



MINUTES

EXECUTIVE COMMITTEE MEETING
HILTON AMERICAS
HOUSTON, TEXAS
JUNE 23 and 27, 2018

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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June 23 and 27, 2018

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Principal Motions
Executive Committee Meeting
June 23 and 27, 2018

- | <u>No – Pg.</u> | <u>Motion</u> |
|-----------------|--|
| 1 – 4 | that the proposed Public Policy Priorities for SY 2018-2019 in Attachment F be approved. |
| 2 – 5 | that the Foundation Board of Trustees recommends to the ASHRAE Executive Committee that they approve the changes in Attachment K to the Foundation Trustee Rule of the Board 3.300.007.2 and forward to the Board of Directors for approval. |
| 3 – 6 | that the Scholarship Trustees recommend ExCom and Board approval of the Gordon V. R. Holness Engineering Technology Scholarship for \$5,000 with the following criteria in Appendix B of the Scholarship MOP. |

The ASHRAE Gordon V. R. Holness Engineering Technology Scholarship shall be awarded to a full-time undergraduate engineering technology student enrolled at a post-secondary educational institution in accordance with the following Special Considerations:

- a. The program is ABET or PAHRA-accredited, or
- b. The program is accredited by any agency outside the USA that is part of the Sydney Accord or has a signed Memorandum of Understanding with ABET, or
- c. The school has an active ASHRAE student branch

Preference shall be given to a student attending a school with an active ASHRAE student branch.

All eligible students must meet the Society's general criteria for an Undergraduate Engineering Technology Scholarship as listed in the ASHRAE Scholarship Rules.

- | | |
|-------|---|
| 4 – 7 | that the Scholarship Trustees recommend ExCom and Board approval of the ASHRAE Houston Chapter Scholarship of \$3,000 with the following criteria in Appendix D of the Scholarship MOP: |
|-------|---|

The ASHRAE Houston Chapter Endowed Scholarship shall be awarded to a full-time undergraduate mechanical engineering student enrolled at a post-secondary educational institution where the following criteria are met:

- a. The program is accredited by ABET or the institution has an active ASHRAE student branch, and
- b. The student must be enrolled in a school within the geographic boundaries of the ASHRAE Houston Chapter

Preference shall be given to a student attending a school with an active ASHRAE student branch. All eligible students must meet the Society's

general criteria for an Undergraduate Engineering Scholarship, including a 3.0 grade point average, where 4.0 is the highest, as listed in the ASHRAE Scholarship Program Guidelines. If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full-time undergraduate mechanical engineering student in the geographic boundaries of ASHRAE's Region VIII.

5 – 9

that consent motion 3 – 7 be approved:

3. that the Scholarship Trustees recommend ExCom approval of the following revisions to 4.2 of the Scholarship Manual of Procedures regarding the Announcement of Scholarship:

4.2 Announcement of Scholarship

~~4.1.1~~ 4.2.1 Notice of all scholarships, application deadlines, and application material shall be available on the ASHRAE website.

~~4.1.2~~ An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States, its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in the ROB-3.700 Society Scholarship Program Rules.~~

4.2.2 Notice of all scholarship availability shall be transmitted by electronic communication to ASHRAE Regional Vice Chairs for Student Activities, Chapter Student Activities Chairs, and Student Branch Advisors for notification of eligible students.

~~4.1.3~~ The announcement letter and accompanying forms will be sent to either the Student Branch Advisor (if applicable), or the Dean of Engineering or relevant Department Chair. The announcement letter should be sent at least two months prior to the application deadline.

4. That the Scholarship Trustees recommend ExCom approval of the following revisions to 3.3 of the Scholarship Manual of Procedures regarding the Responsibilities of the Chief Staff Officer

3.3 Responsibilities of the Chief Staff Officer shall include the following:

- a) The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to, the following:

- Name and address of scholarship recipient
 - Amount of the scholarship awarded
 - Period over which the scholarship is to be distributed to recipient
 - Criteria used to select the recipient
 - ~~Relationship, if any and if otherwise know, between the recipient and any officer of ASHRAE or any ASHRAE member~~
 - Purpose of the scholarship
 - Restrictions, if any, placed upon the scholarship
 - Methods used to publicize the availability of the scholarship
 - Original application of the candidate
 - Recommendation and action taken on the application by the Scholarship Trustees
 - Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.
5. that the Scholarship Trustees recommend ExCom approval of the following revisions to 4.1.1 of the Scholarship Manual of Procedures as follows:

4.1.1 The Scholarship Trustees normally meet at the ASHRAE Winter and Annual Conferences Annual Meeting. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair.

6. that the Scholarship Trustees recommend ExCom approval of the following revisions to the criteria for University-specific Scholarships in Appendix C of the Scholarship Manual of Procedures:

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. The scholarship shall meet all the general criteria in the Society's Scholarship Rules.

3. The school must have an active ASHRAE student branch.
4. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates.
(11-06-26-5B)

7. that the Scholarship Trustees recommend ExCom approval of the following revision to Appendix E of the Scholarship Manual of Procedures for Freshman Scholarship Special Considerations:

- ~~— 2. Applicant must be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the scholarship application deadline.~~

Action Items
Executive Committee Meeting
June 23 - 27, 2018

<u>No – Pg.</u>	<u>Responsibility</u>	<u>Summary of Action</u>	<u>Status</u>
1 – 2	Littleton	(Carryover) Reapply as a partner to CCAC, instead of as an actor. (Update: 1/2017 – Ongoing. 3/2017- Ongoing. 6/2017- Ongoing. 11/2017- Ongoing. 1/2018 – Ongoing. 4/2018 – Ongoing	_____
2 – 2	Tsui	(Carryover) Discuss with CAR their interest in working with CCHVC on a Building Performance Award. (Update: 4/2018 – Ongoing, Tsui will continue to follow up with CAR. 6/2018 – Ongoing.)	_____
3 – 2	Boyce	(Carryover) Confirm with Members Council that no diversity policy is needed after adding diversity to the Society Core Values. (Ongoing: 6/2018.)	_____
4 – 2	Littleton	(Carryover) Develop a general repository of Board Ad Hoc reports from the last two years and create Basecamp folders. (Ongoing: 6/2018.)	_____
5 – 2	Hayter/Littleton	(Carryover) Review the perception and optics of sponsors, regarding the May meetings in Japan and develop some guidelines. (Ongoing: 6/2018.)	_____
6 – 2	Boyce	(Carryover) Have Members Council investigate the sponsorship and mentoring programs (including those dealing with Developing Economies). (Ongoing: 6/2018.)	_____
7 – 2	Littleton	(Carryover) Research with Technology staff and ISO whether we can have common standards with ISO. (Ongoing: 6/2018.)	_____
8 – 2	Boyce	(Carryover) Work with Members Council on a policy statement for regions to travel for potential joint CRCs using normal regional flight costs. (Ongoing: 6/2018.)	_____
9 – 2	Littleton	(Carryover) Develop modifications to the Employee Handbook with regard to “harassment, confidentiality and retaliation” and have ExCom review. (Ongoing: 6/2018.)	_____
10 – 2	Schwedler	(Carryover) Discuss with SRC if Audit Committee is the right place for misbehavior outside of financial impropriety especially from staff leadership. (Ongoing: 6/2018.)	_____
11 – 2	Littleton	(Carryover) Make the minor editorial changes to the NSF MOU. The changes are considered editorial and do not need further approvals. (Ongoing: 6/2018.)	_____

12 – 3	Littleton	Prepare a draft template for an ASHRAE/ASPE MOU.	_____
13 – 3	Hayter	Make a Board director assignment to study the Electronic Communications Committee including discussing the future scope, purpose and organizational location of the committee.	_____
14 – 4	Boyce	Work with -GAC (formerly GGAC) to develop a reporting strategy for motions and recommendations coming from the committee to EXCOM and the Board.	_____
15 – 4	Littleton	Develop draft a Commercialism and Sponsorship Policy for regions and chapters.	_____
16 – 4	Littleton	Summarize the list of ASHRAE headquarters building questions and provide a Q & A document for members to access on the ASHRAE website.	_____
17 – 5	Schwedler	Develop criteria for when it would be appropriate to pay volunteers for the development of standards.	_____
18 – 9	Littleton	Revise the Scholarship Guidelines contained in the Scholarship Trustee MOP.	_____
19 – 11	ExCom	Send the ExCom motion to the Board that requests that the 2021 Winter Meeting be held at the Palmer House hotel in Chicago.	_____



MINUTES
EXECUTIVE COMMITTEE MEETING
June 23 and 27, 2018

MEMBERS PRESENT:

Bjarne W. Olesen, President
Sheila J. Hayter, President-Elect
Darryl K. Boyce, Treasurer
Julia A. Keen, Vice President
Mick C. A. Schwedler, Vice President
M. Ginger Scoggins, Vice President
Edward K.C. Tsui, Vice President

NOMINEES PRESENT:

M. Dennis Knight, Vice President Nominee
Farooq Mehboob, Vice President Nominee
Daniel C. Pettway, Vice President Nominee

GUESTS PRESENT:

Saturday, June 23, 2018:

Costas Balaras	Tim Wentz
Alekhya Kaianathbhatta	Charlotte Dean
Tom Phoenix	Tom Watson
Richard Humphrey	Don Brandt
Paul Lindahl	Bill Walter

Wednesday, June 27, 2018:

Peter Simmonds	Doug Cochrane
Elise Keland	Charlotte Dean
Scott Wayland	Abhishgk Khurana
Alekhya Kaianathbhatta	

STAFF PRESENT:

Jeff H. Littleton, Executive Vice President
Mary D. Townsend, Executive Assistant to the Board
Vanita Gupta, Director of Marketing
Craig Wright, Director of Administrative Services
Kim Mitchell, Chief Development Officer
Stephanie Reiniche, Director of Technology
Lilas Pratt, Manager – Special Projects
Joyce Abrams, Director of Member Services
Alice Yates, Director of Government Affairs
Jim Scarborough, Manager – Grassroots Government Affairs
Jeremy Pollack, Manager – Federal Government Affairs
Nicole Blount, Sr. Mgr. of Development: Major and Planned Gifts
Mark Owen, Deputy Director of Publishing and Education

Call to Order

President Olesen called the meeting to order on Saturday, June 23, 2018 at 8:36 AM.

Review of Agenda

The following items were added to the agenda:

- ASHRAE Headquarters Sale Background Information – Littleton
- LTD Dubai Training Center Report – Olesen
- Building Performance Awards – Tsui

Approval of Minutes

Ms. Hayter moved:

that the minutes from the April 18 – 20, 2018 ExCom meetings be approved.

MOTION PASSED (Unanimous, CNV)

Review of Action Items

Action items 1-11 are ongoing and are included in the action item list at the beginning of the minutes. Updates are included where possible.

AI 1-11

Report of the Treasurer Attachment A

Mr. Boyce reported that the 2017-18 General Fund forecast deficit (\$264.8K) continues to be on track to be better than the 2017-18 Budget deficit of \$301.4K. ASHRAE staff have made a concerted effort to cut expenses such as travel to assist in this reduction.

A 2018-19 budget deficit of \$63.1K will be presented to the BOD in Houston. The first draft of the 2019-20 budget had a deficit of \$436.6K. The Finance Committee will look at ways to lower that deficit before presentation to the Board in May 2019 for approval. Changes include asking Councils to prioritize programs that could be cut to reduce expenses. This should also include requesting the committees to prioritize and reduce expenses.

Executive Session

The executive session was held on both Saturday, June 23 and Wednesday, June 27 and the minutes for those two meetings are documented in separate executive session minutes.

Committee Reports**AEDG** Attachment B

Mr. Phoenix reported he is the chair of AEDG but this is not an ASHRAE committee. AEDG is a separate entity. Mr. Schwedler serves on the committee for ASHRAE and has submitted a report to the Executive Committee.

Unfinished Business**Draft ASHRAE/ASPE Memorandum of Understanding Attachment C**

Mr. Littleton reported that both associations are submitting comments for a draft memorandum of understanding.

Mr. Littleton will prepare a final draft template for an ASHRAE/ASPE MOU

AI-12

ASHRAE/REHVA MOU Update Attachment D

Mr. Wentz reported that the ASHRAE/REHVA Task Force has been negotiating diligently over the past Society year and have made progress. A revised MOU is being developed that encompasses most of the points that describe how REHVA and ASHRAE will communicate and collaborate. The task force needs direction between the following two options to proceed:

- Option 1 – Allows groups to be formed and also allows groups to affiliate with REHVA national associations.
- Option 2 – Allows ASHRAE sections to affiliate with REHVA national associations, but not groups.

Currently, chapters have the power to affiliate with the national association. Examples of this activity exist in Pakistan and Columbia. Groups do not have the power to affiliate with a national association according to the current ASHRAE Rules of the Board. There was substantial discussion on this topic; however, the issue was tabled with more discussion to continue in the future.

PEC Restructure Ad Hoc – Revised Proposal Attachment E

Ms. Keen reported that the attached report shows the revised PEC structure to date, but expects more revisions in the future. There are two committees whose optimal location is being discussed: Historical and Electronic Communications. Discussion included:

- Locating Historical under Members Council
- ECC could report to the Executive Committee.
- ECC might fit nicely under Marketing and shift its name to the Communications Committee.

Ms. Hayter will make a Board director assignment to study the Electronic Communications Committee including discussing the future scope, purpose and organizational location of the committee.

AI-13

New Business**AIRAH MOU and possible ASHRAE Chapter in Australia Attachment F**

Mr. Wentz reported that there is movement to revise the existing ASHRAE/AIRAH MOU. A conference call was recently held to discuss the ongoing efforts to affiliate either a chapter, section or a group with AIRAH. A survey is also planned to be sent to both AIRAH and ASHRAE members in Australia to see how needs of members in Australia can be met.

ASHRAE Chapter – South Africa

Mr. Wentz reported that the South African chartering will be on July 27, 2018 and that Ms. Hayter will be leading the ASHRAE delegation. There will be a large contingent of officers in attendance from the Region-at-Large. Mr. Richard Humphrey will be the President of the chapter and has scheduled visits with 19 different organizations. These include universities, engineering societies and companies. The South African Institute of Refrigeration and Air-Conditioning (SAIRAC), a member of ASHRAE’s AASA, is one of the planned visits.

GGAC Public Policy Priorities and Information Update Attachment G

Mr. Boyce moved:

- (1) that the proposed Public Policy Priorities for SY 2018-2019 in Attachment F be approved.

The Rule of the Board requires GGAC to annually develop a list of proposed public policy priorities and to submit them to Members Council and the Executive Committee for approval. The current list was developed during the GGAC Executive Subcommittee Planning Retreat in Washington, DC.

MOTION 1 PASSED (Unanimous, CNV)

Mr. Boyce will work with GAC (formerly GGAC) to develop a reporting strategy for motions and recommendations coming from the committee to ExCom and the Board.

AI-14

Commercialism Policy and Society Sponsorships Attachment H

Ms. Scoggins reported that it would be helpful to have a slide added to the ExO presentation to explain the commercialism policy and society sponsorships. ExCom tasked staff to develop a comprehensive Sponsorship policy and to continue to educate members on the difference between those policies, especially as they relate to the introduction of the plenary session speaker.

Mr. Littleton will develop a draft Commercialism and Sponsorship Policy for regions and chapters.

AI- 15

ASHRAE Headquarters Sales Background Information

Mr. Littleton announced at the plenary session and through an email announcement the sale of ASHRAE’s HQ building. These announcements have generated numerous questions from members. Staff has been tasked to create a web page that provides background, FAQs, etc. and to notify members about that web page.

Mr. Littleton will summarize the list of ASHRAE HQ building questions and provide a Q & A document for members to access on the ASHRAE website.

AI - 16

ASHRAE/ISO Standards Harmonization Attachment I

Mr. Olesen reported that Mr. Tom Watson and Mr. Bill Walter were invited to speak to the Executive Committee about ISO 817 and ASHRAE Standard 34.

Mr. Watson explained that the two standards are very similar but they are not the same. The difference creates a situation where two toxicity tests need to be completed which is very expensive and takes a great deal of time. There is a great deal of overlap. ISO formed a group to review the differences and create some harmonization, but they are still searching for leadership for the group, for the funding of the effort, and whether or not use of volunteers is appropriate.

The decision was to wait for Standard 34 to be voted on at this meeting and allow the motion to come up through Technology Council and to ExCom for approval.

Mr. Schwedler will develop criteria for when it would be appropriate to pay volunteers for the development of standards.

AI - 17

PASA-EHC Recommendation to delete ROB Attachment J

Ms. Scoggins reported that Technology Council has postponed this discussion. It is tabled for now within Standards and they plan to send it to the TC OPPs committee and then back to Technology Council. The lawyers' opinion is that a member's petition does not give it more weight.

LTD Dubai Training Center Report Attachment K

Mr. Olesen reported that the most current information on the Dubai Training Center has been sent to the Board for their review.

Building Performance Awards

Mr. Tsui reported there will be a student competition for the 4.1 High Performance Building Award in China. They are very committed to continuing the competition and award. This may be an opportunity for CTTC to be a co-organizer. The timeline is the second half of next year or 2020 when the CR expo is being held.

REPORTS FROM OTHER REPORTING BODIESPresident-Elect Advisory Committee

Ms. Hayter wanted to express that her experience with PEAC this past year was very good and worked well. Mr. Boyce added that his first PEAC meeting was off to a great start.

Foundation Trustees Attachment L

Mr. Tsui moved:

- (2) that the Foundation Board of Trustees recommends to the ASHRAE Executive Committee that they approve the changes in Attachment L to the Foundation Trustee Rule of the Board 3.300.007.2 and forward to the Board of Directors for approval.

MOTION 2 PASSED (Unanimous, CNV)

Mr. Littleton reported the following information items:

- Foundation Board of Trustees Manual of Procedures has been updated.
- Foundation Board of Trustees reviewed proposed changes to the Foundation Bylaws and will ask Trustees to vote after a 30-day waiting period.
- Foundation Board of Trustees approved the Foundation Gift Policies and Guidelines.

Scholarship Trustees Attachment M

Mr. Schwedler moved:

- (3) that the Scholarship Trustees recommend ExCom and Board approval of the Gordon V. R. Holness Engineering Technology Scholarship for \$5,000 with the following criteria in Appendix B of the Scholarship MOP.

The ASHRAE Gordon V. R. Holness Engineering Technology Scholarship shall be awarded to a full-time undergraduate engineering technology student enrolled at a post-secondary educational institution in accordance with the following Special Considerations:

- d. The program is ABET or PAHRA-accredited, or
- e. The program is accredited by any agency outside the USA that is part of the Sydney Accord or has a signed Memorandum of Understanding with ABET, or
- f. The school has an active ASHRAE student branch

Preference shall be given to a student attending a school with an active ASHRAE student branch.

All eligible students must meet the Society's general criteria for an Undergraduate Engineering Technology Scholarship as listed in the ASHRAE Scholarship Rules.

MOTION 3 PASSED (Unanimous, CNV)

Mr. Schwedler moved:

- (4) that the Scholarship Trustees recommend ExCom and Board approval of the ASHRAE Houston Chapter Scholarship for \$3,000 with the following criteria in Appendix D of the Scholarship MOP:

The ASHRAE Houston Chapter Endowed Scholarship shall be awarded to a full-time undergraduate mechanical engineering student enrolled at a post-secondary educational institution where the following criteria is met:

- c. The program is accredited by ABET or the institution has an active ASHRAE student branch, and
- d. The student must be enrolled in a school within the geographic boundaries of the ASHRAE Houston Chapter

Preference shall be given to a student attending a school with an active ASHRAE student branch. All eligible students must meet the Society's general criteria for an Undergraduate Engineering Scholarship, including a 3.0 grade point average, where 4.0 is the highest, as listed in the ASHRAE Scholarship Program Guidelines. If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full-time undergraduate mechanical engineering student in the geographic boundaries of ASHRAE's Region VIII.

MOTION 4 PASSED (Unanimous, CNV)

Mr. Schwedler moved:

(5) that consent motion 3 – 7 be approved:

8. that the Scholarship Trustees recommend ExCom approval of the following revisions to 4.2 of the Scholarship Manual of Procedures regarding the Announcement of Scholarship:

4.2 Announcement of Scholarship

4.1.1 ~~4.2.1~~ Notice of all scholarships, application deadlines, and application material shall be available on the ASHRAE website.

~~4.1.2 An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States, its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:~~

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in the ROB 3.700 Society Scholarship Program Rules.~~

~~4.2.2 Notice of all scholarship availability shall be transmitted by electronic communication to ASHRAE Regional Vice Chairs for Student Activities, Chapter Student Activities Chairs, andn Student Branch Advisors for notification of eligible students.~~

~~4.1.3 The announcement letter and accompanying forms will be sent to either the Student Branch Advisor (if applicable), or the Dean of Engineering or relevant Department Chair. The announcement letter should be sent at least two months prior to the application deadline.~~

9. That the Scholarship Trustees recommend ExCom approval of the following revisions to 3.3 of the Scholarship Manual of Procedures regarding the Responsibilities of the Chief Staff Officer

- 3.3 Responsibilities of the Chief Staff Officer shall include the following:
- a) The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to, the following:
- Name and address of scholarship recipient
 - Amount of the scholarship awarded
 - Period over which the scholarship is to be distributed to recipient
 - Criteria used to select the recipient
 - ~~Relationship, if any and if otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member~~
 - Purpose of the scholarship
 - Restrictions, if any, placed upon the scholarship
 - Methods used to publicize the availability of the scholarship
 - Original application of the candidate
 - Recommendation and action taken on the application by the Scholarship Trustees
 - Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.
10. that the Scholarship Trustees recommend ExCom approval of the following revisions to 4.1.1 of the Scholarship Manual of Procedures as follows:
- 4.1.1 The Scholarship Trustees normally meet at the ASHRAE Winter and Annual Conferences ~~Annual Meeting~~. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair.
11. that the Scholarship Trustees recommend ExCom approval of the following revisions to the criteria for University-specific Scholarships in Appendix C of the Scholarship Manual of Procedures:

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. The scholarship shall meet all the general criteria in the Society's Scholarship Rules.
3. The school must have an active ASHRAE student branch.

- 4. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates. (11-06-26-5B)

- 12. that the Scholarship Trustees recommend ExCom approval of the following revision to Appendix E of the Scholarship Manual of Procedures for Freshman Scholarship Special Considerations:
 - ~~—2. Applicant must be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the scholarship application deadline.~~

MOTION 5 PASSED (Unanimous, CNV)

AI - 18

Mr. Littleton reported the following information items from the Scholarship Trustees meeting:

- The Scholarship Trustees approved the following students to receive the Society's Freshman and High School Senior Scholarships for the 2018-2019 academic year. A listing of scholarships awarded at the 2018 ASHRAE Winter Conference for 2018-2019 academic year is available at www.ashrae.org/scholarships.

Freshman Scholarship

Esteban Garcia Ponte, Clemson University, Mechanical Engineering

High School Senior Scholarships

William Jacoby, Virginia Tech, Mechanical Engineering

Hailey Brennan, University of Maryland, Mechanical Engineering

Riley Smith, University of Nevada, Mechanical Engineering

Aaron, Ustes, University of Michigan, Mechanical Engineering

- The Scholarship Trustees voted to elect Jeff Gatlin as Chair and Samir Traboulsi as Vice Chair of the committee for the 2018-2019 society year.
- The Scholarship Trustees will request the ASHRAE Foundation Trustees to approve funds that will support awarding an additional scholarship for the 2019-2020 academic year for each of the following named scholarships:
 1. Alwin B. Newton (\$5,000)
 2. Reuben Trane (\$10,000 awarded over two years)
 3. Donald E. Nichols (\$5,000)
 4. ASHRAE Region VIII (\$3,000)
 5. Carrier (\$10,000)
 6. Duane Hanson (\$5,000)

College of Fellows Attachment N

Ms. Mitchell reported for the College of Fellows with the following information:

- The Fellows continue to build their mentoring relationship with YEA through Facebook.
- YEA and COF will be co-hosting a Mentorship Seminar at the Winter Meeting in Atlanta.
- The COF will be providing a list of Fellows who are prepared to provide technical presentations at chapter meetings.

Life Members Attachment O

Ms. Mitchell reported the following information from the Life Members:

- The Life Members Executive Committee will be inviting the Grant-in-Aid recipients that benefit from the Club's research contributions to future Life Members Luncheons at the Annual and Winter Meetings.
- LMC ExCom will be sending an e-mail to all Life Members directing them to the website to highlight learning more about the Club and the history of the Life Members Club.
- The Life Members are interested in providing funding for programs or initiatives within ASHRAE. They will be talking to individual Life Members to find needs or interests for this opportunity.
- The LMC has set up a subcommittee to assigned review of Handbook Chapters to LMC members.

Joint Expo Policy Committee

Mr. Schwedler moved:

- (6) that the Executive Committee recommends to the Board that ASHRAE hold its 2021 Conference at the Palmer House hotel in Chicago.

Background: ASHRAE AHR Expo partners have requested that the ASHRAE conference be located in the Marriott Marquis and Hyatt Regency hotels adjacent to McCormick Place convention center to encourage greater participation of ASHRAE conference attendees in the AHR Expo. However, the McCormick area hotels will be more expensive (\$124 vs. \$179 per night), the hotels are smaller and those that do not get into those hotels will have a longer commute to the conference hotel, and there is less restaurant/entertainment infrastructure surrounding the hotel. There is also very little data available regarding ASHRAE member attendance at the conference. RFID tracking is being considered.

Moving Closer to AHR (Marriott + Hyatt)**Marriott Marquis (Headquarter Hotel)**

Rate: \$229/night + tax (\$269 club level)

Room Block: 900 rooms on peak

F&B minimum: \$200,000

Space: ASHRAE would have all space in the hotel and the following could potentially be at this hotel:

Plenary, BOD Meetings, Presidents Lunch, MNO

Technical Sessions

Headquarters

Registration, Bookstore and Speakers Lounge

Suites

Hyatt Regency (Overflow Hotel)

Rate: \$224

Room Block: 400-500 rooms on peak

F&B minimum: \$250,000

Space: The Hyatt only has 35 meeting rooms. We need about 20-25 meeting rooms for committee meetings so we'd be using the majority of their space too. We would have to put something with F&B in this hotel to meet the minimum (even if we get it lowered drastically).

IF IEC is able to give us that extra space, it would alleviate the need for the extra meeting space we would need at the Hyatt (which would get rid of the \$250K F&B minim that hotel was asking for). We would still have to have a block of guest rooms at the Hyatt though, and that rate is still \$224/night.

IF IEC is able to give us this space, it could potentially fix our issue with high costs to Society, but the room rate would still be more expensive for attendees and the location near McCormick Place isn't in the heart of the city like the Palmer House.

Staying at Palmer House

Palmer House (Headquarter Hotel)

Rate: \$179/night + tax (\$229 club level)

Room Block: 1350 room on peak

F&B minimum: \$125,000

Space: Everything would be at the Palmer House. We may have to get creative again, like we did in 2018, in terms of Technical Session schedules to make sure everything fits.

2018 Stats for Comparison (Palmer House)

Rate: \$174/night + tax (\$224 for club level)

F&B minimum: \$100,000

F&B actual spend: \$231,131

Additional F&B generated for hotel because we released space to approved exhibitors for events: \$9,400 (approx.)

MOTION 6 PASSED (Unanimous, CNV)

AI - 19

INFORMATION ITEMS

Report of the President Attachment P

ADJOURNMENT

Mr. Olesen thanked everyone for attending. The meeting was adjourned on Wednesday, June 27 at 9:00 AM.



