lunch at the Region III CRC, below are my thoughts - rough idea:

ASHRAE could establish a major program "campaign" to provide building owners a comprehensive evaluation of their existing building(s) to motivate them to upgrade (renovate) their buildings to be more responsible. The program could be called the "ASHRAE Building Tune-up initiative".

The goal would be to have buildings professionally evaluated as to their energy efficiency, health (IAQ, legionnaires disease), comfort, environmental impact, cost effectiveness, etc.

The building evaluations (health audits) could be provided at no cost to the owner by ASHRAE approved experts and be done in accordance with ASHRAE standards and specific requirements (guidelines) developed by ASHRAE.

The cost of the audits would be paid by ASHRAE from a fund established as part of the major campaign. The auditors would be prequalified, perhaps certified by ASHRAE. Audited buildings would be certified as evaluated in accordance with ASHRAE guidelines (ASHRAE 90.2, Std 62, etc.)

It would likely be possible to get DOE and EPA to join in this effort. All government buildings could be included in the program.

Government incentives and rules may be possible to motivate building owners to make changes to their buildings in accordance with the "Audit" results.

Most of the wasted energy in buildings occurs due to the installed base of outdated technology and equipment and systems that are not maintained properly. Significant energy could be saved, buildings could be maintained for a better indoor environment (Health and comfort), and the environment (in general) could be improved (global warming and resource utilization).

The bottom line goal of this program is to educate and motivate building owners to upgrade their buildings to be more cost effective, healthy, and friendlier for the environment (lower global warming impact)."

Jim Wolf

703-898-7476

ASHRAE Sustainable Healthy Building initiative

ASHRAE could establish a major program "campaign" to provide building owners a comprehensive evaluation of their existing building(s) to motivate them to upgrade (renovate) their buildings to be healthy and sustainable. The program could be called the "ASHRAE Sustainable Healthy Building initiative".

The goal would be to have buildings professionally evaluated as to their energy efficiency, health (indoor environmental quality), comfort, cost effectiveness, etc.

The building evaluations (health audits) could be provided at no cost to the owner by ASHRAE certified experts and be done in accordance with ASHRAE standards and specific requirements (guidelines) developed specifically for this initiative.

The cost of the audits would be paid by ASHRAE from a fund established as part of the major campaign. The auditors would be prequalified, certified by ASHRAE. Audited buildings would be certified as evaluated in accordance with ASHRAE guidelines, developed by a new ASHRAE committee bringing all of the relevant requirements together into an audit document (guideline) based on existing ASHRAE standards such as ASHRAE 90.1, Std 62, Std 55, etc. Also, the same committee or a different one could develop the requirements for certification of auditors and the certification program could be managed by ALI. All of the costs related to development of the guidelines and requirements and management of the certification program would be paid from the new fund.

It would be possible to get State and Federal governments to join in this effort. All government buildings could be included in the program.

Government incentives and funds from other Foundations could be made available to motivate building owners to make changes to their buildings in accordance with the "Audit" results.

Many buildings are not healthy and comfortable, thereby decreasing the performance of employees due to time off from illnesses. In addition, most of the wasted energy in buildings occurs due to the installed base of outdated technology and equipment and systems not operated properly or that are not maintained properly. Significant energy could be saved, buildings could be maintained for a better indoor environment (Health and comfort), and the buildings would be sustainable.

The bottom line goal of this program is to educate and motivate building owners to upgrade their buildings to be more cost effective, healthy, and sustainable.



Memorandum of Understanding ASHRAE and AFS

Founded in 1894, ASHRAE, Atlanta, Georgia advances the arts and sciences of heating ventilating, air-conditioning and refrigeration to serve humanity and promote a sustainable world.

Founded in 1987, AFS, American Filtration and Separations Society, Nashville, Tennessee provides a forum for exchange of information among engineers, scientists, and technologists in all areas of the fluid/particle separation field.

ASHRAE and AFS agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward on the following activities and goals:

CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/AFS senior representatives to:

- Ensure ongoing advancement of collaborative projects.
- Keep each respective organization informed of major initiatives.
- Discuss new opportunities for collaboration.

ASHRAE/AFS shall take responsibility for initiating the first annual liaison meeting. Action items with assigned responsibilities shall be recorded at each meeting. The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are:

For ASHRAE:

Jeff Littleton
Executive Vice President
ASHRAE
1791 Tullie Circle, NE
Atlanta, GA 30329
Phone: 404-636-8400
Email: jlittleton@ashrae.org

For AFS:

Lynn Sholl
Executive Director
AFS
618 Church St., Ste. 520
Nashville, TN 37219
Phone: 615-250-7792
Email: Lyn@afssociety.org

CONFERENCES AND MEETINGS

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to the primary annual meeting.

ASHRAE and AFS agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.

CHAPTER COLLABORATION

ASHRAE and AFS agree to coordinate promotion of joint grassroots meetings of respective members. Exchange of Chapter/Section leader contact information will be considered as one way to accomplish this objective.

ADVOCACY

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and AFS agree to work together on common public affairs goals and ideologies. During annual liaison meetings, public affairs strategies will be discussed and common goals identified. Collaborative opportunities to be considered include:

- Joint promotion of codes and standards at the local, state and federal levels.
- Promoting mutually beneficial positions during the development and passage of state and federal legislation.
- Education of legislators on issues important to the members of each organization.

PUBLICATIONS

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and AFS agree to:

- Provide at least one complimentary subscription the primary membership periodical to be received at the headquarters location of the other organization.
- Explore opportunities to jointly produce publications of mutual benefit.
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Use periodicals to promote the other organization's events, publications and other activities.
- Explore mutually beneficial ways to translate publications for member benefit.

EDUCATION

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and AFS agree to:

- Cross-market educational offerings and the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and AFS.

- Discuss ways that certifications programs can be jointly developed or promoted.

TECHNICAL ACTIVITIES COORDINATION

ASHRAE and AFS agree to foster technical cooperation in areas of common interest by:

- Encourage members in each organization to participate on technical committees and task forces.
- Provide opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to buildings and community developments.
- Establish liaison representatives to key technical committees where mutually beneficial to do so.

RESEARCH

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and AFS agree to:

- Promote research in areas where research results will add to the body of knowledge in [insert subjects];
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources.

TERMINATION

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate.

