



MINUTES

EXECUTIVE COMMITTEE MEETING
HILTON ANTWERP OLD TOWN
ANTWERP, BELGIUM
APRIL 18 – 21, 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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Action Items
Executive Committee Meeting
April 18-21, 2018

<u>No – Pg.</u>	<u>Responsibility</u>	<u>Summary of Action</u>	<u>Status</u>
1 – 1	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 – 1	Littleton	(Carryover) Work with staff and Mr. Wentz to produce a new antitrust electronic training module. (Update: 6/2017 - Ongoing. 11/2017- Ongoing. 2/2018 – Ongoing. 4/2018 –Ongoing.	_____
3 – 1	ExCom	(Carryover) Post the intersociety visit reports on the ExCom Basecamp. (Update: 1/2018 – Ongoing. 4/2018 – Ongoing, add reports from all intersociety visits this society year.)	_____
4 – 1	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.)	_____
5 – 2	Boyce	Have the Finance Committee look at the reserve fund limits and guidelines.	_____
6 – 2	Keen	Via a PubEd Council Ad Hoc develop a business plan for the Dubai Office that includes Steve Comstock's time dedicated to it from his new position in Brussels. A report is due at the Winter meeting in Atlanta.	_____
7 – 3	Littleton	Send Peter Wouters a note to make him aware that ASHRAE does not feel it is worthwhile to pursue the INIVE/AIVC data base	_____
8 – 3	Littleton	Add a slide to the VP/ExO presentation that explains the difference between the commercialism policy and sponsorship guidelines.	_____
9 – 3	Hayter	Request that Members Council and Marketing work together to review commercialism and sponsorship policies and how they relate to conferences and chapters.	_____
10 – 3	Vice Presidents	Include in CRC presentations the requirements for commercialism and sponsorship policy.	_____
11 – 3	Littleton	Investigate the Plenary speaker agreement which was used for the 2018 Winter Meeting.	_____
12 – 4	Littleton	Place the question about whether a Diversity and Inclusion Policy is needed on the Houston Wednesday Board meeting agenda.	_____

13 – 4	Hayter	Confirm with Members Council that no diversity policy is needed after adding diversity to the Society Core Values.	_____
14 – 4	ExCom	Input back to Schwedler by May 7 th to specify changes they would make to the “High Profile Board Decisions” document.	_____
15 – 4	Schwedler/ Littleton	To demonstrate a process for tracking high-profile Board decisions, bring a report on the Brussels and Dubai office performance to the Board in Houston.	_____
16 – 4	Littleton	Develop a general repository of Board Ad Hoc reports from the last two years and create Basecamp folders.	_____
17 – 5	Hayter	Assign someone to follow up with AIRAH on an ASHRAE/AIRAH MOU.	_____
18 – 5	Olesen/Littleton	Review the perception and optics of sponsors regarding the May meetings in Japan and develop some guidelines.	_____
19 – 5	Littleton	Develop a draft MOU in partnership with ASPE and bring it back to ExCom for review in June, or have it ready for the ASPE meeting in September.	_____
20 – 6	Littleton	Reach out to Jim Wolf regarding his interest in serving as a liaison to the Global Cold Chain Alliance (GCCA).	_____
21 – 7	Hayter	Have Members Council investigate the sponsorship and mentoring programs (including those dealing with Developing Economies).	_____
22 – 7	Scoggins	Work with TAC on communicating the rules that are already in place for the use of letterhead by TCs. Consider adding to TC training.	_____
23 – 7	Scoggins/ Littleton	Discuss with Stephanie Reiniche the ISO/ASHRAE Refrigerant Standards Harmonization Project Funding Conversion between Standard 34 and ISO Standards.	_____
24 – 7	Littleton	Research with technology staff and ISO whether we can have common standards with ISO.	_____
25 – 8	Littleton	Refer to the Residential Building Committee a proposed Building Performance Institute MOU.	_____
26 – 8	Hayter	Appoint someone to serve as ASHRAE’s representative on the Grid-Optimal Rating System Advisory Committee.	_____
27 – 8	Littleton	Calculate a fair and reasonable flight cost for Region IV members based on history for CRC attendance and possible CRC in Greece with Region XIV.	_____

28 – 8	Hayter	Work with Members Council on a policy statement for regions to travel for potential joint CRCs using normal regional flight costs.	_____
29 – 8	Littleton	Speak with Billy Austin about the Region IV request for a joint CRC with Region XIV in Greece.	_____
30 – 9	Littleton	Develop modifications to the Employee Handbook with regard to “harassment, confidentiality and retaliation” and have ExCom review.	_____
31 – 9	Schwedler	Discuss with SRC if Audit Committee is the right place for misbehavior outside of financial impropriety especially from staff leadership.	_____
32 – 9	Littleton	Make the minor editorial changes to the NSF MOU. The changes are considered editorial and do not need further approvals.	_____
33 – 9	Keen	Send PubEd restructuring information to ExCom for their review and return input before Houston.	_____



MINUTES
EXECUTIVE COMMITTEE MEETING
April 18 – 21, 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

MEMBERS ABSENT: 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

STAFF PRESENT: Jeff H. Littleton, Executive Vice President
Ragan McHan, Coordinator – Specialty Conferences and FLC

Call to Order

President Olesen called the meeting to order on Wednesday, April 18, 2018 at 3:00 PM.

Approval of Minutes

Ms. Hayter moved:

that the minutes from the January 20, 24 and 25, 2018 ExCom meetings be approved.

MOTION PASSED (Unanimous, CNV)

Review of Action Items

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

AI 1-4

Report of the Treasurer Attachment A

Mr. Boyce reported that the 2017-18 General Fund forecast continues to be on track to meet the target deficit of \$301.4K. Cuts to staff travel have been made to assist in meeting the budget. Looking ahead to the 2018-19 general fund budget, the 2019 AHR Expo available exhibition space will be smaller, reducing ASHRAE royalties. The first draft of the 2018-19 budget had a deficit of \$400,000. The Finance Committee is working on ways to lower that deficit before presentation to the

Board in May. Changes might include:

- Asking Councils to prioritize programs that could be cut to reduce expenses
- Eliminating or reducing the \$100K Society opportunity fund..
- Eliminating the Chapter Leadership Academy, though is a popular program.
- Brussels Office
 - The expenses for the new office in Brussels that opens July 1st, 2018 are covered by a Board-approved Reserve Fund withdrawal in the first year.
 - Training will be the initial current focus of the office.
 - Finance Committee should look at the reserve fund limits and guidelines.
 - It is not clear who has responsibility for the performance of the Brussels office. Is PEC responsible because the focus is on training?
 - Concern was expressed for the division of time and resources to both the Brussels Office and Dubai Training Center.
- Track major decisions made by the Board and whether they meet expectations. Dubai Training Center
 - Most recent financial update shows a life-to-date loss of 32K.
 - The expenses were front-loaded.
 - The Educational Programs offered in Dubai still expensive for Developing Economies. Packages that will save money and target dates outside of the religious holidays are being reviewed.
 - How will we track the impact of Mr. Comstock's marketing efforts in Brussels and potentially roll over to the Dubai center?
 - More direct contact with employers has been essential in promoting the Dubai educational programs
 - Having a local instructor and a U.S. instructor is considered a positive draw for participants.
 - Specialized courses are preferred but there is a higher cost.

Mr. Boyce will have the Finance Committee look at the reserve fund limits and guidelines.

AI 5

Ms. Keen via a PubEd Council Ad Hoc will develop a business plan for the Dubai Office that includes Steve Comstock's time from his new position in Brussels. A report is due at the Winter meeting in Atlanta.

AI 6

Unfinished Business

Future of AASA/Global Alliance Attachment B

Mr. Olesen reported that there have been discussions to transition the current AASA into a Global Alliance. AASA will meet in Brussels following these ExCom meetings and 40 of the 62 AASA member organizations will be attending. A first report due in Houston and a decision would be made by the winter meeting in Atlanta.

Discussion included:

- Budget to run the Global Alliance and whether costs will be shared by other societies.
- Timing of creating a Global Alliance so ASHRAE has greater input.
- Including in the Global Alliance potential areas outside of HVAC&R, like refrigeration.
- Providing a more global presence and higher level of exposure for HVAC&R professionals.

Relationship with CIBSE

Ms. Hayter reported that she has met with Stephen Matthews of CIBSE. They are continuing the discussions on the ASHRAE/CIBSE partnership agreement signed two years ago. She has also been talking with Stephen Lisk every two weeks regarding the agenda for the Cumberland Lodge leadership retreat in England, June 2018.

Relationship with REHVA and the MOU Attachment C

Mr. Olesen reported that work continues with the ASHRAE/REHVA Task Force group updating the original MOU. The final document will have to go before both organizations' Boards for final approval. The task force is close to finalizing the document but still working on a few issues including:

- ASHRAE Staff presence in Brussels in July 2018.
- Finding language that supports both organizations' missions.
- Creating a document that promotes advocacy and trust between groups.

ASHRAE Membership of INIVE/AIVC Attachment D

Mr. Olesen reported that discussions have continued with INIVE to see if the database they provide would be valued by ASHRAE members. The fee would be \$10,000 a year for access. The members in the U.S. would get all data for free. It appears that the materials are more interesting for researchers than for manufacturers. It was decided to not move forward with an ASHRAE membership at this time.

Mr. Littleton will send Peter Wouters a note to make him aware that ASHRAE does not feel it is worthwhile to pursue the INIVE/AIVC data base. AI 7

Conference Sponsorship Guidelines Attachment E

Mr. Olesen reported that there is concern over comments made by the Plenary Session sponsor at the Winter Plenary Meeting 2018. The discussion results in several action items to review the guidelines, better inform members and take steps to avoid a repeat performance.

Mr. Littleton will add a slide to the VP/ExO presentation that explains the difference between the commercialism and sponsorship policies and how they relate to conferences and chapters. AI 8

Ms. Hayter will work with Members Council and the marketing team to review commercialism and sponsorship policies and how they relate to conferences and chapters. AI 9

Vice Presidents will include in CRC presentations the requirements for commercialism and sponsorship policy. AI 10

Mr. Littleton will investigate the Plenary speaker agreement that will be used for the Winter Meeting 2019. AI 11

Diversity and Inclusion Policy Attachment F

Mr. Olesen reported there was concern as to whether there was a need for a policy statement on the newly added core value of diversity. This will be discussed with the Board and Members Council.

Mr. Littleton will place this issue on the Houston Wednesday Board meeting agenda. AI 12

Ms. Hayter will confirm with Members Council that no diversity policy is needed after adding diversity to the Society Core Values. AI 13

Tracking High-Profile Board Decisions Attachment G

Mr. Schwedler reported that this report came out of a discussion at the Winter Meeting in Chicago. He is presenting the first draft of "Method to Track Major ASHRAE Board of Director Decisions." The five steps to the process are provided below. There was general discussion on creating a database to track information, business planning, and accountability when spending money, informing new BOD members about decisions made by past Boards, and managing top priorities like investments and resources.

- Purpose
 - Better track implementation of major decisions by BOD.
 - Meeting planning deadlines and time targets.
 - Working within the planned budget.
 - Achieving the desired impact.
 - Closing out the project.
 - A method is needed to determine what constitutes a major Board decision that should be tracked. .

ExCom members will provide input back to Mr. Schwedler by May 7th to specify changes they would make to the "High Profile Board Decisions" document. AI 14

Mr. Schwedler and Mr. Littleton will demonstrate a process for tracking high-profile Board decisions, bring a report on the Brussels and Dubai office performance to the Board in Houston. AI 15

Mr. Littleton will develop a general repository of Board Ad Hoc reports from the last two years and create Basecamp folders. AI 16

Staff Manual ROB Updates 3.910

Ms. Keen reported 3.910 Staff Manual Rule of the Board was flagged by SRC as potentially being an outdated section of the ROB. The document has been marked to show most things should be moved, some items to stay and other items to Members Council Operation Manual. This will be sent back to SRC for review before it is sent to the Board for final approval.

Industry Advisory Round Table

Mr. Olesen reported that at the Chicago meeting there was discussion about developing an Industry Advisory Round Table. This would be a group of industry manufacturers or any special interest groups that might be a mechanism for creating feedback for ASHRAE. There was discussion on the topic and a decision to not pursue the round table at this time.

New Business

Recognition of Members for Special Service and Federal Government Employees Active in ASHRAE Attachment H

Ms. Hayter reported that she would recommend waiting for individual volunteers to let us know if they wish to be recognized.

Ms. Scoggins reported that we have a process in place to send recognition based on an individual's request. There is the annual letter to employers thanking volunteers for service.

ASHRAE in Australia and MOU with AIRAH Attachment I

Mr. Olesen reported that currently we have a MOU with AIRAH but we haven't pursued the initiatives. There are ways that ASHRAE members in Australia could support AIRAH and we should take a second look at the MOU. AIRAH is invited to the Region XIII CRC.

Ms. Hayter will assign someone to follow up with AIRAH on an ASHRAE/AIRAH MOU.

AI 17

Senior Officer's Meetings in Japan in May

Mr. Olesen reported that work is currently being done on setting up the May visit to Japan, including visiting SHASE, JSRAE, the Japanese chapter, two different design engineering firms and manufacturers..

Mr. Olesen and Mr. Littleton will review the perception and optics of visiting with Manufacturers and develop some guidelines.

AI 18

Society Theme for 2018-2019

Ms. Hayter reported that the Region VIII CRC will be the first presentation of the Society Theme for 2018-2019, "Building Our New Energy Future." The focus will be to create a vision and the motivation for ASHRAE to step into new challenges in the building industry. Buildings will play an important part in the evolution. Ms. Hayter hopes to engage people in the smart grid community. She is especially hopeful to encourage chapters to use opportunity funds to educate Chapter members on grid/building interconnectivity..

ASHRAE/ASPE MOU Attachment J

Mr. Littleton reported on his emails from Billy Smith, Executive Director of the American Society of Plumbing Engineers and their interest in developing a MOU with ASHRAE, especially where interests intersect in ASHRAE committees TC 3.6 and 6.6.