Jeff H. Littleton, Secretary

mdt/2018/07/27

Distribution: Board of Directors
Staff Directors

- Attachments: A. Report of the Treasurer
- B. AEDG Committee Report
- C. ASHRAE/ASPE MOU
- D. ASHRAE/REHVA MOU Update
- E. PEC Ad Hoc Update
- F. AIRAH MOU Information
- G. GGAC Public Policy Priorities
- H. Commercialism Policy and Sponsorship Policy
- I. ASHRAE/ISO Standards Harmonization

- J. PASA/EHC
- K. LTD Dubai Training Center
- L. Foundation Trustees Report
- M. Scholarship Trustees Report
- N. College of Fellows Report
- O. Life Members Club Report
- P. Report of the President

**ASHRAE CONSOLIDATED (excl Foundation)
For the Eleven Months Ending Thursday, May 31, 2018**

ExCom Minutes: 2018 June 23 and 27

Fiscal YTD Through Month of May				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	DRAFT	
Actual	Budget	Actual	Budget	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget	Budget	Budget
FY 2017	FY 2017	FY 2018	FY 2018	acct / Description	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021
				roll up									
				acct / Description									
				REVENUES									
\$7,013.8	\$7,311.9	\$7,122.6	\$7,218.9	31 Membership Dues Earned Income	\$7,430.5	\$7,634.5	\$7,985.4	\$7,663.7	\$7,809.2	\$7,889.0	\$8,050.8	\$8,201.3	\$8,376.0
3,139.1	3,565.4	3,179.3	3,307.8	32 Publication Sales Income	3,483.9	3,626.1	3,924.8	3,504.1	3,704.2	3,700.1	3,715.6	3,847.8	3,942.5
3,324.3	3,610.2	3,089.4	3,397.3	34 Advertising Income - Display	3,710.8	3,779.4	3,846.0	3,577.7	3,293.7	3,658.2	3,739.9	3,895.5	3,852.6
16.9	22.8	13.1	23.5	34 Advertising Income - Classified	32.0	19.3	25.0	18.0	15.0	25.0	25.5	25.7	26.3
758.2	654.5	837.2	805.2	34 Advertising Income - On-line	595.6	715.8	720.0	821.2	905.0	870.0	925.0	960.0	976.0
1,557.0	1,340.1	1,193.3	1,234.2	35.1 Meeting & Seminar Income	1,578.5	1,529.9	1,968.5	2,151.9	1,889.3	1,889.3	1,654.7	1,695.3	1,729.3
181.4	218.4	205.0	202.7	35.2 Certification Registration	183.3	187.6	250.0	196.8	220.0	220.0	220.0	230.0	236.6
1,414.0	1,832.6	1,454.2	1,799.1	35.3 Education Registration	1,504.5	1,844.8	2,060.0	1,611.1	1,756.0	2,055.0	2,080.0	2,295.0	2,421.5
14.3		62.9	50.0	37 Special Project Income	316.6	3.2		14.3	65.4	50.0	95.5		
1,374.9	1,448.9	1,353.3	1,426.6	38 Contribution Income	2,116.6	2,215.6	2,335.8	2,223.6	2,414.4	2,440.8	2,525.9	2,577.2	2,639.0
5,623.7	5,168.0	6,085.7	5,802.5	41.1 AHR Exposition Income	5,146.6	5,168.0	5,168.0	5,623.7	6,085.7	5,802.5	5,750.0	5,700.0	6,100.0
100.0	140.9	74.5	99.5	41.2 Contributions and Matching Gifts	115.0	57.0	140.9	100.0	120.7	99.5	211.7	50.6	49.8
162.3	84.0			41.3 Exposition Income - Other Countries	145.9	34.0	84.0	162.3			200.0		150.0
568.3	2,080.3	1,621.3	1,728.1	44 Reserve Transfers	885.7	655.3	2,269.4	1,089.7	1,147.2	1,885.2	1,881.4	1,030.4	1,070.5
284.4	322.6	273.0	437.5	46 Miscellaneous Income	534.4	322.7	352.9	330.7	580.4	508.4	728.8	356.9	393.4
25,532.6	27,800.6	26,564.8	27,532.9	TOTAL REVENUES	27,779.9	27,793.2	31,130.7	29,088.8	30,006.2	31,093.0	31,804.8	30,865.7	31,963.5
				EXPENSES:									
8,113.2	8,074.6	8,756.7	8,276.7	51 Salary Expense	7,910.9	8,780.7	8,891.9	9,182.9	9,670.0	9,376.9	9,930.7	10,564.6	10,837.8
2,397.2	2,404.9	2,574.1	2,559.0	52 Payroll Taxes, Benefits, Personnel Exp	2,536.2	2,738.8	2,654.7	2,650.4	2,912.7	2,822.1	3,019.4	3,164.8	3,275.5
2,876.5	3,473.3	2,850.5	3,064.8	61 Publishing and Promotion Expense	3,776.9	3,827.9	3,935.8	3,582.6	3,665.0	3,658.5	3,563.5	3,712.8	3,743.9
1,933.4	2,087.4	2,128.8	1,956.5	64 Meetings & Conferences Expense	2,199.2	2,362.8	2,786.2	2,657.9	2,696.3	2,662.7	2,731.1	2,523.9	2,583.1
1,822.0	2,172.5	1,783.8	2,035.4	66 Travel Expense	2,076.6	1,863.8	2,515.0	2,263.0	2,407.2	2,575.8	2,532.1	2,514.7	2,422.4
174.4	147.8	159.0	147.3	68 Awards, Certif, Logo Cost of Goods Sold	164.6	158.5	153.6	212.2	164.1	164.8	168.0	172.9	176.3
1,922.3	2,285.7	2,691.5	3,119.5	71 Research Projects & Grants Expense	2,469.6	2,321.1	3,953.5	2,725.3	2,981.9	3,691.2	3,687.4	2,656.9	2,885.8
153.0	162.0	107.7	262.3	73 Special Projects Expense	72.5	101.3	162.0	157.4	155.0	306.1	236.2		
66.7	60.5	52.1	89.5	76 Public Relations Expense	51.0	79.4	64.1	66.7	87.6	90.2	90.9	91.9	93.8
503.8	547.6	590.2	586.5	78 Occupancy & Insurance	559.2	588.6	595.7	553.9	680.4	644.5	753.5	771.4	765.2
1,561.3	1,696.9	1,488.2	1,694.7	82 Office Expense and Organizational Dues	1,840.2	1,862.7	2,002.1	1,778.9	1,767.8	1,965.3	1,838.5	1,885.3	1,923.5
1,568.6	2,342.0	1,582.6	1,928.2	84 Outside Services Expense	1,659.7	1,713.1	2,713.8	1,967.0	2,126.3	2,392.5	2,152.5	2,102.8	2,120.9
571.2	647.5	759.4	587.1	88 Other Expense	530.8	673.6	685.5	720.1	814.8	679.3	824.3	700.2	714.0
(650.3)	(435.4)	(566.4)	(448.5)	88.1 Prepaid Expense (contra acct)	33.8	(560.5)	(475.0)	(535.1)	(575.0)	(500.0)	(530.0)	(510.0)	(520.2)
140.0	231.7	140.0	231.7	89 Opportunity Fund	35.5		240.0	140.0	165.0	240.0	200.0	250.0	250.0
485.0	492.7	507.4	567.7	90 Depreciation Expense	631.9	579.3	534.7	529.5	551.8	624.4	670.0	700.0	684.5
0.3	28.2		16.0	91 Allocation of Overhead & BOD		0.0	0.0	0.3	0.0	0.0	0.0	0.0	0.0
23,638.6	26,419.9	25,605.6	26,674.4	TOTAL EXPENSES	26,548.6	27,091.1	31,413.6	28,653.0	30,270.9	31,394.3	31,868.1	31,302.2	31,956.5
1,894.0	1,380.7	959.2	858.5	SURPLUS (DEFICIT) before reserve income	1,231.3	702.1	(282.9)	435.8	(264.7)	(301.3)	(63.3)	(436.5)	7.0
				91.7 Gain on Merger	153.9								
67.4	349.3	107.9	203.7	92 Non-recurring Expenses	639.5	477.9	350.0	69.5	210.0	210.0			
				Reserve Investment Income:									
2,046.4	680.4	1,445.8	740.9	95 Investmt Income - Reserves (net of exp)	222.5	(186.1)	798.3	2,219.6	847.8	847.8	869.5	895.6	913.5
(568.3)	(2,080.3)	(1,666.3)	(774.3)	96 Transfer Reserves Portion Used Currentl	(885.7)	(655.3)	(2,269.4)	(1,089.7)	(1,885.2)	(1,885.2)	(1,118.4)	(1,030.4)	(1,070.5)
1,478.1	(1,399.9)	(220.5)	(33.4)	Remaining Reserve Investment Income	(663.2)	(841.4)	(1,471.1)	1,129.9	(1,037.4)	(1,037.4)	(248.9)	(134.8)	(157.0)
3,304.7	(368.5)	630.8	621.4	OVERALL SURPLUS (DEFICIT) after reser	82.5	(617.2)	(2,104.0)	1,496.2	(1,512.1)	(1,548.7)	(312.2)	(571.3)	(150.0)

**ASHRAE
GENERAL (Fund 2)
For the Eleven Months Ending Thursday, May 31, 2018**

Fiscal YTD Through Month of May				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	DRAFT	
Actual	Budget	Actual	Budget	roll up	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget	
FY 2017	FY 2017	FY 2018	FY 2018	acct / Description	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021
				REVENUES									
\$6,873.5	\$7,168.3	\$6,980.0	\$7,075.2	31 Membership Dues Earned Income	\$7,281.8	\$7,481.7	\$7,828.6	\$7,510.4	\$7,652.2	\$7,732.0	\$7,888.8	\$8,036.3	\$8,207.7
3,139.1	3,565.4	3,179.3	3,307.8	32 Publication Sales Income	3,483.9	3,626.1	3,924.8	3,504.1	3,704.2	3,700.1	3,715.6	3,847.8	3,942.5
3,324.3	3,610.2	3,089.4	3,397.3	34 Advertising Income - Display	3,710.8	3,779.4	3,846.0	3,577.7	3,293.7	3,658.2	3,739.9	3,895.5	3,852.6
16.9	22.8	13.1	23.5	34 Advertising Income - Classified	32.0	19.3	25.0	18.0	15.0	25.0	25.5	25.7	26.3
758.2	654.5	837.2	805.2	34 Advertising Income - On-line	595.6	715.8	720.0	821.2	905.0	870.0	925.0	960.0	976.0
1,557.0	1,340.1	1,193.3	1,234.2	35.1 Meeting & Seminar Income	1,578.5	1,529.9	1,968.5	2,151.9	1,889.3	1,889.3	1,654.7	1,695.3	1,729.3
181.4	218.4	205.0	202.7	35.2 Certification Registration	183.3	187.6	250.0	196.8	220.0	220.0	220.0	230.0	236.6
1,414.0	1,832.6	1,454.2	1,799.1	35.3 Education Registration	1,504.5	1,844.8	2,060.0	1,611.1	1,756.0	2,055.0	2,080.0	2,295.0	2,421.5
14.3	27.8	15.0	23.7	37 Special Project Income	316.6	3.2		14.3	65.4	50.0	95.5		
5,623.7	5,168.0	6,085.7	5,802.5	38 Contribution Income	72.7	104.2	41.0	49.2	42.3	42.3	42.9	43.8	54.7
(1,900.0)	(1,859.3)	(1,488.5)	(1,900.5)	41.1 AHR Exposition Income	5,146.6	5,168.0	5,168.0	5,623.7	6,085.7	5,802.5	5,750.0	5,700.0	6,100.0
162.3	84.0			41.2 Contributions and Matching Gifts	(1,699.5)	(1,841.4)	(1,859.3)	(1,900.0)	(1,879.3)	(1,900.5)	(1,688.3)	(1,749.4)	(1,950.2)
	789.6	659.1	659.1	41.3 Exposition Income - Other Countries	145.9	34.0	84.0	162.3			200.0		150.0
284.4	319.5	273.0	434.3	44 Reserve Transfers	314.5	398.4	861.4	521.4	719.0	719.0	733.4	755.4	770.5
21,478.4	22,941.9	22,558.7	22,914.1	46 Miscellaneous Income	534.4	322.7	349.5	330.7	576.9	504.9	725.2	353.2	389.6
				TOTAL REVENUES	23,201.6	23,373.7	25,267.5	24,192.8	25,045.4	25,367.8	26,108.2	26,088.6	26,907.1
				EXPENSES:									
7,593.4	7,562.2	8,340.1	7,742.1	51 Salary Expense	7,357.2	8,205.5	8,328.5	8,604.7	9,075.3	8,782.2	9,312.8	9,902.3	10,162.2
2,256.7	2,256.7	2,457.1	2,407.5	52 Payroll Taxes, Benefits, Personnel Exp	2,375.3	2,581.5	2,493.0	2,491.7	2,736.8	2,657.2	2,837.0	2,966.8	3,072.0
2,848.6	3,385.5	2,837.1	2,970.4	61 Publishing and Promotion Expense	3,757.5	3,786.5	3,831.6	3,543.4	3,597.2	3,553.2	3,532.5	3,680.9	3,711.3
1,903.3	2,070.5	2,099.5	1,939.4	64 Meetings & Conferences Expense	2,178.5	2,335.7	2,768.8	2,626.5	2,678.7	2,644.6	2,712.7	2,504.9	2,563.7
1,734.6	2,061.8	1,691.3	1,924.0	66 Travel Expense	1,954.6	1,776.0	2,382.7	2,152.7	2,271.7	2,438.6	2,392.2	2,370.6	2,275.4
115.6	114.5	109.6	112.3	68 Awards, Certif, Logo Cost of Goods Sold	98.9	90.9	120.0	123.3	129.1	129.8	132.3	136.1	138.8
121.2	131.3	127.2	136.6	71 Research Projects & Grants Expense	100.9	121.7	131.3	121.2	136.6	136.6	173.6	173.8	174.0
153.0	162.0	107.7	262.3	73 Special Projects Expense	72.5	101.3	162.0	157.4	155.0	306.1	236.2		
66.7	60.2	51.9	89.3	76 Public Relations Expense	51.0	79.4	63.9	66.7	87.3	89.9	90.6	91.7	93.5
503.8	547.6	590.2	586.5	78 Occupancy & Insurance	559.2	588.6	595.7	553.9	680.4	644.5	753.5	771.4	765.2
1,518.6	1,646.9	1,445.9	1,635.4	82 Office Expense and Organizational Dues	1,788.1	1,815.0	1,944.1	1,735.6	1,707.4	1,905.0	1,777.0	1,821.9	1,858.8
1,568.6	2,342.0	1,582.1	1,928.2	84 Outside Services Expense	1,654.6	1,717.7	2,713.8	1,967.0	2,126.3	2,392.5	2,152.5	2,102.8	2,120.9
535.1	598.6	725.4	538.2	88 Other Expense	487.8	623.2	619.3	668.6	745.9	610.5	754.1	627.8	640.3
(650.3)	(435.4)	(566.4)	(448.5)	88.1 Prepaid Expense (contra acct)	33.8	(560.5)	(475.0)	(535.1)	(575.0)	(500.0)	(530.0)	(510.0)	(520.2)
140.0	231.7	140.0	231.7	89 Opportunity Fund	35.5		240.0	140.0	165.0	240.0	200.0	250.0	250.0
485.0	492.7	507.4	567.7	90 Depreciation Expense	631.9	579.3	534.7	529.5	551.8	624.4	670.0	700.0	684.5
(725.5)	(793.7)	(601.2)	(870.6)	91 Allocation of Overhead & BOD	(808.5)	(750.3)	(903.9)	(807.6)	(959.5)	(985.9)	(1,025.4)	(1,065.7)	(1,090.3)
20,168.4	22,435.1	21,644.9	21,752.5	TOTAL EXPENSES	22,328.8	23,091.5	25,550.5	24,139.5	25,310.0	25,669.2	26,171.6	26,525.3	26,900.1
1,310.0	506.8	913.8	1,161.6	SURPLUS (DEFICIT) before reserve income	872.8	282.2	(283.0)	53.3	(264.6)	(301.4)	(63.4)	(436.7)	7.0
67.4	349.3	107.9	203.7	92 Non-recurring Expenses	639.5	477.9	350.0	69.5	210.0	210.0			
				Reserve Investment Income:									
1,413.1	473.6	1,001.0	529.7	95 Investmt Income - Reserves (net of exp)	146.5	(115.9)	566.1	1,533.4	614.7	614.7	634.0	653.1	666.1
	(789.6)	(704.1)	0.0	96 Transfer Reserves Portion Used Currentl	(314.5)	(398.4)	(861.4)	(521.4)	(719.0)	(719.0)	(733.4)	(755.4)	(770.5)
1,413.1	(316.0)	296.9	529.7	Remaining Reserve Investment Income	(168.0)	(514.3)	(295.3)	1,012.0	(104.3)	(104.3)	(99.4)	(102.3)	(104.4)
2,655.7	(158.5)	1,102.8	1,487.6	OVERALL SURPLUS (DEFICIT) after reser	65.3	(710.0)	(928.3)	995.8	(578.9)	(615.7)	(162.8)	(539.0)	(97.4)

ASHRAE
BOARD OF DIRECTORS 2-5nn
For the Eleven Months Ending Thursday, May 31, 2018

Fiscal YTD Through Month of May				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	DRAFT	
Actual	Budget	Actual	Budget	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget	Budget	Budget
FY 2017	FY 2017	FY 2018	FY 2018	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	
				roll up									
				acct / Description									
REVENUES				REVENUES									
	\$7.3		\$7.6	38 Contribution Income	\$23.5		\$8.0		\$8.3	\$8.3	\$8.5	\$8.7	\$18.8
80.0	80.0	0.0	0.0	41.2 Contributions and Matching Gifts		0.0	80.0	80.0	0.0	0.0	0.0	0.0	0.0
	220.0			44 Reserve Transfers			240.0						
	5.0	0.7	39.4	46 Miscellaneous Income	0.0	0.3	5.0		(1.0)	43.0	10.0	30.0	60.0
80.0	312.3	0.7	47.0	TOTAL REVENUES	23.5	0.3	333.0	80.0	7.3	51.3	18.5	38.7	78.8
EXPENSES:				EXPENSES:									
787.5	857.6	997.0	878.0	51 Salary Expense	695.8	811.0	947.1	909.4	1,002.7	1,002.7	1,065.5	1,198.2	1,254.2
212.0	241.9	278.7	241.3	52 Payroll Taxes, Benefits, Personnel Exp	193.2	245.1	265.3	270.2	296.5	270.0	308.7	377.2	388.4
31.5	132.3	26.9	109.7	61 Publishing and Promotion Expense	10.0	26.9	141.7	32.0	107.9	124.6	120.6	123.7	126.2
135.0	61.6	132.2	93.2	64 Meetings & Conferences Expense	64.0	83.8	70.7	147.1	99.6	99.6	70.3	73.1	74.6
759.2	992.2	783.7	862.3	66 Travel Expense	873.1	782.6	1,067.6	897.4	926.4	1,014.1	976.6	952.5	970.6
11.8	3.6	5.9	3.6	68 Awards, Certif, Logo Cost of Goods Sold	14.9	9.9	3.8	15.7	3.2	3.9	4.0	4.1	4.2
7.4	8.1	7.4	8.4	71 Research Projects & Grants Expense	7.2	7.3	8.1	7.4	8.4	8.4	8.6	8.8	9.0
				76 Public Relations Expense			0.1						
12.1	51.4	23.6	48.6	82 Office Expense and Organizational Dues	32.5	16.5	57.4	12.5	46.2	49.9	49.7	51.0	52.0
155.8	508.3	77.0	124.3	84 Outside Services Expense	50.9	73.2	578.7	186.4	212.0	227.8	180.4	145.6	149.8
	20.7	0.0	2.6	88 Other Expense	1.9	7.0	22.6		2.8	2.8	2.9	3.0	3.0
	91.7		91.7	89 Opportunity Fund	35.5		100.0		25.0	100.0	100.0	100.0	100.0
		11.7	43.3	90 Depreciation Expense	3.2	0.2			32.5	48.8	65.0	65.0	32.5
(2,112.4)	(2,834.9)	(2,343.9)	(2,601.4)	91 Allocation of Overhead & BOD	(2,584.6)	(2,064.0)	(3,250.0)	(2,478.3)	(2,722.7)	(3,052.0)	(2,917.2)	(2,942.3)	(3,014.2)
(0.1)	134.5	0.2	(94.4)	TOTAL EXPENSES	(602.3)	(0.5)	13.0	(0.2)	40.5	(99.4)	35.1	159.9	150.3
80.1	177.8	0.5	141.4	SURPLUS (DEFICIT) before reserve income	625.8	0.8	320.0	80.2	(33.2)	150.7	(16.6)	(121.2)	(71.5)

ASHRAE
MEMBERS COUNCIL (2-2nn & 2-8nn)
For the Eleven Months Ending Thursday, May 31, 2018

Fiscal YTD Through Month of May				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	DRAFT	
Actual	Budget	Actual	Budget	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget	Budget	Budget
FY 2017	FY 2017	FY 2018	FY 2018	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021	
roll up													
acct / Description													
REVENUES													
\$6,873.5	\$7,168.3	\$6,980.0	\$7,075.2	31 Membership Dues Earned Income	\$7,281.8	\$7,481.7	\$7,828.6	\$7,510.4	\$7,652.2	\$7,732.0	\$7,888.8	\$8,036.3	\$8,207.7
1,557.0	1,340.1	1,193.3	1,234.2	35.1 Meeting & Seminar Income	1,578.5	1,529.9	1,968.5	2,151.9	1,889.3	1,889.3	1,654.7	1,695.3	1,729.3
		1.6		35.3 Education Registration									
21.7	8.4	9.2	6.5	38 Contribution Income	38.4	92.1	18.7	36.5	19.0	19.0	19.2	19.6	20.0
20.0	20.3	34.5	20.7	41.2 Contributions and Matching Gifts	20.0	20.0	20.3	20.0	20.7	20.7	20.9	21.6	22.0
114.3	89.8	125.3	98.7	46 Miscellaneous Income	153.3	117.9	99.7	121.0	112.6	112.6	77.3	76.3	77.8
8,586.5	8,626.9	8,343.9	8,435.3	TOTAL REVENUES	9,072.0	9,241.6	9,935.8	9,839.8	9,693.8	9,773.6	9,660.9	9,849.1	10,056.8
EXPENSES:													
1,216.0	1,242.3	1,265.4	1,293.6	51 Salary Expense	1,135.0	1,330.7	1,369.7	1,369.4	1,455.7	1,455.7	1,487.9	1,596.2	1,628.8
327.8	363.0	357.6	369.6	52 Payroll Taxes, Benefits, Personnel Exp	313.7	404.7	399.0	357.5	430.6	406.7	447.8	477.4	490.8
314.2	302.1	322.3	279.5	61 Publishing and Promotion Expense	422.2	398.0	313.6	409.4	322.7	384.1	353.2	357.1	363.8
1,296.8	1,470.6	1,374.6	1,292.3	64 Meetings & Conferences Expense	1,644.0	1,658.4	2,103.3	1,866.4	1,922.1	1,927.1	1,978.6	1,736.6	1,770.3
588.7	692.2	560.1	691.3	66 Travel Expense	668.7	625.0	843.6	764.0	863.7	888.7	854.4	880.9	771.4
73.7	83.0	77.5	80.1	68 Awards, Certif, Logo Cost of Goods Sold	82.8	80.0	86.0	75.0	94.4	94.4	96.2	99.0	101.0
113.8	123.2	119.8	128.2	71 Research Projects & Grants Expense	93.7	114.4	123.2	113.8	128.2	128.2	165.0	165.0	165.0
315.3	345.9	341.6	310.4	82 Office Expense and Organizational Dues	299.4	319.9	370.3	366.7	379.6	359.6	381.5	392.0	399.0
172.9	230.2	141.8	227.8	84 Outside Services Expense	175.2	195.6	278.5	211.5	248.0	248.0	251.5	199.8	203.8
288.8	282.1	313.5	276.3	88 Other Expense	294.1	285.9	323.2	348.0	319.5	319.5	337.0	334.0	340.6
(193.2)		(99.3)		88.1 Prepaid Expense (contra acct)	13.5	(8.8)		(25.5)	(25.0)		(25.0)		
140.0	140.0	140.0	140.0	89 Opportunity Fund			140.0	140.0	140.0	140.0	100.0	150.0	150.0
1,686.1	1,776.9	1,817.8	1,698.6	91 Allocation of Overhead & BOD	1,657.9	1,736.4	1,966.7	1,904.0	1,864.0	1,915.3	1,992.4	2,070.6	2,118.4
6,340.9	7,051.5	6,732.7	6,787.7	TOTAL EXPENSES	6,800.2	7,140.2	8,317.1	7,900.2	8,143.5	8,267.3	8,420.5	8,458.6	8,502.9
2,245.6	1,575.4	1,611.2	1,647.6	SURPLUS (DEFICIT) before reserve income	2,271.8	2,101.4	1,618.7	1,939.6	1,550.3	1,506.3	1,240.4	1,390.5	1,553.9

**ASHRAE
PUBLISHING & EDUCATION COUNCIL (2-4nn & 5-5nn)
For the Eleven Months Ending Thursday, May 31, 2018**

Fiscal YTD Through Month of May				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	DRAFT			
Actual	Budget	Actual	Budget	roll up	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget	Budget	Budget	Budget
FY 2017	FY 2017	FY 2018	FY 2018	acct / Description	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021		
\$3,139.1	\$3,565.4	\$3,179.3	\$3,307.8	32 Publication Sales Income	\$3,483.9	\$3,626.1	\$3,924.8	\$3,504.1	\$3,704.2	\$3,700.1	\$3,715.6	\$3,847.8	\$3,942.5		
3,324.3	3,610.2	3,089.4	3,397.3	34 Advertising Income - Display	3,710.8	3,779.4	3,846.0	3,577.7	3,293.7	3,658.2	3,739.9	3,895.5	3,852.6		
16.9	22.8	13.1	23.5	34 Advertising Income - Classified	32.0	19.3	25.0	18.0	15.0	25.0	25.5	25.7	26.3		
758.2	654.5	837.2	805.2	34 Advertising Income - On-line	595.6	715.8	720.0	821.2	905.0	870.0	925.0	960.0	976.0		
181.4	218.4	205.0	202.7	35.2 Certification Registration	183.3	187.6	250.0	196.8	220.0	220.0	220.0	230.0	236.6		
1,414.0	1,832.6	1,452.6	1,799.1	35.3 Education Registration	1,504.5	1,844.8	2,060.0	1,611.1	1,756.0	2,055.0	2,080.0	2,295.0	2,421.5		
				37 Special Project Income	230.0										
7.6	12.1	5.8	9.6	38 Contribution Income	10.8	12.1	14.3	12.7	14.9	14.9	15.2	15.5	15.8		
50.0	98.6	90.0	136.8	41.2 Contributions and Matching Gifts	95.0	95.0	98.6	50.0	90.0	136.8	90.0	90.0	90.0		
127.2	174.4	109.9	160.2	46 Miscellaneous Income	143.1	184.4	186.8	164.0	263.5	177.5	227.8	183.6	187.2		
9,018.7	10,189.0	8,982.3	9,842.2	TOTAL REVENUES	9,989.0	10,464.5	11,125.5	9,955.6	10,262.3	10,857.5	11,039.0	11,543.1	11,748.5		
				EXPENSES:											
2,165.0	2,216.8	2,537.4	2,175.1	51 Salary Expense	2,218.4	2,411.7	2,434.9	2,458.1	2,614.7	2,484.7	2,570.6	2,743.1	2,798.0		
680.9	673.1	762.8	669.8	52 Payroll Taxes, Benefits, Personnel Exp	706.0	780.7	756.3	732.1	784.1	742.1	802.9	865.3	888.7		
2,445.7	2,842.3	2,391.8	2,490.1	61 Publishing and Promotion Expense	3,302.7	3,331.8	3,258.1	3,031.8	3,054.3	2,930.7	2,954.6	3,093.8	3,112.9		
443.8	504.2	574.7	519.4	64 Meetings & Conferences Expense	451.6	564.6	560.0	584.2	629.3	582.2	627.5	657.8	680.7		
118.9	154.5	134.7	132.5	66 Travel Expense	178.4	137.8	205.7	167.9	179.0	224.0	188.6	191.1	194.0		
0.6	2.3	1.0	2.4	68 Awards, Certif, Logo Cost of Goods Sold	1.0	0.8	2.6	0.9	2.7	2.7	2.7	2.8	2.8		
0.5				76 Public Relations Expense				0.5							
36.4	38.4	37.5	39.1	78 Occupancy & Insurance	36.1	40.6	41.3	39.9	42.9	42.9	43.8	45.1	46.0		
752.6	800.9	654.4	787.5	82 Office Expense and Organizational Dues	963.5	1,036.6	1,027.5	884.2	784.9	957.2	817.9	835.1	853.1		
793.3	1,086.8	811.1	1,053.8	84 Outside Services Expense	817.2	938.3	1,291.3	1,061.1	1,091.0	1,341.4	1,137.1	1,166.2	1,165.9		
132.8	193.7	289.5	161.6	88 Other Expense	108.1	227.7	163.6	183.2	307.2	171.7	291.9	164.9	168.1		
				90 Depreciation Expense	45.8										
2,996.9	3,449.6	3,501.1	3,556.5	91 Allocation of Overhead & BOD	3,237.1	3,147.3	3,787.1	3,414.3	3,948.8	4,057.5	4,220.7	4,386.6	4,487.7		
10,567.4	11,962.6	11,696.0	11,587.8	TOTAL EXPENSES	12,065.9	12,617.9	13,528.4	12,558.2	13,438.9	13,537.1	13,658.3	14,151.8	14,397.9		
(1,548.7)	(1,773.6)	(2,713.7)	(1,745.6)	SURPLUS (DEFICIT) before reserve income	(2,076.9)	(2,153.4)	(2,402.9)	(2,602.6)	(3,176.6)	(2,679.6)	(2,619.3)	(2,608.7)	(2,649.4)		