TERM

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

LEGAL STANDING

This MOU reflects a commitment by ASHRAE and AFS to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and AFS. Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.

FOR ASHRAE

Timothy G. Wentz, P.E.
ASHRAE President

Signature

Date

Jeff Littleton
ASHRAE Executive Vice President

Signature

Date

FOR AFS

Christine Sun, Ph.D.
AFS Chair

Signature

Date

Lyn Sholl
AFS Executive Director

Signature

Date

DRAFT

Jeff,

Thanks again for your email. I have had to give this a bit of thought because, quite frankly, this is a difficult situation.

First, I want to emphasize again that a tax-exempt organization's payment for a Board member's spousal travel, even when the amount paid for such travel is reported on an IRS Form 1099, is nonetheless potentially subject to challenge in the event of an IRS audit. Under case law interpreting the treatment of spousal travel under various provisions of the Internal Revenue Code (including in situations where the entity involved is taxable instead of tax-exempt), the courts have interpreted narrowly provisions that allow payment of travel expenses when a spouse is performing a business function. In particular, the courts generally do not regard attendance at company social events as constituting a business function. That said, it is of course good (especially since it is legally required) that ASHRAE is reporting amounts paid for officers' spousal travel as compensation to the officers, and that it reports on its IRS Form 990 that it pays for spousal travel.

Recognizing that amending the Bylaws is a hassle, and also that to include reference to spousal travel may also highlight the fact that the organization is doing that, if ASHRAE is going to continue to pay for spousal travel, it should amend its Bylaws to permit this practice. This could help protect not only the organization, but also the individual officers (and the Board members, in general), if the practice were challenged as being unauthorized, whether by an individual ASHRAE member, the state Attorney General (who has jurisdiction over non-profit corporations) or the IRS. (This is separate from the tax issue, although the IRS might also use the Bylaws prohibition of compensation to officers as a further argument for attacking the practice in the event of a challenge.)

Accordingly, if ASHRAE intends to continue to reimburse officers for spousal travel, it should amend the Bylaws. The amendment would read something along the lines of the following:

"Section 5.1 of the Bylaws is hereby amended by adding a new clause to the end of the third sentence, with the result that the third sentence in its entirety shall read:

Elected officers shall receive no salary, emolument, or compensation for services rendered to the Society as officers; provided, however, that the Society may pay for or reimburse an officer for reasonable expenses incurred in connection with attendance of Society

meetings by the officer's spouse; further provided that all such expenses, in order to be paid or reimbursed, must be substantiated in accordance with the Society's policies and procedures for expense reimbursement; and further provided that the Society shall report all such expense payments and reimbursements as income to the officer through the filing of an IRS Form 1099 or other appropriate mechanism."

I am sorry for the bad news, as I know you were hoping for a different result! Please let me know if you wish to discuss this or if we can be of further assistance in helping to prepare the Bylaws amendment.

I hope you get to go fishing in Montana soon!

Kind regards,
Connie

Constance F. Dotzenrod | King & Spalding LLP

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Shaping Tomorrow's
Built Environment Today

Proposal: Architect – Contractor - Consulting Engineer Forum

Our industry is evolving rapidly, driven by technology to produce ever-higher performing buildings. This new focus on performance requires a truly integrated approach to design, construction, operation and maintenance.

The building industry and, ultimately, society would benefit from an event that brings together architects, contractors and consulting engineers to address the issues that revolve around high performance buildings. The purposes of the event would be to improve the business working relationship between architects, contractors and engineers and to provide a forum in which all three disciplines share information and discuss perspectives on building design, construction, operation and maintenance.

Three options are provided for consideration:

Option 1

- A session in ASHRAE's Building Performance Analysis Conference, which will be held in Atlanta September 27 - 29, 2017
- Panel discussion: Hot topics, led by subject matter experts
- Co-organized by ASHRAE, MCAA and AIA

Option 2

- 1 day forum
- Held in Atlanta September 26, 2017 (the day before ASHRAE's Building Performance Analysis Conference)
- Co-organized by ASHRAE, MCAA and AIA
 - Organizing committee comprised of members from all three organizations
 - Marketing/Promotion by all three organizations
 - Coordinated sponsorship opportunities, such as for coffee breaks and a luncheon
 - Space for small ASHRAE, MCAA and AIA bookstores for sales of targeted publications
 - Space for small ASHRAE, MCAA and AIA membership/help desks
- Forum Program Elements
 - Building construction trends by a BOMA representative or industry guru
 - Panel discussions: Hot topics, led by subject matter experts
 - Successful business practices: architect's perspective, consulting engineer's perspective, contractor's perspective - a collaborative perspective
 - Workshop session on creating and maintaining collaborative relationships
 - Workshop session on collaborative efforts to overcome gaps in educational offerings, design guides, research and other similar topics.

Summary of the Scope of
ASHRAE-UNEP Assessment Program of
Sustainable Operations and Maintenance of Refrigeration and Air Conditioning Plants

(As part of ASHRAE-UNEP 2017-2018 Joint Work Plan)

DRAFT COPY VERSION 2.0: FEBRUARY 23, 2017

Meeting Date: Sunday January 29th, 2017

Meeting Location: Cesar's Palace Hotel, Las Vegas, NV.

Participants in the meeting:

Walid Chakroun, Fellow ASHRAE

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Background:

UN Environment (UNEP) and ASHRAE recently launched, at ASHRAE 2017 Winter Conference, their Biennium joint Work Plan of 2017-2018 which titled "Working beyond High-GWP Refrigerants". One of the main elements of the new work plan is to develop an assessment program for the sustainable operation and maintenance of refrigeration and air-conditioning plans.

There are several programs, around the globe, for certifying field technicians out of which many are focusing on the refrigerants side like the F-Gas certification in EU. UNEP and AHRI currently have a joint initiative to develop a globally recognized and accepted qualification program that sets minimum requirements for sound management of refrigerants through the supply chain network and its relevant operations. This program is known as the Refrigerant Driving License (RDL). RDL intends to offer a

globally accepted qualification which will be industry driven program for the sound management of refrigerants. Although RDL doesn't intend to overrule any existing relevant governmental certification schemes, it can offer an opportunity for developing countries without such certification programs.

The value of such programs become critical as low-GWP alternatives become available to the market. Many of these solutions have flammability concerns and compliance with safe handling practices are necessary to eliminate risks to humans and to property.