Mr. Littleton will develop a draft MOU in partnership with ASPE and bring it back to ExCom for review in June, or have it ready for the ASPE meeting in September.

AI 19

Review of 2017-2018 Ad Hoc Committees, Task Groups and Representative Appointments
Attachment K

Ms. Hayter reviewed the status of ad hocs and task groups that will continue into 2018-2019 and those 2017-2018 ad hocs that will present their final report in Houston.

Those completing their task in 2017-2018:

- Ethics Enforcement Performance Task Group – Report in Houston
- Assessment Process for Sustainable Operation and Maintenance of RAC Plants Ad Hoc Committee – Report in Houston
- Regional Staff Support Analysis Task Group – Report in Houston

Those continuing in 2018-2019:

- CLIMA 2019
- Standards Membership Models Ad Hoc Committee
- ASHRAE HQ Ad Hoc Committee (charge may change)

Review of 2018-2019 ASHRAE Ad Hoc Committees, Task Groups and Representative Appointments Attachment L

Ms. Hayter reviewed with ExCom the remaining appointments and assignments to ad hocs, task groups and the few representative appointments that still need to be completed before Houston.

They include:

- BOMA 360 Performance Program Council
- Global Cold Chain Alliance
- National Fire Protection Association
- United Nations Environmental Program (UNEP)
- ASHRAE/APPA Coordinating Group
- ASHRAE/REHVA MOU Coordinating Group

Mr. Littleton will reach out to Jim Wolf regarding his interest in serving as a liaison to the Global Cold Chain Alliance (GCCA). AI 20

AASA Leadership 2018-2019

Ms. Hayter reported that there is discussion that AASA may become the Global Alliance (GA) and that this decision could change ASHRAE's position of leading AASA in the future.

Discussion points included:

- Leadership by ASHRAE for the next three years and re-evaluate what has been achieved in that time period. (ASHRAE as an administrator.)
- Name of organization could potentially change to Global Alliance powered by ASHRAE.
- Trying to increase participation on a global scale.
- Strong leadership and ASHRAE Board control through transition.
- Current structure removes it from standing committee rules and responsibilities.

ASHRAE Mentoring/Sponsorship Programs

Mr. Olesen facilitated a discussion on the increasing interest in mentorship programs. Currently the College of Fellows has started a mentoring program and there has been a growing interest in a mentorship program for individuals in Developing Economies. The LeadRS program is the best structure for mentorship in ASHRAE. The COF program doesn't have a formal structure at present, however they have had 160 respondents to their social media blast.

Ms. Hayter will have Members Council investigate the sponsorship and mentoring programs (including those dealing with Developing Economies).

AI 21

Member Letters on ASHRAE Letterhead (TC 8.6)

Mr. Olesen reported that some members of TCs are sending letters using ASHRAE letterhead and the content isn't an official ASHRAE position.

Ms. Scoggins will work with TAC on communicating the rules that are already in place for the use of letterhead by TCs. Consider adding to TC training.

AI 22

International Adoption and Harmonization of StandardsAHRI/Eurovent Discussions

Mr. Olesen reported that there is concern from the industry that there are different certifications and test standards that put a strain on manufacturers who have to test their equipment under multiple certification programs. AHRI and Eurovent are the two major equipment certification organizations. Discussions should continue on these two groups working together.

ISO/ASHRAE Refrigerant Standards Harmonization Project Funding Attachment M

Mr. Olesen reported that the ideal would be for there to be one standard with both names on it but the current working group is not functioning at the highest level

Ms. Scoggins and Mr. Littleton will discuss with Stephanie Reiniche the ISO/ASHRAE Refrigerant Standards Harmonization Project Funding Conversion between Standard 34 and ISO Standards.

AI 23

Standards Globalization Ad Hoc Report Attachment N

Mr. Olesen reported that Mr. Bushby, ad hoc chair, will present recommendations in Houston. This would include the cost proposal from Technology Council on ISO travel.

Mr. Littleton will research with Technology staff and ISO whether we can have common standards with ISO.

AI 24

ASHRAE/Building Performance Institute (BPI) MOU Attachment O

Mr. Olesen reported that the Building Performance Institute wants to collaborate with ASHRAE on developing standards and some of these are in the residential market. This idea could be presented to the Residential Building.

Mr. Littleton will discuss with the Residential Building Committee the Building Performance Institute MOU.

AI 25

COF MOP Review Attachment P

Mr. Knight reported that the College of Fellows (COF) MOP is on the COF agenda in Houston and if approved, it will be reported at the Wednesday ExCom meeting.

Grid-Optimal Rating System and European Equivalent Attachment Q

Mr. Olesen reported that NBI has invited a member of ASHRAE to be on the technical advisory committee for a new grid-optimal rating system and it was agreed that an appointment should be made.

Ms. Hayter will appoint someone to serve as ASHRAE's representative on the Grid-Optimal Rating System Advisory Committee.

AI 26

Joint Region IV/XIV CRC in Greece Attachment R

Mr. Olesen reported that there is interest in a joint region CRC with regions IV and XIV to be held in Greece. A baseline budget for a routine CRC would need to be established with any additional above-average costs paid by members.

Mr. Littleton will calculate a fair and reasonable flight cost for Region IV members based on history for CRC attendance and a possible CRC in Greece with Region XIV.

AI 27

Ms. Hayter and Ms. Littleton will work with Members Council on a policy statement for travel reimbursement tied to joint CRCs.

AI 28

Mr. Littleton will speak with Billy Austin about the Region IV request for joint CRC with Region XIV in Greece.

AI 29

Residential Building Committee Status as a Standing Committee

Ms. Scoggins reported that there has been discussion about having this standing committee become a MTG. This discussion will continue at Technology Council and it is on the Technical Activities Committee agenda.

Staff Employee Handbook Language Attachment S

Mr. Schwedler reported that in a comparison of the Rules of the Board and the Employee Handbook requested by Society Rules Committee, the ROB had some variation in the areas of the Whistleblower Policy, Core Values, Code of Ethics and Sexual Harassment. He also pointed out that there weren't any sections in the handbook on confidentiality and retaliation, and that this was a cause for concern.

Mr. Littleton will develop modifications to the Employee Handbook with regard to "harassment, confidentiality and retaliation" and have ExCom review. AI 30

Mr. Schwedler will discuss with SRC if Audit Committee is the right place for reporting EVP misconduct. AI 31

NSF MOU

Mr. Littleton reported that the NSF MOU will expire soon and that NSF had recommended renewing the MOU with minor editorial changes.

Mr. Littleton will make minor editorial changes to the NSF MOU. The changes are considered editorial and do not need further approvals. AI 32

Reports from Ad Hoc or Liaison CommitteesAd Hoc Reports

- Membership Models Ad Hoc
- Ethics Review Ad Hoc
- Regional Staff Ad Hoc
- ASHRAE Headquarters Ad Hoc
- RAC Plants Ad Hoc
- BuildingEQ Ad Hoc

Mr. Olesen reported that most of these ad hocs will have their final reports presented in Houston.

Ms. Keen will send PubEd restructuring information to ExCom for their review and return input before Houston. AI 33

AIA Liaison Committee

Mr. Boyce reported that the senior officers will meet with AIA during the upcoming meetings in D.C. Their joint discussions will continue with a focus on better ways to interact effectively. Mr. Olesen will meet with them in NYC in June and report back in Houston.

AiCARR Liaison Committee Attachment T

UN Environment Liaison Committee

Mr. Olesen reported that they will be meeting in Beijing, April 26 and 27. ASHRAE will run the first Twinning-workshop for UNenvironment. About 100 people from local Ozone representative and local code people from Asian developing economies will participate. Additional similar workshops will be organized by ASHRAE.

Standing Agenda Items

Marketing/PR Update Attachment U

ExCom Reference Manual Attachment V

Report of the President Attachment W

Report of Officers' Intersociety Visits

- Ms. Scoggins attended ACCA and IIAR.
- Mr. Knight attended NIBS.
- Ms. Hayter attended:
 - MCAA – fewer women in the contracting industry.
 - London SE Chapter Charter Event.
 - Central Illinois and Nebraska Chapter visits.
 - Omaha and Lincoln Chapters combined event.

Future MeetingsFuture ExAIL Calls

- *May 1, 2018 ExAIL Call – Time moved from 9:00 AM to 8:00 AM Eastern time*
- *June 11, 2018 ExAIL Call – Potential date and 9:00 AM Eastern time*

Board of Directors Spring Finance Meeting

- *Thursday, May 17, 2018 9:00 – 10:30 AM Eastern time Webinar/Conference Call*

2018 Spring CRC Schedule Attachment X

2018-2019 CRC Schedule Attachment Y

Executive Committee Meetings – Annual Meeting, Houston, Texas

- *Saturday, June 23, 2018*
- *Wednesday, June 27, 2018*
- *Thursday, June 28, 2018*

Adjournment

Mr. Olesen thanked everyone for attending. The meeting was adjourned on April 20, 2018.



Jeff H. Littleton, Secretary

mdt/2018/05/30

Distribution: Board of Directors
Staff Directors

- Attachments:
- A. Report of the Treasurer
 - B. Future of AASA/Global Alliance
 - C. Relationship with REHVA and MOU
 - D. ASHRAE Membership of INIVE/AIVC
 - E. Conference Sponsorship Guidelines
 - F. Diversity and Inclusion Policy
 - G. Tracking High Profile Board Decisions
 - H. Recognition of Members for Special Services & Federal Government Employees Active in ASHRAE
 - I. ASHRAE in Australia and MOU with AIRAH
 - J. ASHRAE/ASPE MOU
 - K. Review of 2017-2018 Ad Hoc Committees, Task Groups and Representative Appointments
 - L. Review of 2018-2019 ASHRAE Ad Hoc Committees, Task Groups and Representative Appointments
 - M. ISO/ASHRAE Refrigerant Standards Harmonization Project Funding
 - N. Standards Globalization Ad Hoc Report
 - O. ASHRAE/Building Performance Institute (BPI) MOU
 - P. COF MOP Review
 - Q. Grid-Optimal Rating System and European Equivalent
 - R. Joint Region IV/XIV CRC in Greece
 - S. Staff Employee Handbook Language
 - T. AiCARR Liaison Committee
 - U. Marketing/PR Update
 - V. ExCom Reference Manual
 - W. Report of the President
 - X. 2018 Spring CRC Schedule
 - Y. 2018-2019 CRC Schedule

ASHRAE
GENERAL (Fund 2)

For the Eight Months Ending Wednesday, February 28, 2018

Attachment A-1
ExCom Minutes: 2018 April 18-20

acct / Description	TWELVE MONTHS ENDING JUNE 30					Variances	Comments
	Actual FY 2015	Actual FY 2016	Actual FY 2017	Forecast FY 2018	Budget FY 2018	Forecast vs. Budget	
REVENUES							
31 Membership Dues Earned Income	\$7,281.8	\$7,481.7	\$7,510.4	\$7,602.0	\$7,732.0	(130.0)	YTD Actuals are trending lower than budget - adjusted forecast to follow
32 Publication Sales Income	3,483.9	3,626.1	3,504.1	3,562.1	3,700.1	(138.0)	Slight growth over FY 16-17 is anticipated; budget too aggressive
34 Advertising Income - Display	3,710.8	3,779.4	3,577.7	3,446.7	3,658.2	(211.5)	Print ad sales are not growing year over year but are only partially offset by online ads; Steve and I are reviewing this trend.
34 Advertising Income - Classified	32.0	19.3	18.0	25.0	25.0	-	
34 Advertising Income - On-line	595.6	715.8	821.2	900.0	870.0	30.0	
35.1 Meeting & Seminar Income	1,578.5	1,529.9	2,151.9	1,889.3	1,889.3	-	
35.2 Certification Registration	183.3	187.6	196.8	220.0	220.0	-	
35.3 Education Registration	1,504.5	1,844.8	1,611.1	1,660.0	1,955.0	(295.0)	Slight growth over FY 16-17 is anticipated; budget too aggressive
37 Special Project Income	316.6	3.2	14.3	52.5	50.0	2.5	
38 Contribution Income	72.7	104.2	49.2	42.3	42.3	-	
41.1 AHR Exposition Income	5,146.6	5,168.0	5,623.7	6,085.7	5,802.5	283.2	Chicago - largest AHR Expo in history
41.2 Contributions and Matching Gifts	(1,699.5)	(1,841.4)	(1,900.0)	(1,997.3)	(1,950.5)	(46.8)	
41.3 Exposition Income - Other Countries	145.9	34.0	162.3			-	
44 Reserve Transfers	314.5	398.4	521.4	719.0	719.0	-	
46 Miscellaneous Income	534.4	322.7	330.7	540.9	544.9	(4.0)	
TOTAL REVENUES	23,201.6	23,373.7	24,192.8	24,748.2	25,257.8		
EXPENSES:							
51 Salary Expense	7,391.0	7,645.0	8,069.6	8,370.3	8,282.2	88.1	Timing difference in YTD actuals vs. budget but expense is trending higher than budgeted.
52 Payroll Taxes, Benefits, Personnel Exp	2,375.3	2,581.5	2,491.7	2,731.8	2,657.2	74.6	Expense is trending higher than budgeted.
61 Publishing and Promotion Expense	3,757.5	3,786.5	3,543.4	3,516.8	3,533.2	(16.4)	
64 Meetings & Conferences Expense	2,178.5	2,335.7	2,626.5	2,627.7	2,644.6	(16.9)	
66 Travel Expense	1,954.6	1,776.0	2,152.7	2,325.0	2,438.6	(113.6)	Adjusted to more closely align with YTD Actuals as compared to budget
68 Awards, Certif, Logo Cost of Goods Sold	98.9	90.9	123.3	129.8	129.8	-	
71 Research Projects & Grants Expense	100.9	121.7	121.2	136.6	136.6	-	
73 Special Projects Expense	72.5	101.3	157.4	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	51.0	79.4	66.7	89.9	89.9	-	
78 Occupancy & Insurance	559.2	588.6	553.9	680.4	644.5	35.9	
82 Office Expense and Organizational Dues	1,788.1	1,815.0	1,735.6	1,745.5	1,890.0	(144.5)	Primarily related to lower than budgeted postage/shipping costs
84 Outside Services Expense	1,654.6	1,717.7	1,967.0	2,185.1	2,317.5	(132.4)	Adjusted to more closely align with YTD Actuals as compared to budget
88 Other Expense	487.8	623.2	668.6	605.5	610.5	(5.0)	
89 Opportunity Fund	35.5		140.0	165.0	240.0	(75.0)	Forecasted to only utilize \$25K of Society Chapter Opportunity Fund
90 Depreciation Expense	631.9	579.3	529.5	551.8	624.4	(72.6)	Large software projects going live later than anticipated
91 Allocation of Overhead & BOD	(808.5)	(750.3)	(807.6)	(985.9)	(985.9)		
TOTAL EXPENSES	22,328.8	23,091.5	24,139.5	25,030.3	25,559.2		
SURPLUS (DEFICIT) before reserve income	872.8	282.2	53.3	(282.1)	(301.4)		