**ASHRAE
TECHNOLOGY COUNCIL
For the Eleven Months Ending Thursday, May 31, 2018**

Fiscal YTD Through Month of May				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	DRAFT		
Actual	Budget	Actual	Budget	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget			
FY 2017	FY 2017	FY 2018	FY 2018	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021		
				roll up										
				acct / Description										
REVENUES				REVENUES										
\$14.3		\$62.9	\$50.0	37 Special Project Income	\$86.6	\$3.2		\$14.3	\$65.4	\$50.0	\$95.5			
23.3	23.8	1.2	26.0	46 Miscellaneous Income	12.2	15.0	26.0	23.3	27.1	27.1	27.6	28.4		
37.6	23.8	64.1	76.0	TOTAL REVENUES	98.8	18.2	26.0	37.6	92.5	77.1	123.1	28.4		
				EXPENSES:										
1,089.2	966.7	1,072.5	1,028.7	51 Salary Expense	1,108.7	1,125.8	1,060.9	1,220.4	1,154.5	1,154.5	1,163.6	1,197.4		
292.3	279.3	300.8	288.9	52 Payroll Taxes, Benefits, Personnel Exp	322.2	322.8	304.6	325.8	341.4	316.5	343.6	358.1		
0.5	2.2	0.2	1.7	61 Publishing and Promotion Expense	0.8	0.3	2.3	0.8	0.9	2.4	2.4	2.5		
15.8	20.8	4.3	20.9	64 Meetings & Conferences Expense	8.2	8.8	21.2	16.3	13.4	21.5	21.8	22.4		
123.3	138.0	74.7	140.4	66 Travel Expense	132.5	93.2	176.1	162.2	192.4	201.6	225.7	197.3		
0.1	1.6	0.4	1.6	68 Awards, Certif, Logo Cost of Goods Sold	0.3	0.3	1.6	0.1	1.7	1.7	1.7	1.8		
153.0	162.0	107.7	262.3	73 Special Projects Expense	72.5	101.3	162.0	157.4	155.0	306.1	236.2			
	2.3		2.4	76 Public Relations Expense			2.5			2.6	2.6	2.7		
93.2	119.3	101.5	126.1	82 Office Expense and Organizational Dues	90.1	88.9	120.7	93.7	106.2	126.5	127.9	131.7		
9.2	49.1	9.9	16.8	84 Outside Services Expense	2.8	39.3	55.3	24.7	20.9	20.9	3.9	4.1		
	0.1		0.1	88 Other Expense		0.0	0.1		0.1	0.1	0.1	0.1		
				88.1 Prepaid Expense (contra acct)	20.3									
0.0				90 Depreciation Expense	27.0	19.2		0.0	8.3		50.0	50.0		
1,497.3	1,644.8	1,544.4	1,611.3	91 Allocation of Overhead & BOD	1,621.0	1,467.2	1,797.8	1,679.4	1,752.4	1,800.6	1,873.0	1,946.6		
3,273.9	3,386.2	3,216.4	3,501.2	TOTAL EXPENSES	3,406.4	3,267.1	3,705.1	3,680.8	3,747.2	3,955.0	4,052.5	3,914.7		
(3,236.3)	(3,362.4)	(3,152.3)	(3,425.2)	SURPLUS (DEFICIT) before reserve income	(3,307.6)	(3,248.9)	(3,679.1)	(3,643.2)	(3,654.7)	(3,877.9)	(3,929.4)	(3,886.3)		

**ASHRAE
RESEARCH (funds 3 & 4)
For the Eleven Months Ending Thursday, May 31, 2018**

Fiscal YTD Through Month of May				TWELVE MONTHS ENDING JUNE 30						DRAFT	DRAFT	DRAFT			
Actual	Budget	Actual	Budget	roll up	Actual	Actual	Budget	Actual	Forecast	Budget	Budget	Budget	Budget	Budget	Budget
FY 2017	FY 2017	FY 2018	FY 2018	acct / Description	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018	FY 2019	FY 2020	FY 2021		
				REVENUES											
\$140.3	\$143.6	\$142.6	\$143.7	31 Membership Dues Earned Income	\$148.7	\$152.7	\$156.8	\$153.3	\$157.0	\$157.0	\$162.0	\$165.0	\$168.3		
1,280.3	1,421.0	1,273.4	1,402.9	38 Contribution Income	2,000.2	2,046.7	2,294.8	2,108.1	2,372.1	2,398.5	2,482.9	2,533.4	2,584.3		
2,000.0	2,000.2	1,563.0	2,000.0	41.2 Contributions and Matching Gifts	1,814.5	1,898.4	2,000.2	2,000.0	2,000.0	2,000.0	1,900.0	1,800.0	2,000.0		
568.3	1,290.7	962.2	1,069.0	44 Reserve Transfers	571.2	256.9	1,408.0	568.3	428.2	1,166.2	1,148.0	275.0	300.0		
	3.1		3.2	46 Miscellaneous Income		0.0	3.4		3.5	3.5	3.6	3.7	3.8		
3,988.9	4,858.6	3,941.2	4,618.8	TOTAL REVENUES	4,534.6	4,354.7	5,863.2	4,829.7	4,960.8	5,725.2	5,696.5	4,777.1	5,056.4		
				EXPENSES:											
519.8	512.4	416.6	534.5	51 Salary Expense	553.8	575.2	563.3	578.2	594.6	594.6	617.9	662.3	675.6		
140.5	148.1	117.0	151.5	52 Payroll Taxes, Benefits, Personnel Exp	160.9	157.3	161.8	158.7	175.9	164.9	182.5	198.1	203.5		
27.9	87.8	13.4	94.4	61 Publishing and Promotion Expense	19.4	41.3	104.2	39.2	67.9	105.4	31.0	31.9	32.5		
30.1	16.9	28.5	17.2	64 Meetings & Conferences Expense	20.7	27.0	17.4	31.4	17.7	18.1	18.4	19.0	19.4		
86.4	110.8	90.3	111.4	66 Travel Expense	119.1	84.0	132.3	106.1	135.5	137.2	139.9	144.1	147.0		
47.0	33.4	38.3	35.0	68 Awards, Certif, Logo Cost of Goods Sold	35.6	37.4	33.6	47.0	35.0	35.0	35.7	36.8	37.5		
1,801.2	2,154.4	2,564.2	2,983.0	71 Research Projects & Grants Expense	2,368.7	2,199.4	3,822.2	2,604.1	2,845.3	3,554.7	3,513.8	2,483.1	2,711.8		
	0.2	0.2	0.2	76 Public Relations Expense			0.2		0.3	0.3	0.3	0.3	0.3		
42.7	50.0	39.9	59.3	82 Office Expense and Organizational Dues	52.1	45.7	58.0	43.3	60.4	60.4	61.5	63.4	64.7		
				84 Outside Services Expense	4.8	(4.8)									
36.1	48.9	34.0	48.8	88 Other Expense	43.0	50.4	66.2	51.5	68.9	68.9	70.2	72.3	73.8		
725.7	821.9	601.2	886.5	91 Allocation of Overhead & BOD	808.5	750.3	903.9	807.9	959.5	985.9	1,025.4	1,065.7	1,090.3		
3,457.4	3,984.8	3,943.6	4,921.8	TOTAL EXPENSES	4,186.6	3,963.2	5,863.1	4,467.4	4,961.0	5,725.4	5,696.6	4,777.0	5,056.4		
531.5	873.8	(2.4)	(303.0)	SURPLUS (DEFICIT) before reserve income	348.0	391.5	0.1	362.3	(0.2)	(0.2)	(0.1)	0.1	0.0		
				Reserve Investment Income:											
618.9	206.8	433.9	211.2	95 Investmt Income - Reserves (net of exp)	75.2	(70.1)	232.2	670.9	233.1	233.1	235.5	242.6	247.4		
(568.3)	(1,290.7)	(962.2)	(774.3)	96 Transfer Reserves Portion Used Currentl	(571.2)	(256.9)	(1,408.0)	(568.3)	(1,166.2)	(1,166.2)	(385.0)	(275.0)	(300.0)		
50.6	(1,083.9)	(528.3)	(563.1)	Remaining Reserve Investment Income	(496.0)	(327.0)	(1,175.8)	102.6	(933.1)	(933.1)	(149.5)	(32.4)	(52.6)		
582.1	(210.1)	(530.7)	(866.1)	OVERALL SURPLUS (DEFICIT) after reser	(148.0)	64.5	(1,175.7)	464.9	(933.3)	(933.3)	(149.6)	(32.3)	(52.6)		

ASHRAE
GENERAL Fund - Major Variations
For the Twelve Months Ending June 30, 2018

Attachment A-2
ExCom Minutes: 2018 June 23 and 27

	Forecast	Budget	Variances	
	FY 2018	FY 2018	Forecast vs.	Budget
				Comments
REVENUES				
31 Membership Dues Earned Income	\$7,652.2	\$7,732.0	(79.8)	YTD Actuals are trending lower than budget - adjusted forecast to follow trend.
32 Publication Sales Income	3,704.2	3,700.1	4.1	
34 Advertising Income - Display	3,293.7	3,658.2	(364.5)	Print ad sales are not growing year over year but are only partially offset by online ads; Will continue to closely review this trend.
34 Advertising Income - Classified	15.0	25.0	(10.0)	
34 Advertising Income - On-line	905.0	870.0	35.0	
35.1 Meeting & Seminar Income	1,889.3	1,889.3	-	
35.2 Certification Registration	220.0	220.0	-	
35.3 Education Registration	1,756.0	2,055.0	(299.0)	Slight growth over FY 16-17 is anticipated; budget too aggressive
37 Special Project Income	65.4	50.0	15.4	
38 Contribution Income	42.3	42.3	-	
41.1 AHR Exposition Income	6,085.7	5,802.5	283.2	Chicago - largest AHR Expo in history
41.2 Contributions and Matching Gifts	(1,879.3)	(1,900.5)	21.2	
41.3 Exposition Income - Other Countries			-	
44 Reserve Transfers	719.0	719.0	-	
46 Miscellaneous Income	576.9	504.9	72.0	
TOTAL REVENUES	25,045.4	25,367.8		
EXPENSES:				
51 Salary Expense	9,075.3	8,782.2	293.1	Expense is trending higher than was budgeted.
52 Payroll Taxes, Benefits, Personnel Exp	2,736.8	2,657.2	79.6	Expense is trending higher than was budgeted.
61 Publishing and Promotion Expense	3,597.2	3,553.2	44.0	
64 Meetings & Conferences Expense	2,678.7	2,644.6	34.1	
66 Travel Expense	2,271.7	2,438.6	(166.9)	Adjusted to more closely align with YTD Actuals as compared to budget
68 Awards, Certif, Logo Cost of Goods Sold	129.1	129.8	(0.7)	
71 Research Projects & Grants Expense	136.6	136.6	-	
73 Special Projects Expense	155.0	306.1	(151.1)	2 budgeted Special Projects will not be completed in FY17-18; will carryover into FY18-19
76 Public Relations Expense	87.3	89.9	(2.6)	
78 Occupancy & Insurance	680.4	644.5	35.9	
82 Office Expense and Organizational Dues	1,707.4	1,905.0	(197.6)	Primarily related to lower than budgeted postage/shipping costs
84 Outside Services Expense	2,126.3	2,392.5	(266.2)	Adjusted to more closely align with YTD Actuals as compared to budget
88 Other Expense	745.9	610.5	135.4	Income Tax Expense included in Forecast - related to Unrelated Business Income Tax (Advertising profits) - impact unknown when preparing FY17-18 Budget - will look at strategies to minimize going forward.
88.1 Prepaid Expense (contra acct)	(575.0)	(500.0)	(75.0)	
89 Opportunity Fund	165.0	240.0	(75.0)	Will only utilize \$25K of Society Chapter Opportunity Fund
90 Depreciation Expense	551.8	624.4	(72.6)	Large software projects going live later than anticipated
91 Allocation of Overhead & BOD	(959.5)	(985.9)		
TOTAL EXPENSES	25,310.0	25,669.2		
SURPLUS (DEFICIT) before reserve income	(264.6)	(301.4)		

ASHRAE
BOARD OF DIRECTORS - Major Variations
For the Twelve Months Ending June 30, 2018

	Forecast	<i>Budget</i>	Variances	
	FY 2018	<i>FY 2018</i>	Forecast vs.	Comments
			Budget	
REVENUES				
38 Contribution Income	\$8.3	\$8.3	\$ -	
41.2 Contributions and Matching Gifts	0.0	0.0	\$ -	
44 Reserve Transfers			\$ -	
46 Miscellaneous Income	(1.0)	43.0	\$ (44.0)	
TOTAL REVENUES	7.3	51.3		
EXPENSES:				
51 Salary Expense	1,002.7	1,002.7	\$ -	
52 Payroll Taxes, Benefits, Personnel Exp	296.5	270.0	\$ 26.5	
61 Publishing and Promotion Expense	107.9	124.6	\$ (16.7)	
64 Meetings & Conferences Expense	99.6	99.6	\$ -	
66 Travel Expense	926.4	1,014.1	\$ (87.7)	Adjusted to more closely align with YTD Actuals as compared to budget
68 Awards, Certif, Logo Cost of Goods Sold	3.2	3.9	\$ (0.7)	
71 Research Projects & Grants Expense	8.4	8.4	\$ -	
76 Public Relations Expense			\$ -	
82 Office Expense and Organizational Dues	46.2	49.9	\$ (3.7)	
84 Outside Services Expense	212.0	227.8	\$ (15.8)	
88 Other Expense	2.8	2.8	\$ -	
89 Opportunity Fund	25.0	100.0	\$ (75.0)	Will only utilize \$25K of Society Chapter Opportunity Fund
90 Depreciation Expense	32.5	48.8	\$ (16.3)	
91 Allocation of Overhead & BOD	(2,722.7)	(3,052.0)		
TOTAL EXPENSES	40.5	(99.4)		
SURPLUS (DEFICIT) before reserve income	(33.2)	150.7		

ASHRAE
MEMBERS COUNCIL - Major Variations
For the Twelve Months Ending June 30, 2018

	Forecast	Budget	Variances Forecast vs. Budget	Comments
	FY 2018	FY 2018		
REVENUES				
31 Membership Dues Earned Income	\$7,652.2	\$7,732.0	(\$79.8)	YTD Actuals are trending lower than budget - adjusted forecast to follow trend.
35.1 Meeting & Seminar Income	1,889.3	1,889.3	\$0.0	
35.3 Education Registration			\$0.0	
38 Contribution Income	19.0	19.0	\$0.0	
41.2 Contributions and Matching Gifts	20.7	20.7		
46 Miscellaneous Income	112.6	112.6		
TOTAL REVENUES	9,693.8	9,773.6		
EXPENSES:				
51 Salary Expense	1,455.7	1,455.7	\$0.0	
52 Payroll Taxes, Benefits, Personnel Exp	430.6	406.7	\$23.9	
61 Publishing and Promotion Expense	322.7	384.1	(\$61.4)	
64 Meetings & Conferences Expense	1,922.1	1,927.1	(\$5.0)	
66 Travel Expense	863.7	888.7	(\$25.0)	
68 Awards, Certif, Logo Cost of Goods Sold	94.4	94.4	\$0.0	
71 Research Projects & Grants Expense	128.2	128.2	\$0.0	
82 Office Expense and Organizational Dues	379.6	359.6	\$20.0	
84 Outside Services Expense	248.0	248.0	\$0.0	
88 Other Expense	319.5	319.5	\$0.0	
88.1 Prepaid Expense (contra acct)	(25.0)		(\$25.0)	
89 Opportunity Fund	140.0	140.0	\$0.0	
91 Allocation of Overhead & BOD	1,864.0	1,915.3		
TOTAL EXPENSES	8,143.5	8,267.3		
SURPLUS (DEFICIT) before reserve income	1,550.3	1,506.3		

ASHRAE
PUBLISHING & EDUCATION COUNCIL - Major Variations
For the Twelve Months Ending June 30, 2018

	Forecast	Budget	Variances	Comments
	FY 2018	FY 2018	Forecast vs. Budget	
REVENUES				
32 Publication Sales Income	\$3,704.2	\$3,700.1	\$4.1	
34 Advertising Income - Display	3,293.7	3,658.2	(\$364.5)	Print ad sales are not growing year over year but are only partially offset by online ads; Will continue to closely review this trend.
34 Advertising Income - Classified	15.0	25.0	(\$10.0)	
34 Advertising Income - On-line	905.0	870.0	\$35.0	
35.2 Certification Registration	220.0	220.0	\$0.0	
35.3 Education Registration	1,756.0	2,055.0	(\$299.0)	Slight growth over FY 16-17 is anticipated; budget too aggressive
37 Special Project Income			\$0.0	
38 Contribution Income	14.9	14.9	\$0.0	
41.2 Contributions and Matching Gifts	90.0	136.8	(\$46.8)	
46 Miscellaneous Income	263.5	177.5	\$86.0	
TOTAL REVENUES	10,262.3	10,857.5		
EXPENSES:				
51 Salary Expense	2,614.7	2,484.7	\$130.0	Expense is trending higher than budgeted.
52 Payroll Taxes, Benefits, Personnel Exp	784.1	742.1	\$42.0	Expense is trending higher than budgeted.
61 Publishing and Promotion Expense	3,054.3	2,930.7	\$123.6	COGS Budget was aggressive - Forecast consistent with prior year
64 Meetings & Conferences Expense	629.3	582.2	\$47.1	
66 Travel Expense	179.0	224.0	(\$45.0)	
68 Awards, Certif, Logo Cost of Goods Sold	2.7	2.7	\$0.0	
76 Public Relations Expense			\$0.0	
78 Occupancy & Insurance	42.9	42.9	\$0.0	
82 Office Expense and Organizational Dues	784.9	957.2	(\$172.3)	Primarily related to lower than budgeted postage/shipping costs
84 Outside Services Expense	1,091.0	1,341.4	(\$250.4)	Adjusted to more closely align with YTD Actuals as compared to budget
88 Other Expense	307.2	171.7	\$135.5	Income Tax Expense included in Forecast - related to Unrelated Business Income Tax (Advertising profits) - impact unknown when preparing FY17-18 Budget
90 Depreciation Expense				
91 Allocation of Overhead & BOD	3,948.8	4,057.5		
TOTAL EXPENSES	13,438.9	13,537.1		
SURPLUS (DEFICIT) before reserve income	(3,176.6)	(2,679.6)		

**ASHRAE
TECHNOLOGY COUNCIL- Major Variations
For the Twelve Months Ending June 30, 2018**

	Forecast	Budget	Variances	
	FY 2018	FY 2018	Forecast vs. Budget	Comments
REVENUES				
37 Special Project Income	\$65.4	\$50.0	\$15.4	
46 Miscellaneous Income	27.1	27.1	\$0.0	
TOTAL REVENUES	92.5	77.1		
EXPENSES:				
51 Salary Expense	1,154.5	1,154.5	\$0.0	
52 Payroll Taxes, Benefits, Personnel Exp	341.4	316.5	\$24.9	
61 Publishing and Promotion Expense	0.9	2.4	(\$1.5)	
64 Meetings & Conferences Expense	13.4	21.5	(\$8.1)	
66 Travel Expense	192.4	201.6	(\$9.2)	
68 Awards, Certif, Logo Cost of Goods Sold	1.7	1.7	\$0.0	
73 Special Projects Expense	155.0	306.1	(\$151.1)	2 budgeted Special Projects will not be completed in FY17-18; will carryover into FY18-19
76 Public Relations Expense		2.6	(\$2.6)	
82 Office Expense and Organizational Dues	106.2	126.5	(\$20.3)	
84 Outside Services Expense	20.9	20.9	\$0.0	
88 Other Expense	0.1	0.1	\$0.0	
88.1 Prepaid Expense (contra acct)			\$0.0	
90 Depreciation Expense	8.3		\$8.3	
91 Allocation of Overhead & BOD	1,752.4	1,800.6		
TOTAL EXPENSES	3,747.2	3,955.0		
SURPLUS (DEFICIT) before reserve income	(3,654.7)	(3,877.9)		

ASHRAE
RESEARCH - Major Variations
For the Twelve Months Ending June 30, 2018

	Forecast	Budget	Variances	Comments
	FY 2018	FY 2018	Forecast vs. Budget	
REVENUES				
31 Membership Dues Earned Income	\$157.0	\$157.0	\$0.0	
38 Contribution Income	2,372.1	2,398.5	(\$26.4)	
41.2 Contributions and Matching Gifts	2,000.0	2,000.0	\$0.0	
44 Reserve Transfers	428.2	1,166.2	(\$738.0)	Delays in A2L Refrigerants Projects
46 Miscellaneous Income	3.5	3.5		
TOTAL REVENUES	4,960.8	5,725.2		
EXPENSES:				
51 Salary Expense	594.6	594.6	\$0.0	
52 Payroll Taxes, Benefits, Personnel Exp	175.9	164.9	\$11.0	
61 Publishing and Promotion Expense	67.9	105.4	(\$37.5)	
64 Meetings & Conferences Expense	17.7	18.1	(\$0.4)	
66 Travel Expense	135.5	137.2	(\$1.7)	
68 Awards, Certif, Logo Cost of Goods Sold	35.0	35.0	\$0.0	
71 Research Projects & Grants Expense	2,845.3	3,554.7	(\$709.4)	Delays in A2L Refrigerants Projects
76 Public Relations Expense	0.3	0.3	\$0.0	
82 Office Expense and Organizational Dues	60.4	60.4	\$0.0	
84 Outside Services Expense			\$0.0	
88 Other Expense	68.9	68.9	\$0.0	
91 Allocation of Overhead & BOD	959.5	985.9	(\$26.4)	
TOTAL EXPENSES	4,961.0	5,725.4		
SURPLUS (DEFICIT) before reserve income	(0.2)	(0.2)		

**Report to the Executive Committee
From Advanced Energy Design Guide Steering Committee
13 June 2018**

Recommendations for Board Approval:

1. No motions for the Board of Directors

(Note: Recommendations for approval should include motion, background and financial impact.)

Information Items:

1. Zero Energy K-12 Advanced Energy Design Guide Published and available.
 - a. Download from: www.ashrae.org/freeaedg
 - b. 47-slide presentation is available to all Steering Committee Members.
 - i. Now on list of DL presentation lists for Tom Phoenix and Dan Nall (two done this spring)
 - ii. Presentations actively being sought
 - c. DOE actively promoting development of electronic training. NREL presently coordinating with Steve Comstock since training falls under PEC.
 - d. Significant number of non-ASHRAE groups have referred to this AEDG in their organization's communications
2. Second Zero Energy AEDG – Office Buildings
 - a. Project committee met in May
 - b. Mix of experienced and new people (important for innovation)
 - c. Modeling work is more important since preliminary modeling is less than the ZE guide
 - d. Publication expected near 2019 Annual Meeting date
3. Other Information
 - a. MBO of 600,000 AEDG downloads exceeded (605,054 As of May 1)
 - b. Work on SI Tables proceeding. Goal is to broaden the interest in “non-IP” locations
 - c. Related programs during these Annual meetings
 - i. **Seminar 14:** How Can Net Zero Energy Goals, Low Sensible Loads and Ventilation Work in a Hot Humid Climate?, Sunday, June 24, 11:00am-12:30pm
 - ii. **Seminar 24:** How to Hit the Bulls-EUI: Setting Targets, Using Tools and Outcome-Based Compliance, Monday, June 26, 8:00am-9:30am
 - d. **AEDG-SC** felt a Zero Energy Standard was outside its purview (since it is not an ASHRAE committee). A small group of volunteers will write a Title, Purpose and Scope draft for the proper bodies to consider.

1 June 2018
Date

Mick Schwedler
ASHRAE AEDG Steering Committee Representative



Memorandum of Understanding ASHRAE and ASPE

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 1964, ASPE is dedicated to the advancement of the science of plumbing engineering, to the professional growth and advancement of its members and the health, welfare and safety of the public.

ASHRAE and ASPE 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/ASPE senior representatives to:

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

ASHRAE/ASPE 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 ASPE:

Billy Smith, FASPE
Executive Director/CEO
ASPE
6400 Shafer Court, Suite 350
Rosemont, IL 60018-4914
Phone: 847-296-0002
Email: bsmith@aspe.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 ASPE 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 ASPE 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 ASPE 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 ASPE 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 ASPE 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 ASPE.
- Discuss ways that certifications programs can be jointly developed or promoted.

TECHNICAL ACTIVITIES COORDINATION

ASHRAE and ASPE 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 ASPE 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 ASPE 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 ASPE. 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

Sheila Hayter, P.E.
ASHRAE President
Printed Name/Title

Signature

Date

Jeff Littleton
Executive Vice President
Printed Name/Title

Signature

Date

FOR ASPE

Printed Name/Title

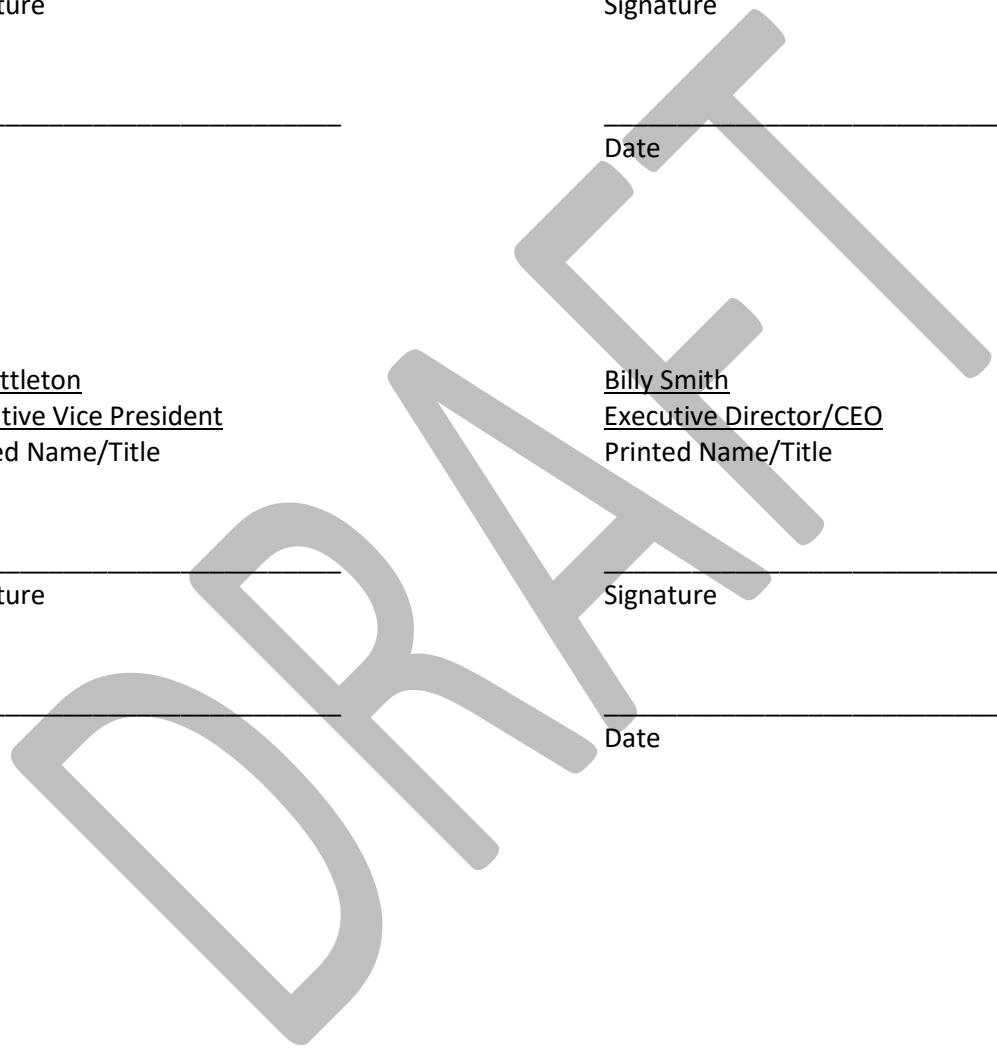
Signature

Date

Billy Smith
Executive Director/CEO
Printed Name/Title

Signature

Date





MEMORANDUM OF UNDERSTANDING

ASHRAE

AND

REHVA (FEDERATION OF EUROPEAN HEATING, VENTILATION AND AIR CONDITIONING ASSOCIATIONS)

REHVA is a European federation currently representing 27 national associations, headquartered in Brussels, Belgium with some 100,000 experts in the area of heating, ventilation and air conditioning.

ASHRAE is an international organization headquartered in Atlanta, Georgia, USA with some 57,000 individual professionals as members dedicated to advancing heating, ventilation, air conditioning and refrigeration to serve humanity and to promote a sustainable world.

The two organizations play important roles in creating a more sustainable world by providing the technical expertise, educational products, standards and research needed to produce a comfortable, healthy and energy efficient built environment. The basis of this agreement is the belief that by working together, organizations can amplify their ability to provide these services to its members and the general public while simultaneously eliminating duplication and conflicts. Strong collaboration between ASHRAE and REHVA will also allow each organization to address the major issues facing our industry worldwide, including adapting to a rapidly evolving technology. Both organizations also reaffirm their commercial independence through adequate internal organization.