The value of this program cannot be understated but it is, also, important to understand its limitation. This program is focused on the practices of the service technician. A gap exists in the knowledge of how to operate and maintain refrigeration and air-conditioning plants/systems, especially medium and large scale ones, in a sustainable, efficient and safe manner.

The ASHRAE-UNEP Assessment Program aims to develop an international guideline for the safe and sustainable operation and maintenance of air-conditioning and refrigeration plants, with special focus on developing markets, and that compliance to these practices can be verified through a point-based qualification or verification scheme.

Overview of the Project:

This ambitious project would entail the compilation of best practices related to the following areas related to the operation and management of air-conditioning and refrigeration systems/plants:

1. Safe storage and proper handling of refrigerants
2. Periodic leak checking and proper documentation
3. Checklist for maintaining equipment to extend life and maintain energy efficiency
4. Fault detection and preventative maintenance
5. Proper commissioning and recommissioning practices to optimize system performance
6. Minimum required servicing equipment and tools
7. Proper disposal of equipment and reclamation of refrigerant at end of product life.
8. Competencies of personnel/companies responsible of operating and/or maintaining the refrigeration and air-conditioning plants

As with any project with UNEP the resulting guideline will be provided free of charge to the intended users. Two important business cases need to be developed in order to ensure the success of such a program. The first is to develop the program in such a way that end users will see a positive business case in implementing the program. As with the RDL, this could be developing templates that regulators in developing countries could use to require compliance to these best practices and that qualification in the program could be used to verify compliance. Or the economic benefit of this program in terms of energy efficiency savings and operating costs needs to exceed the cost of compliance to the guideline. The second business case that needs to be made is that ASHRAE must be able to develop a revenue stream as a result of this program that exceeds the costs to develop and maintain it.

This could come in the form of in-person or on-line training. Or, the sale of literature that supports the implementation or compliance to the guideline requirements.

Proposed Work Plan:

The work being completed in 4 separate stages with formal approval "gates" at the end of each stage.

Stage I: Specification and Business Case Development

Stage II: Development of technical modules with resulting checklists and procedures

Stage III: Formal review and Pilot of the program

Stage IV: Launch and Outreach

Stage I: Specification and Business Case Development

This stage will be focus of the work of the initial presidential Ad hoc committee. The goals of this stage will be to develop a comprehensive specification that will include: starting with categorizing the RAC plants that will be addressed under this program then moving to a comprehensive outline of guideline content, identification of the ASHRAE, UNEP, and other outside resources and experts needed to complete the development of the content, a work-breakdown structure (WBS) an schedule for the overall project, and, lastly to develop the business case for adoption by the end user and the business case for ASHRAE's positive cash flow from its implementation. At the completion of this stage, a report will be provided to a monitoring committee (the Executive Committee for ASHRAE and to ASHRAE-UNEP Liaison Committee) for review. At that time that monitoring committee will approve or request revision prior to moving to Stage II of the project. The expectation is that this Stage I effort should take six to eight months.

It's recommended that participation to the Ad hoc Committee includes representation from other associations and organizations as well as experts from developing countries to ensure that the outline of the final product is applicable to all regions and countries. Recommendations for membership in the Ad hoc committee can be found in Appendix I.

Stage II: Development of Technical Modules with Resulting Checklists and Procedures

Based on the recommendations for the resources contained in the specification, Stage II will be the organized development of the technical content in specified for the guideline and any other materials needed for its marketing and distribution. I envision the ASHRAE resources to be mainly drawn from the following Technical Committees:

- T.C. 2.8 Building Environmental Impacts and Sustainability
- T.C. 3.2 Refrigeration System Chemistry
- T.C. 3.6 Water Treatment
- T.C. 3.8 Containment
- T.C. 6.1 Hydronic and Steam Equipment and Systems
- T.C. 7.3 Operation and Maintenance Management
- T.C. 7.7 Testing and Balancing
- T.C 7.8 Owning and Operating Costs.
- T.C. 8.6 Cooling Towers and Evaporative Condensers
- T.C. 8.8 Refrigerant Controls and Accessories
- T.C. 9.1 Large Building Systems
- T.C. 9.2 Industrial Air Conditioning

T.C. 10.3 Refrigerant Piping

Also from Representatives from the Refrigeration Committee and PMS 1634: Guide for Sustainable Refrigerated Facilities and Refrigeration Systems.

The establishment of a Multidisciplinary Task Group (MTG) within the Technical Activities Committee (TAC) structure may be the most efficient method to manage the work between multiple TCs. The MTG structure also allows for other outside entities to participate in the project process. UNEP staff and other relevant associations such as BCXA (Building Commissioning Association); AFE (Association for facilities Engineering, etc., could be invited to participate as well. Selection of the Chair and Vice Chair of the MTG must be strategic as a good project manager with strong interpersonal skills to manage a project of this size will be needed. Obviously, the intent would be to draw heavily from previously developed material contained in the ASHRAE Handbooks, Standards, Guidelines and application guides. However, it is very likely that new material will need to be developed and the WBS should reflect that. This will likely be the longest stage of the project. At the end of this stage the MTG should vote to submit the guideline and program content to be formally reviewed (Stage III).

Stage III: Formal Review and Pilot of the Project.

In this stage, the developed content should be reviewed by an independent committee representing the targeted user of the guideline and technical experts who were not involved in the development of the guideline. Any concerns or comments should be provided to the Stage II team with a detailed explanation of concerns or suggestions for improvement.

Once the content passes the formal review process, the program should be piloted at 2 or more locations for a duration of at least 6 months. Installations that have year round loads would be preferred to ensure the maximum amount of run hours under various load conditions. Locations for the pilots should be identified during Stage II but they should be sites that have a variation of climate zones or levels of humidity should be considered to make sure a variety of conditions and situations to benchmark the program.

During the pilot period a Voice of the Customer (VOC) exercise should be conducted by the ASHRAE publications group to gather input from potential users, government officials, service providers, and equipment manufacturers in order to provide data for the final stage of the project, Stage IV.