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

Revenue	\$	52,229	
Transfer from Foundation	\$	40,000	
			\$ 92,229

Expenses			
Personnel*	\$	35,322	
Rent (Main Office)**	\$	9,846	
Rent (Training)	\$	12,285	
Office***	\$	2,833	
Travel (Staff/Volunteer)	\$	18,162	
Promotion			
Brochures/Materials	\$	5,843	
Grand Opening	\$	12,701	
Outside Services/Legal	\$	2,783	
Honorariums****	\$	25,364	
			\$ 125,138
			\$ (32,909)

* - 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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AGENDA
HVAC&R GLOBAL ALLIANCE SUMMIT
Special AASA Meeting with Invited Participation by Industry Groups
Thon Hotel Bristol Stephanie &
Maison des Associations Internationales (M.A.I.)
BRUSSELS, BELGIUM
22 & 23 APRIL 2018

Sunday, 22 April 2018

Venue: Thon Hotel Bristol Stephanie/MAI Building

13:00 – 13:30	Welcome and Introductions (Watson, Olesen) (Hotel Thon)
13:30 – 15:30	Breakouts (Hotel Thon)
16:00 – 17:30	Introductions to a Global Alliance (Olesen) (MAI Building) Discussion
18:15	Shuttle at 18:15 from hotel to Train World (Hotel Thon)
19:00	Welcome Reception by ATIC (Belgian HVAC Society)*
20:00	ATIC Anniversary Dinner and REHVA Professional Awards* *Business Attire (to take place at Train World)

Monday, 23 April 2018

Venue: M.A.I.

9:00 – 10:30	Discussions on a Global Alliance (Watson, Olesen)
10:30 – 10:45	UN Environment HVAC&R Activity Update
10:45 – 11:55	Summit conclusions and next steps
12:30	Adjourn
12:30 – 14:00	Lunch

Outstanding AASA Business

- I. Approval of Draft Minutes from Chicago (Attachment A)
- II. Review of Action Items from Chicago (Attachment B)
- III. Contact List of Organizations (Attachment C)



- IV.** AASA/ASHRAE Work Group on Professional Certification Exams – Lisboa
(Attachment D)

- V.** Other Business

- VI.** Next Meeting:
ASHRAE 2018 Annual Conference (23-27 June, 2018) – Houston, Texas, USA



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.

Handwritten signature: J. G. K. 1

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

AIVC/IOR Member Benefits Proposal

Dear Jeff,

Please find hereby a proposal for agreement with ASHRAE regarding distribution of AIRBASE.

1. The present operating period of AIVC is 2017-2021. This proposal assumes that the USA is a member country of the AIVC for the period 2018 – 2021.
2. ASHRAE wants to give all its members the possibility of free access to AIRBASE, of which about 1/3 is outside the USA
3. ASHRAE will pay an annual fee of 10.000 € for the period 2018-2021, whereby all ASHRAE members will have the possibility for free access during this whole period.
4. INIVE will work out with ASHRAE a pragmatic registration procedure for the ASHRAE members

Is this proposal OK for you? If so, I will check within INIVE if acceptable.

Kind regards,

Peter

From: Peter Wouters

Sent: 18 September 2017 14:08

To: 'Littleton, Jeff' <JLittleton@ashrae.org>

Cc: Bjarne Olesen (bwo@byg.dtu.dk) <bwo@byg.dtu.dk>; Max Sherman <mhsherman@lbl.gov>; Remi Carrie <remi.carrie@inive.org>; Stéphane Degauquier <stephane.degauquier@bbri.be>

Subject: RE: AIVC actions

Dear Jeff,

We have indeed discuss the various issues related to ASHRAE collaboration:

1. Joint workshops in New Zealand and Australia
 - a. The AIVC board has positively reacted with respect to having joint workshops in Wellington (19-20 March) and Sydney (23 March)
 - b. M. Plagmann has on behalf of BRANZ confirmed that they agree to have the workshop in Wellington as a combined AIVC-ASHRAE event
 - c. No confirmation yet from our partner in Sydney but I expect that he will agree
2. AIVC conference in connection with ASHRAE IAQ conference
 - a. In principle, the AIVC board is willing to evaluate the possibility of combining the AIVC and the ASHRAE IAQ conference in 2019 or 2020
 - b. The original idea to have in 2019 a combined ASHRAE IAQ – IAQVEC - AIVC conference seems no longer feasible as no progress in the contacts between ASHRAE and IAQVEC
 - c. Max and I had a lunch meeting with Don Weekes to discuss possibilities for collaboration in 2020
3. AIRBASE distribution

- a. In understand the logistic and practical concerns about a separate charging by ASHRAE to non-USA based members
 - b. In principle, we should be able to agree on a fixed annual amount giving all ASHRAE members a free access. This proposal has to be approved by the INIVE College of the Members. We are now working on a proposal for the rest of the present period (2018-2021). I hope that we can send you this proposal in the course of next week.
4. Collaboration with IEQ-GA
- a. The AIVC board has confirmed that it wants to remain involved in the IEQ-GA
 - b. The precise status of membership is not yet decided as this has to be decided by INIVE EEIG, who acts as operating agent for the AIVC:
 - i. If INIVE is willing to take the liability risks as member and/or board member, then AIVC will become a full founding member
 - ii. If INIVE considers the risk too large, the proposal is that AIVC becomes an associated member.

Is this information sufficient?

Kind regards,

Peter

Peter Wouters
Operating Agent AIVC

Air Infiltration and Ventilation Centre
www.aivc.org



From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 18 September 2017 02:30
To: Peter Wouters <peter.wouters@bbri.be>
Subject: RE: AIVC actions

Hi Peter,

Just curious about how the AIVC Board meeting went. Was the potential relationship with ASHRAE discussed and did anything new develop?

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



From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Monday, September 11, 2017 12:09 AM
To: Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Littleton, Jeff <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>
Subject: RE: AIVC actions

Dear Bjarne,

See below.

Kind regards,

Peter

From: Bjarne W. Olesen [<mailto:bwo@byg.dtu.dk>]
Sent: 10 September 2017 09:19
To: Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Peter Wouters <peter.wouters@bbri.be>; Jeff Littleton <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>
Subject: Re: AIVC actions

Den 10. sep. 2017 kl. 07.50 skrev Bjarne Olesen <bwo@byg.dtu.dk>:

Hi Peter

As I understand this an ASHRAE/US member get free access as long as US is AIVC member. For other countries ASHRAE pays 50\$ for each person that us this service i.e. if 1000 persons use the code for package 2 this will be 45.000\$????????? Something is wrong. My understanding was that ASHRAE would charge the corresponding amount to the non-USA ASHRAE member and at the end of the year pay INIVE. So, the net cost for ASHRAE is zero.

Also for the countries that are AIVC members, the ASHRAE members in these countries should have the same code as US-members??? I believe that this should be OK, but I have to discuss it internally.

Bjarne

Den 9. sep. 2017 kl. 01.06 skrev Peter Wouters <peter.wouters@bbri.be>:

Dear Jeff,

Sorry for the slow reply, but due to the different holidays periods of the persons involved, it was not possible to react quicker.

We have discussed this week internally as well as with our IT provider.

Hereby a proposal for approach:

- ASHRAE pays an annual fee of 4.500 €
- ASHRAE receives 2 packages of activation codes: package 1 to be used for USA citizens, package 2 for non-USA citizens

Assuming that the USA continues as an AIVC member (the AIVC membership fee is normally paid by DOE, no decision yet for 2017, this is handled by Max Sherman in cc.):

- **USA citizens:** ASHRAE has the right to give all USA citizens (whether or not limited to ASHRAE members) free of charge an invitation code of package 1. They can then use this invitation code when accessing the password protected part of the AIVC website. Full access to all content at no cost as long as the USA is an AIVC member country AND when ASHRAE has paid the annual fee
- **Other citizens:** ASHRAE has the right to give all of them an invitation code of package 2. They can then use this invitation code when accessing the password protected part of the AIVC website. ASHRAE pays at the end of the year the corresponding amount (50 € per person) to INIVE.
- o After one year and when accessing the password protected part, they will get a request for renewal whereby they then pay directly to INIVE (unless you want them to pay through ASHRAE).

In case the AIVC fee for the USA would not be paid, the same procedure would apply for USA citizens as described above for other citizens.

Please let me know if you need further information and/or clarification.

We have next Friday the AIVC board meeting.

Kind regards,

Peter

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 06 September 2017 22:52
To: Peter Wouters <peter.wouters@bbri.be>
Cc: Bjarne Olesen <bwo@byg.dtu.dk>
Subject: FW: AIVC actions

Hi Peter,

I hope this finds you well. I understand there is an AIVC Board meeting coming up in the next couple of weeks. Is there anything I can do to help advance these programs below ahead of that Board meeting?

Thanks,
Jeff

<image001.jpg>

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

<image002.png>

From: Littleton, Jeff
Sent: Friday, July 28, 2017 2:14 PM
To: 'Peter Wouters' <peter.wouters@bbri.be>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>;
Maria Kapsalaki (maria.kapsalaki@inive.org) <maria.kapsalaki@inive.org>; Remi Carrie
<remi.carrie@inive.org>
Subject: AIVC actions

Thanks, Peter. If I understand your message correctly, you are proposing a fee of 5,900 Euros for those outside of the U.S., and that fee would normally be 12,150 Euros (totaling the columns) representing roughly a 50% discount for ASHRAE. Can you please remind me of the fee for USA members? I'm trying to get a handle on the total proposed cost for a USA-only scenario and a second scenario for all ASHRAE members worldwide. I think it will be very challenging for ASHRAE to make this benefit (or any benefit) available only to one geographic segment of our membership.

Password management will be challenging. One option to explore (assuming the benefit is available to all ASHRAE members) would be to have a special link that bypasses the need for an INIVE passwords.

That link would only be accessible behind the members-only firewall of the ASHRAE website, and so only ASHRAE members in good standing would have access. A drawback of that plan is that the direct link could be bookmarked by a browser and used directly. Another option would be to provide an ASHRAE a universal user name/password that could be changed every quarter. That password would only be available from the members-only portion of the ASHRAE website. This option could also be abused, but only for a short time. Alongside the password information, we would include legal requirements like 'by accessing this service, user agrees not to distribute the user name and password to others'.

Regarding the fees, I think ASHRAE would have to pay the total fees once per year and market the access as a universal member benefit.

Thanks,
Jeff

From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Friday, July 28, 2017 11:24 AM
To: Littleton, Jeff <JLittleton@ashrae.org>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>; Maria Kapsalaki (maria.kapsalaki@inive.org) <maria.kapsalaki@inive.org>; Remi Carrie <remi.carrie@inive.org>
Subject: RE: AIVC actions

Dear Jeff,

Many thanks for this information.

Our initial idea was that the proposed agreement would result in a free access for USA based ASHRAE subscribers to all AIVC publications as long as the USA is an AIVC member country, whereby there would not be a specific benefit for ASHRAE members outside the USA.

Your data indicates that about 1/3 of the ASHRAE members are non-USA.

If we would give the same benefits to non-USA located ASHRAE members, the situation would be as given in [the table in attachment](#).

- Column F: fee in € to be paid for access to AIRBASE if an ASHRAE member
- Column G: fee in € to be paid for access to AIRBASE if not an ASHRAE member
- Column H: benefit in € from ASHRAE membership

One issue to be clarified is the procedure for collecting the fees. My colleagues involved in the IT and administration management are at the moment on holidays. I have to check with them what is technically feasible in terms of password and financial management.

If password management is technical feasible (to be checked with my colleagues), my present feeling is that it would be the easiest if the subscriptions are handled by ASHRAE, whereby on a regular basis (e.g. quarterly), the collected payments are transferred from ASHRAE to INIVE. Could that work for ASHRAE?

Once these issues are clarified, I will have to formally ask our board if they agree with such an agreement.

Kind regards,

Peter

Peter Wouters
Operating Agent AIVC

Air Infiltration and Ventilation Centre
www.aivc.org

<image003.jpg> <image004.jpg> <image005.jpg> <image006.jpg>

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: 28 July 2017 14:40
To: Peter Wouters <peter.wouters@bbri.be>; Bjarne W. Olesen <bwo@byg.dtu.dk>
Cc: Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>
Subject: RE: AIVC actions

Hi Peter,

Attached is a spreadsheet showing ASHRAE member counts by country. Can you please remind me who would be eligible to access INIVE? Does the proposal include all members, including those in the U.S.?

Thanks,
Jeff

<image001.jpg>

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

<image007.png>

From: Peter Wouters [<mailto:peter.wouters@bbri.be>]
Sent: Sunday, July 23, 2017 5:04 AM

To: Bjarne W. Olesen <bwo@byg.dtu.dk>

Cc: Littleton, Jeff <JLittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>; Stéphane Degauquier <stephane.degauquier@bbri.be>

Subject: RE: AIVC actions

Dear Bjarne,

We have discussed the issue internally, but apparently I did not reply to you. My apologies.

In principle, this approach could work, but there are a few questions:

- Is it possible to have an indication of the countries with ASHRAE membership and the number of members in these countries?
- How can INIVE in practice check if the subscriber is an ASHRAE member?