The purpose of this strategic Memorandum of Understanding (MoU) is to strengthen the relationship between REHVA and ASHRAE and to promote substantial and tangible actions to increase the co-operation between the two organizations and their members.

Both organizations wish to better serve their members by improving information sharing, education offerings, and strengthening the skills and knowledge of practitioners and engineers.

This Memorandum of Understanding (MoU) provides a framework for these benefits to be realized. It creates a roadmap to advance and promote the mutual interests of ASHRAE and REHVA with a practical commitment to work together on the following activities and goals. These activities and goals will serve our collective membership of individuals, associations and the public to promote a more energy efficient, healthy, comfortable, productivity-enhancing and sustainable world. This agreement¹ intends to create a collaborative environment where both organizations are enhanced.

¹ Nothing in this agreement will violate American or European anti-trust regulations.

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REHVA and ASHRAE enter into this MoU with the objectives described below. In implementing these objectives, REHVA and ASHRAE will investigate suitable activities related to ASHRAE's region in Europe and its chapters, sections and individual members.

Administering to the European Region of ASHRAE and its chapters, sections and members

ASHRAE wishes to reinforce the level of service for its individual members based in European countries. To date, ASHRAE estimates that it has around 1,800 individual members in Europe, of which approximately 50 to 70% are also members of associations represented by the REHVA federation.

ASHRAE agrees that REHVA may reinforce, in coordination with national associations, ASHRAE's service to its individual members.

REHVA and ASHRAE will arrange a taskforce to define how to organize, administer and communicate with ASHRAE members in the European Region. The schedule to implement this objective is 6 to 18 months after the MoU goes into effect. The overarching goal of this agreement is to elevate and magnify the level of service to individual members and association members from both organizations while operating in harmony. The natural outcome of elevating and magnifying membership value will be an increase in the individual membership of both ASHRAE and the national associations served by REHVA. The formation of ASHRAE chapters, sections, groups or clubs will be communicated and coordinated with REHVA's association members to strengthen and encourage collaboration. It is the intent of this agreement that individuals would be motivated to join both ASHRAE and the national associations served by REHVA.

If the Task Force formed in the following annexes fail to reach an agreement in the time frame stipulated, this MoU will immediately be dissolved. If this MoU is dissolved due to the failure of the Task Forces to reach an agreement, it is agreed that ASHRAE and REHVA will immediately open negotiations to create a new MoU to define the relationship between ASHRAE and REHVA, taking into consideration the needs and expectations of ASHRAE and the national associations represented by REHVA.

Cooperation between National associations members of REHVA and ASHRAE

The aim is to simplify and amplify the potential cooperation between ASHRAE and REHVA and its members while operating in harmony.

ASHRAE and REHVA will work in concert to develop a standard agreement between ASHRAE and any national association represented by REHVA who wishes to enter into an agreement with ASHRAE (Annex 4). Where requested by the national association, REHVA will be integrated into the agreement as a third-party signatory.

ASHRAE will inform REHVA without delay about opening of new agreements or MoUs with organizations in Europe and, similarly, REHVA will inform ASHRAE without delay about opening of new agreements or MoUs with organizations in North America. The intent is not to provide information or details regarding joint meetings, support or conferences or other similar non-strategic information. The intent is to share information about potential strategic agreements ASHRAE may form in Europe and REHVA may form in North America.

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Development of international bodies

REHVA and ASHRAE share the goal of building an international organization that would be the voice of sustainable technology for the built environment worldwide. Such an organization may be launched starting from the activities of the ASHRAE Associate Society Alliance (AASA), a concept that is currently being investigated by ASHRAE. If such an international organization is created, through ASHRAE's AASA or otherwise, REHVA is to be the voice representing its national associations. That fact does not preclude any of its national associations from participating individually in an AASA-type of international organization.

Each organization remains free to participate in any other international initiative with the same goal, and will inform each other of its intention.

REHVA and ASHRAE also agree to join efforts to create the Indoor Environmental Quality - Global Alliance (IEQ - GA).

Events, publications and dissemination tools

- Promote communication and information exchange between the organizations and their respective members through announcements in journals, websites, and other communication vehicles;
- Purchase for resale of each organization's publications by the other at a discounted rate to be negotiated by each organization's secretariat staff;
- Cooperation in sale and placement of advertisements in ASHRAE and REHVA publications, websites and other communication vehicles as appropriate and as mutually beneficial to both organizations;
- Opportunity to place advertisements by each organization in the other's journal, website, and other communication vehicles at special prices;
- Cooperation in the development of and participation in conferences and exhibitions globally which may be mutually beneficial and which strengthen the bonds of international cooperation between the organizations and their respective members.
- ASHRAE endorsement of REHVA CLIMA World Congresses for the purpose of encouraging ASHRAE member attendance thereby providing an opportunity for members of REHVA associations and of ASHRAE to interact on professional and technical matters;
- Both ASHRAE and REHVA will disseminate information of European events and activities organized at the local level by any organization.

Education and International Student competition

- Sponsor and jointly organize training and educational seminars and other educational activities when appropriate.

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- Promote educational activities of the other organization whenever possible.
- Participate and promote any type of e-learning development offered by the other organization
- Promote and organize participation to the REHVA/ASHRAE international student world competition.

Research and Technical cooperation

- Promote the co-operation between ASHRAE technical committees and REHVA committees and task forces.
- Develop common task forces for joint publications.
- Increase contacts and influence on governmental bodies and other decision makers where appropriate for both organizations including issuing joint or collective statements articulating engineering perspectives on technical and scientific matters being addressed by governmental bodies at an international level.
- Communicate between parties on research programs.
- Cooperate on research activities of mutual interest to both organizations.
- Create a common task force to identify cooperation in advance of international normalization processes (e.g., CEN, ISO,).

Duration

This MoU will enter in force at the signature date executed and will cancel and replace the previous MoU. This MoU will terminate the 30th of June 2020.

Organization

Both organizations enter into dialogue with respect and a constructive attitude knowing that a positive outcome will strengthen both parties, ultimately resulting in technological advancement for the benefit of humanity.

The two organizations agree to facilitate to each other participation at official meetings through formal participation by the other organization.

To achieve these objectives REHVA and ASHRAE will organize a quarterly high-level electronic or face-to-face meeting to:

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

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Finally, both organizations will each form specific task groups to carry out the works as described in this MoU with approval by their official bodies.

FOR ASHRAE

Timothy G. Wentz, PE
ASHRAE President, 2016-2017



Signature

June 25, 2017
Date

FOR REHVA

Stefano P. Corgnati
REHVA President 2016-2019



Signature

25-06-2017
Date

MEMORANDUM OF UNDERSTANDING

ASHRAE

AND

REHVA (FEDERATION OF EUROPEAN HEATING, VENTILATION AND AIR CONDITIONING ASSOCIATIONS)

REHVA is a European federation currently representing 27 national associations, headquartered in Brussels, Belgium with some 100,000 experts in the area of heating, ventilation and air conditioning.

ASHRAE is an international organization headquartered in Atlanta, Georgia, USA with some 57,000 individual professionals as members dedicated to advancing heating, ventilation, air conditioning and refrigeration to serve humanity and to promote a sustainable world.

The two organizations play important roles in creating a more sustainable world by providing the technical expertise, educational products, standards and research needed to produce a comfortable, healthy and energy efficient built environment. The basis of this agreement is the belief that by working together, both organizations can amplify their ability to provide these services to its members and the general public while simultaneously eliminating duplication and conflicts. Strong collaboration between ASHRAE and REHVA will also allow both organizations to address major issues facing our industry worldwide, including adapting to a rapidly evolving technology. Both organizations also reaffirm their commercial independence through adequate internal organization.

The purpose of this strategic Memorandum of Understanding (MoU) is to strengthen the relationship between REHVA and ASHRAE and to promote substantial and tangible actions to increase the co-operation between the two organizations and their members. Specifically,

- The coordination between ASHRAE and REHVA will be comprised of three levels
 - International coordination will occur between ASHRAE and REHVA at the Society and Board level respectively
 - European regional coordination will occur between ASHRAE Region XIV and REHVA
 - Local coordination will occur between the national association and the local ASHRAE . Chapters and Sections are ASHRAE local organizational entities with rights and privileges within ASHRAE as defined by ASHRAE Rules of the Board. ASHRAE groups can be formed and operated within National Associations in accordance with ASHRAE ROB 2.106 and in accordance with agreements based

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on model agreement templates between ASHRAE and a national association represented by REHVA.

-
- The coordination at both international and regional levels can include cooperation at the local level under the framework of cooperation outlined herein. All levels of cooperation must recognize the relationship established between ASHRAE and REHVA at the international level.

Commented [C1]: As Ken has suggested it is a repeat

Both organizations wish to better serve their members by improving information sharing, education offerings, and strengthening the skills and knowledge of practitioners and engineers.

This MoU provides a framework for these benefits to be realized. It creates a roadmap to advance and promote the mutual interests of ASHRAE and REHVA with a practical commitment to work together on the following activities and goals. These activities and goals will serve our collective membership of individuals, associations and the public to promote a more energy efficient, healthy, comfortable, productivity-enhancing and sustainable world. This agreement¹ intends to create a collaborative environment where both organizations are enhanced.

REHVA and ASHRAE both enter in to this MoU with the objectives described in this MoU. In implementing these objectives, REHVA and ASHRAE will investigate collaborative activities related to ASHRAE, REHVA, and the National Associations represented by REHVA, ASHRAE's Region XIV and its chapters, sections, groups, student branches organizational entities and individual members

Administering to the European Region of ASHRAE and its chapters, sections, groups organizational entities and members

ASHRAE wishes to provide the level of service to its individual members based in European countries similar to the level of service provided to other members globally. To date, ASHRAE estimates that it has around 1,800 individual members in Europe, of which approximately half are served by ASHRAE chapters and sections, while approximately 60% are also members of associations represented by the REHVA federation.

The overarching goal of this agreement is to elevate and magnify the level of service to individual members and association members from ASHRAE and REHVA both organizations while operating in harmony. The natural outcome of elevating and magnifying membership value will be an increase in the collaboration of both ASHRAE, REHVA and the national associations served by REHVA. The formation of ASHRAE chapters, sections, groups and student branches organizational entities will be communicated and coordinated with REHVA and REHVA's association members to strengthen and encourage collaboration. as outlined by the models available for implementation of same. It is the intent of this agreement that individuals would be motivated to join both ASHRAE and the national associations served by REHVA.

¹ Nothing in this agreement will violate American or European anti-trust regulations.

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In the event an MoU is signed between an ASHRAE ~~Group, Chapter and organizational entity~~ and a national association represented by REHVA, both ~~organizations ASHRAE and REHVA~~ will review the MoU to ensure that the MoU between the ASHRAE's ~~Group, Chapter or Section~~ ~~organizational entity~~ and the National Association comports with the appropriate bylaws and Rules of the Board of both organizations.

Coordination between REHVA and ASHRAE's Region XIV

The aim is to amplify the potential cooperation between ASHRAE's Region XIV and REHVA while operating in harmony. It is the intent of this agreement to

- Implement and coordinate early communication between Region XIV and REHVA in order to avoid conflicts and overlaps on scheduling major European events
- Facilitate coordination by organizing an annual meeting between the Regional Executive Committee and REHVA selected representative(s) at the Chapters Regional Conference and Region XIV selected representative(s) at the REHVA General Assembly meeting

Cooperation between National associations members of REHVA and ASHRAE

The aim is to simplify and amplify the potential cooperation between ASHRAE and REHVA and its members while operating in harmony.

ASHRAE and REHVA have developed a model agreement templates for consideration between an ASHRAE ~~group, chapter or section~~ ~~organizational entity~~ and a national association represented by REHVA (Annex 1). Where requested by the national association, REHVA will be integrated into the agreement as a third-party signatory. REHVA will support the facilitation of information between the ASHRAE ~~Group, Chapter or Section~~ ~~organizational entity~~ and the National Association. ASHRAE, the ASHRAE ~~Group~~ ~~organizational entity~~, the National Association and REHVA will work collaboratively to disseminate information of mutual interest.

ASHRAE will inform REHVA without delay about opening of new agreements or MoUs with organizations in Europe and, similarly, REHVA will inform ASHRAE without delay about opening of new agreements or MoUs with organizations outside Europe. The intent is not to provide information or details regarding joint meetings, support or conferences or other similar non-strategic information. The intent is to share information about potential strategic agreements ASHRAE may form in Europe and REHVA may form outside Europe.

Development of International bodies

REHVA and ASHRAE share the goal of building an international organization that would be the voice of sustainable technology for the built environment worldwide. REHVA and ASHRAE also agree to join efforts to create the Indoor Environmental Quality – Global Alliance (IEQ-GA).

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Events, publications and dissemination tools

- Promote communication and information exchange between the organizations and their respective members through announcements in journals, websites, and other communication vehicles;
- Purchase for resale of each organization's publications by the other at a discounted rate to be negotiated by each organization's secretariat staff;
- Cooperate in the sale and placement of advertisements in ASHRAE and REHVA publications, websites and other communication vehicles as appropriate and as mutually beneficial to both organizations;
- Opportunity to place advertisements by each organization in the other's journal, website, and other communication vehicles at special prices to be negotiated by each organization's secretariat staff;
- Cooperate in the development of and participation in conferences and exhibitions globally which may be mutually beneficial, and which strengthen the bonds of international cooperation between the organizations and their respective members.
- ASHRAE endorsement of REHVA CLIMA World Congresses [and REHVA endorsement of the ASHRAE annual meeting, and winter meeting-conference and the Region XIV Chapter Regional Conference \(CRC\)](#) for the purpose of encouraging ASHRAE and REHVA member attendance thereby providing an opportunity for members of REHVA associations and of ASHRAE to interact on professional and technical matters;
- Disseminate information of suitable European events and activities organized at the local level by any organization.

Education and International Student Competition

- Sponsor and jointly organize training and educational seminars and other educational activities when appropriate.
- Promote educational activities of the other organization whenever possible.
- Participate and promote any type of e-learning development offered by the other organization
- Promote and organize participation to the REHVA/ASHRAE international student world competition.

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- Encourage student branches and young engineer member activities in Europe
- Encourage Science, Technology, Engineering and Mathematics (STEM) activities in Europe

Research and Technical cooperation

- Promote the co-operation between ASHRAE technical committees and REHVA committees and task forces.
- Develop common task forces for joint publications.
- Increase contacts and influence on decision makers in the public and private sectors where appropriate.
- Communicate between parties on research programs.
- Cooperate on research activities of mutual interest to both organizations.
- Create a common task force to identify cooperation in advance of international normalization processes (e.g., CEN, ISO).

• ~~Cooperate and support of Region XIV CRC and REHVA annual meetings~~ ~~Develop an international task force on sustainability and green buildings~~

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Commented [C3]: Delete it, It is clearly covered above

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Commented [JH4]: I do not disagree , but by just listing this very general item we leave out more we could think of . I prefer to leave this out as well.

Duration

This MoU will enter in force at the signature date executed and will cancel and replace the previous MoU. This MoU will terminate the 30th of June 202~~1~~.

Organization

Both organizations enter into dialogue with respect and a constructive attitude knowing that a positive outcome will strengthen both ~~organizations~~parties, ultimately resulting in technological advancement for the benefit of humanity.

The two organizations agree to facilitate to each other participation at official meetings. ~~through formal participation by the other organization.~~

To achieve these objectives REHVA and ASHRAE will organize a quarterly high-level electronic or face-to-face meeting to:

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

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Finally, both organizations will each form specific task groups to carry out the works as described in this MoU with approval by their official bodies.

FOR ASHRAE

Bjarne Olesen
ASHRAE President, 2017-2018

Signature

Date

FOR REHVA

Stefano P. Corgnati
REHVA President 2016-2019

Signature

Date

Option 1 – Defining a Group and its duties and responsibilities

2.106.002.8 (99-01-24-24)

The Board of Directors approves “Guidelines for Formation and Operation of ASHRAE Groups within Other Organizations meeting ASHRAE Associate Society Criteria” and “Model Plan to Establish Chapters with National Associations”:

1. Definition: An ASHRAE Group (Group) is an organizational entity within ASHRAE comprised of individual ASHRAE Members¹ in a geographical area that does not contain ASHRAE chapters or sections.
 - a. ASHRAE is governed by its Certificate of Consolidation, Bylaws and Rules of the Board. The Group will operate in accordance with those governing documents.
 - b. All members of an ASHRAE Group ~~should~~ shall be ASHRAE members. The gGroup’s objectives shall be similar to those of ASHRAE and as outlined in the ASHRAE Bylaws.
 - c. A gGroup’s membership and activities shall be open to all members of ASHRAE residing in the country in which the group operates and should consist of no fewer than ~~ten (10)~~ fifty (50) mMembers.
 - d. A Group’s principle activities are to support and serve ASHRAE members to assist them to be active at the local level. The Group is not a chapter or a section and shall not be accorded the rights responsibilities thereof. A Group is not a replacement for a chapter or a section. Rather, it is the intent that a Group will eventually evolve into a chapter or a section.
 - e. The Group shall not have the authority to act for or in the name of the Society and notice to such effect shall be imprinted on the Group stationary; the Group shall not use the name of the Society except as a part of its own name; the Group may use the emblem of the Society in accordance with the Rules of the Board; and the Group shall not incur any financial liability or contractual obligation in the name of the Society.
 - f. The Group shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private or public interests.
- 1.2. A gGroup should organize, at a minimum, one meeting annually but preferably monthly meetings at least during eight (8) months of the year.
3. The Group will be assigned to the Region in which the Group resides geographically
- 2.4. A gGroup should report on its activities to ASHRAE’s Executive Vice President and the DRC of the Region to which it is assigned once per year.
5. The Group will be supported by the Region to which it is assigned, as the Region deems appropriate.
6. An ASHRAE Group may affiliate with a national association to create a new entity called ‘ASHRAE Group/National Association’. If such an affiliation is made all members of the ASHRAE Group/National Association must be members of ASHRAE, the national association or both. The ASHRAE Group/National Association will be bound by the same requirements imposed on an ASHRAE Group as herein defined.
- 3.7. ASHRAE shall provide mailing lists of those ASHRAE members assigned to the Group to an ASHRAE Group on at least an annual basis. Lists shall be used for only ASHRAE Group activities
- 4.8. ASHRAE shall publish suitable reports on gGroup activities in *Insights* when such reports are submitted to the editor. ~~(ASHRAE encourages the submission of reports and announcements.)~~ ASHRAE shall also publicize the meetings of a group so that members of ASHRAE from North America traveling in a group’s country may attend or speak at gGroup meetings.
- 5.9. ASHRAE shall post and provide a link to a www address for the gGroup on the Society’s home page. Group websites shall comply with all ASHRAE policies and rules regarding websites.

¹ If the word ‘Member’ is capitalized it is referring to full members, associate members, fellows and life members. If ‘member’ is not capitalized it is referring to all members of Society, regardless of level.

~~3. A group should have a principal objective to increase ASHRAE membership in the country in which the group operates.~~

~~ASHRAE shall provide no other financial support to a group and the group will not be an organizational entity within ASHRAE.~~

2.106.002.9 (10-06-30-10B)

Any proposed agreements with other organizations that involves the creation of a formal assembly of a group of ASHRAE members such as ~~g~~Groups or ~~clubs~~ ASHRAE Group/National Association shall be referred to Members Council for review and approval before final agreement is reached between the two organizations.

Option 2 – Creating a Section/National Association

2.106.002.8 (99-01-24-24)

The Board of Directors approves “Guidelines for Formation and Operation of ASHRAE Groups within Other Organizations meeting ASHRAE Associate Society Criteria”:

1. All members of an ASHRAE Group should be ASHRAE members. The group’s objectives shall be similar to those of ASHRAE and as outlined in the ASHRAE Bylaws.
2. A group’s membership and activities shall be open to all members of ASHRAE residing in the country in which the group operates and should consist of no fewer than fifty (50) members.
3. A group should have a principal objective to increase ASHRAE membership in the country in which the group operates.
4. A group should organize, at a minimum, one meeting annually but preferably monthly meetings at least during eight (8) months of the year.
5. A group should report on its activities to ASHRAE’s Executive Vice President once per year.
6. ASHRAE shall provide mailing lists to an ASHRAE Group on at least an annual basis. Lists shall be used for only ASHRAE Group activities
7. ASHRAE shall publish reports on group activities in *Insights* when such reports are submitted to the editor. (ASHRAE encourages the submission of reports and announcements.)
8. ASHRAE shall publicize the meetings of a group so that members of ASHRAE from North America traveling in a group’s country may attend or speak at group meetings.
9. ASHRAE shall post and provide a link to a www address for the group on the Society’s home page.
10. ASHRAE shall provide no other financial support to a group and the group will not be an organizational entity within ASHRAE.

2.106.002.9 (10-06-30-10B)

Any proposed agreements with other organizations that involve the creation of a formal assembly of a group of ASHRAE members such as groups or ~~clubs~~ ASHRAE Section/National Association shall be referred to Members Council for review and approval before final agreement is reached between the two organizations.

2.106.002.10

The Board of Directors approves “Model Plan to Establish Chapters with National Associations”.

1. Sections may affiliate with a national association in the same way and under the same rules described in the ‘Model Plan to Establish Chapters with National Associations’
2. A Section that affiliates with a national association will be called ‘ASHRAE Section/National Association’
- 4.3. The rules, responsibilities and duties of a Section are as outlined in Section 12 of the ASHRAE Manual of Chapter Operations.

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ExCom:

I am forwarding you the email sent to PEC leadership and staff this morning. The first proposed structure was introduced to you at the winter meeting in Chicago. The good news with this version of the restructure is there is a reduction in the number of individuals on standing committees which would be a budget savings (small reduction but still better than an add). The primary item needing the attention of ExCom as it relates to this restructure is the best location for two standing committees - Historical and Electronic Communications Committee. The ad hoc has identified that the work scope of these two committees are not well aligned with the work of the Council and wonder if they are not better located somewhere else within the organization. There has been discussion and there seems to be support to move Historical to be located under Members Council. ECC seems to best align with the efforts of Marketing and their staff liaison is currently from the Marketing group not PEC (primary areas of focus include webpage, social media, basecamp, etc.) Relocating ECC to be under Marketing is odd since it does not report to a council but rather to the BOD. The decision to relocate standing committee within the ASHRAE structure is not one that can be made by PEC but rather by ExCom and BOD therefore the reason I am asking this to be an issue discussed by ExCom in the near future. Please note that the final slide of the attached structure defines the timeline for the potential restructure of the committee - we are very much still in the discussion and feedback phase of the project but I want make sure ExCom is aware and as involved in the conversation as they would like to be.

I would like to see this as an item on the ExCom agenda but if there is not time I would be happy to discuss and entertain questions outside the ExCom meeting times in Houston.

Sincerely,

Julia Keen, P.E., HBDP, BEAP, PhD
319.230.8522

----- Forwarded message -----

From: **Julia Keen** <julia.keen@gmail.com>

Date: Thu, Jun 14, 2018 at 9:37 AM

Subject: PEC Restructure Ad Hoc - Revised Proposal

To: Billy Austin <baustin@shultzeg.com>, ventas@ingear.com, mbettin@mmart.com, fbetz@aol.com, Doug Cochrane <dcc_ace@hotmail.com>, "Comstock, Steve" <comstock@ashrae.org>, Jose Luis Correa Guzman <director@kwingenieria.com>, plantguy24@me.com, Bill Dean <bill.dean@nrc.ca>, Daniel Dettmers <djdettme@wisc.edu>, fenton@ksu.edu, Larry Fisher <lfisherky@gmail.com>, Bruce Flaniken <BLFlaniken@houstonmethodist.org>, mfullerton@tmecorp.com, Katherine Hammack <hammackk@gmail.com>, "Henck, Charlie" <chenck@wrallp.com>, Mohammad Hosni <hosni@ksu.edu>, "Huang, Jin Jin" <huangji@coned.com>, rogerkentjones@verizon.net, Roger Jones <rjones@emstec.com>, Julia Keen <jkeen@ksu.edu>, hkennedy@ashrae.org, "Kline, Tim" <tkline@ashrae.org>, Cameron Labunski <cameronl@tgce.com>, slevisaur@haddadeng.com, "Martin, Greg" <gmartin@ashrae.org>, "william.f.mcquade@jci.com" <william.f.mcquade@jci.com>, cmichaels@ashrae.org, Ahmad

Alaa <ahmed.alaa@ashraeuae.org>, "Murray, Karen" <kmurray@ashrae.org>, ASHRAE <ENjeru@ashrae.org>, CheeSheng Ow <iodised@gmail.com>, "Owen, Mark" <mowen@ashrae.org>, Heather Platt <hplatt@mazzetti.com>, LRamsdell@ashrae.org, jratcliff@ashrae.org, bdgscs@nus.edu.sg, esigman@ashrae.org, Ben Skeleton <bennyrun@gmail.com>, Jeremy Smith <jeremysmith@eeace.com>, "Soltis, David" <dsoltis@ashrae.org>, Megan Tosh <megan.tosh@gmail.com>, Edward Tsui <Edward.tsui@intelligent-net.com>, swesthoff@nycap.rr.com, "Keith Yelton (<keithyelton@mac.com>)" <keithyelton@mac.com>

Dear leaders, soon to be leaders, and staff of Pub Ed Council:

The PEC Restructure ad hoc continues to work on the charge of developing a structure that will allow the Council to do its work more effectively and efficiently. A proposed structure was introduced at the PEC meeting in January while in Chicago. We asked for input of this structure. Thank you to all of you that provided this feedback. Taking these comments and concerns into account, we have revised the proposed structure. Attached you will find a document showing the existing structure, the revised proposed structure, the changes that that occurred between the structure introduced in January and now, as well as a schedule for implementation.

I am sending this in advance of the meeting in Houston in hopes that you will take some time to review it and generate a list of concerns or questions. This will be a PEC agenda item during which time I will explain the rationale for the structure as well as entertain all questions and comments.

I appreciate your time and attention on this matter and look forward to discussing this further in Houston.

Sincerely,
Julia Keen, P.E., PhD, FASHRAE, HBDP, BEAP
ASHRAE Society Vice President, PEC Vice Chair
Professor, Bob and Betty Tointon Engineering Chair
Architectural Engineering and Construction Science
Kansas State University
2062 Seaton Hall
920 N. 17th St.
Manhattan, KS 66502
319.230.8522

PEC Restructuring

June 14, 2018

Ad Hoc Members:

Julia Keen (Chair)

Dan Dettmers

Charlie Henck

Jin Jin Huang

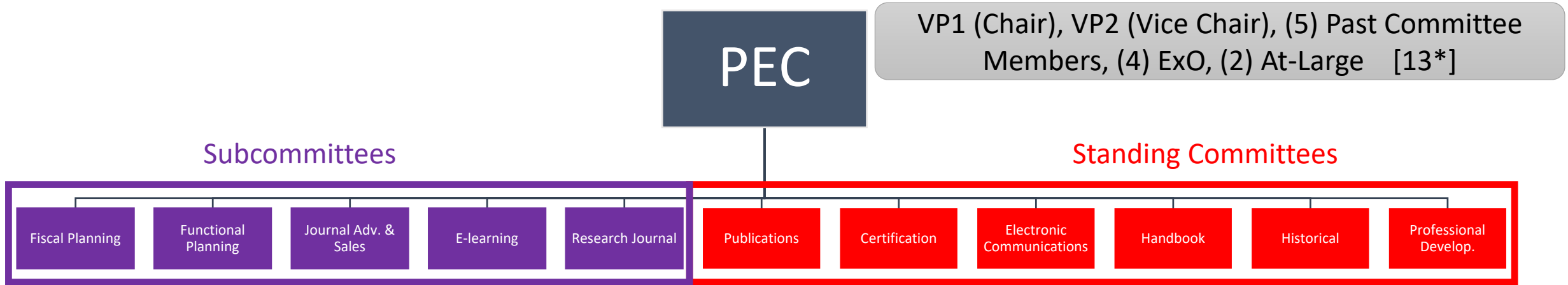
Roger Jones

Restructuring Goals

- Reshape the role of PEC and its subcommittees' functions
- Efficient use of volunteer and staff time
- More effectively use volunteer talent and knowledge to provide direction on all publication and education member products
- Improve communication and planning between all things publication and education related
- Build in an evaluation process of committee progress on Council and Society Strategic Plan
- Organize in a logical manner all ASHRAE PEC responsibilities
 - Staff transition
 - New responsibilities as ASHRAE evolves and adds services

Existing Committee Structure

Not addressed: training centers, external education, university courses, etc.