Stage IV: Launch and Outreach

Based on the original user business case developed in Stage I and the VOC data gathered in Stage III, a targeted marketing campaign should be created by ASHRAE with the cooperation and support of UNEP. The purpose would be to accelerate the voluntary adoption as well as market the program to government code officials in the hope that compliance with this program be made mandatory. Seminars providing an overview of the benefits of this program could be provided within certain regions by local ASHRAE chapter members or through a web-based

interface. Training for facility managers, operating engineers, and service technicians on the details and benefits of the program should be developed. UNEP may also want to hold regional seminars to promote the program to Ozone officers and Environmental officials from targeted countries. Lastly, the Publications Committee should be reviewing and packaging materials that can be sold to support the implementation of the program in various regions.

Conclusion:

This cooperative program between UNEP and ASHRAE is opportunity to provide a comprehensive safe and sustainable operation and maintenance of air-conditioning and refrigeration plants, targeting developing markets, and that compliance to these practices can be verified through a point-based qualification or verification scheme. It will be developed using the technical resources of ASHRAE in a four stage project where-by a comprehensive specification is developed, the content developed, the program and modules review and piloted, and lastly a campaign to effectively deploy the guidelines and supporting material to the developing country users it is targeted for.

Appendix I: Names of possible members of the Ad Hoc Committee

Ayman El-Talouny (ASHRAE Member, UNEP)

William Walter (ASHRAE Board Member, Expert on Standard 15, and other safety codes)

John Vucci (ASHRAE Member, University of Maryland Physical Plant)

William F. McQuade (ASHRAE Board Member)

Hilde Dhont (Daikin, member of EN13313 review team)

Cesar Luis Lim (ASHRAE and member ASHRAE PMS-1634 Guide for Refrigerated Facilities)R. S.

Agarwal (India)

Didier Coulomb (IIR)

Koji Yamashita (Mitsubishi Electric Corporation, JRAIA)

Greg Picker (Refrigerants Australia)

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Key Performance Indicators Snapshot				Marketing Dashboard			
		Monthly compare to last year		February 2017 Fiscal Year: 2016-17			
Publications Sold	1,854	274↓	-32%	Non-Dues Revenue (in thousands)			
ASHRAE.org Visits	163,735	↑	42%	Feb. actual	Feb. budget	% of budget	
Education Registration	151	↓	-19%	\$765	\$840	91%	
Certification Applications	223	↓	-3%	YTD actual	YTD budget		
Media Placements	784	↓	-47%	\$14,420	\$14,250	101%	
Ads Sold	1,484	127↑	16%				
Publications							
Publication Type	Print			Electronic			
	Feb. 2017	YTD 2016-17	YTD 2015-16	Feb. 2017	YTD 2016-17	YTD 2015-16	
Books/papers/articles	528	10,289	12,391	345	2,673	2,644	
Standards	446	4,975	5,191	535	4,910	5,673	
AEDGs (life to date)		ASHRAE.org					
Total Downloads	Print	Views			Visits		
583,326	26,268	Feb. 2017	Feb. 2016	YTD 2016-17	YTD 2015-16	Feb. 2017	Feb. 2016
		360,750	390,599	2,735,213	3,107,989	163,735	115,709
ASHRAE Learning Institute							
		Feb. 2017	Feb. 2016	YTD 2016-17	YTD 2015-16		
Attendees at instructor-led online seminars		39	0	279	220		
Attendees at instructor-led seminars at ASHRAE conferences		0	0	1,167	916		
Attendees at in-company, chapter, industry events seminars		112	187	1,511	1,182		
Totals		151	187	2,957	2,318		
Certification							
Applications Received	Apps. Rcvd. Feb. 2017	Apps. Rcvd. Feb. 2016	LTD % passage	Exams Taken YTD 16-17	Exams Taken YTD 15-16	Certs. Earned YTD 16-17	Certs. Earned YTD 15-16
Commissioning (BCxP)	38	NA		274	229	168	157
Building energy assesstmt. (BEAP)	35	42	76.7	Key Dates			
Building energy modeling (BEMP)	64	53	66.3	Sustainable Management of Refrigeration Technologies in Marine and Off-Shore Fisheries Sectors April 6-8, 2017 / Bangkok, Thailand			
Commissioning (CPMP)	57	99	82.9	CHR Expo (Chinese Refrigeration Expo) April 12-14 / Shanghai, China			
High performance building (HBDP)	26	27	60.8	ASHRAE Webcast Take Control: Using Analytics to Drive Building Performance April 20 / 1:00 – 4:00 PM EDT			
Healthcare design (HFDP)	18	28	81.1	AIA Expo (Booth #2835) April 27-29 / Orlando, Florida			
Operations/maintenance (OPMP)	13	14	48.7	ASHRAE Annual Conference June 24-28 / Long Beach, California			
Totals	223	231					
PR Activity							
	Feb. 2017	Feb. 2016	YTD 2016-17	YTD 2015-16			
Releases	4	11	55	51			
Pitches	0	1	7	40			
Inquiries	3	6	27	27			
Placements	784	1,489	5,091	6,410			
Advertising Sold - Journal/HPB/ASHRAE.org							
	Feb. 2017	Feb. 2016	YTD 2016-17	YTD 2015-16			
Print ads	31	38	467	568			
Digital ads	1,453	1,277	11,954	9,972			
2017 Annual Conference							
	Member Paid	Non-Mem. Paid	Reduced fee	Comp	Total	Cumulative	
Feb. 2017	0	0	0	0	0	0	
Feb. 2017	0	0	0	0	0	0	



Marketing/PR Dashboard Legend

All activities reflect comparisons by month and year for current fiscal year vs. previous fiscal year

LTD: life-to-date

Non-dues revenue: comparison of non-dues revenue (in thousands) actual to budget.

Publications: comparison of sales (print and electronic download) of publications (books, papers and articles) and standards.

ASHRAE.org Site Traffic: Views represents the number of times pages on ASHRAE.org are viewed; visits represent the unique number of visitors to ASHRAE.org.

ALI Student Count: The number of attendees at courses offered under ASHRAE Learning Institute; eLearning reflects the monthly number of courses purchased (which may include individuals who purchased more than one course)

PR Activity: A release is a news release issued by ASHRAE. A pitch is a contact by ASHRAE to a reporter regarding a possible story angle. An inquiry is a contact by a reporter to ASHRAE seeking information on an activity. Placement: refer the number of times ASHRAE is mentioned in magazines and newspapers (both print and electronic).