Kind regards,

Peter

From: Bjarne W. Olesen [<mailto:bwo@byg.dtu.dk>]

Sent: 08 April 2017 01:01

To: Peter Wouters <peter.wouters@bbri.be>

Cc: Jeff Littleton <jlittleton@ashrae.org>; Max Sherman <mhsherman@lbl.gov>

Subject: Re: AIVC actions

Dear Peter

I have a suggestion regarding ASHRAE membership of INIVE and the benefits for ASHRAE members.

All ASHRAE members worldwide will get 50% reduction

ASHRAE Members in countries that are members of INIVIE, who already get 50%, will get the publications for free.

In this way, all are treated equal

Would this be acceptable?

Regards

Bjarne

Fra: Peter Wouters <peter.wouters@bbri.be>

Dato: lørdag den 11. marts 2017 kl. 11.33

Til: Bjarne Olesen <bwo@byg.dtu.dk>

Emne: AIVC actions

Dear Bjarne,

We will have on Monday the AIVC board meeting. I understand that you will not be able to attend.

There were a few actions for you:

- Contact Xu Wei for China membership
- Re-discuss Canada membership with Fariborz Haghigat (during a meeting foreseen on another subject)
- Contact the Australian HVAC association

Do you information about these actions?

With respect to a possible subscription of ASHRAE to AIRBASE services, do you have any news?

Kind regards,

Peter

From: Comstock, Steve
Sent: Thursday, April 5, 2018 9:24 AM
To: Littleton, Jeff <JLittleton@ashrae.org>
Cc: Townsend, Mary <MTownsend@ashrae.org>; Martin, Greg <gmartin@ashrae.org>; Owen, Mark <mowen@ashrae.org>
Subject: Action Item from ExCom - Chicago / sponsorship guidelines

Jeff, there is the following action item from ExCom Chicago:

- Write a draft Sponsorship Guidelines Policy

We actually have had guidelines in place and required sponsors to sign those guidelines as an agreement upon purchasing a sponsorship with speaking opportunity.

In the case of Chicago, however, the sponsorship was sold a week before the conference and the guidelines agreement was not signed. Also, the guidance was not as clear as it could be. The guidelines have now been modified and are below. We reduced the time to two minutes, now give better direction, and will require signature as acceptance. No exceptions.

In the case of Chicago, I really do believe what happened is the speaker was simply confused as one of the Board members stated. And that was because the guidelines were not clear. These are better.

Steve

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 _____, _____. The event will take place on _____. 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.

Extension:1102

Signature

Printed Name

Title / Company

Date



Diversity and Inclusion Policy

ASHRAE is committed to fostering, cultivating, and preserving a culture of diversity and inclusion.

The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that our volunteers and employees invest in their work for ASHRAE represents a significant part of not only our culture, but also our reputation and organization's achievement.

We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our volunteers and employees unique.

ASHRAE's diversity initiatives are applicable—but not limited—to practices and policies on recruitment and selection; training; social and recreational programs; and the ongoing development of an environment and culture built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation among all volunteers and employees.
- Teamwork and participation, permitting the representation of all groups and perspectives.
- Contributions to the communities we serve to promote a greater understanding and respect for diversity.

All volunteer members and employees of ASHRAE have a responsibility to treat others with dignity and respect at all times. All volunteers and employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other ASHRAE-sponsored and participative events. Any volunteer or employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Volunteers who believe they have been subjected to any kind of discrimination that conflicts with ASHRAE's diversity and inclusion policy and initiatives should seek assistance from Society's Executive Vice President or another Society Officer. Employees who believe they have been subjected to any kind of discrimination that conflicts with ASHRAE's diversity and inclusion policy should seek assistance from Society's Executive Vice President or a staff Director.

Method to Track Major ASHRAE Board of Directors Decisions – Draft

22 March 2018

Purpose

To better track implementation of major decisions made by the Board of Directors, including

- Meeting planned deadlines and time targets
- Working within the planned budget
- Achieving the desired impact
- Closing out the project (if appropriate)

A determination must be made to determine if an action results in “a major Board Decision,” and follow this procedure.

Documentation

Document the Motion(s) related to the decision including:

- Meeting (or letter ballot) date and location
- Wording
- Vote total
- All should be derived from the Minutes (or letter ballot records)
- Archive all attachments (Basecamp? This will not work for Executive Session decisions)

Tracking

- Assign person to report tracking (e.g. Staff Director, Executive VP, Council Chair)
- Determine people necessary to provide input to person responsible
- Using documents, determine what to track
 - Total expenditure
 - Number
 - Milestones
 - Develop “tracking table” if appropriate
- Determine time interval to track (e.g)
 - every three (3) months for the first two (2) years
 - every six (6) months after the first two (2) years

Reporting

- Report should be presented to BOD at Winter and Annual meetings
- Interim reports (if being done every 3 months) should be reported to ExCom and/or BOD

Revisions

- Using the report information, BOD or ExCom can determine if the goals of the decision are being met.
- If not being met, conscious decisions can be made to continue or discontinue the decision.

ASHRAE Staff in Europe Tracking – Draft

22 March 2018

Purpose

“A staff presence in Europe supports the strategic plan and strengthens services so that members in Europe:

- Network through local activity.
- Participate in Society governance.
- Connect with ASHRAE’s global structure.
- Work within and alongside European associations and societies.”

Documentation

2018-01-23 ASHRAE BOD Executive Session, Chicago, IL

- | No – Pg. | Motion |
|-----------------|--|
| 2 | that the Board of Directors and the Executive Committee would proceed with the establishment of an ASHRAE European presence in Brussels, given the current information available and the hiring of Steve Comstock to staff the office. This approval is for a maximum of 24 months. (26-2-1 CNV) |
| 3 | that the first 12 months of the Brussels staff presence be funded through the Reserve Fund and the second year to be discussed at the Atlanta Winter Meeting to determine the second 12 months. (16-13-0 CNV) |

- 2018-01-21_European_Staff_Presence_Exec_Session.pdf (included with 2018-01-21 Executive Session Agenda).
- Financial sheet distributed by Jeff Littleton, then collected **(we need this document to derive the financial outcome of the decision)**

Tracking

Reported by Jeff Littleton to BOD on quarterly basis

Input from Steve Comstock, Craig Wright, Costas Belarus, Demetrius Charalambopoulos, possibly member from Presidential Ad Hoc on Region Support, ASHRAE (employee) Directors as needed to determine additional staff time spent on requests.

Milestones

Time Frame	Milestone	Date Finished	Comments
July – Sept 2018	Office Set up, logistics		
	Develop Work Plan		Results in additional milestones
	Initial Opportunity Identification		Results in additional milestones
Oct – Dec 2018	Develop business plans		Results in additional milestones
	Key metrics for work plan		
	Key metrics for opportunities		
Jan – March 2019	Report key metrics vs. plan <ul style="list-style-type: none"> • Membership • Internal engagement 		Report metrics each quarter

	<ul style="list-style-type: none"> • External engagement • Training • Certification • Publishing 		
Apr – June 2019	Report key metrics vs. plan		
	Finalize business plan metrics		
	Prepare first year report for delivery at Annual meeting		
July – Dec 2019	Report on Business Plan metrics once per quarter		
	Review and revise business plan		
Jan – March 2020	Continue quarterly reports		
	Report sustainability of effort measured		
	Determine additional costs (or savings) if local citizen is hired (vacation, taxes, unemployment, retirement, etc.)		
	Pros/cons of providing similar/modified support in other regions		
	Develop recommendation for next phase of office		
	Decision to continue or discontinue (Board)		
Apr – June 2020	Prepare report for Annual meeting		

Financial

Time Frame	Original Budget	Actual Expenditures	Cumulative Total Above (Below) original budget	Estimate of additional staff costs (IT, HR, payroll, Work done by other staff in direct response to EU requests)
July – Sept 2018				
Oct – Dec 2018				
Jan – Mar 2019				
Apr – June 2019				
July – Sept 2019				
Oct – Dec 2019				
Jan – Mar 2020				
Apr – June 2020				

Government Employee Thank Yous:

Hi Jeff,

Below and attached is information regarding a topic for the Excom discussion in Antwerp. I think we loosely had it on the agenda in Chicago but none of us can remember what was discussed, or if it was discussed!

Thanks,

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!

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

From: Hayter, Sheila <Sheila.Hayter@nrel.gov>

Sent: Wednesday, February 21, 2018 4:20 PM

To: Ginger Scoggins <gscoggins@engineereddesigns.com>; Townsend, Mary <MTownsend@ashrae.org>

Subject: Re: Government Employee Thanks Info

Ginger and Mary,

I do not recall that we discussed this idea during our ExCom meetings held in Chicago. I wonder if it never made it on the agenda. There were a lot of suggestions for agenda items floating around in the weeks prior to our Chicago meetings. This one may not have been captured.

There was an e-mail exchange that occurred during the few weeks prior to the Chicago meeting on this subject. Attached to this message is what seems to be the last of those messages, which includes a draft letter to send to federal government leaders.

Coming from the position of someone who works for a US federally-funded organization, I expect institution experiences a similar level of scrutiny as all other federally-funded organizations of how funds are spent and whether or not spending those funds in certain way could imply individual priorities that counter to those set by the administration or Congress. My first thought when I read Jim's idea was that I do not think it is a good idea to specifically name individuals of those who work for federal institutions when informing US federal leaders of the impacts of ASHRAE's work. It really depends on the administration and Congressional leanings in addition to specific agency programs leadership objectives as to whether or not calling out a person by name will help move that person's career forward or raise concern that would lead to reduced or eliminated funding to support that person's ASRHAE participation.

My feeling is that it is OK in general terms inform US federal government leaders of how ASHRAE members leverage the knowledge they gain through their associations with the federal government and how partnerships between ASRHAE and federal entities have resulted in some great stuff. I just caution that we are careful about calling out names unless we have the OK from the people whose names would be highlighted.

If we want to recognize federal ASHRAE members for their contributions, perhaps we can think of another way to do this, such as through awards or profiling individual success on the ASHRAE website. The impacted individuals would then be more involved with how the story is told and could help ASHRAE message the story in a way that addresses any sensitivities that may exist with that person's employer.

In closing, I need to become more clear on what we want to accomplish by highlighting contributions by individuals working for US federal institutions to be able to provide more specific thoughts about what to do next. Knowing the objective for doing this will help better define how we do it. Some possible objectives are: 1) raise attention of US federal leaders about the impact of ASHRAE's involvement in the buildings industry; 2) encourage federal leaders to specifically seek out ASHRAE involvement to move certain objectives forward; 3) recognize those individuals who, because they are federal employees, may not receive much recognition for the impact of their work; 4) other objectives?

Sheila

--

Sheila J. Hayter, PE, FASHRAE, LEED AP
ASHRAE President Elect, 2017-18
National Renewable Energy Laboratory
15013 Denver West Pkwy. M/S RSF401
Golden, CO 80401
(303) 384-7519
sheila.hayter@nrel.gov

From: Ginger Scoggins <gscoggins@engineereddesigns.com>
Date: Wednesday, February 21, 2018 at 12:45 PM
To: "Townsend, Mary" <MTownsend@ashrae.org>
Cc: Sheila Hayter <Sheila.Hayter@nrel.gov>
Subject: RE: Government Employee Thanks Info

Yes, we discussed it – I do remember that. We added it on the last day and I think the result was that Bjarne (or Jeff) was going to pen a letter?

Sheila – do you remember what happened with this item? Kelly is asking.

Thanks,

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 | [EDI-logo-20yearsemail]

From: Townsend, Mary [<mailto:MTownsend@ashrae.org>]
Sent: Wednesday, February 21, 2018 2:33 PM
To: Ginger Scoggins <gscoggins@engineereddesigns.com>
Subject: RE: Government Employee Thanks Info

Ginger,
We did not discuss this as a formal item or even informally to my knowledge.

It isn't in my draft minutes out for Bjarne's review or any of the agenda items.
Sorry,
Mary

[cid:image004.jpg@01D3AB22.864457E0]<<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ashrae.org&data=02%7C01%7Csheila.hayter%40nrel.gov%7C6f26099a6507462a1cd608d5796395d4%7Ca0f29d7e28cd4f5484427885aee7c080%7C0%7C0%7C636548391478652296&sdata=TeWx22ahJesi06wRnR3F70BE92RdMexQuUZYHDMO8og%3D&reserved=0>>

Mary Townsend
Executive Assistant to the BOD
ASHRAE
1791 Tullie Circle NE
Atlanta, GA 30329
Tel: 678-539-1141
MTownsend@ashrae.org<<mailto:MTownsend@ashrae.org>>
[www.ASHRAE.org](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ashrae.org&data=02%7C01%7Csheila.hayter%40nrel.gov%7C6f26099a6507462a1cd608d5796395d4%7Ca0f29d7e28cd4f5484427885aee7c080%7C0%7C0%7C636548391478652296&sdata=TeWx22ahJesi06wRnR3F70BE92RdMexQuUZYHDMO8og%3D&reserved=0)<<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.ashrae.org&data=02%7C01%7Csheila.hayter%40nrel.gov%7C6f26099a6507462a1cd608d5796395d4%7Ca0f29d7e28cd4f5484427885aee7c080%7C0%7C0%7C636548391478652296&sdata=TeWx22ahJesi06wRnR3F70BE92RdMexQuUZYHDMO8og%3D&reserved=0>>

From: Ginger Scoggins [<mailto:gscoggins@engineereddesigns.com>]
Sent: Wednesday, February 21, 2018 2:30 PM
To: Townsend, Mary <MTownsend@ashrae.org<<mailto:MTownsend@ashrae.org>>>
Subject: FW: Government Employee Thanks Info

Mary,

Can you remind me what we discussed in Excom in relation to this item?