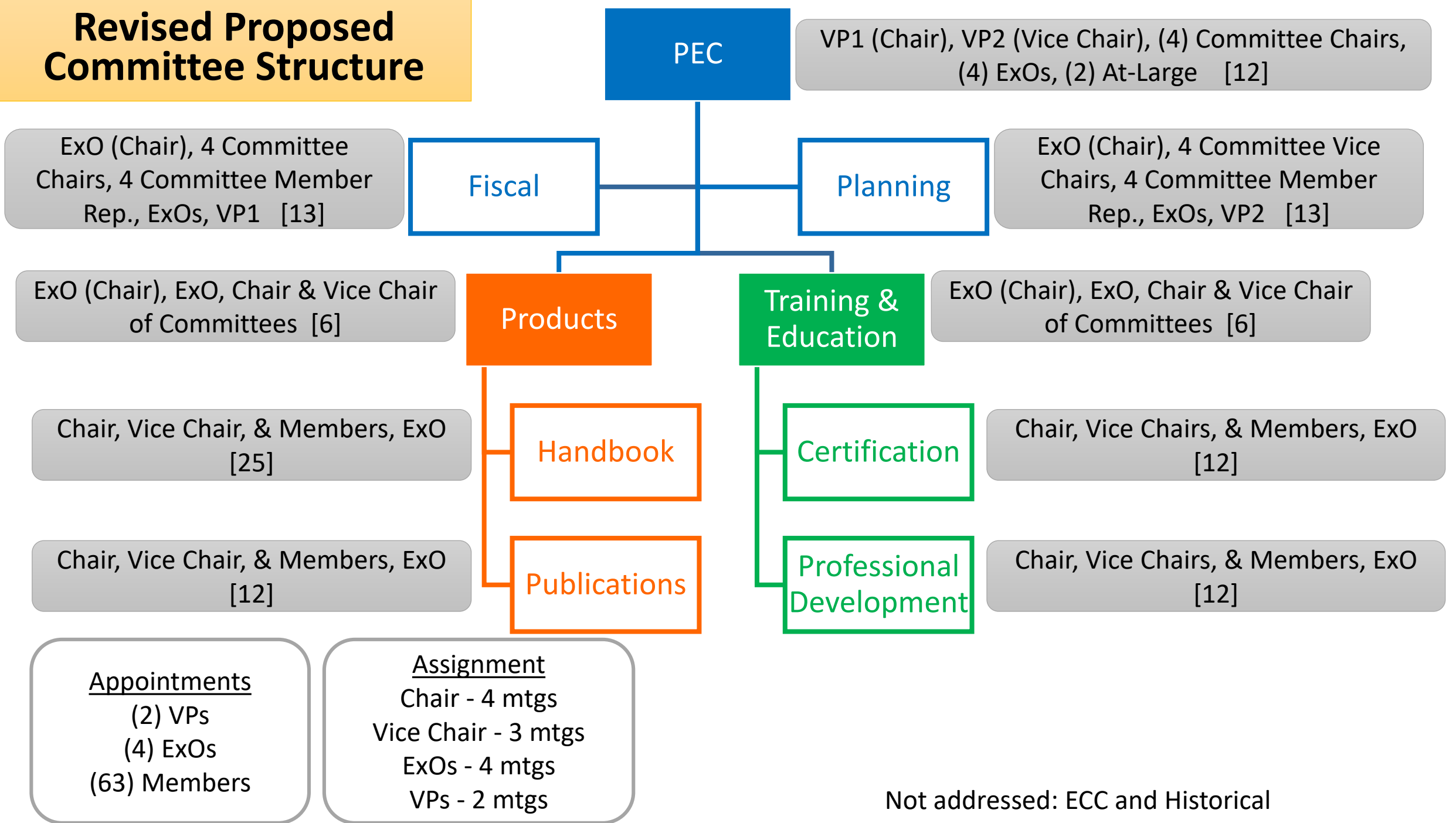


Certifications: Chair, Vice Chairs, & Members, ExO1 [12]
Handbook: Chair, Vice Chair, & Members, ExO2 [25]
Professional Development: Chair, Vice Chairs, & Members, ExO3 [12]
Publications: Chair, Vice Chair, & Members, ExO4 [12]

Appointments*
(2) VPs
(4) ExOs
(68) Members

*Not included in count: ECC and Historical

Revised Proposed Committee Structure



PEC

VP1 (Chair), VP2 (Vice Chair), (4) Committee Chairs, (4) ExOs, (2) At-Large [12]

ExO (Chair), 4 Committee Chairs, 4 Committee Member Rep., ExOs, VP1 [13]

Fiscal

Planning

ExO (Chair), 4 Committee Vice Chairs, 4 Committee Member Rep., ExOs, VP2 [13]

ExO (Chair), ExO, Chair & Vice Chair of Committees [6]

Products

Training & Education

ExO (Chair), ExO, Chair & Vice Chair of Committees [6]

Chair, Vice Chair, & Members, ExO [25]

Handbook

Chair, Vice Chairs, & Members, ExO [12]

Certification

Chair, Vice Chair, & Members, ExO [12]

Publications

Chair, Vice Chairs, & Members, ExO [12]

Professional Development

Appointments
(2) VPs
(4) ExOs
(63) Members

Assignment
Chair - 4 mtgs
Vice Chair - 3 mtgs
ExOs - 4 mtgs
VPs - 2 mtgs

Not addressed: ECC and Historical

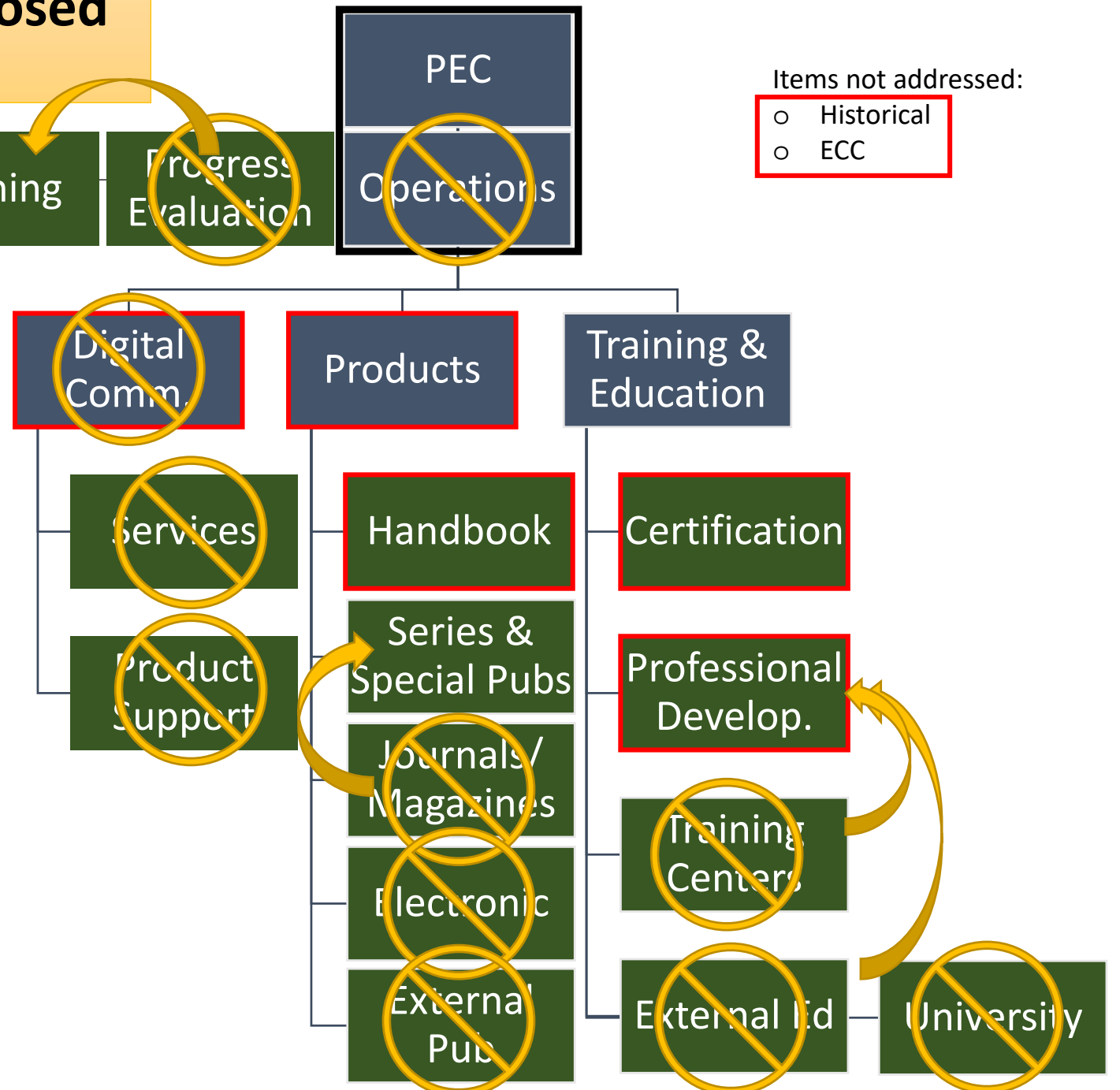
Modifications from January Proposed Committee Structure



Items not addressed:
 Historical
 ECC

Standing Committee
 Sub-committee

Standing Committees currently reporting to PEC



PEC

(Monitor and Planning)

Planning

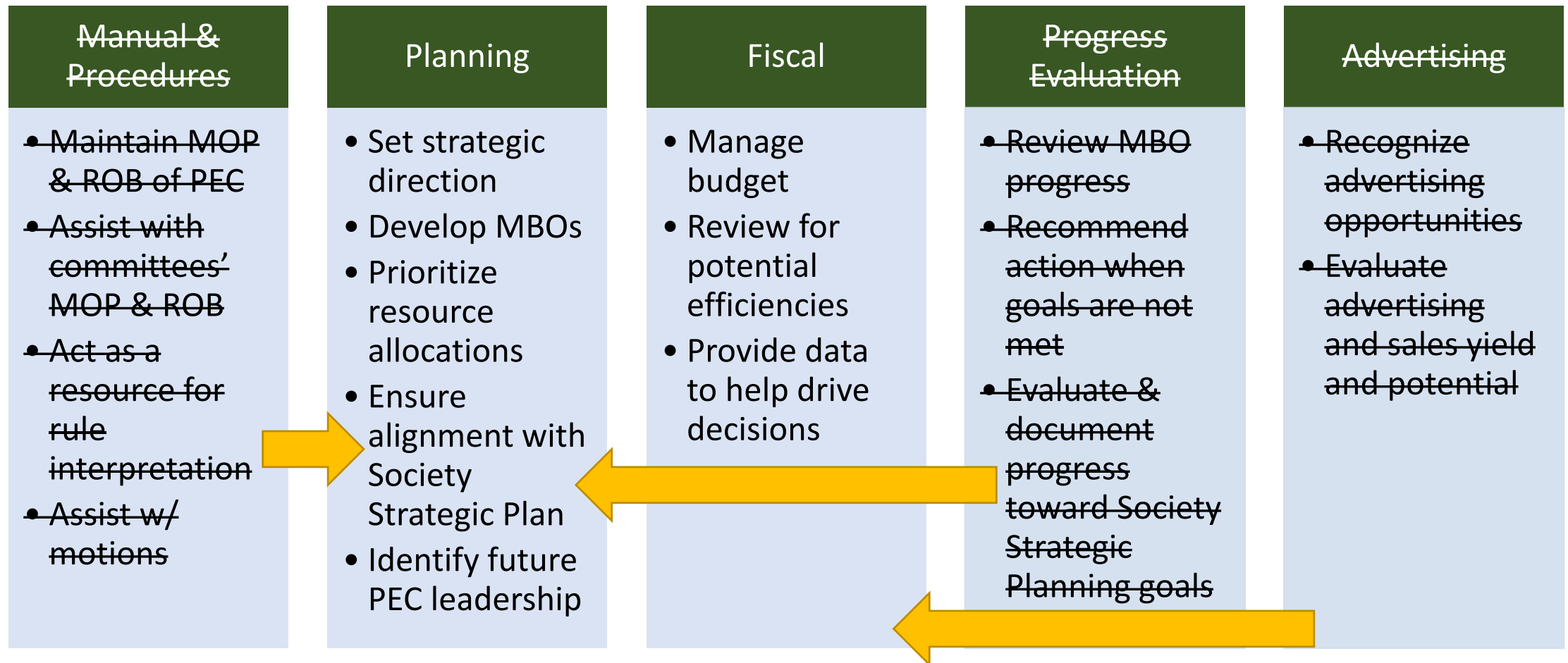
- Set strategic direction
- Develop MBOs
- Prioritize resource allocations
- Ensure alignment with Society Strategic Plan
- Identify future PEC leadership
- Maintain MOP & ROB of PEC
- Assist with committees' MOP & ROB
- Act as a resource for rule interpretation
- Assist w/ motions
- Review MBO progress
- Recommend action when goals are not met
- Evaluate & document progress toward Society Strategic Planning goals

Fiscal

- Manage budget
 - Monitor Revenue and Expenses
 - Review for potential efficiencies
- Provide data to help drive decisions
- Advertising
 - Recognize advertising opportunities
 - Evaluate advertising and sales yield and potential
- Job board
- Supplier Directory
- Supplier Webinars

Modifications from January Proposed Committee Structure

PEC / Operations (Monitor and Planning)



Modifications from January Proposed Committee Structure

Digital Communications (Monitor and Planning)

Products Support

- ~~Bookstore~~
- ~~Technology Portal~~
- ~~Learning Portal~~

Review conducted as part of
Products Committee
- 3 year cycle for each for
review and feedback

Services

- ~~eNewsletter~~ **Journal**
- ~~Webpage~~
- ~~Society~~
- ~~Chapter~~ **Marketing**
- ~~Basecamp~~
- ~~Social Media~~
- ~~Job Board~~
- ~~Supplier Directory~~ **Advertising**

Products

(Monitor, Planning, Review of Bookstore and Portals & Point of contact for other society pubs)

Handbook

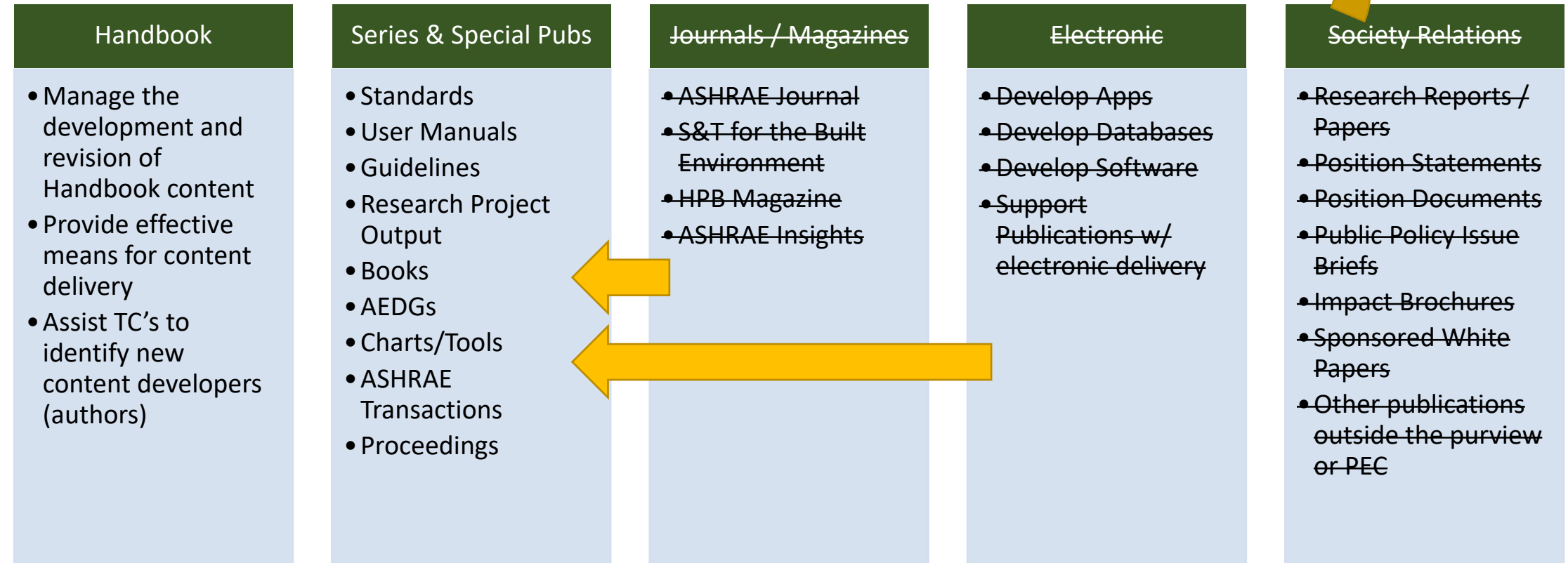
- Manage the development and revision of Handbook content
- Provide effective means for content delivery
- Assist TC's to identify new content developers (authors)

Series & Special Pubs

- Standards
- User Manuals
- Guidelines
- Research Project Output
- Books
- AEDGs
- Charts/Tools
- ASHRAE Transactions
- Proceedings
- ASHRAE Journal
- S&T for the Built Environment
- HPB Magazine
- ASHRAE Insights
- Electronic Pubs - Apps/Data Bases/Software

Modifications from January Proposed Committee Structure

Products (Monitor and Planning)



Training and Education

(Monitor and Planning)

Professional Development

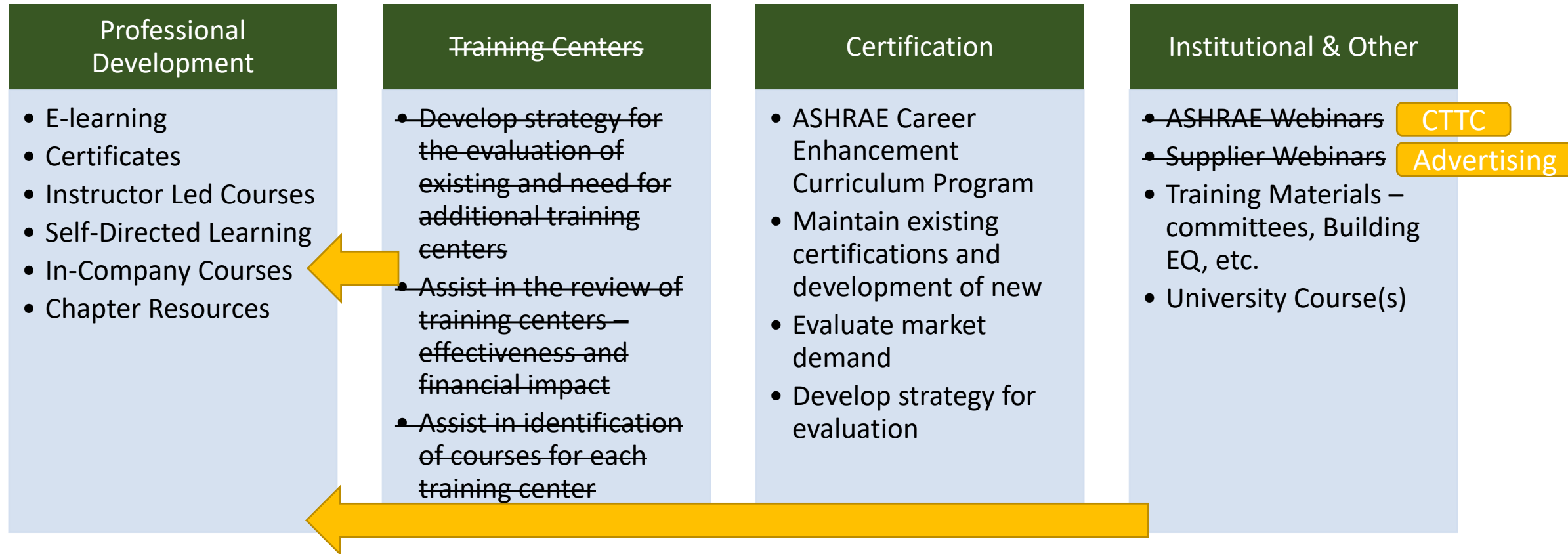
- E-learning
- Certificates
- Instructor Led Courses
- Self-Directed Learning
- In-Company Courses
- Chapter Resources
- Develop strategy for the evaluation of existing and need for additional training centers
- Assist in the review of training centers – effectiveness and financial impact
- Assist in identification of courses for each training center
- University Course(s)

Certification

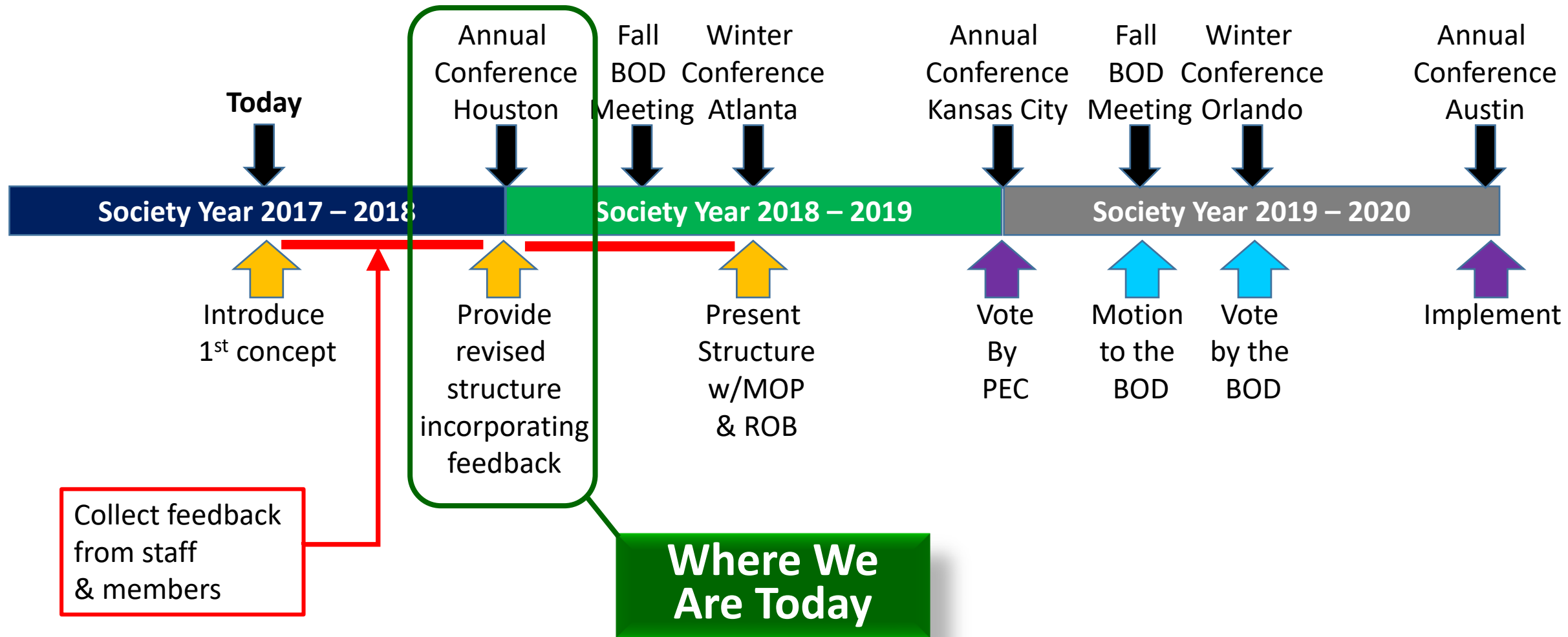
- ASHRAE Career Enhancement Curriculum Program
- Maintain existing certifications and development of new
- Evaluate market demand
- Develop strategy for evaluation

Modifications from January Proposed Committee Structure

Training and Education (Monitor and Planning)



Implementation Time Line





Memorandum of Understanding



American Society of Heating, Refrigerating and Air-Conditioning Engineers
and
Australian Institute of Refrigeration, Air Conditioning and Heating

PURPOSE

In recognition of shared technical interests, the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) and the Australian Institute of Refrigeration, Air Conditioning and Heating (AIRAH) agree to support this Memorandum of Understanding to advance and promote the mutual interests of engineering and built environment professionals.

ANNUAL MEETINGS

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/AIRAH senior representatives to:

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

Action items with assigned responsibilities shall be recorded at each meeting.

AREAS OF COMMON INTEREST

ASHRAE and AIRAH opportunities for collaboration include, but are not limited to, the following:

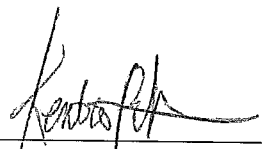
- Encourage continuing dialogue between ASHRAE and AIRAH at national, regional and local levels on issues of importance to engineers and facilities professionals
- Both organizations agree to share products prepared with respective members without impairing the value of membership in either organization.
 - Where mutually beneficial, jointly promote educational programs to members (such as member discounts offered to the other society's members).
 - Where mutually beneficial, jointly identify, create and identify new products and services including
 - Regional conferences
 - Training and certification programs
 - Publications (print and electronic)
- ASHRAE and AIRAH agree each organization shall cross-market, where appropriate, each other's products and services.
 - Each organization will help publicize events on their respective websites and in printed publications.
 - Each organization will consider publishing announcements about new publications, standards, training and educational programs, etc.
 - ASHRAE and AIRAH shall discuss mutually beneficial pricing strategies for products and services.
- Each organization agrees to provide the other with:
 - Two complimentary VIP registrations to the organization's primary annual meeting.
 - One complimentary registration of each printed or electronic magazine.
 - A listing of chapter or regional officer contact information to encourage joint local meetings.

- ASHRAE and AIRAH agree to work together to advance HVAC&R research.
 - Each organization will bring its member expertise to bear on establishing a research agenda and prioritizing research projects.
 - Jointly funded or cooperative research programs will be considered.
- ASHRAE and AIRAH agree to discuss ways to promote adoption of codes and standards of mutual interest
 - Both organizations will present government affairs strategic objectives and discuss ways to collaborate.


Each organization recognizes the unique and varying concerns of the other and neither organization will interpret or impose conditions herein to prevent the other organization from fulfilling its mission. Each organization will give proper recognition to each other for individual and joint efforts in reporting to their respective membership and to the general public.

This Memorandum of Understanding provides the framework for action and guidelines for interaction between ASHRAE and AIRAH. This agreement replaces any and all previous agreements between ASHRAE and AIRAH. Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant, that it is a beginning point and that any protocol of specific projects and activities developed is intended as an integral part of this understanding.

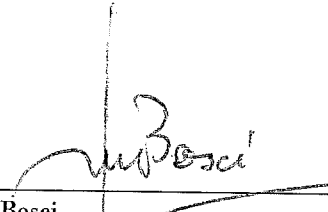
Executed this day of




 Kent Peterson
 President, ASHRAE
 Date 6/24/08



 Jeff Littleton
 Executive Vice President, ASHRAE
 Date 6-24-08



 John Bosci
 President, AIRAH
 Date 04/07/08.



 Ian Scott
 General Manager AIRAH
 Date 6/29/2008

GGAC INFORMATION ITEMS TO EXECUTIVE COMMITTEE**Information Item #1:**

The GGAC met via go-to meeting/conference call on June 4, 2018 and approved by voice vote (with one member opposing) that this committee change its name from the “Grassroots Government Advocacy Committee” to the “Government Affairs Committee.”

The GGAC will make a motion in Houston at the Members Council meeting for this name change.

Information Item #2:

The GGAC met via go-to meeting/conference call on June 4, 2018 and approved by voice vote changing the name of GGAC’s public policy briefing and advocacy day from “Day on the Hill” to “Government Outreach Day.”

Background:

At the 2018 Winter Meeting in Chicago, the ASHRAE Executive Committee asked for GGAC’s recommendation on whether to rename the GGAC and the “Day on the Hill” (DOTH) events. ExCom explained that there is increasing awareness that words like “grassroots” and “advocacy” do not translate well to those in many parts of the world where English is not a first language.

During the April 28-29, 2018 GGAC Executive Subcommittee Planning Retreat, held in Washington, DC, the Executive Subcommittee recommended the GGAC should be renamed to “Government Affairs Committee.” Retreat participants agreed that the “grassroots” term doesn’t translate well internationally, and the committee does much more than advocate for specific policies, as ASHRAE wants to be known as a *technical resource* to elected officials and policy makers.

There was discussion concerning whether this committee has undergone too many recent changes, but overall it was deemed the improvement in defining what the committee does with the committee name change was more beneficial than any costs incurred resulting from confusion by ASHRAE members.

During the Planning Retreat, the Executive Subcommittee also recommended changing the “Day on the Hill” events to a “Government Outreach Day.” In international settings in particular, legislative/parliamentary bodies do not always reside at the top of a hill, and the “hill” terminology could be confusing.

Retreat participants noted that the name of these outreach events matters less than doing the outreach itself. Individual chapters and regions can vary the naming of these events if that is helpful. For the purpose of this committee and training, participants recommended using the more inclusive title of “Government Outreach Day,” as it would make sense outside of the U.S., and it would also be able to include outreach at the local level (including building codes hearings), outreach to government agencies, and meetings with Federal Elected officials at their State and District Offices.

Fiscal Impact:

There is zero fiscal impact to Society for changing the name of the GGAC to the Government Affairs Committee.