Certification Applicants: Indicates number of applications received for specific certification programs. Does not include individuals who earned a certification by virtue of serving on an examination development subcommittee.

Healthcare Facility Design Professional (HFPD)- launched June 2007

High Performance Building Design Professional (HBDP) - launched June 2008

Operations and Performance Management Professional (OPMP)- launched Jan. 2009

Commissioning Process Management Professional (CPMP) - launched June 2009

Building Energy Modeling Professional (BEMP) - launched Jan. 2010

Building Energy Assessment Professional (BEAP) - launched Jan. 2011

Building Commissioning Professional Certification (BCxP) - launched Apr. 2016



Executive Committee

Reference Manual

March 16, 2014

Executive Committee Reference Manual

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* * * * *

DEFINITION

(ROB 1.100.002)

Each council or committee may establish a Reference Manual, which may contain guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the council or committee and serves as an educational tool for new members. The Reference Manual is an internal document of the council or committee and requires the approval of that council or committee only.



ASHRAE Speaker's Guide for Officers

ASHRAE Officer Involvement
In Commercial Speaker Invitations
(Approved by ExCom 2007-11-12)

Most speaking engagements give ASHRAE officers the opportunity to build relationships and publicize ASHRAE in a positive way. Occasionally, speaking invitations will come directly from or be closely allied to commercial firms. Guidance is needed to avoid ASHRAE officer speaking engagements from being used to inappropriately imply ASHRAE's endorsement of companies or products.

Commercial firms and even the media can sometimes 'spin' an otherwise innocent and non-commercial appearance into an implied endorsement of a firm or products in corporate newsletters, meeting announcements, press releases, and all forms of electronic communications. Hence, ASHRAE officers must avoid putting themselves in the position where the 'spin' can occur.

ASHRAE officers should not speak at:

- Closed corporate events – Examples include distributor conferences, company-wide management meetings, headquarters grand openings, etc. Note that this restriction applies only to firms active in built environment and related markets. It does not apply to not-for-profit organizations.
- Conference events named for a company – Examples include the "Bry-Air Awards" tied to ACREX ("Bry-Air has instituted the "Awards for Excellence in HVAC&R" to encourage, motivate and award excellence in innovative thinking..."). The line between an event named for a company and sponsored by a company is thin. It would be appropriate, for example, for ASHRAE officers to speak at "ACREX Innovation Awards" which happens to be sponsored by Bry-Air but not to speak at the "Bry-Air Awards".
- Political events that support one particular political party or politician – Examples include fund-raising events.
- Paid speaking engagements – All events in which an ASHRAE officer receives compensation for speaking. The appearance can be made if the payment is turned down and if the appearance does not otherwise imply endorsements.

Because the commercialism involves many 'gray' areas, officers should consult with EVP if they are not sure about whether the speaking opportunity is appropriate.



Opportunity Fund Procedure

ExCom Procedure for Prioritizing Requests of Opportunity Funds
Approved by ExCom 06-01-26

1. Decisions on use of Opportunity Funds will be considered at any time of a Society year other than at Society annual meetings.
2. All council chairs will report their requests to ExCom at its Wednesday meeting at Society winter meetings.
3. ExCom requests will be submitted to the Board of Directors.*

*See ROB 2.407.003.4 (below)

2.407.003.4

The Executive Committee is responsible for prioritizing and setting funding amounts of requests for funds from the Opportunity Fund prior to submitting the requests to the Board of Directors.

ASHRAE Media Guide for Spokespeople

January 2011

ASHRAE Communications Staff

Jodi Scott, jscott@ashrae.org

Amanda Dean, adean@ashrae.org

Media Procedures for Publicizing ASHRAE

Media calls received by members or other staff should be forwarded to communications staff to ensure that the most appropriate spokesperson is interviewed and to ensure that ASHRAE's key messages are delivered.

The ASHRAE president is the chief spokesperson for the Society. When external contacts occur, the ASHRAE staff will identify the appropriate spokesperson for that topic. (ROB 1.201.036)

Guiding Principles

ASHRAE, as the worldwide leader in advancing the arts and sciences of HVAC&R, is in a position to create many opportunities to obtain media coverage. To take advantage of these opportunities, ASHRAE has developed clear media procedures that can be utilized by the Society's volunteer and professional leadership. The policy is supported by resources, training and the commitment of ASHRAE leadership.

There are three guiding principles that form the basis for ASHRAE's approach to working with the media to deliver its messages.

1) Communicating to the public has important benefits to ASHRAE

- Member recruitment
- Member retention
- Building support for ASHRAE standards and the process by which they are developed
- Maintaining its status as the leading HVAC&R organization
- Public education
- Increased sales of products and programs

2) Communicating with the media is a very efficient (and inexpensive) way to communicate to ASHRAE key audiences:

- Current members
- Potential members
- Government officials (local/regional/state/federal)
- Opinion leaders
- General public
- Model code officials
- Building owners and managers
- Industry stakeholders

3) Communicating with the media must follow the basic rules of the trade:

- Meet the reporter's deadline (missing the deadline destroys media relationships and diminishes ASHRAE's value to the public and its own members)
- Speak with positive clarity, have a clear message and deliver it with conviction
- Build relationships with reporters, especially those that will cover ASHRAE related issues over time.
- When organizations refuse to speak to the press, the organization loses credibility and reporters assume there is something being avoided, some uncomfortable issue or angle that the group does not want to disclose. Either way, it is a very bad policy.
- There is always something positive to say on any issue. With just a little training this is easy to do.

Media Procedures

The intent of these procedures is to address these communication challenges.

Procedures. Media calls are handled by the communications staff. Media calls received by members or other staff should be forwarded to this section to ensure that the most appropriate spokesperson is interviewed and to ensure that ASHRAE's key messages are used. Communications staff talks to media to determine the subject of the story being written or produced, the deadline and any additional materials that reporters may be interested in (such as studies or position documents). Staff then contacts the most appropriate spokesperson. Our goal is to provide a spokesperson's name and contact information on the same day of the media call and for the spokesperson to speak to reporters in advance of their deadlines.

Media contact. ASHRAE encourages its officers and spokespeople to speak with the media. This document, in large part, was prepared to offer guidelines on how best to work with the media in order to advance ASHRAE's mission and continued growth. The answer to the question, "Is it okay to talk with the media?" is yes, absolutely.