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From: Ginger Scoggins
Sent: Saturday, January 20, 2018 11:36 AM
To: Bjarne Olesen <bwo@byg.dtu.dk<<mailto:bwo@byg.dtu.dk>>>; Darryl Boyce <darryl_boyce@carleton.ca<mailto:darryl_boyce@carleton.ca>>; Sheila Hayter <Sheila.Hayter@nrel.gov<<mailto:Sheila.Hayter@nrel.gov>>>; Schwedler, Mick (MSCHWEDLER@TRANE.COM<<mailto:MSCHWEDLER@TRANE.COM>>>); Julia Keen <jkeen@ksu.edu<<mailto:jkeen@ksu.edu>>>; Edward Tsui <edward.tsui@intelligent-net.com<<mailto:edward.tsui@intelligent-net.com>>>
Cc: Townsend, Mary <MTownsend@ashrae.org<<mailto:MTownsend@ashrae.org>>>
Subject: FW: Government Employee Thanks Info

New excom agenda item from TAC discussed earlier. Please add to the agenda.

Thanks,

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<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.engineereddesigns.com&data=02%7C01%7Csheila.hayter%40nrel.gov%7C6f26099a6507462a1cd608d5796395d4%7Ca0f29d7e28cd4f5484427885aee7c080%7C0%7C0%7C636548391478652296&sdata=xu%2FYhvQYnEWrtmGBhmAxc0JhBnjbspwGe6pMfz%2Fgxlw%3D&reserved=0>](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.engineereddesigns.com&data=02%7C01%7Csheila.hayter%40nrel.gov%7C6f26099a6507462a1cd608d5796395d4%7Ca0f29d7e28cd4f5484427885aee7c080%7C0%7C0%7C636548391478652296&sdata=xu%2FYhvQYnEWrtmGBhmAxc0JhBnjbspwGe6pMfz%2Fgxlw%3D&reserved=0) |
[gscoggins@engineereddesigns.com<mailto:gscoggins@engineereddesigns.com>](mailto:gscoggins@engineereddesigns.com)

Engineering Life Into Buildings– Celebrating 19 Years!

From: Kelley Cramm [<mailto:Kelley.Cramm@hendersonengineers.com>]
Sent: Saturday, January 20, 2018 11:26 AM
To: Ginger Scoggins <gscoggins@engineereddesigns.com<<mailto:gscoggins@engineereddesigns.com>>>; 'Sheila Hayter' <sheila_hayter@nrel.gov<mailto:sheila_hayter@nrel.gov>>
Subject: Government Employee Thanks Info

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Kelley Cramm

From: Coogan, Jim <jim.coogan@siemens.com>
Sent: Thursday, December 28, 2017 12:44 PM
To: Kelley Cramm
Subject: RE: an ASHRAE idea (like you need anoher one of those)

Afternoons are open except for one meeting at 3 on Wednesday.
Glad you are interested.
JimC

From: Kelley Cramm [mailto:Kelley.Cramm@hendersonengineers.com]
Sent: Thursday, December 28, 2017 8:35 AM
To: Coogan, Jim (BT AM CPS R&D SW DIG)
Subject: RE: an ASHRAE idea (like you need anoher one of those)

I think this is an amazing idea. I need to think a bit about the best way to move it forward. Maybe we could have a phone conversation after the first of the year to kick it around a bit. When would you have some time the week of Jan 8th?

KELLEY CRAMM P.E., LEED AP BD+C
Associate | Mechanical Technical Leader

HENDERSON ENGINEERS
TEL (913) 742-5672
kelley.cramm@hendersonengineers.com

LICENSED IN KS, MO, NE

From: Coogan, Jim [mailto:jim.coogan@siemens.com]
Sent: Wednesday, December 27, 2017 5:53 PM
To: Kelley Cramm <Kelley.Cramm@hendersonengineers.com>
Subject: an ASHRAE idea (like you need anoher one of those)

Hey Kelly,

I have kind of a big idea that maybe should go through TAC. Fortunately, one of my friends is a big deal there now. ASHRAE should publicly note and appreciate the contributions of our colleagues who work in the federal government. I'm afraid that some of the folks in charge now will eliminate that work, or even those jobs and I feel like we should take a positive step to endorse their work.

There has always been a range of views about the role the government should play in business and commerce. There have always been some who want to minimize that role, believing that government involvement only makes things worse. Before those people try to help us by getting the government out of our business, let's state publicly and clearly that we value the input we get from many government agencies and the individuals who work alongside us in our committees.

Let's preempt an attempt to get the government off our backs.

How do we do it? I imagine an open letter, addressed to members of Congress and heads of government departments and agencies. The letter states that federal employees do valuable work in collaboration with other members of the industry through their activities at ASHRAE. The letter could be from a spokesman for the Society. I prefer the idea that it's a petition from the members, especially the members working in ASHRAE committees. Can we circulate it from TAC, with paper copies signed by committee members at committee meetings during the conference?

I haven't drafted the letter yet. It should make these points:

- ASHRAE members value the contributions of our colleagues from the public sector, who collaborate with us to advance out industry.

- Federal leadership helps us develop standards – US and international
- Research and technology makes better buildings to house our nation’s businesses
- Together, these efforts help us lead the world in building science

It's kind of a big idea, and I'm not completely sure it's a good one. Maybe it's good, but we need to go at it differently. I'm not sure. What do you think?

JimC

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Kelley Cramm

From: Coogan, Jim <jim.coogan@siemens.com>
Sent: Tuesday, January 9, 2018 1:02 PM
To: Kelley Cramm
Subject: more rambling

I wrote some stuff, but it's just trying out ideas. Almost stream of consciousness, not a letter.

JimC

The undersigned members of ASHRAE ____ Committee recognize, appreciate and affirm contributions to our industry made by many members of Federal Agencies, National Laboratories and other public sector bodies. ASHRAE is the professional society of engineers organized to advance the arts and sciences of heating, ventilating, air conditioning and refrigerating. We collaborate across sectors of the economy, across the disciplines that design, construct, maintain and operate buildings, across companies that relate as competitors and partners, colleagues to _____. As a nation, we live ___% of our lives in buildings; we conduct ___% of our business in buildings and we spend ___% of our energy to run buildings. When we improve buildings, we improve our nation.

- develop and share technology (FDD algorithms from NIST, ...)
- spearhead standardization (BACnet)
- provide stable, reliable market for better buildings
- lead by example (BBB)

Helped our industry make steady, measured progress over decades
collect and coordinate learning on IAQ

Specifically:

- Lead development of BACnet, great benefit to industry, but no commercial company could justify playing the role that they did.
- Developed fault detection technology when companies are afraid to risk the effort.
- Measure and monitor energy efficiency (CBECS)

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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:

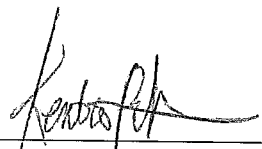
- Encourage continuing dialogue between ASHRAE and AIRAH at national, regional and local levels on issues of importance to engineers and facilities professionals
- Both organizations agree to share products prepared with respective members without impairing the value of membership in either organization.
 - 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.

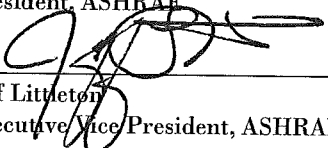
Each organization recognizes the unique and varying concerns of the other and neither organization will interpret or impose conditions herein to prevent the other organization from fulfilling its mission. Each organization will give proper recognition to each other for individual and joint efforts in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

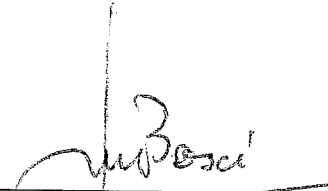
Executed this day of




 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

No action needed. I thought you would be interested in knowing ASPE has expressed an interest in an MOU per the note below.

Many thanks,
Jeff

From: Littleton, Jeff
Sent: Tuesday, April 3, 2018 9:12 AM
To: 'Billy Smith, FASPE' <bsmith@aspe.org>
Subject: MOU

Hi Billy,

Good to hear from you! It would be fantastic to get more ASPE members involved in ASHRAE TC's! The water/energy nexus is getting a lot more discussion, creating opportunities for ASPE/ASHRAE to collaborate. I have taken the liberty of attaching our baseline MOU template. It's pretty basic. Not all of the issues will apply, but some will be relevant. It's really the foundation upon which a more specific MOU can be built.

You can view a listing of MOU's that ASHRAE has with other organizations [here](#). Perhaps we can work on the verbiage and have something finalized for signature at the ASHRAE Annual Meeting in June or the ASPE meeting in ASHRAE's backyard in Sept.

Thanks again,
Jeff

From: Billy Smith, FASPE <bsmith@aspe.org>
Sent: Monday, April 2, 2018 10:04 AM
To: Littleton, Jeff <JLittleton@ashrae.org>
Subject: MOU

Hello Jeff,

In looking back through many ASPE files, I do not find anything where ASPE & ASHRAE have actually joined hands, if you will, relative to an MOU area of crossover important to both associations. I would be interested in beginning to work toward that end.

Items such as work to be done relative to Hot Water Temperatures within some of the ASHRAE committees like 3.6 & 6.6 respectively. I know that some of ASPE's members participate and are wanting to be more involved.

Please give some thought to both ASHRAE & ASPE putting some official language in play to address formally working together on such projects. Of course, these

specific projects do not have to be the only focus of said MOU as there may be other standards/topics to include within such a document.

Please advise as to moving forward with this process.

Looking forward to hearing from you soon.

Kind Regards,

Billy Smith, FASPE
Executive Director/CEO
American Society of Plumbing Engineers
Society Office:
6400 Shafer Ct., Suite 350
Rosemont, IL 60018-4914
847-296-0002 Ext. 222
Cell: 334-318-2510
bsmith@aspe.org





2017-18 Presidential Ad Hoc Committees and Task Groups updated February 26, 2018

Technical Advisory Committee of the Kigali Cooling Efficiency Fund (Bjarne appointed Walid 3/22/17)

Walid Chakroun, Deputy ASHRAE Representative

Charge: The Kigali Cooling Efficiency Fund – a \$52m philanthropic effort to support the efficiency of cooling at the same time as phasing down HFC. The Technical Advisory Committee (TAC) will advise the K-CEF on:

- The strategic plan
- Grants
- Progress in achieving the aims of the fund
- Other matters of importance to the successful operation of the fund

The TAC will convene by phone about once a quarter for about 2 hours. Membership spans all major continents and a perfect time for everyone is difficult. Papers will be sent in advance and comments are welcome in advance where possible in order to make the most efficient use of the calls. If it is not possible to join a call, a substitute may be suggested with agreement from the TAC chair and Director of the K-CEF. If a substitute is not possible, comments can be sent to the group by email.

The TAC has advisory powers only. No decision making powers or aims of consensus seeking. Organizations on the TAC that may be recipients of K-CEF funds cannot advise on grants pertaining to their organization but they can listen to TAC discussions about these grants. Members are required to disclose any conflict of interests they have by email to Dan Hamza-Goodacre, TAC Chair and Director of the K-CEF. The TAC will be supported by the Efficiency Cooling Office (ECO) staff.

The TAC is expected to have around 20 participants from across the world. A list of members is below.

Alex Hillbrand: Natural resources Defense Council (NRDC)
Brian Dean: International Energy Agency (IEA)
Christine Egan: CLASP
Davinder Lail: Government of United Kingdom
Durwood Zaelke: President Institute of Governance and Sustainable Development (IGSD)
He Ping: Energy Foundation China (EFC)
Iain Campbell: Rocky Mountain Institute (RMI)
James Wolf: Independent consultant
Karin Shepardson: World Bank
Marco Gonzalez: Independent consultant
Nihar Shah: Lawrence Berkley National Laboratory (LBNL)
Romina Picolotti: Centre for Human Rights and the Environment (CHRE)
Samuel Pare: Government of Burkina Faso
Shamila Nair-Bedouelle: United Nations Environment Program (UNEP)
Sommia Phon-Amnuaisuk: International Institute for Energy Conservation (IIEC)
Stephan Sicars: United Nations Industrial Development Organization (UNIDO)
Suely Carvalho: Independent consultant
Xiaofang Zhou: United Nations Development Program (UNDP)

CLIMA2019

Bill Bahnfleth, Chair
Jon Cohen, C&E Committee

Assessment Process for Sustainable Operation and Maintenance of RAC Plants Ad Hoc Committee

William F. McQuade, Chair
Radhey S. Agarwal
Rober Bates
Ayman El-Talouny
Essam E. Khalil
Barbara Minor
Richard Rooley
John Vucci
William F. Walter

Ethics Enforcement Procedure Review TASK GROUP

Tom Watson, Chair
Ron Jarnagin
Ken Fulk
David Arnold
Kevin Marple
Jennifer Isenbeck
Mark Fly

Regional Staff Support Analysis Task Group

Michael Cooper, Chair
Trent Hunt
Billy Austin
Mick Schwedler
Erich Binder
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Alice Yates
Jeff Littleton

ASHRAE/AIA Collaboration Committee

Darryl Boyce, Chair
Ginger Scoggins, ExCom Liaison
Don Colliver, College of Fellows Representative
Joyce Abrams, Staff Liaison

ASHRAE HQ Ad Hoc Committee

Ginger Scoggins, Chair
Darryl Boyce
Michael Cooper
Kent Peterson
Blake Ellis
Don Brandt
Jeff Littleton

Standards Membership Models Ad Hoc Committee

Chuck Gullledge, chair
Julia Keen
Ginger Scoggins
Jason Alphonso
Farooq Mehboob
Devin Abellon
William F. Walter

2017-18 ASHRAE INTERSOCIETY REPRESENTATIVES

- February 28, 2018

Accreditation Board for Engineering and Technology (ABET) (term goes through October-reappoint in October)

Michael Brandemuehl, Representative (November, 2016-October, 2019)

Dennis O'Neal, Alternate

AiCARR ASHRAE Club – Bjarne Olesen

American Society for Healthcare Engineering (ASHE) - Richard D. Hermans

BOMA 360 Performance Program Council -- Darryl K. Boyce

buildingSMART alliance™ - Dennis Knight

Chartered Institution of Building Services Engineers (CIBSE)

Bjarne Olesen

Jeff H. Littleton

DOE NIBS Representative – Matt Nelson

Facility Guidelines Institute – Richard D. Hermans

Global Cold Chain Alliance – Ronald P. Vallort

Global Refrigerant Management Initiative Steering Committee - - Doug Reindl

International District Energy Association (IDEA) (new appointment in July 2017.) - Blake Ellis

National Engineers Week Steering Committee (**now called Discover-E Steering Committee**) – Donald G. Colliver

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Participating Organizations Liaison Council - Richard B. Hayter

Mechanical Engineering Examination:

David B. Meredith

~~Ben A. Leppard, Jr.~~

Architectural Engineering Examination – Thomas M. Lawrence

National Fire Protection Association

James S. Buckley, Representative

William A. Webb, Alternate Representative

North American Technician Excellence (NATE) – Dan Pettway

Smart Grid Interoperability – David Robin (name will change to SEPA in December 2017)

Note from Dave:

The Smart Electric Power Alliance (SEPA) is an educational nonprofit working to facilitate the electric power sector's transition to a clean energy future through education, research, standards and collaboration. SEPA offers a range of research initiatives and resources, as well as conferences, educational events and professional networking opportunities. SEPA is founder and co-sponsor of Solar Power International and winner of the Keystone Policy Center's 2016 Leadership in Energy Award.