There is zero fiscal impact to Society for changing ASHRAE’s public policy briefing and advocacy days from “Day on the Hill,” to “Government Outreach Day.”

GGAC MOTION TO EXECUTIVE COMMITTEE

Motion: The GGAC moves to approve the attached proposed Public Policy Priorities for SY2018-19.

Background:

Per the ROB (reference below), the GGAC is to annually develop a list of proposed public policy priorities, and is to submit the list to Members Council and ExCom for approval.

2.402.003.3 The Committee annually will seek input from members on issues to be addressed. The Committee annually will develop a list of proposed public policy priorities addressing significant current issues and will submit it to Members Council and ExCom for approval.

The SY2018-19 Public Policy Priorities (PPPs) were developed during the April 28-29, 2018 GGAC Executive Subcommittee Planning Retreat, held in Washington, DC. To help with continuity, the SY2018-19 PPPs are largely similar to the ones from SY2017-18. "Energy Utilization" was modified to "Building Performance," to reflect broader considerations, including building commissioning. In addition, STEM and Workforce Development were added as a new policy priority as the building technology industry is experiencing a tight supply of a qualified workforce.

Fiscal Impact:

There is zero fiscal impact to Society for approving these Public Policy Priorities.

Vote:

Grassroots Government Advocacy Committee

Proposed 2018-19 Public Policy Priorities

David Underwood, Chair

A. Building Performance Optimization

1. New Construction

- a. Codes and Standards - Adoption of Current Versions
 - i. Building Design Criteria (90.1, AEDGs, etc.)
- b. Performance based standards/BEQ as designed
 - i. System approach to Energy Efficiency
- c. Commissioning/ongoing-commissioning (Monitoring)

2. Existing buildings

- a. Codes and Standards
- b. Benchmark/assessment and path to improvements
- c. Building EQ
- d. Re-Commissioning/retro-commissioning/ongoing-commissioning (Monitoring)

B. Public Safety

1. Legionella

- a. Advocate use of Standard 188
- b. Coordinate with 188 committee – need for design guide

2. Licensure issues

- a. Response to state efforts to implement MOE or to abolish state licensing boards

3. Refrigerant safety

- a. Educate officials on updated Standards on flammable refrigerants in commercial/industrial settings

4. Resiliency

- a. Identify ASHRAE resources

C. Indoor Environmental Quality (IEQ)

1. Building Design Criteria - Codes and Standards (62.1, 55)
 - i. Updated list
2. Airborne and Waterborne hazards
3. Collaborate with other organizations (IAQA, etc.)

D. Residential

1. Codes and Standards (55, 62.2, design guides)
 - Educate officials on what we are doing right now
2. Refrigerant Safety
 - Educate officials and industry on anticipated changes to codes
 - Collaborate with other organizations (NFPA, ACCA, SMACNA, ASP, etc.)

E. STEM and Workforce Development

1. STEM (DOE – Long term)
 - Liaison with student activities
2. Workforce (DOL – Short term)
 - Communicate the need or shortage in training for operators and technicians
 - Improve awareness of ASHRAE training resources and certification
 - Identify what need to be done

1.201.009 ASHRAE Commercialism Policy

(02-06-27-60/14-01-22-08)

1.201.009.1 ASHRAE is a technical society whose objective is to advance the arts and sciences of HVAC&R. The Society is not organized to advance commercial interests. ASHRAE's restriction of membership to individuals reflects the Society's non-commercial character. With the foregoing in mind, ASHRAE's Commercialism Policy is as follows:

ASHRAE's publications and activities shall be free of commercial bias and shall not imply ASHRAE endorsement of any commercial interest. Commercial recognition may be provided or implied when doing so is necessary to promote the arts and sciences of HVAC&R and the understanding of associated technology. Such opportunities for recognition shall be administered fairly and may include citations, sponsorships, advertising and acknowledgements.

1.201.009.2 ASHRAE Commercialism Guidelines

- A. To disseminate knowledge and fulfill its objective, ASHRAE publishes literature; conducts educational programs, conducts technical meetings, and makes available data in electronic form. These publications and activities may include commercial recognition to promote understanding of technical content and awareness of available technology. Such recognition, however, must not imply ASHRAE endorsement of a product or service, nor may the focus of any ASHRAE work or activity be to promote a commercial product or service, whether in the public or private sector.
- B. Responsibility for implementing ASHRAE's Commercialism Policy resides with the Society's councils and committees, Regional Officers and Chapter Board of Governors. These groups should draw upon their unique understanding of their assigned activities to establish operating procedures and make decisions that are consistent with the Society's policy. These Commercialism Guidelines are intended to be of assistance when applying the Commercialism Policy and making commercialism judgments that are fair, are beneficial to the membership, and protect the integrity of ASHRAE publications and activities. They apply to all levels of ASHRAE activity – Society, regional and chapter – and address ASHRAE recognition of all external groups – public and private; for profit and not for profit; commercial and non-commercial.
- C. ASHRAE's Commercialism Guidelines consist of two sections.
 1. The Guiding Principles section sets forth the basic criteria that each instance of commercial recognition must meet.
 2. The Examples of Policy Intent provide specific guidance as to what the Society has already determined to be acceptable and unacceptable instances of commercial recognition. These Examples of Policy Intent are not a complete list of policy applications, nor are they intended to cover the full intent of the policy. They provide guidance.
- D. When deciding on approval of activities that include commercial recognition, councils, committees, Regional Officers and Chapter Board members must determine if the intent of the Commercialism Policy Statement is met and if the criteria identified as Guiding Principles are satisfied. If so, it is the responsibility of councils and committees to revise their respective manuals of procedures as needed.

1.201.009.3 Guiding Principles

- A. ASHRAE use of commercial names and logos shall not be done in ways that imply ASHRAE endorsement, approval or certification.
- B. If ASHRAE publications and activities are sponsored by commercial entities or other external groups, the opportunities for sponsorship shall be widely available and fairly administered.

- C. The intent of any ASHRAE presentation or paper shall be to educate the ASHRAE audience about research or technological application, not to advertise nor promote commercial entities or other external groups.
- D. The inclusion of commercial information shall be done in a fair and unbiased way so as to avoid explicit promotion of a product or commercial entity.
- E. Commercial names and logos not related to the HVAC&R industry shall be permitted in presentations and papers providing recognition is pertinent to a better understanding of HVAC&R technology, such inclusion is not intended to be promotional, ASHRAE endorsement is not conveyed, and there is no implication that the audience is required to use the commercial entity.
- F. Some ASHRAE activities, such as ASHRAE participation in the AHR Exposition, ASHRAE Journal and the Society web site, are recognized as operating as commercial enterprises, fulfilling the Society's mission of technological advancement with adherence to business plans that generate income to offset operational expenses.
- G. Chapter and regional activities shall not compete with the Society's activities in the areas of advertising and sponsorships since chapter and regional activities detrimental to the Society are detrimental to the Society's membership.
- H. Chapters and regions participating in local or regional trade shows (including "product shows" and/or "equipment expositions") shall adhere to guidelines included in the Manual of Chapter Operation (MCO). The rules in the MCO allow the Society to fulfill its obligations in the contractual agreement for sponsorship of the AHR Exposition. It is essential that all ASHRAE events comply with these procedures.
- I. ASHRAE activities including events at chapter meetings shall be managed in such a fashion as to prevent an atmosphere where commercial entities are encouraged to critique one another in the public forum. ASHRAE councils, committees, regional officers and chapter board members shall explain and promote these values.

1.201.009.4 Examples of Policy Intent: Acceptable Applications

- A. Society Winter and Annual Meeting events may be sponsored, such as welcome party, luncheons, registration kits and receptions.
- B. Commercial names and logos may be used to acknowledge sponsorships, such as on event banners, chapter tabletop displays, newsletters, rosters and websites.
- C. ASHRAE technical literature and educational materials may be sponsored.
- D. Commercial names and logos may be used in presentations and papers to provide author identification or to acknowledge contributions.
- E. Company names and products may be cited in historical works.
- F. Company names and products may be cited in presentations and papers if such information has historical significance directly relating to the technology discussed in a presentation or paper.
- G. Manufacturer and model number of test instruments may be noted if such identification is required to allow accurate reproduction of the work described.
- H. Commercial names not directly related to the HVAC&R industry may be displayed or cited in presentations and papers if inclusion of such reference is pertinent to a better understanding of the subject matter discussed or if such reference is unavoidable.

- I. Presentations may include logos and the names of computer hardware, operating systems, browsers, word processing programs, spreadsheets, presentation programs, etc., since the intent of the presentation is to examine HVAC&R technology, not to promote information management technology.
- J. Demonstrations of software used in the HVAC&R industry may include reference to commercial products and may include performance data if the inclusion of such references and data are necessary to illustrate use of the software.
- K. Chapters may allow advertising and sponsorships on their web sites providing that the advertisers and sponsors deal primarily in the chapter's local geographic area, such as a local sales office of a manufacturer, local manufacturer, or local distributor.
- L. Advertising on chapter web sites must be in a separate section of the web site and must comply with all requirements of the ASHRAE Policy for Chapter Websites.
- M. Chapters and regions may have web links to non-ASHRAE web sites if the purpose is informational and if it is made clear to viewers that they are leaving the chapter website.
- N. Web-based presentations may include excursions to commercial sites if the purpose is clearly not to promote a commercial entity.
- O. Chapters may include advertising in chapter newsletters and publications if it is restricted to business card type advertising as described the Manual of Chapter Operation.
- P. ASHRAE technical literature and educational materials may be sponsored if the content of the material remains bias free, if equal opportunities are provided to commercial interests, and if such recognition is made public.

1.201.009.5 Examples of Policy Intent: Unacceptable Applications

- A. The title or the text of papers and presentations may not promote a commercial product or service.
- B. The use of commercial names may not be done in ways that promote the benefits of that commercial entity nor be used to principally further awareness of that commercial entity.
- C. The subject of presentations and papers may not be to promote a commercial entity's exclusively available commercial product and service.
- D. Commercial part numbers may not be used in a presentation's or paper's title, text or illustrations unless such information is necessary for advancing technical knowledge.
- E. Product-specific programs (programs whose main intent is to describe the features of a specific manufacturer's product) may not be scheduled or presented at a Society event because their very nature would be to further awareness of a specific commercial entity or to describe the advantages of the commercial entity.
- F. Chapter and regional web sites may not state by name products, services and companies, except in advertising, in sponsorships or to identify the business affiliations of persons named on the site.
- G. Events including chapter meetings where speakers or members in attendance are encouraged to voice commercial-based bias; be it for or against a particular commercial entity.

Guidelines for Sponsor Remarks at ASHRAE Conferences

Thank you for your sponsorship at the ASHRAE Conference. ASHRAE sponsorships provide unprecedented and direct access to key decision-makers with a vested interest in building products and services.

One of the benefits of the ASHRAE sponsorship package that you have purchased is two minutes of microphone time at the ASHRAE Conference in Houston. The event will take place 3:15 p.m., Saturday, June 23. If the opportunity is the Conference Plenary Session, the remarks will include introduction of the Keynote Speaker.

The reason why an ASHRAE sponsorship opportunity with microphone time is so valuable and highly sought after is because of the visibility it provides to a company or organization within the ASHRAE community. Recognition of the non-commercial culture of the ASHRAE community will provide you with the greatest return on your investment. ASHRAE enjoys an unparalleled position in the field because of its reputation as an unbiased source of technical information that is credible and authoritative.

By accepting this sponsorship opportunity and your signature below, your firm and organization agrees to the following conditions:

- To speak for no more than 2 minutes (250 words).
- To provide your comments two weeks prior to the event for ASHRAE review and approval. The ASHRAE approved comments must be the comments presented.
- To include in those comments if the Plenary Session the name of the keynote speaker, their affiliation as provided to you and why the

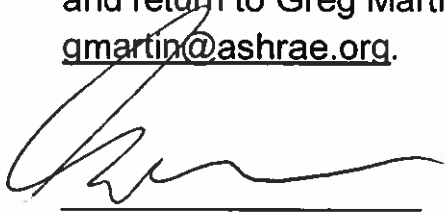
keynote speaker's message is important to the industry. ASHRAE can provide you with a summary of the keynote speaker's planned remarks.

- To not cite by name or promote any specific product, service or offering made available by your firm or organization.
- To not compare any product, service or offering provided by your firm or organization to those of competitors.

What you are encouraged to cite in your comments is how your firm or organization supports shares the mission of ASHRAE: To support innovation, sustainability, engineering achievement and technological advancement.

The intent of this sponsorship benefit is to convey your commitment to the responsibilities it shares with ASHRAE, promoting brand awareness among ASHRAE members and your thought leadership. ASHRAE members value brief statements of such beliefs rather than commercial messages. Our objective is to assist you in maximizing the value of your investment with ASHRAE.

To acknowledge your understanding of the conditions of the sponsorship, please sign and date below to indicate your agreement to these guidelines and return to Greg Martin, ASHRAE Journal's associate publisher, at gmartin@ashrae.org.



Signature

VP, R&D PRODUCT & APPLICATIONS

Title / Company

CHRIS BELLSHAM

Printed Name

4/25/18

Date

Please attach the emails below to the Sunday ExCom agenda item on ASHRAE/ISO Refrigerant Standards Harmonization. Also attach the proposal from Antwerp authored by Stephanie that was attached to the Antwerp ExCom agenda. Bill Walter and Tom Watson will come into the ExCom Meeting for this discussion.

Thanks,
Jeff

Jeff Littleton | Executive Vice President
Extension:1100

From: Walter, William F UTC CCS <William.F.Walter@carrier.utc.com>
Sent: Friday, May 18, 2018 10:06 AM
To: Littleton, Jeff <JLittleton@ashrae.org>; Watson, Tom <Tom.Watson@daikinapplied.com>
Subject: RE: ExCom Discussion Regarding ASHRAE/ISO Refrigerant Standards Harmonization

Tom,
The five questions can be answered fairly easily but, as usual, the devil is in the details. I think we should prepare a one pager on this issue which addresses these concerns so that we can make best use of our time with ExCom. If you agree I will give it a shot and send you something on Monday that we can discuss.

The relationship between ASHRAE and ISO also needs to be addressed but that is a longer term issue.

Jeff,
Can you send me the time and location of the ExCom meeting so that I can get it on my calendar?

Bill

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: Thursday, May 17, 2018 5:59 PM
To: Watson, Tom
Cc: Walter, William F UTC CCS
Subject: [External] ExCom Discussion Regarding ASHRAE/ISO Refrigerant Standards Harmonization

Hi Tom,

Good talking to you this afternoon. As promised, here are the issues that were of concern to ExCom regarding the refrigerant standards harmonization proposal:

- How can one person make a difference in the harmonization of these ASHRAE/ISO standards? Should there be a combined working group that will have some legs over time?
- Was there a motion by a committee (Standards Committee, SPC 34, etc...) to request this work or is this just a request from independent volunteers?
- Was the work bid out or sole-sourced? If sole-sourced, why? All ASHRAE work should be bid.
- This looks like a lot of money for not much work (high hourly rate).
- Are we 'paying a volunteer' to do standards work? If so, are we going to pay other volunteers to do standards work?

The first three bullets were the primary concerns.

Other related discussion at the ExCom meeting, all in open session:

- The Steve Bushby standards globalization ad hoc committee report is in the hands of ILS and ISAS.
- Can ASHRAE obtain a higher order recognition by ISO, similar to CEN (as a standards body not a country represented by ANSI)?
- Can ASHRAE have a different fee-based licensing agreement with ISO for use of ASHRAE standards?
- Would it be possible to get a cost proposal from Standards Committee on engaging in international standards? Need to support volunteer engagement in ISO standards working groups?

Attached is the report from Stephanie that was submitted to ExCom in April for this agenda item.

I will petition ExCom to set aside time at the Houston Saturday ExCom meeting to meet with Tom and Bill to discuss this issue. I'm believe they will provide that time. The specific time at which this issue will be discussed (ExCom runs from 8:30 a.m. to 1:00 p.m. on Saturday) will be set as we get closer to Houston and agendas get finalized.

This is an important issue. Let me know if you need anything else. Thanks,
Jeff



Shaping Tomorrow's
Built Environment Today

Jeff Littleton
Executive Vice President

ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1100
JLittleton@ashrae.org
www.ASHRAE.org





Shaping Tomorrow's
Built Environment Today

1791 Tullie Circle NE ▪ Atlanta, Georgia 30329-2305 ▪ Tel 678.539.1143 ▪ Fax 678.539.2143 ▪
<http://www.ashrae.org>

sreiniche@ashrae.org

Stephanie Reiniche
Director of Technology

To: Board ExCom

From: Stephanie Reiniche

RE: Funding Request for Consultant for Harmonization of ISO 817 and ASHRAE Standard 34

ISSUE: ASHRAE Standard 34 and ISO Standard 817 are not aligned on the definition of metrics for refrigerant safety, and there is a growing interest in both ISO and ASHRAE to reach alignment. The long term vision is to have only one standard on refrigerant safety data, and this can only be achieved if there is agreement on the metrics used for refrigerant safety. Currently, there is overlap and duplication in efforts on both the work of ISO Standard 817 and ASHRAE Standard 34. While ideally it would be better for this work to be done within the technical committees there has been difficulty reaching agreement and a neutral party that could facilitate these efforts is needed. This is the first time we have requested to pay a consultant to facilitate standards development.

BACKGROUND: During the last meeting of ISO TC 86/Subcommittee (SC) 8, the SC resolved to establish a working group to resolve the differences between ISO 817 and Standard 34. The working group would have as a starting point a previously created list of the differences in the two documents. (See Attachment N202A and N202B embedded at the bottom.) The intent would be for proposals to go to both SC 8 and SSPC 34 for consideration in order to harmonize the standards. The proposals would then go through the ISO and ASHRAE standard development processes. Since that meeting, it has been determined that a working group isn't permissible under the ISO process but an ad hoc group can be formed. For information the process is included here:

1.14 Ad hoc groups

Technical committees or subcommittees may establish ad hoc groups, the purpose of which is to study a precisely defined problem on which the group reports to its parent committee at the same meeting, or at the latest at the next meeting.

The membership of an ad hoc group shall be chosen from the delegates present at the meeting of the parent committee, supplemented, if necessary, by experts appointed by the committee. The parent committee shall also appoint a rapporteur.

An ad hoc group shall be automatically disbanded at the meeting to which it has presented its report.

The goal is to have one standard. It has become necessary to have a neutral party facilitate this efforts outside of the current membership of ISO/TC86/SC 8, the Maintenance Agency for 817 and SSPC 34 in a more neutral atmosphere. Asbjorn Vonsild from Vonsild Consulting has agreed to act in that role for a fee. The meeting plan and potential costs submitted by Mr. Vonsild are outlined below.

Meeting plan: To create a cost estimate for the task it is necessary to make assumptions on the number and type of meetings needed to conclude the work of the working group.

The following assumptions have been made:

- A 2 day physical meeting. The agenda will be based on TC86/SC8 documents N201 and N202, where N202 has most details.
- 2 intermediary conference calls to keep speed.
- Another 2 day physical meeting. The agenda will be based on TC86/SC8 documents N201 and N202, where N202 has most details.
- 2 intermediary conference calls to keep speed.
- A final 2 day physical meeting. The agenda will be based on TC86/SC8 documents N201 and N202, where N202 has most details.

One of the physical meeting will be in the US while the other two will be in EU.

Cost estimate: The daily rate is 1500€, on top of this will come traveling cost.

Each physical meeting is estimated to be 2 meeting days + 4 days for planning, travel, and following up after the meeting.

Each conference call is estimated to be 2 days of work, mainly for the planning and following up.

With 3 physical meetings and 4 conference calls this is $3 \times 6 + 3 \times 2 = 26$ days of work.

Traveling cost to a meeting in the EU is estimated to be 1000 €, while overseas meetings are estimated to cost 1500€.

This gives the following cost estimate:

Description	Euro	1 USD = 1,23 €
Daily rate	1.500 €	= 1.845 USD
Number of days	26 Days	= 26 Days
Cost of time	39.000 €	= 47.970 USD
Traveling to 1st meeting in EU	1.000 €	= 1.230 USD
Traveling to 2nd meeting in EU	1.000 €	= 1.230 USD
Traveling to meeting overseas	1.500 €	= 1.845 USD
Total	42.500 €	= 52.275 USD

The intent is that ASHRAE would be billed as work is completed.

POTENTIAL FUNDING SOURCES: Bill Walter has already reached out to several of the companies that participate in both ISO 817 and Standard 34 development to provide contributions to ASHRAE earmarked for this activity. The ASHRAE Development Team is working with us on this effort. It will take some time to raise the funds necessary to pay for the consultant. If approved, ASHRAE would likely need to front some of the costs while the money is raised. (Currently, the next meeting of ISO/TC 86/SC 8 is not scheduled until September and that would likely be the first meeting for the ad hoc group.) If approved, the potential funding sources we have at the moment are listed below.

Current potential funding sources:

1. There is currently \$96,000 of monies that has been provided by Trane for expediting standards. If the money were taken from here there is a potential for it to be seen as being funded by Trane (Trane is a participant in the activities). This may cause some issues related to undue influence. However, this money has been sitting for quite some time and has been untapped. The money collected through the efforts of the Development Team could be used to pay this fund back. Thus, Trane would not be recognized as the sole donor.
2. Request money from the Opportunity Fund. There are no commercial ties if this option is used.

Again the intent is to pay as billed, not do this as a flat fee contract. It is unlikely that any funds will be expended this fiscal year but more likely in the 18-19 budget. As a final reminder, any proposals that result from this endeavor would go through the appropriate ISO or ASHRAE Standards Development Process. Can this activity be under taken?

ATTACHMENTS



N202 Document
1.pdf



N202 Doc
2MASTER_ASHRAE 34

From: Ginger Scoggins [<mailto:gscoggins@engineereddesigns.com>]
Sent: Monday, June 4, 2018 3:34 PM
To: Bjarne Olesen <bwo@byg.dtu.dk>
Cc: Art Giesler <Art.Giesler@permapipe.com>; Schwedler, Mick (MSCHWEDLER@TRANE.COM) <MSCHWEDLER@TRANE.COM>; Reiniche, Stephanie <sreiniche@ashrae.org>; Townsend, Mary <MTownsend@ashrae.org>
Subject: RE: PASA- EHC Recommendation to delete ROB

Bjarne,

Tech Council had a meeting today and could not come to consensus on the deletion of the ROB 1.201.004.9 Indoor Air Quality or Ventilation Standards, which was the rule that was from a member petition.

We gave an action item to Standards to review if the ROB could be deleted and the information added to the Standards MOP instead. Several members of Tech Council were not comfortable deleting the ROB until Standards comes up with whether the information can be included in their MOP.

I wanted to let you know this because you requested that this be on the agenda for Sunday in Houston, but Tech Council won't be voting on it again until Wednesday (hopefully), so it won't be able to be voted on by the BOD until Wednesday.

Let me know if there are questions.

Ginger Scoggins PE, CEM, CxA, LEED® AP, Principal
Engineered Designs, Inc. | direct 919-238-7152 | main 919.851.8481 | cell 919.818-4709 | fax 919.851.9703 |



From: Townsend, Mary <MTownsend@ashrae.org>
Sent: Monday, February 5, 2018 7:30 AM
To: Bjarne Olesen <bwo@byg.dtu.dk>; Ginger Scoggins <gscoggins@engineereddesigns.com>
Cc: Art Giesler <Art.Giesler@permapipe.com>
Subject: PASA- EHC Recommendation to delete ROB

Bjarne:

Below are emails from Max Sherman to Ginger and I do know that what SRC told him at the meeting and what he wrote to Ginger are two different things.

Art Giesler is on Tech Council and SRC and spoke at Tech Council about this issue to clarify SRCs position.

Ginger was at the Tech Council meeting and may have more insight.

I have copied Art so that he can chime in about SRCs position.

He is in London, so I don't know if he will respond before the call this morning.

Thank you,

Mary



Shaping Tomorrow's
Built Environment Today

Mary Townsend
Executive Assistant to the BOD

ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1141
MTownsend@ashrae.org
www.ASHRAE.org

From: Townsend, Mary
Sent: Tuesday, January 23, 2018 5:20 PM
To: 'Art Giesler' <Art.Giesler@permapipe.com>
Subject: FW: EHC Recommendation to delete ROB

Please read Max's note below to Ginger and Stephanie's corresponding comment.
Mary

From: Reiniche, Stephanie
Sent: Tuesday, January 23, 2018 5:18 PM
To: Townsend, Mary <MTownsend@ashrae.org>; Neme, Claire <CNeme@ashrae.org>
Subject: FW: EHC Recommendation to delete ROB

Is Max's statement entirely factual?

Thanks
Stephanie

Stephanie Reiniche | Director of Technology
Extension:1143

From: Ginger Scoggins [<mailto:gscoggins@engineereddesigns.com>]
Sent: Tuesday, January 23, 2018 5:14 PM
To: Max Sherman <mhsheerman@lbl.gov>
Cc: mschwedler@trane.com; Reiniche, Stephanie <sreiniche@ashrae.org>
Subject: RE: EHC Recommendation to delete ROB

Hi Max,

Thanks for the background. We discussed this in Ops today and the deletion passed Ops vote. It will be discussed tomorrow in TC.

As chair of the council, I will be withholding comment on the issue and focusing on the process, but it is good to know the background and SRC standing on the issue.

Thanks for the email,

Ginger Scoggins PE, CEM, CxA, LEED® AP, Principal

Engineered Designs, Inc. | direct 919-238-7152 | main 919.851.8481 | cell 919.818-4709 | fax 919.851.9703 |
www.engineereddesigns.com | gscoggins@engineereddesigns.com

Engineering Life Into Buildings— Celebrating 19 Years!

From: Max Sherman [<mailto:mhsherman@lbl.gov>]

Sent: Tuesday, January 23, 2018 4:51 PM

To: Ginger Scoggins <gscoggins@engineereddesigns.com>

Cc: mschwedler@trane.com; Stephanie Reiniche <sreiniche@ashrae.org>

Subject: EHC Recommendation to delete ROB

Ginger,

In case I am not in TechC when you handle the motion from EHC to recommend deletion of the ROB on IAQ Standards, I thought I'd give you a bit of background as this particular ROB has a controversial history.

In 1999 there was a Member Petition of similar words which was passed by the Membership. That made it part of Society Bylaws and was printed with them. There was a lot of controversy about this both because it was such a technical thing in the SBL and because there was question of whether it was truly a good thing to do. The Board then asked the Membership if it was OK to delete from the SBL and allow BOD to handle the issue itself. That was passed and BOD passed this ROB. I do not believe it was touched since then.

EHC has recently reviewed this rule and found as it says in the motion that it is no longer appropriate and should be deleted. None of the effected bodies even knew it existed, it seems. The Society has moved on since last century and the real and apparent strictures of this Rule are in appropriate.

Furthermore in reviewing it, it appears the only operation part conflicts with PASA—our contract with ANSI. MOS can speak to that in more detail, but is a completely and separate reason for deleting it...and doing so quickly before someone gets us in trouble with ANSI.

This is still controversial and I expect you will have a vigorous debate in Council. Some may claim that this rule has special standing, but Society Rules Committee reviewed that issue today and did not find that.

Personally I support withdrawal, but would also suggest that the issue be forwarded to the new PDC on IAQ so that can consider what to do about it there.

-Max

ASHRAE
Global Training Center - Dubai
Profit & Loss
Life to Date Through May 31, 2018

Revenue

Registrations	\$ 95,800	
Transfer from Foundation	\$ 40,000	
		\$ 135,800

Expenses

Personnel*	\$ 41,899	
Rent (Main Office)**	\$ 9,846	
Rent (Training)	\$ 12,285	
Office***	\$ 2,833	
Travel (Staff/Volunteer)	\$ 25,971	
Promotion		
Brochures/Materials	\$ 6,422	
Grand Opening	\$ 12,432	
Outside Services/Legal	\$ 5,070	
Honorariums****	\$ 40,183	
		\$ 156,940
		\$ (21,140)

* - Includes mandatory 3 month salary deposit & admin fee (DAC), visa. ASHRAE Society HQ currently does not allocate staff time (salary/benefits/overhead) to this effort.

** - Rent is for 12 months

*** - Licenses, License Registration, Insurance, Supplies

**** - Course Development; Trainers

Balance Sheet

Laptop, Monitor, Printer	\$ 2,152
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**REPORT TO THE EXECUTIVE COMMITTEE
From Foundation Board of Trustee
As of (06/25/2018)**

Recommendations for ExCom Approval:

The Foundation Board of Trustees recommends to the ASHRAE Executive Committee that they approve the attached changes to the Foundation Trustee ROB 3.300.007.2 and forward them to the Board of Directors for approval.