When The Press Calls. All media contacts should be reported to the ASHRAE Communications office. This allows the entire organization to benefit from the media interest and it allows for a more strategically executed media plan.

Authorization. While it is helpful to have ASHRAE represented in the general and trade press as a leader in the field of standards development and industry expertise, it is also useful to calibrate how members speak to reporters. Based on ASHRAE's organizational structure, a system of using members trained in media contact makes the most sense. This approach enables reporters to report on ASHRAE activity more accurately and assists ASHRAE in providing to the media messages that advance the Society's mission. Two tiers of media contact are used by ASHRAE:

Tier One

The first tier utilizes pre-determined spokespersons, including members of the Executive Committee, to respond to media requests. Spokespersons will be identified by Communications staff based on past media experience with those members. Topics include:

- Role of ASHRAE (standards, research, professional development)

- Current issues of interest to the general public and media (indoor air quality, energy design guidelines, etc.)
- Positions on more specific technical topics that generate media interest, such as air craft cabin indoor air quality, office productivity, etc.

Tier Two

The second tier outlines messages limited to the current president and Executive Committee of ASHRAE. Topics would include everything in the first tier and sensitive issues related to specific ASHRAE activities. In these cases, the ASHRAE Communications staff can prepare tightly designed message points that will allow ASHRAE to have a voice in media coverage without taking a conflict-causing position. Examples would be Society positions on specific challenges to standards or research projects.

The Interview Process

Pre-Interview. When a reporter calls for information, there are a few questions that ASHRAE's professional staff asks to help make the subsequent interview more successful. These questions may include:

- 1) Asking for the reporter's deadline (when they have to turn the story in to their editor).
- 2) Asking the reporter about the story. What is it about? Who have they spoken to already? What do they see as the key issues of interest to their readers? What does the reporter know about ASHRAE?
- 3) Asking if their questions can be made available ahead of time. Don't expect they will comply (the more sophisticated the publication, the less likely you are to see any questions in advance).
- 4) Asking if the spokesperson can fact-check their portion of the story once it is completed. Again don't expect a yes every time.

Interview. Keep in mind that this is an ASHRAE interview. You should identify your ability to talk on the reporter's topic by citing your ASHRAE qualifications, your past or current committee membership, for example. There is no benefit to ASHRAE if your company name and affiliation are used to identify you in articles.

Key Messages. Your goal in talking to the media is to share the important work that ASHRAE is doing. Reporters have only so many inches or seconds in which to tell a story. Your focus should be on sharing the Society's work and how it positively impacts the industry. Try to avoid providing too much background or too many details about the inner-workings of ASHRAE – readers don't care how a committee is established – they just want to know how the committee's work impacts them.

Follow-up. Once an interview is over, there is still important work to be done. Make sure the ASHRAE media interview procedures have been followed. If the reporter typically covers issues related to ASHRAE's mission, it may be useful to establish a relationship with the reporter in order to encourage further interaction. ASHRAE professional staff can provide guidance in this regard. Follow-up is also called for once the story is published to either compliment the reporter on a job well done or to correct misinformation if the reporter got it wrong.

Post-Interview Perception. It is not uncommon to feel disappointment once the final story is published. Reporters can get the facts wrong; they can misquote you or take your quote out of context. While media training can help to minimize these challenges, they do happen and spokespersons should know that ASHRAE professional staff and elected officers understand that there is always some risk when speaking to the media. On balance, however, ASHRAE has decided that the overall benefits of a more proactive media policy far outweigh the occasional misquote or misinformation.

Rehearse. Practice the procedures using simulations. Do they work well? What adjustments are necessary? Also, once an interview is scheduled, have someone play the role of the reporter and ask the tough questions. Everyone benefits from this kind of preparation.

Collateral material. ASHRAE has a number of fact sheets, issues papers and other background materials specifically designed for reporters that can answer many of their basic questions. These materials are supplements to, not a replacement for, a media interview. Reporters want to be able to quote a person, not a piece of paper.

Communication Assistance Contact List. When ASHRAE members have questions or need help with media related issues they should contact:

- Jodi Scott at jscott@ashrae.org
- Amanda Dean at adean@ashrae.org

ExCom Minutes Posting on ASHRAE Website

On March 16, 2014, ExCom passed the following motion:

That approved Executive Committee open minutes and attachments be posted to the website within 30 days after approval and that this motion be placed in the Executive Committee's Reference Manual.

The motion was reported to the Board of Sunday, June 29, 2014/

On July 14, 2011, ExCom passed the following motion:

That approved Executive Committee minutes and attachments be posted on the ASHRAE website within 30 days after approval and that this motion be placed in the Executive Committee's Reference Manual.

The motion was reported to the Board on July 21, 2011.