Note: Appointments determined to be in conflict with applicable Rules of the Board for membership qualifications or committee composition are subject to change unless appropriate waivers of the rules are obtained.

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Dave

United Nations Environmental Program (UNEP) –Walid Chakroun

Western HVAC Performance Alliance – Ron Jarnagin apptd 2-28-2018

2017- 2018 ASHRAE Representatives Appointments **As of January 31, 2018**

Semi-autonomous Committees reporting to ExCom

- Advanced Energy Design Guide (AEDG) Steering Committee

Tom Phoenix, Chair – Elected by AEDG Steering Committee, not appointed by ASHRAE-
Mick Schwedler – 2-year term (2017 – 2019)

Lilas Pratt, Staff Liaison

[Note: The Committee, not the ASHRAE President-Elect, elects the position of chair.
Tom would only need to be reappointed to serve on the Committee.]

- Joint Exposition Policy Committee (ASHRAE Representatives)

Voting Members:

William A. Harrison, Presidential Member (2013-2018)

Julia A. Keen, Executive Committee Member (2017-20)

William F. McQuade, Current BOD Member (2015-2018)

Non-voting Members:

David Claridge, Chair, Conferences and Expositions Committee (2017-18)

Jennifer Leach, Vice Chair, Conferences & Expositions Committee (2017-18)

Michael Collarin, Member, Conferences and Expositions Committee-2017-18

Jeff H. Littleton, ASHRAE Exec. VP (NVM) (2004-2020)

- ASHRAE Associate Society Alliance

Thomas E. Watson,-Chair

William P Bahnfleth, Vice Chair

Timothy G. Wentz, Member (immediate past president)

Committees Not Reporting to ExCom

- Savings and Investment Plan – 401K Committee (Reports to the Board)
Chuck Gullledge, Member
Craig Wright, Chair/Staff Liaison
- Standards Appeals Board – Reports to Tech Council and the BOD, as appropriate

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Chair-2017-20	Carol E. Marriott
Member-2017-20	-resigned, elected to TechC
Member-2017-20	Keith Emerson (repl Bilderbeck)
Member-2017-20	Kenneth Cooper
Member-2017-20	Adam Hinge
Member-2017-20	Nance C. Lovvorn
Member-2015-18	Ronald E. Jarnagin
Member-2015-18	David E. Knebel
Member-2015-18	Ross D. Montgomery
Member-2015-18	William E. Murphy
Member-2015-18	Hoy R. Bohanon
Member 2017-20	Steven T. Bushby
Member-2016-19	Richard L Hall
Member-2016-19	H. Michael Newman
Member-2017-19	Thomas E. Watson
Member-2016-19	Wayne R. Reedy

MOU Coordinating Groups

- ASHRAE/APPA Coordinating Group – Reports to ExCom
[The scope of the Coordinating Group is to examine products and programs offered by each organization and plan activities that allow each to take advantage of the other's strengths.]
Darryl Boyce, ASHRAE Representative
- ASHRAE/REHVA MOU Coordinating Group – No reporting path
[The group only meets at the annual REHVA General Assembly and the ASHRAE Winter Conference. The group does not report to any other body because it was mainly an informal way to bring each group's leadership up to date on the activities that are underway to implement the points of the MOU. The idea of the membership composition from the ASHRAE side was that the President and Jeff were usually at the REHVA GA meetings and I sometimes am there. Also since the president of REHVA is a member from the REHVA side it was a president-to-president interaction.]
Tim Wentz
Jeff Littleton
Steve Comstock, staff

ASHRAE Regional Staff Support Analysis Task Group

Michael Cooper, Chair
 Billy Austin, DRC
 Trent Hunt, DRC
 Erich Binder, DAL
 Tim McGinn, DAL
 Mick Schwedler ExCom
 Jim Wolf, GGAC Chair
 Jeff Littleton, Staff
 Alice Yates, Staff
 Joyce Abrams, Staff

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Ginger Scoggins, ExCom Liaison
Don Colliver, COF Representative
Joyce Abrams, Staff Liaison

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Darryl Boyce
Michael Cooper
Kent Peterson
Blake Ellis
Don Brandt
Jeff Littleton

Standards Membership Models Ad Hoc Committee

Chuck Gulledge, Chair
Julia Keen (PubEd C)
Ginger Scoggins (Tech C)
William F. Walter (Standards)
Jason Alphonso (Finance)
Farooq Mehboob (International)
Devin Abellon (Members C)



2017-18-2018-2019 Presidential Ad Hoc Committees and Task Groups
updated April 11, 2018

Technical Advisory Committee of the Kigali Cooling Efficiency Fund (Bjarne appointed Walid 3/22/17)
Reappoint for 2018-19 per Walid – wait until after Brussels

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Iain Campbell: Rocky Mountain Institute (RMI)

James Wolf: Independent consultant

Karin Shepardson: World Bank

Marco Gonzalez: Independent consultant

Nihar Shah: Lawrence Berkley National Laboratory (LBNL)

Romina Picolotti: Centre for Human Rights and the Environment (CHRE)

Samuel Pare: Government of Burkina Faso

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Sommia Phon-Amnuaisuk: International Institute for Energy Conservation (IIEC)

Stephan Sicars: United Nations Industrial Development Organization (UNIDO)

Suely Carvalho: Independent consultant

Xiaofang Zhou: United Nations Development Program (UNDP)

CLIMA2019-Reappoint for 2018-19 - send letter mid April

Bill Bahnfleth, Chair

Jon Cohen, C&E Committee

~~Assessment Process for Sustainable Operation and Maintenance of RAC Plants Ad Hoc Committee~~
~~on hold – Do not reappoint – work will be completed in June per Bill McQuade. Darryl should reconsider this appointment during his presidential term – per Bill McQuade~~

William F. McQuade, Chair
Radhey S. Agarwal
Rober Bates
Ayman El-Talouny
Essam E. Khalil
Barbara Minor
Richard Rooley
John Vucci
William F. Walter

Ethics Enforcement Procedure Review TASK GROUP-Reappoint per Tom Watson in case work is not completed by June

Tom Watson, Chair
Ron Jarnagin
Ken Fulk
David Arnold
Kevin Marple
Robin Bryant
Mark Fly

~~Regional Staff Support Analysis Task Group~~-work will be done in June-do not reappoint

Michael Cooper, Chair
Trent Hunt
Billy Austin
Mick Schwedler
Erich Binder
Tim McGinn
Jim Wolf
Alice Yates
Jeff Littleton

ASHRAE/AIA Collaboration Committee-intersociety apt – continue this but wait until after Brussels meeting

Darryl Boyce, Chair
Ginger Scoggins, ExCom Liaison
Don Colliver, College of Fellows Representative
Joyce Abrams, Staff Liaison

ASHRAE HQ Ad Hoc Committee-continuing but hold until after Brussels meeting

Ginger Scoggins, Chair
Darryl Boyce
Michael Cooper
Kent Peterson
Blake Ellis
Don Brandt
Jeff Littleton

Standards Membership Models Ad Hoc Committee-send letter asking to continue but-hold until after Brussels meeting

Chuck Gulledge, chair
Julia Keen
Ginger Scoggins
Jason Alphonso
Farooq Mehboob

Devin Abellon
William F.Walter

~~2017-18~~ 2018-19 ASHRAE INTERSOCIETY REPRESENTATIVES

~~-March 2018~~ updated April 11, 2018

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Dennis O'Neal, Alternate

AiCARR ASHRAE Club – Bjarne Olesen- reappointed- will serve

American Society for Healthcare Engineering (ASHE) - Richard D. Hermans reappointed-will serve

BOMA 360 Performance Program Council — Darryl K. Boyce – Darryl to Send BOMA letter –Ernie Conrad – ask to elevate connection to higher level opportunities for collaboration -hold

buildingSMART alliance™ - Dennis Knight – reappointed-letter sent 4-4-18

Chartered Institution of Building Services Engineers (CIBSE)

~~Bjarne Olesen~~ Sheila Hayter - letter sent 4-4-18
Jeff H. Littleton

DOE Better Building Workforce Development Guidelines Representative – Matt Nelson-letter sent 4-4-18

Facility Guidelines Institute – Richard D. Hermans -letter sent - Will serve

Global Cold Chain Alliance – ~~Ronald P. Vallort~~ – Jim Wolf? – Letter to Jim W – we want to challenge you to find alignment between ASHRAE and GCCA – Chuck G will talk to Jim Vallort first re: how to celebrate Ron's contributions- I need to follow up with Chuck soon.

Global Refrigerant Management Initiative Steering Committee - Doug Reindl – Jeff – will check to see if we should delete this – may not be active any more.- Follow up with Jeff in a week or two

International District Energy Association (IDEA) (new appointment in July 2017.) - Blake Ellis – ok-letter sent 4-4-18

National Engineers Week Steering Committee (now called **Discover-E Steering Committee**) – Donald G. Colliver- letter sent 4-4-18

National Council of Examiners for Engineering and Surveying (NCEES)

Participating Organizations Liaison Council - ~~Richard B. Hayter~~ Dennis Wessel-letter sent 4-4-18

Mechanical Engineering Examination:

David B. Meredith-ok – Jeff-Contact Dave Meredith about whether 2nd position is needed or not- need to follow up with Jeff soon

~~Ben A. Leppard, Jr. ?~~

Architectural Engineering Examination – Thomas M. Lawrence-ok-letter sent 4-4-18

National Fire Protection Association-do not reappoint but need to contact Jim Buckley first

~~James S. Buckley~~, Representative -
~~William A. Webb~~, Alternate Representative

ASHRAE Representative on the NIBS Board - Chuck Curlin – sent will you serve letter on 4-4-18-He will consider this and get back with me.

~~North American Technician Excellence (NATE) – Dan Pettway-DO NOT REAPPOINT ANYONE~~

Smart Grid Interoperability – David Robin (name will change to SEPA in December 2017)-staff CN-letter sent

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on 4-11-18 after talking with [Steve Bushby](#)

Note from Dave:

The Smart Electric Power Alliance (SEPA) is an educational nonprofit working to facilitate the electric power sector's transition to a clean energy future through education, research, standards and collaboration. SEPA offers a range of research initiatives and resources, as well as conferences, educational events and professional networking opportunities. SEPA is founder and co-sponsor of Solar Power International and winner of the Keystone Policy Center's 2016 Leadership in Energy Award.

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United Nations Environmental Program (UNEP) –[Walid Chakroun-ok-letter sent 4-4-18-will serve](#) – [Bjarne served on UNEP for the past several years](#) – need to discuss with ExCom in Brussels

Western HVAC Performance Alliance –~~Richard Danks~~ [Ron Jarnagin apptd 2-28-2018-letter sent 4-4-18](#)

~~2017-2018-2018-19~~ **ASHRAE Representatives Appointments**
As of April 11, 2018

Semi-autonomous Committees reporting to ExCom

- Advanced Energy Design Guide (AEDG) Steering Committee -no action needed

Tom Phoenix, Chair – Elected by AEDG Steering Committee, not appointed by ASHRAE-
Mick Schwedler – 2-year term (2017 – 2019)

Lilas Pratt, Staff Liaison

[Note: The Committee, not the ASHRAE President-Elect, elects the position of chair. Tom would only need to be reappointed to serve on the Committee.]