Information Items:

1. The Foundation Board of Trustees updated the Foundation Manual of Procedures.
2. The Foundation Board of Trustees reviewed proposed changes to the Foundation Bylaws and will ask Trustees to vote on the changes by letter ballot after a 30 day waiting period.
3. The Foundation Board of Trustees approved the Foundation Gift Policies and Guidelines.
4. The Foundation Board of Trustees approved the Nominating Committee recommendation that will be submitted to the President-Elect.
5. The Foundation Board of Trustees approved the establishment of the ASHRAE Gordon VR Holness Engineering Technology Scholarship Fund. Fiscal Impact: \$100,000
6. The Foundation Board of Trustees approved the establishment of the ASHRAE JR Anderson Travel and Building Commissioning Certification Award Fund. Fiscal Impact: \$30,000.
7. The Foundation Board of Trustees approved the establishment of the ASHRAE Herman and Dorothy Behls Travel and HVAC Designer Certification Fund. Fiscal Impact: \$30,000.

06/25/2018
Date

William A. Harrison_____
Chair

3.300.007 ELECTION PROCEDURE FOR ASHRAE FOUNDATION TRUSTEES

(94-01-23-18/09-06-24-15)

3.300.007.1 Qualifications

- A. For qualifications of candidates to be considered for Foundation Trustees, refer to Bylaws for ASHRAE Foundation Trustees, Article II.
- B. ~~An elected~~ Trustee may not simultaneously be a member of the Board of Directors of ASHRAE. (00-02-09-14)

3.300.007.2 Nomination

- A. The nomination process for Foundation Trustees shall be ongoing. See ROB 3.300.010.
- B. The nomination process for Foundation Trustees shall follow the schedule described in the Nomination and Election Timetable. See 3.300.009.
- C. The Board of Trustees (BOT) of the Foundation ~~President-Elect~~ shall recommend to the President-Elect ~~from the list of eligible candidates~~ for service on the Foundation BOT, ~~one candidate for each vacancy~~ Candidates will be separated by Corporate Positions and Member Positions. Corporate positions shall be elected individually with an accept or reject vote by the BOD. Member positions shall be in priority order. All candidates shall be ranked in priority order. Prior to recommendation by the President-Elect, Staff shall confirm the candidates' willingness to serve if elected. Number of corporate positions and member positions that are open will be furnished to staff by the BOT based upon the number of members they have approved and as shown in their MOP. Three alternates will be selected for member positions. Alternates will be used to fill positions if an elected individual declines or cannot serve due to conflicts. (16-01-27-05)
- D. Staff shall advise the BOD of the President-Elect's nominations for Trustee, ranked in priority order, along with their biographies. Staff shall ~~also~~ provide the BOT/BOD a list of all eligible candidates nominated via the website or other means.

3.300.007.3 Election

- A. The Board of Directors shall, no later than December 15:
 - 1. Consider the qualifications of candidates nominated to serve on the Foundation Board, ~~by the President-Elect~~;
 - 2. Call for nominations from the floor. Nominations from the floor require an oral recitation of biographical data, qualifications, or other relevant data about the nominee from the proposer, who shall specifically stipulate that the individual is being nominated for Trustee of the ASHRAE Foundation. Biographical data and other information in hardcopy or electronic form may be provided if time allows.
 - 3. Conduct a single secret ballot for all vacancies with each BOD member voting for the number of candidates equal to the number of vacancies to be filled.
 - 4. The candidates receiving the highest numbers of votes shall be elected as Foundation Trustees. The three candidates receiving the next highest numbers of votes shall be designated as alternates. In case of a tie vote, the election will be decided by the priority rank order of the candidates as determined by the ~~President-Elect~~ BOT and presented by the President-Elect.
- B. ~~The Board of Directors shall, at its~~ After the Winter Meeting and after receipt of the report from the Nominating Committee, the list of elected members and alternates will be revised ~~its previously elected~~

~~roster of members and alternates~~ to account for vacancies and conflicts caused by those nominated to the Board of Directors.

C. Staff shall notify newly elected ASHRAE Foundation Trustees of their election.

3.300.007.4 Filling of Vacancies

If any vacancy shall occur once the Society year commences by reason of due to resignation, death or otherwise, the BOT shall recommend to the BOD individuals to fill highest alternate shall assume the vacancy. For corporate positons, the BOT shall request from the corporation the name of an individual to fill the position. ~~If no alternates are available, a special Board election similar to that described shall be held based on a slate of three candidates selected by the President-Elect from the list of eligible candidates (B-2). The vote will be taken by mail ballot unless the vacancy occurs within 45 days of the regular Board meeting.~~

REPORT TO EXECUTIVE COMMITTEE
From ASHRAE Scholarship Trustees
Meeting of June 26, 2018

Recommendations for ExCom Approval

1. The Scholarship Trustees recommend ExCom and Board approval of the Gordon V. R. Holness Engineering Technology Scholarship for \$5,000 with the following criteria in Appendix B of the Scholarship MOP.

The ASHRAE Gordon V. R. Holness Engineering Technology Scholarship shall be awarded to a full-time undergraduate engineering technology student enrolled at a post-secondary educational institution in accordance with the following Special Considerations:

- a. The program is ABET or PAHRA-accredited, or
- b. The program is accredited by any agency outside the USA that is part of the Sydney Accord or has a signed Memorandum of Understanding with ABET, or
- c. The school has an active ASHRAE student branch

Preference shall be given to a student attending a school with an active ASHRAE student branch.

All eligible students must meet the Society's general criteria for an Undergraduate Engineering Technology Scholarship as listed in the ASHRAE Scholarship Rules.

2. The Scholarship Trustees recommend ExCom and Board approval of the ASHRAE Houston Chapter Scholarship for \$3,000 with the following criteria in Appendix D of the Scholarship MOP:

The ASHRAE Houston Chapter Endowed Scholarship shall be awarded to a full-time undergraduate mechanical engineering student enrolled at a post-secondary educational institution where the following criteria is met:

- a. The program is accredited by ABET or the institution has an active ASHRAE student branch, and
- b. The student must be enrolled in a school within the geographic boundaries of the ASHRAE Houston Chapter

Preference shall be given to a student attending a school with an active ASHRAE student branch. All eligible students must meet the Society's general criteria for an Undergraduate Engineering Scholarship, including a 3.0 grade point average, where 4.0 is the highest, as listed in the ASHRAE Scholarship Program Guidelines. If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full-time undergraduate mechanical engineering student in the geographic boundaries of ASHRAE's Region VIII.

3. The Scholarship Trustees recommend ExCom approval of the following revisions to 4.2 of the Scholarship Manual of Procedures regarding the Announcement of Scholarship:

4.2 Announcement of Scholarship

4.1.1 4.2.1 Notice of all scholarships, application deadlines, and application material shall be available on the ASHRAE website.

~~4.1.2 An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States, its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:~~

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in the ROB 3.700 Society Scholarship Program Rules.~~

4.2.2 Notice of all scholarship availability shall be transmitted by electronic communication to ASHRAE Regional Vice Chairs for Student Activities, Chapter Student Activities Chairs, andn Student Branch Advisors for notification of eligible students.

~~4.1.3 The announcement letter and accompanying forms will be sent to either the Student Branch Advisor (if applicable), or the Dean of Engineering or relevant Department Chair. The announcement letter should be sent at least two months prior to the application deadline.~~

4. The Scholarship Trustees recommend ExCom approval of the following revisions to 3.3 of the Scholarship Manual of Procedures regarding the Responsibilities of the Chief Staff Officer

3.3 Responsibilities of the Chief Staff Officer shall include the following:

a) The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to, the following:

- Name and address of scholarship recipient
- Amount of the scholarship awarded
- Period over which the scholarship is to be distributed to recipient
- Criteria used to select the recipient
- ~~• Relationship, if any and if otherwise know, between the recipient and any officer of ASHRAE or any ASHRAE member~~
- Purpose of the scholarship
- Restrictions, if any, placed upon the scholarship
- Methods used to publicize the availability of the scholarship
- Original application of the candidate
- Recommendation and action taken on the application by the Scholarship Trustees
- Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.

5. The Scholarship Trustees recommend ExCom approval of the following revisions to 4.1.1 of the Scholarship Manual of Procedures as follows:

4.1.1 The Scholarship Trustees normally meet at the ASHRAE Winter and Annual Conferences Annual Meeting. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair.

6. The Scholarship Trustees recommend ExCom approval of the following revisions to the criteria for University-specific Scholarships in Appendix C of the Scholarship Manual of Procedures:

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".

~~2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.~~

2. The scholarship shall meet all the general criteria in the Society's Scholarship Rules.

3. The school must have an active ASHRAE student branch.

~~3.4.~~ The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates. (11-06-26-5B)

~~4. The school must be approved by the ASHRAE Board of Directors.~~

7. The Scholarship Trustees recommend ExCom approval of the following revision to Appendix E of the Scholarship Manual of Procedures for Freshman Scholarship Special Considerations:

~~2. Applicant must be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the scholarship application deadline.~~

Information Items:

1. The Scholarship Trustees approved the following students to receive the Society's Freshman and High School Senior Scholarships for the 2018-2019 academic year. A listing of scholarships awarded at the 2018 ASHRAE Winter Conference for 2018-2019 academic year is available at www.ashrae.org/scholarships.

Freshman Scholarship

Esteban Garcia Ponte, Clemson University, Mechanical Engineering

High School Senior Scholarships

William Jacoby, Virginia Tech, Mechanical Engineering

Hailey Brennan, University of Maryland, Mechanical Engineering

Riley Smith, University of Nevada, Mechanical Engineering

Aaron, Ustes, University of Michigan, Mechanical Engineering

2. The Scholarship Trustees voted to elect Jeff Gatlin as Chair and Samir Traboulsi as Vice Chair of the committee for the 2018-2019 society year.

3. The Scholarship Trustees will request the ASHRAE Foundation Trustees to approve funds that will support awarding an additional scholarship for the 2019-2020 academic year for each of the following named scholarships:
 1. Alwin B. Newton (\$5,000)
 2. Reuben Trane (\$10,000 awarded over two years)
 3. Donald E. Nichols (\$5,000)
 4. ASHRAE Region VIII (\$3,000)
 5. Carrier (\$10,000)
 6. Duane Hanson (\$5,000)

BACKGROUND: The Scholarship Trustees' request is based on their review of the amount of undesignated funds available in each scholarship's fund account.

June 26, 2018

Date



Darin Nutter, Scholarship Chair

**REPORT TO THE EXECUTIVE COMMITTEE
From the College of Fellows
As of June 24, 2018**

Action Items for Board Approval:

1. The College of Fellows has voted to approve of the COF MOP, which was approved by SRC. Changes were made to make the COF a Standing Body instead of a Standing Committee and includes a two-year term for officers. (Attachment A)

Information Items:

1. The Fellows continue to build their mentoring relationship with YEA through Facebook.
2. Yea and COF will be co-hosting a Mentorship Seminar at the Winter Meeting in Atlanta.
3. The COF will be providing a list of Fellows who are prepared to share their experience with chapter members.
4. The Fellows created subcommittees to review, update, and improve the following:
 - Information provided on the website.
 - Handbook chapters
 - Financial
 - Technical resume's

6/24/2018

Date

Stummaids

Chair



Shaping Tomorrow's
Built Environment Today

**Manual of Procedures (MOP)
College of Fellows (COF)
Effective July 1, 2018**

Forward

The College of Fellows is a Standing Body of the Society and operates under the direction of the Executive Committee (ExCom) of the Board of Directors. The Rules of the Board (ROB) are the constitution of the committee. Proposed changes to the ROB and their appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) describes the methods and procedures by which the body accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP and revisions thereto, shall be submitted to the Society Rules Committee for approval.

Proposed ROB changes shall normally only be presented to ExCom for approval once a year for consideration.

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1.0 College of Fellows – General

1.1. Scope

1.1.1. To serve as ambassadors to enhance ASHRAE's technical image internally and in the community at large through activities such as transferring ASHRAE-generated technology and knowledge

1.2. Purpose

1.2.1. To mentor students, engineers, and educators to increase their awareness of ASHRAE activities

1.2.2. To share knowledge or experience with the grassroots organization, such as chapter presentations

1.2.3. To communicate ASHRAE recommended practices to resolve current industry problems

1.2.4. To support ASHRAE governance in conducting special technical activities

1.3. Membership

1.3.1. Each person who is a Fellow of ASHRAE and is in good standing in the Society shall have the status of member of the College of Fellows (COF).

1.3.2. The rights and privileges of membership shall be personal to the member and shall not be delegated or transferred.

1.3.3. A member of the COF may resign at any time by giving prior written notice of resignation to the COF President. The rights and obligations of membership cease upon the death of the member or when the member ceases to be a member of ASHRAE.

1.4. Meetings

1.4.1. Regular COF meetings shall be scheduled during the Society's Annual [summer] and Winter Conferences.

1.4.2. They shall be called by the COF President or, in their absence, by the COF President-elect.

1.4.3. Notices of meetings shall, when possible, be published in the preliminary and/or the official program of the Society conferences. At the discretion of the COF President, notices of meetings may be sent directly to COF Members.

1.4.4. Except as otherwise provided in this Section, the COF President shall preside at every COF meeting (and any adjournment thereof).

1.4.4.1. If the COF President is absent, unable or unwilling to serve, the COF President-elect shall preside at the meeting.

1.4.4.2. If neither the COF President nor the COF President-elect is present and willing to serve as chairman of the meeting, and if the COF President has not designated another person who is present and willing to serve, then a majority of the Executive Committee members present at the meeting shall to designate a person to serve as chairman of that meeting.

1.4.4.3. The Chair of the meeting may designate other persons to assist with the meeting.

1.5. Adjournments.

1.5.1. At any meeting of members (including an adjourned meeting), a majority of members present and entitled to vote at the meeting (whether or not those members constitute a quorum) may adjourn the meeting to reconvene at a specific time and place. The only business that may be transacted at any reconvened meeting is business that could have been transacted at the meeting that was adjourned, unless further notice of the adjourned meeting has been given in compliance with the requirements for a special meeting that

specifies the additional purpose or purposes for which the meeting is called. Nothing contained in this Section shall be deemed or otherwise construed to limit any lawful authority of the chairman of a meeting to adjourn the meeting.

1.6. Conduct of the Meeting.

1.6.1. At any meeting of COF members or COF ExCom, Robert's Rules of Order governs the conduct of business at the meeting.

1.7. Action of Members without a Meeting.

1.7.1. For an action to be taken without a meeting, an electronic or written ballot shall be made available to every member entitled to vote. Such ballot shall:

1.7.1.1. set forth each proposed action,

1.7.1.2. provide an opportunity to vote for or against each proposed action, and

1.7.1.3. provide a space for the member to sign.

1.7.1.4. All solicitations for votes by electronic or written ballot shall

1.7.1.4.1. indicate the number of responses needed to meet the quorum requirements;

1.7.1.4.2. state the percentage of approvals necessary to approve each matter; and

1.7.1.4.3. specify the time by which a ballot must be received by the COF in order to be counted, which time must be no less than two weeks after sending the ballot.

1.7.1.4.4. Approval by electronic or written ballot shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and a majority of the votes are for approval. The action must be evidenced by electronic or written ballots describing the action taken, signed by members, and delivered to the COF for inclusion in the minutes.

1.8. Special Meetings

1.8.1. Special meetings of members may be called at any time by the COF ExCom or the COF President, or upon the written request of COF members representing ten percent (10%) or more of the votes entitled to be cast on each proposed issue to be considered at the special meeting.

1.8.2. The business that may be transacted at any special meeting of members shall be limited to that proposed in the notice of the special meeting

1.8.3. Notice of a special meeting must be given no fewer than ten (10) days nor more than sixty (60) days before the meeting date to each member of record entitled to vote at the meeting. The notice of a special meeting shall include a description of the matter or matters for which the meeting is called as well as the date, time and location of the meeting. If the meeting is to be electronic, instructions for joining must also be included.

1.9. Quorum

1.9.1. The COF President shall establish the quorum for a meeting of the COF members as those Fellows who are present but not less than 10. For an electronic or written ballot, the COF President shall establish the quorum as the total of those returning ballots but not less than 10.

1.9.2. At all meetings of COF members, any members entitled to vote on a matter may take action on the matter only if a quorum of the members exists at the meeting.

1.9.3. Once a member is present at any meeting other than solely to object to holding the meeting or transacting business at the meeting, the member shall be deemed present for

quorum purposes for the remainder of the meeting and for any adjournments of that meeting; unless a new record date for the adjourned meeting is or must be set.

2.0 Officers

- 2.1. The officers of the COF shall consist of a COF President, a COF President-elect and a COF Secretary/Treasurer, each of whom shall be first nominated by the COF Nominating Committee and then elected by the members at an annual meeting of the COF members. Two or more offices may not be held by the same person.
- 2.2. Term of Office
 - 2.2.1. The COF officers shall serve a single two-year term commencing on the first day of the COF's fiscal year following election to office.
 - 2.2.2. The COF President-elect shall succeed to the office of COF President upon completion of their term as COF President-elect. Normally the COF President-elect shall be selected from the COF Secretary/Treasurer who has completed their two year term.
 - 2.2.3. If the office of COF President becomes vacant, the COF President-elect shall immediately succeed to the un-expired term of the COF President and, on completion of that term, shall continue to serve as COF President for a full two-year term. In the special case where the office becomes vacant before the first meeting after the election, the COF President-elect will be considered to have started their two year term upon elevation to the office of COF President. The COF Secretary/Treasurer shall be elevated to the position of COF President-elect and section 2.2.4 will be implemented.
 - 2.2.4. In the event that the COF President-elect, COF Secretary/Treasurer or immediate past COF President becomes vacant, cannot fulfill the duties of the office or is removed, the remaining members of COF ExCom shall appoint a member of the COF to serve during the remaining year. A special election to permanently fill the position shall be scheduled for the Annual meeting. The last constituted nominating committee shall be charged with providing the candidate(s).
 - 2.2.5. All officers shall remain in office until their successors are duly elected and qualified.
- 2.3. Removal. Any COF officer (regardless of how elected or appointed) may be removed with cause by Society's Board of Directors
- 2.4. COF President.
 - 2.4.1. The COF President shall preside at and serve as Chair of COF meetings and shall perform other duties and have other authority as may from time to time be delegated by Society's Board of Directors. The COF President has the authority to appoint COF committees as needed.
- 2.5. COF President-elect.
 - 2.5.1. The COF President-elect shall, in the absence or disability of the COF President, or at the direction of Society's Board of Directors, perform the duties and exercise the powers of the COF President. The COF President-elect shall perform any other duties and have any other authority as from time to time may be delegated by the COF President or COF Board of Directors.
- 2.6. COF Secretary/Treasurer.
 - 2.6.1. The COF Secretary shall be responsible for preparing minutes of COF meetings. The COF Secretary shall perform any other duties and have any other authority as from time to time may be delegated by the COF President or COF ExCom.

2.6.2. Unless otherwise provided by the COF Board of Directors, the COF Treasurer, in conjunction with the Society's financial officer, shall be responsible for overseeing of all funds and securities belonging to the College of Fellows and for the receipt, deposit, or disbursement of these funds and securities under the direction of the Board of Directors. The COF Treasurer shall cause full and true accounts of all receipts and disbursements to be maintained and shall make reports of these receipts and disbursements to the Society Board of Directors and President upon request. The COF Treasurer shall perform any other duties and have any other authority as from time to time may be delegated by the COF President or COF ExCom.

3.0 Executive Committee (COF ExCom)

- 3.1. The number of members of the COF ExCom shall be fixed at five (5).
 - 3.1.1. The COF President, COF President-elect and the COF Secretary/Treasurer, plus the immediate past COF President and a COF member-at-large, shall comprise the COF Executive Committee (COF ExCom).
 - 3.1.2. Except in case of death, resignation, disqualification, or removal, each COF ExCom member shall serve for a term coincident with their term of office. Despite the expiration of a COF ExCom member's term, he or she shall continue to serve until a successor has been elected and has qualified.
 - 3.1.3. COF ExCom members must be members of the ASHRAE College of Fellows in good standing.
- 3.2. COF ExCom shall report to Society's Board of Directors and members of the COF at each of its meetings.
- 3.3. General Powers. All business and affairs of the COF shall be managed by its Executive Committee (COF ExCom).
- 3.4. Committees of COF ExCom.
 - 3.4.1. COF ExCom shall appoint a nominating committee of at least five (5) members, including the immediate past COF President, to propose a slate of officers for election by COF members and a COF member-at-large to serve a two year term on COF ExCom. Except for the immediate past COF President who will serve as Chair, no member of COF ExCom may serve as a member of the nominating committee.
 - 3.4.2. COF ExCom may designate one or more standing or ad hoc committees, each consisting of one or more COF members, who serve at the pleasure of COF ExCom.
 - 3.4.3.
- 3.5. Regular Meetings.
 - 3.5.1. A regular meeting of COF ExCom shall be held in conjunction with each meeting of members.
- 3.6. Special Meetings.
 - 3.6.1. Special meetings of COF ExCom may be called by or at the request of the COF President or any COF ExCom member in office at that time.
- 3.7. Place of Meetings.
 - 3.7.1. COF ExCom may hold their meetings in conjunction with Society Annual and Winter Conferences.
- 3.8. Quorum.
 - 3.8.1. At COF ExCom meetings, a majority of the COF ExCom members then in office shall constitute a quorum for the transaction of business.

3.9. Vote Required for Action.

3.9.1. If a quorum is present when a vote is taken, the vote of a majority of the COF ExCom members present at the time of the vote will be the act of COF ExCom. A COF ExCom member who is present at a meeting when action is taken is deemed to have assented to the action taken unless

3.9.1.1. he or she objects at the beginning of the meeting (or promptly upon arrival) to holding the meeting or transacting business at it;

3.9.1.2. his or her dissent or abstention from the action taken is entered in the minutes of the meeting; or

3.9.1.3. he or she delivers written notice of dissent or abstention to the presiding officer of the meeting before its adjournment or to the COF immediately after adjournment of the meeting. The right of dissent or abstention is not available to a COF ExCom member who votes in favor of the action taken.

3.10. Participation by Conference Call.

3.10.1. Members of COF ExCom may participate in a COF ExCom meeting by means of conference telephone or similar communications equipment through which all persons participating may hear and speak to each other. Participation in a meeting pursuant to this Section shall constitute presence in person at the meeting.

3.11. Action by COF ExCom without a Meeting.

3.11.1. Any action required or permitted to be taken at any meeting of COF ExCom may be taken without a meeting if an electronic or written consent, describing the action taken, is signed by each COF ExCom member and delivered to the COF for inclusion in the minutes of the next meeting. The consent shall have the same force and effect as a unanimous vote of COF ExCom at a duly convened meeting.

4.0 Voting

4.1. Voting Rights.

4.1.1. In all matters that call for the vote of members, each member shall have one vote. Each member shall be entitled to vote in the election of members of COF ExCom and in any other matter that requires the vote of members.

4.2. Proxies.

4.2.1. A member entitled to vote on a matter may vote in person or by proxy pursuant to an appointment executed in writing by the member or by his attorney-in-fact. An appointment of a proxy shall be valid for eleven (11) months from the date of its execution, unless a longer or shorter period is expressly stated in the proxy.

5.0 Fiscal

5.1. Approval of expenditures of College of Fellows funds

5.1.1. By majority vote of the COF Executive Committee (COF ExCom) as prescribed in section 3.

5.1.2. By majority vote of the members present at a regular meeting, provided that there are at least 5 voting members physically present at the time of the vote

5.1.3. Disbursements of up to \$1000.00 may be approved by the COF Secretary/Treasurer (or in his absence, any other COF officer) in writing or by E-mail. Disbursements exceeding \$1000.00 shall require the additional approval of the COF President or another COF officer

6.0 Staff Liaison

6.1. A staff liaison shall be provided by ASHRAE.

7.0 Revisions

- 7.1. Revisions to the Manual of Procedures may be initiated by any three (3) members of COF ExCom or by six (6) members of the COF and must be submitted in writing to COF ExCom with signatures.
- 7.2. All such revisions, if approved by three (3) or more members of COF ExCom, shall be submitted for vote at the next COF meeting.

REPORT TO THE EXECUTIVE COMMITTEE
From the Life Members Club
As of June 24, 2018

Action Items for Board Approval:

Information Items:

1. The Life Members Executive Committee will be inviting the Grant-in-Aid recipients that benefit from the Club's research contributions to future Life Members Luncheons at the Annual and Winter Meetings.
2. LMC ExCom will be sending an e-mail to all Life Members directing them to the website to highlight learning more about the Club and the history of the Life Members Club.
3. The Life Members are interested in providing funding for programs or initiatives within ASRHAE. They will be talking to individual Life Members to find needs or interests for this opportunity.

6/26/2018

Date

Bill Harrison

Chair

Report of President Bjarne W. Olesen ExCom Minutes: 2018 June 23 and 27
ASHRAE Travel for July 1, 2017
Through January 25, 2018

Date	Meeting	Location	Comments
July 8-12	Montreal Protocol	Bangkok, Thailand	Side event with UNEP. Introduced a new ASHRAE-UNEP course on refrigerants
July 13 -16	Senior Officers Retreat	Hornbaek, Denmark	Three days of discussions and planning for the coming year. Notes were shared with ExCom
July 25 - 30	ExpoACAIRE	Cali, Columbia	Meet with ASHRAE chapter people. Gave three presentations at the conference including a 3 hours course on Indoor Environment
Aug 2 - 5	Region VII CRC	Nashville, TN	Presidential talk
Aug 6 – 9	Bldg. Simulation Conference	San Francisco, CA	Opening remark and chaired a workshop on International collaboration
Aug 9 - 13	Region XII CRC	Panama City, Panama	Presidential talk
Aug 23 – 27	Region XIII CRC	Singapore	Presidential talk
September 2-5	Chapter visit	Santiago, Chile	Visited students at two engineering schools, visit with local engineering society, made one lecture at chapter meeting
September 6-9	Catarr conference	Bueno Aires, Argentina	Gave keynote and a technical presentation at the conference. Met with local refrigeration society, AFF and our chapter members.
September 10-16	Chapter and SHASE conferences	Tokyo and Koichi, Japan	Gave my presidential talk at two conferences
September 18-21	Opening Dubai learning center	Dubai, Emirates	
September 22-23	RAL CRC	Sharm-El-Sheikh, Egypt	Presidential talk
September 28-29	JSRAE conference	Tokyo, Japan	Gave a keynote and technical talk at the refrigeration conference
October 4-7	VDI-GBG meeting	Konstanz, Germany	Gave a talk at the meeting of German building service engineers. Signed a MOU
October 9-10	Section-Chapter meetings	Glasgow and Loughborough, UK	Technical talk at the section meeting in Glasgow, Scotland. Charter of Midland Chapter in Loughborough, UK. Met with student chapter at the University. Gave my presidential talk and one technical talk
October 11-14	CIBSE activities	London, UK	Meetings with CIBSE and iMECHE (mechanical engineering society). Graduate of the year celebration and gave one technical talk

October 15-17	Chapter charter	Dublin, Ireland	Charter of Ireland chapter and gave my presidential talk. Met with two student branches and gave a technical talk.
October 19-21	ISHVAC2017 conference	Jinan, China	Most important HVAC conference in China. Gave a keynote talk
October 22-26	SMACNA Annual Convention	Maui Hawaii	A total of 1500 participants including families. Mainly soft skill training on the program. Concerned about future work force.
October 26-27	Hawaii Chapter evening	Honolulu, Hawaii	Technical talk by a "vendor". I gave presidential talk and a technical talk. 65 participants
October 31-November 2	Leadership meetings	Washington DC	Had three days efficient meetings with other organizations (NASEO, APPA, DOE, BOMA, ASE, AIA, EESI and some senate committees)
November 3-7	Board and Excom meetings	Atlanta	
November 8-11	Developing Economies ASHRAE conference	Delhi, India	Gave a special address at the UN-environment workshop on "Energy Efficiency in Building Sector and HCFC Phase out" before the conference. Well organized conference by the ASHRAE chapter. I gave one technical presentation
November 12-17	Chapter visits	Bangkok, Thailand Manila, Philippines Kuala Lumpur, Malaysia	In Bangkok and Manila the chapter organized morning/lunch meetings. Gave 3 presentations in Bangkok and two in Manila. In Kuala Lumpur ASHRAE organized a whole day symposium with the local Green Building Council. Gave 4 presentations.
November 17-19	ASHRAE conference	Bali, Indonesia	14 th ASHRAE Asia Pacific Conference on the Built Environment (APCBE) organized by region XIII. Gave one presentation and welcome address.
November 22-25	Montreal Protocol meeting	Montreal, Canada	Received on behalf of ASHRAE the Partner Awards from UN environment
November 27-29	Meeting with the Korean chapter	Seoul, South Korea	Met with the chapter officers
November 29-December 3	Workshop and SHASE 100 years anniversary	Tokyo, Japan	Participated in a workshop med representatives from several HVAC&R societies. Gave one presentation. The day after the SHASE celebration.
December 8-10	Region XIV CRC	Belgrade, Serbia	Presidential talk
December 10-16	Chapter visits in California	Fresno Downey (LA)	San Joaquin Cpt.