CRC SCHEDULE 2016-2017

<u>FALL 2016</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	ROCHESTER ROCHESTER, NY	LONG ISLAND GARDEN CITY, NY	AUGUST 3 RD WEEK	AUGUST 18-20	WENTZ/CHAKROUN	WRIGHT	JIM BROWE
REGION II	NB/PEI MONCTON, NB	MONTREAL MONTREAL, PQ	AUGUST 4 TH WEEK	AUGUST 26-28	HAYTER/SCOGGINS	ABRAMS	DAN BOUDREAU
REGION III	PHILADELPHIA PHILADELPHIA, PA	ROANOKE ROANOKE, VA	AUGUST 3 RD WEEK	AUGUST 18-20	HAYTER/TSUI	MITCHELL	GARY DEBES
REGION IV	ATLANTA ATLANTA, GA	NORTH PIEDMONT GREENSBORO, NC	AUGUST 2 ND WEEK	AUGUST 11-13	WENTZ/TSUI	LITTLETON	BRIAN JUSTICE
REGION V	DAYTON DAYTON, OH	NORTHERN INDIANA SOUTH BEND, IN	JULY 4 TH WEEK	JULY 28-30	WENTZ/GRAEF	ABRAMS	EVAN NUTT
REGION VII	BIRMINGHAM BIRMINGHAM, AL	TENNESSEE VALLEY CHATTANOOGA, TN	AUGUST 1 ST WEEK	AUGUST 4-6	OLESEN/SCOGGINS	COMSTOCK	CHRIS GRAY GREG HAMAKER
REGION IX	NEBRASKA OMAHA, NE	KANSAS CITY KANSAS CITY, MO	AUGUST 1 ST WEEK	AUGUST 4-6	WENTZ/GRAEF	LITTLETON	TYLER GLESNE
REGION X	SOUTHERN CALIFORNIA LOS ANGELES, CA	SACRAMENTO VALLEY SACRAMENTO, CA	AUGUST 3 RD WEEK	AUGUST 11-13	OLESEN/CHAKROUN	MASTERSON	CHRISTINE LAZO
REGION XII	SOUTHWEST FLORIDA FORT MEYERS, FL	BRASIL SAO PAULO, BRAZIL	AUGUST 3 RD WEEK	AUGUST 4-6	HAYTER/CHAKROUN	RAMSPECK	RICHARD BROOKS
REGION XIII**	THAILAND BANGKOK, THAILAND	SINGAPORE SINGAPORE	AUGUST 4 TH WEEK	SEPT 30 – OCT 2	ALL OFFICERS	ALL DIRECTORS ADELEMANN	APICHIT LUMLERTPONGPANA
RAL**	THAILAND BANGKOK, THAILAND	SRI LANKAN COLOMBO	SEPTEMBER 3 RD WEEK	SEPT 30 – OCT 2	ALL OFFICERS	ALL DIRECTORS ADELEMANN	PANKAJ DHARKAR
<u>SPRING 2017</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	ST LOUIS ST LOUIS, MO	IOWA DES MOINES, IA	MAY 1 ST WEEK	APRIL 20-22	WENTZ /SCOGGINS GRAEF	PETTIGREW	BRIAN INGENTHON
REGION VIII	CENTRAL OKLAHOMA OKLAHOMA CITY, OK	ALAMO SAN ANTONIO, TX	APRIL 4 TH WEEK	APRIL 27-29	OLESEN/TSUI	COMSTOCK	JOHN SEMTNER JOE SANDERS
REGION XI	PUGET SOUND SEATTLE, WA	VANCOUVER ISLAND VICTORIA, BC	MAY 2 ND WEEK	MAY 18-20	WENTZ/GRAEF	GUPTA	TAMAS BENCSEK

Additions and/or revisions are shaded. ** Joint CRC Regions

Revised: January 17, 2017

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, RAMSPECK, GUPTA, MITCHELL, ADELMANN, PETTIGREW, GURLEY, MASTERSON, SCARBOROUGH, GRANT, KELLER, RATCHIFF



CRC SCHEDULE 2017-2018

<u>FALL 2017</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	LONG ISLAND GARDEN CITY, NY	NEW JERSEY NEWARK, NJ	AUGUST 3 RD WEEK	AUGUST 17-19	HAYTER/TSUI		RICH HALLEY
REGION II	MONTREAL MONTREAL, PQ	WINDSOR WINDSOR, ON	AUGUST 4 TH WEEK	AUGUST 25-27	BOYCE/SCHWEDLER		ISABELLE LAVOIE
REGION III	ROANOKE ROANOKE, VA	PITTSBURGH PITTSBURGH, PA	AUGUST 3 RD WEEK	AUGUST 17-19	SCOGGINS/SCHWEDLER		PATRICK MURDOCK
REGION IV	NORTH PIEDMONT GREENSBORO, NC	SOUTH CAROLINA COLUMBIA, SC	AUGUST 2 ND WEEK	AUGUST 10-12	HAYTER/SCOGGINS		HEATHER PLATT
REGION V	NORTHERN INDIANA SOUTH BEND, IN	TOLEDO TOLEDO, OH	JULY 4 TH WEEK	JULY 27-29	BOYCE/SCOGGINS		MATT BELKO
REGION VII	NASHVILLE NASHVILLE, TN	TENNESSEE VALLEY CHATTANOOGA, TN	AUGUST 1 ST WEEK	AUGUST 3-5	OLESEN/SCHWEDLER		DAVID BALLARD PJ MEZERA
REGION IX	KANSAS CITY KANSAS CITY, MO	SOUTH DAKOTA SIOUX FALLS, SD	AUGUST 1 ST WEEK	AUGUST 3-5	BOYCE/TSUI		TOM BENASSI
REGION X	SACRAMENTO VALLEY SACRAMENTO, CA	SAN JOAQUIN FRESNO, CA	AUGUST 3 RD WEEK	AUGUST 17-19	BOYCE/KEEN		KEVIN BALDWIN
REGION XII	PANAMA SECTION PANAMA CITY, PANAMA	SPACECOAST COCOA BEACH, FL	AUGUST 2 ND WEEK	AUGUST 9-12	OLESEN/TSUI		ROSS MONTGOMERY
REGION XIII	SINGAPORE SINGAPORE		AUGUST 4 TH WEEK	AUGUST 25-26	KEEN/OLESEN		
RAL	CAIRO SHARM EL SHEIKH, EGYPT		SEPTEMBER 3 RD WEEK	SEPTEMBER 22-24	OLESEN/HAYTER/ SCHWEDLER		MAGED FOUAD
<u>SPRING 2018</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1st, 2nd, 3rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	IOWA DES MOINES, IA	WISCONSIN MILWAUKEE, WI	MAY 1 ST WEEK	MAY 3-5	HAYTER/KEEN		JASON KEMS COREY METZGER
REGION VIII	ALAMO SAN ANTONIO, TX	MEXICO CITY MEXICO CITY, MEXICO	APRIL 4 TH WEEK	APRIL 25-28	HAYTER/TSUI		FRED GLEESON
REGION XI	VANCOUVER ISLAND VICTORIA, BC	ALASKA ALASKAN CRUISE	MAY 2 ND WEEK	MAY 3-5	OLESEN/SCOGGINS		LOUISE SMITH

Additions and/or revisions are shaded.