- Joint Exposition Policy Committee (ASHRAE Representatives) letter sent 4-11-18

Voting Members:

William A. Harrison, Presidential Member (2013-2018) -reappointed 2018-21

Julia A. Keen, Executive Committee Member (2017-20)

~~William F. McQuade~~, Current BOD Member (2015-2018) -Michael Cooper 2018-21

Jon Cohen, Consultant (2018-19)

Non-voting Members:

~~David Claridge~~, Kevin Marple Chair, Conferences & Expositions Committee (~~17-18~~) 18-19

~~Jennifer Leach~~, Michael Collarin Vice Chair, Conferences & Expositions Committee (~~17-18~~) 2018-19

Michael Collarin, Corey Metzger, Member, Conferences and Expositions Committee-~~2017-18~~ 2018-19

Jeff H. Littleton, ASHRAE Exec. VP (NVM) (2004-2020)

- ASHRAE Associate Society Alliance - hold until after Brussels meeting

Thomas E. Watson, -Chair

William P Bahnfleth, Vice Chair

Timothy G. Wentz, Member (immediate past president)

Committees Not Reporting to ExCom

- Savings and Investment Plan – 401K Committee (Reports to the Board)

Chuck Gulledge, Member—Letter sent – will serve

Craig Wright, Chair/Staff Liaison

- Standards Appeals Board – Reports to Tech Council and the BOD, as appropriate - letter sent 4-11-2018

Chair-2017-20

Carol E. Marriott

Member-2017-20

M. Bilderbeck resigned, elected to TechC

Member-2017-20

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Member-2017-20

Kenneth Cooper

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Adam Hinge

Member-2017-20	Nance C. Lovvorn
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MOU Coordinating Groups

- ASHRAE/APPA Coordinating Group – Reports to ExCom-[hold until Brussels meeting](#)
 [The scope of the Coordinating Group is to examine products and programs offered by each organization and plan activities that allow each to take advantage of the other’s strengths.]
 Darryl Boyce, ASHRAE Representative
- ASHRAE/REHVA MOU Coordinating Group – No reporting path-[hold until Brussels meeting](#)
 [The group only meets at the annual REHVA General Assembly and the ASHRAE Winter Conference. The group does not report to any other body because it was mainly an informal way to bring each group’s leadership up to date on the activities that are underway to implement the points of the MOU. The idea of the membership composition from the ASHRAE side was that the President and Jeff were usually at the REHVA GA meetings and I sometimes am there. Also since the president of REHVA is a member from the REHVA side it was a president-to-president interaction.]
 Tim Wentz
 Jeff Littleton
 Steve Comstock, staff

~~ASHRAE Regional Staff Support Analysis Task Group~~ - [Do not reappoint-work is completed per Michael Cooper](#)

Michael Cooper, Chair
 Billy Austin, DRC
 Trent Hunt, DRC
 Erich Binder, DAL
 Tim McGinn, DAL
 Mick Schwedler ExCom
 Jim Wolf, GGAC Chair
 Jeff Littleton, Staff
 Alice Yates, Staff
 Joyce Abrams, Staff

ASHRAE/AIA Liaison Committee-send appointment letter but wait until after Brussels

Darryl Boyce, Chair
Ginger Scoggins, ExCom Liaison
Don Colliver, COF Representative
Joyce Abrams, Staff Liaison

ASHRAE HQ Ad Hoc Committee-reappoint but wait until after Brussels meeting

Ginger Scoggins, Chair
Darryl Boyce
Michael Cooper
Kent Peterson
Blake Ellis
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Jeff Littleton

Standards Membership Models Ad Hoc Committee-hold until after Brussels meeting

Chuck Gullede, Chair
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Devin Abellon (Members C)

~~2017-2018-2018-19~~ **ASHRAE Representatives Appointments**
As of April 11, 2018

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Member-2017-20

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Member-2017-20

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 Joyce Abrams, Staff

ASHRAE/AIA Liaison Committee-send appointment letter but wait until after Brussels

Darryl Boyce, Chair
Ginger Scoggins, ExCom Liaison
Don Colliver, COF Representative
Joyce Abrams, Staff Liaison

ASHRAE HQ Ad Hoc Committee-reappoint but wait until after Brussels meeting

Ginger Scoggins, Chair
Darryl Boyce
Michael Cooper
Kent Peterson
Blake Ellis
Don Brandt
Jeff Littleton

Standards Membership Models Ad Hoc Committee-hold until after Brussels meeting

Chuck Gullede, Chair
Julia Keen (PubEd C)
Ginger Scoggins (Tech C)
William F. Walter (Standards)
Jason Alphonso (Finance)
Farooq Mehboob (International)
Devin Abellon (Members C)



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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

Report of the Presidential *ad hoc* Committee on ASHRAE's Role in the Globalization of Standards

Steven T. Bushby (Chair)
Hugh F. Crowther
Drake H. Erbe

Matt Middlebrooks
H. Michael Newman
Wayne R. Reedy
Stephanie Reiniche, Staff Liaison

Scope

1. Develop a strategy and plan for:
 - a. making the technical content of ASHRAE standards more globally applicable; and
 - b. promoting the adoption of ASHRAE standards in ISO, CEN, and other national standards bodies.
2. Review procedures for ASHRAE's adoption of regional and international standards and recommend any needed changes.

The Current State

Technical Content of ASHRAE Standards

ASHRAE procedures and standard development practices provide multiple paths for ASHRAE standards to become adopted and used outside North America. But ASHRAE lacks a culture that encourages thinking about the international use and application of its standards. Most of the dedicated, hard-working volunteers who develop and maintain our standards do not have experience in international standards efforts or in attempting to apply them outside North America. The results are high-quality standards and guidelines that serve the North American market well but often miss the broader potential of serving a global market.

International Promotion of ASHRAE Standards

ASHRAE has worked with individual countries to facilitate adoption of an ASHRAE standard as a national standard in that particular country. ASHRAE standards have also been adopted as global standards through the processes of the International Organization for Standardization (ISO) which often leads to their adoption by regional Standards Development Organizations (SDOs) and other national bodies. Although the successful efforts at globalization of individual ASHRAE standards vary considerably in the details of how they came about, they all have a common characteristic that was a key factor in achieving a successful outcome. In every case there were one or more individuals who had a passion to see the effort through and were willing to work in a sustained way to bring about a solution.

Adoption of International Standards by ASHRAE

ASHRAE procedures also permit the adoption of outside international standards as ASHRAE standards or normative components of an ASHRAE standard. But for the same reasons cited above in regard to the technical content of our own standards, this has been an infrequent occurrence.

Appendix 1 provides some examples of successful global impact of ASHRAE standards.

Barriers to the Relevance and Global Use of ASHRAE Standards

After reviewing the Rules of the Board, the Procedures for ASHRAE Standards Actions (PASA), the PCs Guide to PASA, and the ILS/ISAS Implementation Plan for the International Promotion of ASHRAE Standards, the committee determined that the governing procedures for developing new standards or adopting existing regional or international standards provide adequate flexibility. However, a number of significant barriers to the global use of ASHRAE standards were identified. These are:

Technical Content

- Technical content is often U.S.-centric;
- Minimal international participation in ASHRAE standard project committees;
- Minimal use of the International Organizational Liaison opportunity in project committees;
- Minimal U.S. participation in international standard committee meetings;
- Reliable translations to other languages don't exist or aren't planned;
- Code language standards do not translate well to other jurisdictions/cultures.

International Promotion

- A general lack of understanding of the importance and potential benefits of promoting ASHRAE standards globally, and the cost of not doing so. Since standards are the basis for trade, recognition of trading blocks and their characteristics is of paramount importance;
- Inadequate processes for identifying appropriate ASHRAE standards to promote;
- Minimal participation in U.S. Technical Advisory Groups (TAGs) responsible for setting the U.S. position for ISO committees;

Some additional barriers that pertain specifically to adoption of an ASHRAE standard by a national body are:

- Need for a person of political influence with budget authority and knowledge of ASHRAE in the interested country;
- Need for a contact means/person between foreign authority and ASHRAE leader;
- Need for ASHRAE to be responsive in a timely manner;
- Need for a pool of knowledgeable ASHRAE members/representatives to develop adapted standards and represent ASHRAE;
- The practice of separating method of test standards and performance characterization standards is not followed outside the U.S.

Adoption of International Standards

- Adoption of ISO and other global standards as ASHRAE standards, or even the use of such standards in the development of our other standards, requires detailed knowledge of the standard in question. Access to these standards is problematic since many of the SDOs have a business model similar to ASHRAE in that they sell their standards and the cost can be prohibitive.
- Regional cultural differences are reflected in standards that are created for that region and, in many cases, are not relevant for global adoption.

Although these barriers are significant, the *ad hoc* committee believes that they are not insurmountable. If the recommendations presented below are accepted and implemented, the committee is convinced that the global use of ASHRAE standards will be substantially increased.

Actions Necessary to Promote Globalization of ASHRAE Standards

ASHRAE has a diverse membership with global reach and an excellent reputation. It also has high-quality standards development and maintenance processes that have served the Society and industry well. What is needed is a cultural shift to make international considerations a "baked in" part of the process beginning with the conception of the standard and continuing throughout its lifetime. It is necessary to tap into the intellectual resources of the global ASHRAE membership, encourage and support international involvement in standard project committees, and make it a routine practice to consider regional and cultural differences that might impact requirements in ASHRAE standards. It will also be necessary to build a much stronger and sustained presence of ASHRAE members in international standards committees and working groups.

ASHRAE members have been very successful in obtaining support from their employers to contribute to standards development and to support travel that enables direct participation in ASHRAE standard project committee meetings. Their employers generally understand the value to the company for supporting this work and the importance of "being at the table" when standards are developed. When it comes to participating in the same way in international standards committees, expenses are higher and the benefits are often more indirect making it much more difficult for ASHRAE experts to obtain the support needed to effectively participate. This creates a void that must be filled if the society is to be successful in promoting international adoption of ASHRAE standards. ASHRAE needs to invest in its members so that they can represent ASHRAE's interests in international standards committees where ASHRAE standards can have an impact.

Building a culture where international considerations are built into every stage of the life cycle of ASHRAE standards and promoting their global use will demand leadership, outreach, and persistence. It may take years to determine if the effort has been successful. Within this broad framework the *ad hoc* committee recommends several specific actions to move the society in this direction.

Recommendation 1- Think and Act Globally

For ASHRAE's standards to be considered a global solution, the content must consider international issues and we need to foster more international representation on standard project committees.

- Direct society committees that propose a standard to consider its use outside the United States and the possible relationship of its scope with ISO and other international standard committee activities. The same consideration is necessary when deciding to reaffirm, withdraw, or revise an existing standard. Where standards activities have a global component, build this into the TPS, committee membership, and content development. [PEAC- StdC, TAC, Staff]
- Develop a process to obtain copies of relevant CEN, ISO and other outside standards for use by project committees in the development of their standards. [Staff]
- Develop and implement a process for establishing a sustained engagement with ANSI staff through the ANSI/ISO Forum where issues regarding interactions with CEN and ISO can be raised to a national level. [Staff, TAG Officers]
- Direct all ISO U.S. Technical Advisory Groups, for which ASHRAE is the secretariat, to review published and proposed ASHRAE standards and report to ILS/ISAS any that the TAG considers in scope for their activities. [TAG Officers, Staff]
- To increase the international use and influence of ASHRAE standards, consider changing the business model for standards distribution so that ASHRAE standards are available over the internet at no cost, thus enhancing their availability, while retaining fees for the sale of printed copies of standards. This would bring ASHRAE's policy in line with that of the Internet Engineering Task Force, whose Internet standards are arguably the most widely adopted and successful in the world. [BOD]
- Under the current ISO business model, ASHRAE receives no royalties on worldwide sales of ISO standards that are based in whole or in part on ASHRAE standards. Initiate negotiations with ANSI to get the U.S. to attempt to change this practice so that appropriate royalties are paid in recognition of the contribution from ANSI standards. [Staff]
- Engage with ANSI and other SDOs and develop Memoranda of Understanding (MOU) that encourage universal development. [Staff]

Recommendation 2 – Promotion and Education

A key goal is to increase ASHRAE's influence in the international standards forum.

- Co-ordinate international standards promotion with ASHRAE activities in Strategic Initiative 4 – *ASHRAE's role in the global community*. [PEAC – PLC]
- Integrate an international standards strategy into the proposed new ASHRAE website. Consider geo-targeting to focus ASHRAE standards offerings, activities and promotional tools. [PEAC – Staff Marketing]
- Create promotional material to highlight and strengthen ASHRAE's role in international standards development. Examples include case studies, Distinguished Lecturers on

international standards activities, promotional slides for traveling officers, etc. This material can be used by society officers and other members engaging with the international community (e.g., ISH, Light+Building, Chillventa). The material should also be available to ASHRAE members living and working outside of North America who have a direct impact on their local standards policy. [PEAC – Staff Marketing]

- Take advantage of ASHRAE members located outside of North America who are already participating in ISO and CEN standards development. Identify who these members are and make sure they are aware of the work ASHRAE may already have done in their specific field of interest. By educating these members on ASHRAE activities, they can help get ASHRAE technology into other documents. [StdC, Staff]

Recommendation 3 - Invest in and Recognize Participation

To achieve the desired effect will require ASHRAE to participate in activities outside of North America. This cost is often prohibitive for North American-based volunteers.

- Identify specific international standards activities in which ASHRAE wants to increase its participation, for example, indoor air quality. Develop a plan to raise ASHRAE's presence and fund our activity. This will most likely take the form of reimbursing *travel* for active volunteers. The estimated fiscal impact of this could be around \$500,000 per year (see Appendix 2). [PEAC – StdC]
- Identify possible synergy with ASHRAE's activities in Strategic Initiative 4 where local ASHRAE offices are being considered. Develop a plan to leverage the local offices to raise ASHRAE's role in standards activities for the designated territory. [PEAC – PLC, StdC]
- Revise ASHRAE award criteria to specifically recognize international standards participation. Most notably, the Distinguished and Exceptional Service Awards need to include a distinct section for this. Also, this could be included for Fellow and Standards Achievement recognition. [H&A]
- Establish an award to recognize significant contributions to successful international adoption of ASHRAE standards. [PEAC – H&A]

This list of recommendations is not considered to be exhaustive. They support ASHRAE Strategic Initiative 3C to work with other SDOs to move toward performance-based standards, and Strategic Initiative 4A to serve international members and participate in international markets. They also support the Standards Committee Strategic Plan Directive 3 to increase collaboration with other organizations and Directive 4 to promote the adoption of ASHRAE standards.

Implementing these recommendations will go a long way toward driving the needed cultural change within ASHRAE. It would be a significant first step towards a time when international considerations are a part of every ASHRAE standard, ASHRAE's global membership is fully engaged in the standards processes, and industry leaders around the world recognize ASHRAE standards as highly relevant to their country.

Conclusion

ASHRAE has a strong base of international expertise in its membership and a very successful history of developing impactful national standards that have served the North American HVAC & R industry well. There are examples of successfully broadening the reach of ASHRAE standards to other parts of the world and adopting international standards in ASHRAE standards, but these are exceptions rather than normal operation.

In order for ASHRAE to have a more global impact on industry standards, the *ad hoc* committee concludes that a significant cultural shift is needed. ASHRAE leadership must articulate and promote a vision where international considerations are a fundamental concern at every stage in the life cycle of a standard; the global membership of ASHRAE is engaged and enabled to contribute to the process; ASHRAE supports a much stronger and persistent participation of U.S. experts in relevant international standards committees; and ASHRAE members outside the U.S. are also engaged through their home country's processes in relevant international standards committees.

With this greater international involvement and a more internationally diverse group of experts contributing to ASHRAE standards, the technical content of ASHRAE standards will become more globally relevant. ASHRAE standard project committees will become more aware of standards development outside of North America and be positioned, when appropriate, to adopt outside standards as ASHRAE standards or to reference them in normative requirements of ASHRAE standards.