Presidents travel report

August-September-October 2017

Bjarne W. Olesen

August 1-5 Region VII CRC in Nashville

A well-organized CRC located in the center of Nashville with everything within walking distance. I gave my presidential talk. See the more detailed report from Mick Schwedler

August 6-8 BuildSim conference in San Francisco

This is the international conference on Building Simulation organized by IBPSA-International. This time the local organizer was LBNL. I gave a short 10-min presentation at the opening ceremony and was chairing a workshop on International Collaboration. The international conference takes place every second year and in between years there are local conferences around the world. ASHRAE and IBPSA-US organizes the local conference together. The IBPSA society has a board, web-site and journal. It started as a spin-off of an ASHRAE TC. There was some concerns and disappointment that ASHRAE's building Simulation conference was scheduled the month after in Atlanta.

August 9-13 Region XII CRC in Panama City, Panama

A well-organized CRC. The local section did a good job; but it was the leadership and timeless effort of Ross M, that made it so successful. I gave my presidential talk. See detailed report from Edward Tsui.

August 23-27 Region XIII CRC in Singapore

Well done CRC. Again, the student participation in Region XIII is extraordinary. I gave my presidential talk. See detailed report by Julia Keen. I also visited National University Singapore(NUS), where we also have a student branch. I was introduced to their upcoming new zero-energy building.

September 2-5 Chapter visit in Santiago, Chile

This was a well-planned and a very efficient visit. The chapter is doing well. This is very much because they have hired a part time organizer Mariela Garate. She does a fantastic job. I gave an evening talk on "Indoor Environment- Health, Comfort & Productivity". About 50 participants. Together with chapter members I visited two engineering schools and spoke with the students about ASHRAE and how they could benefit from a student branch and being student members. Met with Foundation de Chile a technology center that has several government projects. The chapter is partner in one of their projects.

Visited also Camara Chilena de La Construcción, the overall engineering society in Chile, together with Chilean Refrigeration chamber. Below a mail from la Construction that show our chapter will play an important role in Chile

Dear Mr. Bjarne W., Olesen,

After two weeks that you visit us in our facilities in Santiago to lunch with the people of Chilean chapter and the Chilean Refrigeration chamber I want to give you our most sincere thanks for your visit, this is already the third authority of Ashrae that visit us in the last two years.

For our specialties Committee of the Chilean Chamber is a very important relationship to develop ,and we are sure that with the help of every organization we can advance the common objectives and themes that we have .

In the next few days we will organize a meeting with the Chilean Chapter to begin a work that we can organize with them.

Our Chamber is the main guild organization of the country whose main objective is to promote the development and promotion of construction activity in the country and sustainable building also so we believe that we can contribute and lead the sector of the air conditioning in Chile.

I would like thank you again and it was a pleasure to meet you and we hope to be able to meet you again.

September 6-9 Catarr conference in Bueno Aires, Argentina

During the opening of the conference I gave a 10min. Talk about ASHRAE. Besides I gave two technical presentations "International Standards for the Indoor Environment" and "Applications of Radiant Heating and Cooling Systems in Buildings". This year it was a smaller conference without an exhibition. Every second year there is also an exhibition and a larger conference. It is organized by AAF (Argentina Association Refrigeration), where Roberto Aguilo is president. He also serves as president of Ecuador chapter. Javier Korenko Chmielewski is also very active in ASHRAE chapter and AAF. I also had a meeting with the AAF (member of AASA) and talked about the AASA meeting next April in Brussels. Unfortunately, the chapter had organized a small technical seminar partly overlapping with the conference one day. This was due to a miscommunication. I have the impression that the collaboration is relatively good. I have promised to come back and do some activities with the chapter next spring.

September 10-16 Chapter seminar in Tokyo and SHASE conference, Koichi, Japan

The chapter had organized a seminar together with a Japanese association for Radiant heating and Cooling system. I gave my presidential talk, which was translated sentence by sentence to Japanese. Then I participated in Koichi in the yearly SHASE (Japanese society for heating, air conditioning and sanitary systems) conference. There were about 1200 participants. During one day, they have an English session with a keynote. I gave my presidential talk. The chapter had then a lunch meeting. They are doing better and got several awards at the CRC in Singapore. The work with and have common members with both SHASE and JSRAE. The previous president was Prof. Kato. He was before that president of SHASE. Now the president of the chapter is Prof. Tanabe and he will be president of SHASE in May 2018. All mixed together.

September 18-21 Opening Dubai learning center

Participated in a successful opening of the learning center. This has been reported extensively elsewhere. The building host several international societies. Talked with the manager who told that 4 cities in the world is collaborating to be the cities of international societies. He would be glad to help us establish offices with his contacts. The cities are Washington DC, Brussels-Belgium,

Dubai-Emirates and Singapore. When I visited Singapore my colleagues at NUS told me that Singapore has some government funding for societies that want to establish an office. My vision is that in the near future ASHRAE will have local offices in all 4 cities.

September 22-23 RAL CRC in Sharm-El-Sheikh, Egypt

A well-organized CRC. See detailed report by Mick Schwedler. RAL is doing well. Gave my presidential talk.

September 28-29 JSRAE conference, Tokyo

I was invited to the yearly JSRAE (Japanese Society of Refrigeration) conference. I gave two presentations. A keynote "ASHRAE activities related to refrigeration and refrigerants" and a technical presentation "Nocturnal Radiative Cooling Panels Coupled with in Room PCM Ceiling Panels". It was the first time an ASHRAE president visited the conference. Everything is in Japanese except one day where they have a session in English and a keynote. The senior leaders meet with both SHASE, JSRAE, and the chapter during their spring visit to Japan.

October 4-7 VDI-GBG meeting Konstanz, Germany

VDI-GBG is the building service fraction of the German Engineering Society, VDI. They are one of the most important members of REHVA. They have a yearly meeting where technical committees meet, awards are given and then a couple of technical presentations. They also have a student competition where they select the student that shall represent Germany in the REHVA student competition. First time an ASHRAE president visited the yearly meeting. Everything is in German. At the meeting, we signed an MOU. VDI-GBG is not member of AASA, as according to their bylaws they cannot be member under another "similar" society (ASHRAE). They will be invited to the AASA meeting in April and could also be member of a possible Global Alliance. I gave also one talk: "International Standards for the Indoor Environment".

October 9-10 Section-Chapter meetings, Glasgow and Loughborough, UK

Visited first Mitsubishi Electric research facilities outside Edinburgh. They are very supportive of ASHRAE activities in UK. Two employees are active in Scotland section and one is secretary of the Ireland Chapter. Participated in a chapter organized meeting, which at the same time was a kind of opening of a new office where the section president works. I found it OK even if it could be regarded as too commercial. Gave a general talk "ASHRAE a global society for building technology" about what ASHRAE is, our products, activities and what benefits members/sections/chapters could get. Soon we will see a chapter in Scotland

October 11-14 CIBSE activities, London, UK

On October 11, I chartered the new ASHRAE Midland-chapter in Loughborough University. First I had a meeting with the student branch talking about ASHRAE scholarships, solar decathlon (They plan to participate in the next competition in Europe), and being a student member. The university plays an important role with several chapter officers. After the charter, I gave two talks: My

presidential speech and a technical talk “The influence of occupant behaviour on indoor environment and energy use in buildings”.

In London, it was the plan to charter the new London chapter; but this has been postponed as the president was not available. Had Dinner with IOT (Refrigeration Society, Stephen Gil) and discussed how ASHRAE members could get access to the significant amount of information and publications from IOT. In London Jeff and I had a couple of meetings with CIBSE. First a close meeting with the leadership to square away some tensions regarding the newly formation of chapters in UK. In general, CIBSE is OK with us forming chapters, they had however got some complaints that some ASHRAE members were a little too aggressive to get others to sign petition. I addressed that directly to CIBSE Council, when I spoke to them the day after. We will now circulate a note within ASHRAE-CIBSE explaining why Chapters are important for ASHRAE and that a chapter is not a competition to a local society. WE then also had an open meeting with CIBSE and went through our different joint activities and plans that may include joint chapters or joint activities also in South-Africa, New Zealand and Australia.

We then met with IMECHE (the UK society of mechanical engineer, which also charter engineers) and participated in the great UK competition “Graduate of the Year” including presentations by the 8 finalists, announcement of the winner and a dinner in fantastic surroundings. The winner will be present at our winter meeting in Chicago. At the dinner, I gave a technical talk “The influence of occupant behaviour on indoor environment and energy use in buildings”.

October 15-17 Chapter visit Dublin, Ireland

In Dublin was a busy day with charter of two student branches at two different Engineering Colleges. Both places I gave the talk “The influence of occupant behaviour on indoor environment and energy use in buildings”. Costas Balares, Region XIV DRC also participated in Dublin. In the evening, we chartered the new Ireland-chapter. The meeting was together with CIBSE-Ireland and Engineers of Ireland. Here seems to be a good collaboration. Besides presentations from CIBSE and Engineers of Ireland, Costas gave a talk about the region and I gave my presidential talk. DAIKIN has donated money to the chapter to pay for student membership. This way they can easily get student ASHRAE members.

October 19-21 ISHVAC2017 conference, Jinan, China

This is the most important HVAC conference in China for researchers and innovators. It takes place every second year. I presented a keynote “The influence of international standards for the indoor environment on the design and performance of HVAC systems” I had several talks with people who wanted to get more involved with ASHRAE in China. Here is a great potential. One or two will probably start new student branches. I also talked with the president of CCHVAC (Chinese HVAC society). We need to establish a closer relation with CCHVAC. They are member of AASA; but there is a much bigger potential. We have now a good relationship with CAR (The society of refrigeration), where we participate every year in the conference/exhibition.

Presidents travel report, 2018-04-15

February 2018 - April 2018

Bjarne W. Olesen

February 12-14, Chapter visits in Region XII

Gave a talk for the **Miami Chapter** at a lunch meeting. “**Indoor Environment- Health, Comfort, Productivity**”. I gave another talk “**Radiant Cooling in Humid Climates**” for a dinner meeting of the **Gold Coast Chapter** in Fort Lauderdale.

February 18-24, visited Delhi and Bangalore, India

On Monday February 19, I visited a student branch in Dehradun. This is 1 hour flight from Delhi and a “very interesting” 1 ½ hour drive to a campus at a very remote place and visited the Student Chapter, UPES, (**Delhi Chapter**). They had the last day of their annual technical festival on that day. This was a great experience to see a very active student chapter. That day several awards based on the technical festival was given.

Then on February 21 the ACREX conference and exhibition started with a curtain raiser party in the evening. February 22-23 was very busy with meetings and show activities (president luncheon, ISHRAE-ASHRAE meeting, ACREX awards of excellent evening, student quiz). It is ISHRAE’s conference and show; but our local **Bangalore Chapter** has also been involved. We had an ASHRAE booth at the show. The student quiz was the final of a student competition organized by ISHRAE over the last 6 months. Very interestingly, Hitachi-Johnson Controls, who sponsor the competition, had an employment contract ready for the best 12 students. They just had to put their name on the contract.

Again, ISHRAE is copying many ASHRAE activities like Women in ISHRAE meeting and they met with several other organizations like REHVA, CAR, AHRI, RAMA, EUROVENT. In the ISHRAE-ASHRAE meeting a couple of activities were discussed. They wanted to focus some activities on the Health Sector and were interested in ASHRAE standards and guidelines. Steve C. has a couple of action items on that. I had a breakfast meeting with all ASHRAE chapter presidents in India. Sometimes they have the problem of showing the difference between ASHRAE and ISHRAE. It often melts together. The collaboration is, however, very good.

February 25 to March 6 visited chapters in Region II

Mon Feb 26, 2018 **LONDON Chapter**. Met with HVAC class 11-1230 University of Western Ontario with Professor Walid. Chapter meeting in the evening. Presidential Talk.

Tues Feb 27, 2018 **WINDSOR Chapter**. Student visit to U Of Windsor and lunch meeting with Vollmer (chapter presidents employer). Dinner meeting jointly with AEE. **Presidential Talk** with emphasis on ASHRAE’s response to Global Energy Topics & changes to codes and standards. Overnight Caesars Windsor

Wed Feb 28, 2018 **New Brunswick Chapter** and **Prince Edward Island Chapter**. Event at New Brunswick Community College Moncton campus with NBCC Building Engineering Technology students and students from the University of Prince Edward Island's new Sustainable Design Engineering program. Dinner presentation on **Presidential Theme**.

Thurs Mar 1, 2018 **Halifax Chapter**. Lunch event at Dalhousie University talk on **HVAC as a career choice** for university engineering grads. This was followed by a speed networking event where the students were divided in 5 groups and had 5 min sessions with 5 different engineering professionals (consultants, contractor, facility manager etc.). This was a great event and should be repeated by other chapters. Dinner meeting **Presidential theme speech** – Extend our community.

Monday Mar 5 **Toronto Chapter**. Panel discussion with all Toronto area student chapters at Ryerson. Toronto chapter dinner meeting at University of Toronto and Past president's night.

Presidential theme speech.

This whole trip around Canada was very well organized by the DRC, Doug Cochran, who accompanied me on the whole trip. In part of the trip also incoming DRC Jeff Clarke participated.

March 6-7, visit **Boston Chapter**.

March 6. Visited the **Boston Chapter** for a dinner meeting and gave a talk: "**The European Approach to Decrease Energy Use in Buildings talk**".

March 7-8, Visit **Arkansas**.

On March 7, a **Little Rock Chapter** lunch meeting. I gave the talk "**Indoor Environment – Health Comfort and Productivity**". This was followed by a trip to NW Arkansas Section and a dinner with section leaders. On March 8 I participated in a lunch meeting with the section. They have for 1-2 year operated almost as a chapter. The decision at the meeting was to become a chapter at the Houston meeting. I gave the talk "**The influence of occupant behaviour on indoor environment and energy use in buildings**".

March 9-10 **Atlanta Board meeting**.

Participated in the Board strategic plan meeting.

March 13-15 **AiCarr conference and Mostra Convegno show, Milan**

Every 2nd year the big HVAC exhibition Mostra Convegno takes place in Milan. It alternates with ISH in Frankfurt. During that time AiCarr organize 2 days seminars. ASHRAE participated in one together with REHVA. "IEQ (Indoor Environmental Quality): Requirements and practices". It was very well attended (100+). I gave a welcome speech and a talk "**Can we meet the ventilation required in international standards in an energy efficient way?**". Then I participated in another workshop under the auspices of the Italian Ministry of Environment, Land and Sea: "THE TRANSITION TO ALTERNATIVE REFRIGERANTS: THE IMPACT ON NEW AND EXISTING SYSTEMS". During this workshop, I gave a talk on "**Update on ASHRAE Refrigerant Activities**". This was also well attended (100+). In both cases ASHRAE could not include its logo on the announcements due to our agreement with the AHR show.

Then I had invited EUROVENT and AHRI to a lunch meeting to discuss possible future common standards for testing HVAC&R products. It was a follow up to a discussion with EUROVENT I had in December and again in Chicago. There was a certain openness to try. It was decided first to look at testing of vrf systems. AHRI has a report on that they will distribute. We will then have experts

from the ASHRAE testing standard and from the “similar” CEN-ISO standard. ASHRAE-REHVA shall make sure that we get a feed-back from the experts by Houston. Then I had a short discussion of the new AiCarr-ASHRAE MOU and a possible future Global Alliance. Here I meet with Livio Mazzarella (ASHRAE-Aicarr liaison committee), Luca Alberto Piterà (AiCarr staff) and Francesca d’Ambrosio (president).

March 17 to March 28 Visit to New Zealand and Australia

On March 19-20 AIVC and ASHRAE organized a joint workshop "Towards Higher Performing Homes: The Role of Ventilation and Airtightness » together with a local institute BRANZ (testing and research institute) with 100+ participants. I gave two presentations “**Activities of ASHRAE related to ventilation and airtightness**” and “**Indoor Environmental Quality: Comfort-Health-Productivity**”. It was very clear from the workshop that the lack of ventilation and thermal insulation in New Zealand homes are significant. There are many problems with mould etc. More strict building codes are needed. The workshop was followed by a 1 ½ day board meeting of AIVC. Here we discussed our plan for a combined AIVC-ASHRAE_Indoor_Air 2020 conference. AIVC was asked to collaborate with IAQVEC2019 conference in Italy; but we agreed to decline. ASHRAE membership of INIVE/AIVC was also discussed. The evaluation from Tech Council of the benefits (access to literature) was not encouraging: but this could be a tremendous asset for our student members. WE are discussing a new budget.

On March 23 AIVC and ASHRAE organized a workshop in Sydney: “Ventilation for Indoor Air Quality and Cooling”. It was organized together with the University of New South Wales and “Low Carbon Living CRC” a joint activity among several groups. I gave two presentations: “**ASHRAE activities on ventilation for indoor air quality**” and “**Recommended criteria for thermal comfort and indoor air quality in international standards (ASHRAE-ISO-CEN)**”. Number of participants was 80+.

On March 26-27, I participated in AIRAH’s (Australian Institute for Refrigeration, AirConditioning and Heating) yearly Refrigeration conference in Sydney. During the conference, I gave one presentation “**An update from ASHRAE**”. At the end of the first day during a reception/cocktail hour, they had organized a special event, where ASHRAE members and also conference participants were invited. I gave a technical talk “**Night time cooling by ventilation or night sky radiation combined with in- room radiant cooling panels including Phase Change Materials**” together with some general comments on ASHRAE membership. Among the participants there were only a handful ASHRAE members. Then I had a dinner meeting with Nathan Groenhout AIRAH Director, Ian Harwood AIRAH President, Phil Wilkinson AIRAH executive manager where we discussed ASHRAE-AIRAH MOU and what role AIRAH could play in serving ASHRAE members in Australia. They had looked at the template for our MOU with AiCarr and were interested in forming a similar joint group under the AIRAH Special Technical Group model. We agreed to form a steering committee to work on a strategic partnership. Separate minutes from our meeting is being made. Australia is difficult as the members are widely spread due to the size of the country. One model could also be to have one chapter under the administration of AIRAH. They will be invited to the next region XIII CRC in Hong Kong.

April 4-6. Daikin Konwakai meeting in Rome.

Daikin is every year organizing this type of two days meetings between in USA, Japan and Europe, where university/society people meet with DAIKIN people to friendly discussion on actual issues

within the HVAC&R industry. The topics were IAQ and refrigerants. I was **not** there as representing ASHRAE. During the meeting both Rainer Jacobs (DKV-German Society of Refrigeration) and Karel Kabele, (Czech HVAC Society) expressed interest in forming an ASHRAE group within their society like AiCarr. I will follow up on this.

April 7-13, CAR conference, exhibition and “Twinning” workshop in Beijing.

This exhibition and conference is very important for CAR and provide a significant part of the income for CAR. Again, ASHRAE was involved in many of the activities. We shared a very nice booth with AHRI and will do that again next year. Besides a short address by some of the official activities I gave one presentation “**State of the Society**” during the ASHRAE-CAR seminar. This seminar is organized by CAR together with our Hong Kong chapter. Unfortunately, it was scheduled in a hotel and not directly at the same site as the exhibition and probably a reason for the too small audience. The presentations were of very high quality. The seminar was followed by student awards for the CAR-ASHRAE student competition. About 70 universities participate this time. In the CAR-ASHRAE meeting we decided to go one step further in our collaboration. The High Performance Building Journal in Chinese should be followed by a High Performing Building award and a standard/guideline.

The first “Twinning Workshop”, which ASHRAE is organizing for UN environment, was held April 11-12 in Beijing. Steve C. was running the workshop, which, I think, was very successful. It will be repeated after some revision in several other developing countries. The topic if energy efficiency and refrigerants, where the local code responsive person meet the local ozone secretariat representative. About 100 participated.

April 13-14 Visit Hong Kong chapter.

The Hong Kong chapter had on March 13 the 34th anniversary chapter dinner. There were 400+ participants with a great mix from Chapter leadership, past chapter presidents, industry (each company one table), CIBSE members (one table), other society leaders, students, Universities etc. I gave an opening remark and handed over several awards. At this occasion, the chapter transferred to a new president. Hong Kong is our best example on how ASHRAE work with all groups in the area. A pity that the CIBSE president, Peter Wong from Hong Kong did not participate.

Presidents travel report, 2018-06-20

April 2018 - June 2018

Bjarne W. Olesen

April 18-21, ExCom spring meeting in Antwerp Belgium

This year's spring meeting was held in Antwerp, Belgium. The existing ExCom and nominees for officers participated. In the executive sessions only existing ExCom members participated. The meeting was scheduled just before the REHVA general assembly and AASA strategy meeting in Brussels (see below), where the senior officers and EVP participated. Details are in the minutes from the meeting and ExCom report to the board.

April 21-24, REHVA General assembly and AASA strategy meeting in Brussels

The REHVA general assembly and committee meetings were held in Brussels. To get the coming leadership of ASHRAE and Region XIV a better knowledge of REHVA, the senior officers, treasurer nominee, EVP, Tim Wentz, Costas Balares, Bill Bahnfleth, Tom Watson and Steve Comstock participated from ASHRAE. Besides the REHVA committee meetings we had a separate meeting with the REHVA board. At the general assembly, we learned that the president-elect (president next year) will be Frank Howorka from France. He is not an engineer; but a financial expert. No new board members were elected. Steve C. prepared notes from the meeting.

In parallel an AASA strategy meeting was held. The scope of this meeting was to discuss the possible creation of a HVAC&R-Global Alliance. Besides the REHVA member societies we had more than 20 national societies or industry associations participating. A report from the meeting has been circulated. In general, there were a positive support to form a Global Alliance. However, there is a need to work on the scope etc. This will be done by an AdHoc committee, who will prepare a report for the AASA meeting in Atlanta leading to a possible start of a Global Alliance. The participants wanted a "slow" start and wanted to keep the benefits of AASA. Some were skeptical to an ASHRAE led Alliance.

April 26-27 Meeting with UN-environment in Paris.

The ASHRAE-UNEP liaison committee (Walid C., Steve C. and Bjarne O.) met with the Ozone depletion group and energy efficient group of UN-environment. The work plan, existing activities and future meetings were discussed. This relationship is growing and more and more funds are received by ASHRAE for doing work for UNEP. We are however also investing a lot of time and resources on this collaboration; but we have a win-win situation. A separate report is available from the meeting.

April 30-May 3, Senior officers visit to Washington DC.

Our Washington office had made a very good program for our visit. This included meetings with APPA, Daikin, Canadian and Danish Embassy, GSA, EERE, US senate EPW, AiA and USGBC.

May 3-6 Region XI CRC in Victoria, Vancouver Island.

Participated in Region XI CRC meeting in Victoria. Very well organized. See separate report from VP Ginger S. I gave a **hybrid presentation** of my presidential status talk and Sheila H's presidential talk. Again, the region organized in parallel a YEA meeting. I gave here, a talk on leadership and how you can learn leadership being involved in ASHRAE.

May 9-19, Chapter visits in Minneapolis, Denver, GUAYAQUIL-Ecuador, Bueno Aires.

On May 10th, the ASHRAE Minnesota chapter in Minneapolis celebrated a 100 years anniversary. In the evening during the celebration I gave my **"Extending our Community"** talk. I also installed the new chapter officers. During the day, I visit UPONOR's US-headquarter in Apple Valley outside Minneapolis. UPONOR is a great supporter of the Minnesota chapter. Besides talking with the management and visiting the factory I participated in an interesting seminar, "Smart/Intelligent Water Workshop". I gave a short introduction about ASHRAE.

On May 11, the Rocky Mountain chapter held its yearly Technical conference with 5 parallel session. More than 200 participants contributed to RP as a part of the registration fee. I gave a lunch talk "Extending Our Community: Global Community, Technological Horizons and Value to Members".

On May 13-15, I visited the ASHRAE-Ecuador chapter in Guayaquil, Ecuador. Eduardo Donoso had made a very good program. I visited the ESPOL University. First, I met with the president. Then I meet with the students and gave the talk: **"Indoor Environment – Health Comfort and Productivity"**. Afterwards I had a discussion session with the Professors. Lunch was with all the board of the Ecuador chapter. In the evening, there was a seminar for ASHRAE and ATEAAR members. I gave the talk: **"Are women feeling colder than men in air-conditioning buildings"**

On May 15-19, I visited Argentina Chapter in Bueno Aires together with Region XII DRC Dan R.. On May 16, a seminar was organized at University Bueno Aires together with Argentina Green Building Council. I gave two talks: **"Extending our community"** and **"International standards for the indoor environment"**. On May 17, a Building Technology exposition opened. I participated in a panel discussion on Sustainable Construction. Later in the afternoon I gave a talk: **"Indoor Environmental Quality: Comfort-Health-Productivity"**.

May 20- to March 28 Visited Japan

This was our yearly visit to Japan for Senior officers and EVP. May 21, I visited the Danish embassy in Tokyo. May 22-23, we were all together and had meetings with Daikin. First we met the CEO and the whole day May 23 we had a technical seminar with representative from Daikin around the world, from Nikken-Sekkei design company and JSRAE. The general topics were "ASHRAES global reach", "Next Phase in Refrigerant Adoption", "Energy Efficient Equipment and Buildings" and "Indoor Environment Quality". DAIKIN is one of ASHRAE's biggest supporters regarding donations to RP and members. We asked them to get their employees active involved in ASHRAE both at the society level and at local level in the chapters. The Japanese were looking for some consistency in

these meetings. A proposal for a steering committee was brought up. The senior officers would still participate in meetings as the decision makers and a steering committee could provide the continuity.

May 24, we visited one of Japans largest design companies Nikken-Sekkei in Tokyo. We participated in a round-table discussion together with participants from Nikken-Sekkei and SHASE. The overall theme was "How to adapt to globalization, changes in the workplace and the evolution of IT". The discussions were recorded and will be published the Japanese magazine, "Kenchiku Gaho" in Japanese. We will see an English version before publication.

May 25, we first visited one of Japans biggest construction companies, TAKENAKA. They showed us a small office building newly renovated to ZEB. Later May 25 we met with SHASE, JSRAE and the ASHRAE-chapter in the SHASE office. SHASE will again for the winter meeting in Atlanta come with a delegation of 40+ persons. They will also submit proposals for one or two seminars.

May 28-June 1. Visited Cyprus and Greece chapter.

The Cyprus chapter struggles to catch up with the Greece chapter. Several activities scheduled in Athens are often repeated in Cyprus; but the frequency is too often for Cyprus. Not enough participants in several of their meetings. I participated in a good meeting between the Chapter and the Cyprus engineering society. They have a proposal discussed by the government to introduce a requirement to participate in a certain number of technical seminars or similar to keep a PE-license. If that went through it could form the basis for an extended collaboration between ASHRAE-Chapter in the Engineering society in developing courses and seminars. Besides I got the possibility to meet with a professor at University in Limassol and discuss a report on International standards with one of my post docs, who at the moment is in Cyprus. This report is planned to be a publication from IEQ-GA.

In Athens, the engine behind all chapter activities are Dimitris. During my stay, I met with Costas and discussed issues related to Region XIV, national societies, forming of "groups" and REHVA. One evening a seminar was organized by the chapter including three other presentations beside my talk on "Embedded Radiant Heating and Cooling Systems". The seminar was well attended. Finally, I also had a meeting with the Navy that have a very good collaboration and MOU with the Chapter.

June 2-5, RoomVent2018 and Ventilation Conference in Helsinki.

For the first time two conferences RoomVent (a SCANVAC conference) and Ventilation (initiator Howard Goodfellow, University of Toronto) were combined. About 300 people participated in a well-organized conference. Ventilation is an Industrial Ventilation Conference that has been scheduled during the last 10-15 years. Howard Goodfellow and I had a discussion on having ASHRAE organizing the Industrial Ventilation conference every third year. I think there will be a lot of interest for such a conference and not many others exist on Industrial Ventilation. I have/will send a proposal to CEC. I chaired a workshop on Gas Phase Air Cleaning and how to substitute outside air by air cleaning. I had proposed to SCANVAC (Nordic HVAC societies) to form a Nordic ASHRAE chapter or an ASHRAE-group within SCANVAC. The Scanvac president Olli Seppanen told that it had been discussed; but there was too much opposition to that now. I feel there is somewhat opposition to a US-led activity and not directly to ASHRAE. We will see how this may change in the future. I proposed to combine the two conferences again next time; but it had already been decided that the next RoomVent will be in Torino May 2020.

June 11-12, ASHRAE-CIBSE leadership meeting in Windsor, UK.

This 1 ½ day meeting between the leadership has now been scheduled for the third time in the beginning of June alternating between UK and US. Sheila and the new CIBSE president Steve Lisk had done a great job preparing a strategic discussion and detailed discussion on issues. We had a very open and frank discussion on the issues. A separate report will be circulated. A suggest continuing these meetings; but at an earlier date than beginning of June.

June 20-22, AIA conference in New York City

My last ASHRAE representation as President took place at the AIA conference in NYC. More than 25.000 participants. Meetings all over NYC from HQ hotel Hilton Midtown to Jarvis Exhibition Centre. A verbal report will be given in Houston.