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PRESIDENTIAL TRAVEL - 2017-2018		REVISED April 12, 2017 by Lois		
MONTH/YEAR	MTG DATE	NAME	LOCATION	ASHRAE REP
JUNE 2017				
	June 9-12	CIBSE/ASHRAE	Boston	Wentz, Hayter, Olesen, Littleton
	May 28-june 3	visit Cuba	Santiago-de-Cuba, Havana	Olesen
	June 21-29	ASHRAE Annual meeting	Long Beach	All
JULY 2017				
	July 21-23	APPA	San Francisco	Boyce
	July 13-16	Senior Officers Retreat	Hornbæk, Denmark	Wentz, Olesen, Hayter, Boyce, Littleton
	July 27-29	Region V CRC	South Bend, IN	Boyce/Scoggins
	July 26-29	ACAIRE Conference	Bogota, Columbia	Olesen
AUGUST 2017				
	August 3-5	Region VII CRC	Nashville, TN	Olesen, Schwedler
	August 3-5	Region IX CRC	Kansas City, MO	Boyce/Tsui
	August 6-9	Building simulation conference	San Francisco	Olesen
	August 09-12	Region XII CRC	Panama City, PANAMA	Olesen. Tsui
	August 10-12	IESNA	Portland, OR	Boyce
	August 10-12	Region IV CRC	Greensboro, NC	Hayter, Scoggins
	August 17-19	Region X CRC	Sacramento, CA	Boyce, Keen
	August 17-19	Region I CRC	Garden City, NY	Hayter, Tsui
	August 17-19	Region III CRC	Roanoke, VA	Scoggins, Schwedler
	August 25-27	Region II CRC	Montreal, PQ	Boyce, Schwedler
	August 25-26	Region XIII CRC	Singapore	Olesen, Keen
September 2017				
	September 2-4	Healthy Buildings Asia	Tainan, Tiawan	Olesen
		CIBSE (staff meeting- all week)	Atlanta, GA	
	September 10-12	ICC	Columbus, OH	Hayter
	September 12-15	CONBRAVA conference-exhibition	Sao Paolo, Brazil	Hayter
	September 13 - 15	SHASE	Kochi, Japan	Olesen
	September 22-24	RAL CRC	Sharm El Sheikh, EGYPT	Hayter, Schwedler, Olesen
	September 24-28	IAPMO	Anchorage, AK	Hayter
	September 26-29	JSRAE Annual Conference	Tokyo, Japan	Olesen
		CATAAR	South American	
	September 27 - 29	ASHRAE Bldg Performance Analysis Conf	Atlanta, GA	???????
October 2017				
	October 3-6	VDI-GBG Tagung	Konstanz, Germany	Olesen
	October 11-14	ASES	New Orleans	Hayter
	October 9-11	North UK Speaking Tour (Ireland)	Ireland	Olesen
	October 11-13	CIBSE/ASHRAE	London, UK	Olesen
	October 14-17	North UK Speaking Tour (Scotland)	Scotland	Olesen
	October 19-21	ISHVAC conference	Jinan, China	Olesen
	October 22-28	SMACNA and chapter visit	Maui, Hawaii	Olesen
	October 5-14	Solar Decathlon	Denver, CO	Hayter
	October 10-13	AABC	Lahaina, HI	Boyce
	October 15-18	ACEC Fall Conference/CAMEE	Orlando, FL	Hayter
	October 19-22	ASPE Plumbing Engineers	Montreal, QB	Boyce
November 2017				
	November 1-2	Washington DC senior officers	Washington DC	Olesen, Hayter, Boyce, Littleton
	November 3-4	Board meeting	Atlanta, GA	All
	November 4-5	Excom meeting	Atlanta, GA	All
	November 12-14	AHRI	Miami, FL	Hayter
	November 7-9	Green Build	Boston, MA	Olesen
	November 10-11	Developing Economies Conference	New Delhi, India	Olesen
	November 16 - 18	Conference, ASHRAE chapter	Bali, Indonesia	Olesen
	November 16 - 18	DKV (German Refrigeration Conference)	Bremen, Germany	Olesen
	November 21-22	CIBSE Olympia Show	London, UK	Olesen
	November 30 - Dec. 2	KGH Serbian HVAC & R Society Conference	Serbia	Hayter
December 2017				
	November 30 - Dec. 2	SHASE 100 year	Tokyo, Japan	Olesen

?				
January 2018				
	January 8-12	NIBS Bldg. Innovation	Washington DC	(D.Knight) Scoggins
	January 17-25	ASHRAE Winter Conference	Chicago, IL	ALL
February 2018				
	February 26- March 1	BOD Orientation and Appointments	Atlanta, GA	Hayter + ExCom
	February 12-14	ACCA Conference	Wash, DC	Scoggins
	February 23-25 or longer	ACREX plus chapter visits	Bangalore, India	Olesen
March 2018				
	March 3-9	????????	San Diego, CA	Olesen
	March	ASHRAE Webcast Taping	Atlanta, GA	
	March 11-14	Cold Climate HVAC	Kiruna, Sweden	Olesen
	March 14-16	Mostra Convegno-Aicarr	Milano	Olesen
	March 18-21	IIAR National Refrigeration Conf. & Expo.	Colorado Springs, CO	Hayter
	March 22 - 25	ASHRAE Spring ExCom	????????	All
	March 25-29	MCAA	San Antonio, TX	Olesen
April 2018				
	April 22-24	AASA meeting	Brussels, Belgium	Olesen, Hayter, Littleton
	April 22-24	REHVA General Meeting	Brussels, Belgium	Olesen, Hayter, Littleton, Comstock?
	????????	UNEP-ASHRAE Meeting	Paris	Olesen, Chakrun, Comstock
	????????	AICARR	Italy	Olesen
	Not available yet	NAE Convocation	Washington, DC	Scoggins, Littleton
	April 11-13	CAR	Shanghai, CHINA	Olesen
	April 25-28	NEBB		Boyce
	April 25-28	Region VIII CRC	San Antonio, TX	Hayter, Tsui
May 2018				
	May 1-2 ?????	DC Leadership meetings	Washington DC	Olesen, Hayter, Boyce, Littleton
	May 3-5	Region VI CRC	Des Moines, IA	Hayter, Des Moines
	May 3-5	Region XI CRC	Victoria, BC	Olesen, Scoggins
	Not available yet	ASE EE Global	? Washington, DC	
	May 14-??????	JSRAE, SHASE, Daikin	Tokyo,-Osaka, Japan	Olesen, Hayter, Boyce, Littleton
June 2018				
	June 3-6	RoomVent and Ventilation conference	ESPOO, Finland	Olesen
	June 17-21	IndoorAir and Climate 2018	Philadelphia,	Olesen
	June 21-27	ASHRAE Annual Conference	Houston, TX	All
	June 21-23	AIA	New York City, NY	
	June 24-26	BOMA Intl Conference and Expo		