A number of specific actions have been recommended that the *ad hoc* committee believes will be significant steps in initiating the changes needed to achieve this vision.

Appendix 1: International Standards Success Stories

1. Adoption of ASHRAE Standards by a National Body

There are two known examples of ASHRAE standards being adopted by a national body, the adoption of versions of Standard 90.1 by Kuwait and Saudi Arabia. The success of both the Kuwait and Saudi Arabia adaptations are summarized as having had the right people in the right place at the right time along with the willingness and capability of ASHRAE to respond in a timely manner.

In both cases the challenge was to adapt an existing ASHRAE standard to the needs of another country by reflecting that country's culture, climatic conditions and building practices into the standard without changing the technical requirements.

1.1 Kuwait

The Kuwait project was initiated in mid-2009 as a direct result of Walid Chakroun's efforts. Chakroun is a professor at Kuwait University, a very strong advocate for ASHRAE, and in 2009 had ties to the Kuwait Ministry of Energy and Water (Kuwaiti version of DOE), and sat on the ASHRAE BOD. As a result, Chakroun brought the Ministry's interest in an updated, more energy efficient, residential building code to ASHRAE through the president and/or the executive vice president.

Because the request was for a residential building standard, the request was first communicated to SSPC 90.2, who determined that they were not interested. A select number of ASHRAE members with a background in 90.2 were then approached for an expression of interest in working as a group, for a small stipend, to adapt the standard. In the end, the group was made up of Walid Chakroun, Tom Meyers, and Wayne Reedy.

It was determined that the adaptation should be based on 90.1 because of the all masonry construction of houses in Kuwait. It was titled 90.2-Kuwait to reflect the residential designation.

With Chakroun's direct involvement, his living in Kuwait, and his recruitment of two of his associate professors for review of material, the project progressed very quickly and was completed in mid-2010.

A key technical aspect of the project was the development of an Excel spreadsheet to track the source of every paragraph of the adapted standard to its source paragraph in the U.S. standard.

1.2 Saudi Arabia

Saudi Arabia became interested in energy efficiency/conservation in order to conserve their oil reserves. At a meeting with AHRI in early 2012 to discuss air conditioning equipment efficiency, the subject of minimum energy efficiency building standards was raised, and the AHRI representative said they should be talking to ASHRAE and offered to make the introduction. When the ASHRAE president and executive vice president were made aware of the Saudi opportunity in July 2012, they immediately arranged for an August face-to-face meeting in Saudi

Arabia between Watson, Littleton, Reedy and numerous Saudi dignitaries (Chakroun was asked to attend but could not).

Following the August meeting, ASHRAE provided Saudi Arabia a fixed-price contract proposal for the adaptation of residential and commercial minimum energy efficiency building standards, along with associated user manuals and training materials. The contract was signed, and work began, in March 2013. Draft materials were submitted in stages, with all material accepted in final form by July 2015 and an all-day overview presentation in Saudi Arabia August 31. Chakroun and Reedy provided material on behalf of ASHRAE to a key Saudi contact who, in conjunction with a team of 4 or 5 others, provided review and comment.

As was the case in Kuwait, the Saudi Arabia residential standard was based on 90.1 because of the all-masonry construction of houses in Saudi Arabia. Likewise, the source of every paragraph of the adapted standard is traceable to its source paragraph in the U.S. standard.

The Saudi Arabia project spanned a longer time frame than for Kuwait but involved over six times as much material.

As an example of adapting for other countries' cultures, one of the U.S. user's manuals mentioned "the weekend, Saturday and Sunday". This was changed to "the weekend" in the Saudi material, as the Saudi weekend is Friday and Saturday.

2. Adoption of ASHRAE Standards by ISO/IEC/ITU Processes

2.1 BACnet

BACnet began as ANSI/ASHRAE Standard 135-1995 and was adopted, following years of promotional efforts, by the ISO as ISO 16484-5 in 2003. ANSI/ASHRAE Standard 135.1-2003, a companion standard for testing conformance to BACnet was adopted as ISO 16484-6 in 2005. A number of factors came into play that allowed the promotion to be successful; some are potentially applicable to all promotional efforts, others are not.

1) BACnet's timing was perfect. The global building automation and control system (BACS) industry had become aware of the problems posed by the lack of an interoperable data communication standard and everyone was looking for a solution. Moreover, no single multinational supplier had a majority or controlling position in the marketplace. This meant that a well-crafted, vendor-neutral standard could be accepted world-wide.

2) SPC 135P / SSPC 135 recognized the need to actively welcome international interest and participation in the development and continuous maintenance of its standard. The project committee (PC) not only encouraged attendance at meetings, but took the time to sit down with the international visitors in after-meeting sessions, armed with the standard, pens, paper - and, oftentimes, dictionaries - to discuss their needs. We sought to answer these questions: What are your BACS communication needs and how do they differ from ours? What would the standard have to provide in order for it to meet your needs? In some cases, the standard already had solutions that were not necessarily well understood, often because of language barriers, and the meetings

were used to educate the visitors as to how their needs could be met with existing provisions. In other cases, it was realized that the standard would have to be changed or enhanced to meet their needs. Because of the PC's willingness to actually alter the standard to respond to the needs of the international community, these visitors soon came to realize that they were truly a part of the process and could influence the standard's development. This frequently led to them becoming BACnet's strongest allies and promoters in their home countries. As the changes began to appear in print, they realized that they had been heard and understood, again reinforcing their support for the standard at home.

We were also successful in gaining recognition for our most frequent visitors by getting the Standards Committee to name them "International Organizational Liaisons," a designation that allowed them to be listed on the PC's roster and presumably helped them get ongoing support to participate and attend meetings from their employers / organizations.

3) Members of the PC realized early on that they would need to vigorously participate in the ISO development process. To achieve success at the ISO level, it is essential to be present at the plenary and working group meetings. Although these meetings only occur annually they can be almost anywhere on earth and, thus, the costs of participation can be high. In our case, the first step was to identify the ISO Technical Committee (TC) in which our particular ASHRAE standard might find suitable acceptance. This turned out to be ISO/TC 205, Building Environment Design, a TC that had essentially been created to serve as a home for prominent ASHRAE standards such as those dealing with IAQ and energy conservation.

Since ISO standards are almost exclusively based on national or regional standards that are submitted for ISO approval by a member body (mostly countries), politics can come into play. It is thus critical to understand the "rules of the game," the ISO Directives, as this understanding can be essential to achieving on-going success. BACnet has come under some degree of attack on two occasions but has maintained its supremacy by a tactical understanding of the rules and, as always in international affairs, diplomacy. Diplomacy, of course, can only be successful by getting to know one's friends and adversaries and this is as true in ISO as it is in world affairs generally. Again, vigorous participation, honesty, and perseverance are both required and indispensable.

The ASHRAE continuous maintenance process has been an important part of BACnet's international success. SSPC 135 has been able to keep international experts directly engaged in the continuous maintenance process. This provides them with a very direct way to request revisions and to be part of the deliberation of other revision proposals from the very beginning. An ISO Maintenance Agency was created to fast-track ASHRAE revisions into the ISO version. Because of deep international involvement in the ASHRAE continuous maintenance process, these ISO approvals have become almost pro-forma.

2.2. Facility Smart Grid Information Model

International adoption of ASHRAE/NEMA Standard 201 Facility Smart Grid Information Model (FSGIM) is an example of how the international relationships established by the successful adoption of one ASHRAE standard can facilitate the adoption of related standards. The FSGIM standard defines an information model that is intended to be used by groups who maintain

standards for control technologies used in homes, commercial and institutional buildings, and industrial or manufacturing operations. The FSGIM serves as a guide for how the control technologies need to evolve in order to enable the integration of those facilities with the smart grid.

BACnet is one of the control technologies that is a target beneficiary of the FSGIM. Because of the previously established relationship with ISO/TC 205 Building Environment Design, the ISO home of the BACnet standard, TC 205 was informed about the plans for the FSGIM at the very beginning. International experts were invited to participate in the process and regular progress reports were made along the way.

TC 205 decided to create a place holder in its work program for the FSGIM. ASHRAE public review drafts were circulated to TC 205 experts and they were invited to submit comments. Upon publication of the ASHRAE/NEMA standard, TC 205 initiated a fast-track process to adopt the ASHRAE/NEMA standard as ISO 17800. Inviting international participation in the ASHRAE process and explicit outreach efforts throughout the development of the standard had a significant impact on facilitating international adoption of the standard.

3. Adoption of an Outside Standard by ASHRAE

ASHRAE has been successful in adopting ISO standards as American National Standards. ASHRAE agreed to jointly adopt and sponsor the following ISO standards: ISO 13256-1 *Water-source heat pumps – Testing and rating for performance Part 1: Water-to-air and brine-to-air heat pumps* and 13256-2 *Water-source heat pumps – Testing and rating for performance Part 2: Water-to-water and brine-to-water heat pumps* as American National Standards. These standards were part of the work program for ISO/TC 86/SC 6 of which AHRI is the Secretariat.

At the time this was originally proposed, these standards related to ANSI/ASHRAE Standard 37, *Methods of testing for rating unitary air-conditioning and heat pump equipment* and ANSI/ASHRAE 116, *Methods of testing for rating seasonal efficiency of unitary air conditioners and heat pumps*. The rating standards were similar to, but not technically equivalent to, ANSI/ARI 320-93 *Water-source heat pumps*, ANSI/ARI 325-93 *Ground water-source heat pumps* and ANSI/ARI 330-93 *Ground source closed-loop heat pumps*.

When the recommendation was made, ASHRAE was (and continues to be) part of a joint committee with AHRI that proposed adopting these ISO standards as American National Standards. The joint committee considered input from U.S. experts as well as from outside the U.S. in making this decision. The committee was also free to propose changes to ISO/TC 86. The process followed in approving and reaffirming these documents is the AHRI ANSI-approved process which is a canvas ballot method. These standards continue to be ANSs and were recently reaffirmed in 2012.

A reference to the ISO standard for Ground Source Heat Pumps (13256 Parts 1 and 2) was included in Standard 90.1 since it was the only industry accepted standard for this product. There are also four Canadian Standards Association standards referenced in Standard 90.1. In the 2016

version of the standard two new additional ISO standards are being included (ISO 9050 and ISO 25745).

For example, one of these new references was made in Addendum *de* to Standard 90.1-2013. Here is a summary from the foreword of that addendum to summarize the work done to consider adoption of an ISO Standard:

The SSPC 90.1 Elevator Working group has been working with industry members and NEII to develop wording that addresses elevator movement efficiency. In April 2015 ISO published ISO 25745-2 Energy performance of lifts, escalators and moving walks — Part 2: Energy calculation and classification for lifts (elevators). This addendum references that standard and requires the designer of each new elevator to specify an efficiency level.

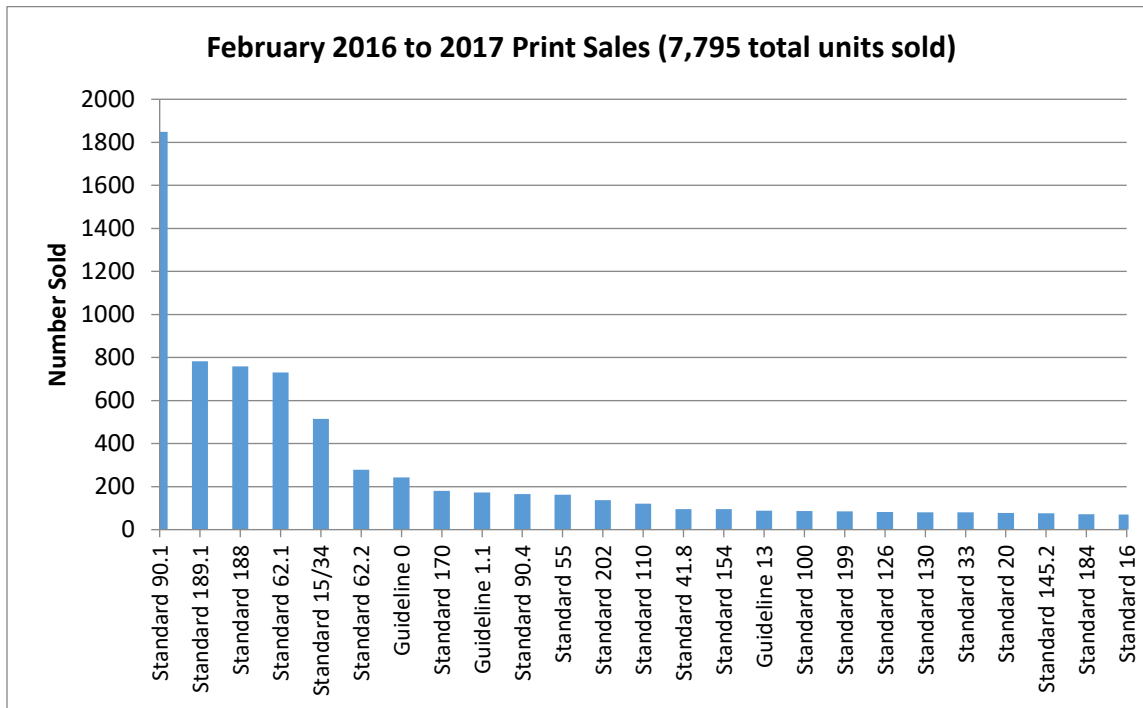
There was an established working group that included industry stakeholders who were aware of an ISO standard in process. When the standard was published, it was reviewed and deemed acceptable to reference in Standard 90.1. During the development of Addendum *de*, there were negative voters within the committee (4) on the 1st public review vote, some of whom objected because they were not provided copies of the ISO standard for review. In an effort to resolve those objections, the proponents of Addendum *de* met with the negative voters, provided them an opportunity to review the standard, and walked them through the process of how the ISO reference would be implemented. At the end of the process, after the vote to approve Addendum *de* for publication with knowledge of unresolved objections – all negative voters changed their votes to ‘yes’. In this instance, efforts were made to resolve objections, the content of the ISO standard was made available to SSPC 90.1 members in a manner that did not violate anyone’s copyright, and the ISO standard will be included by reference in Standard 90.1-2016.

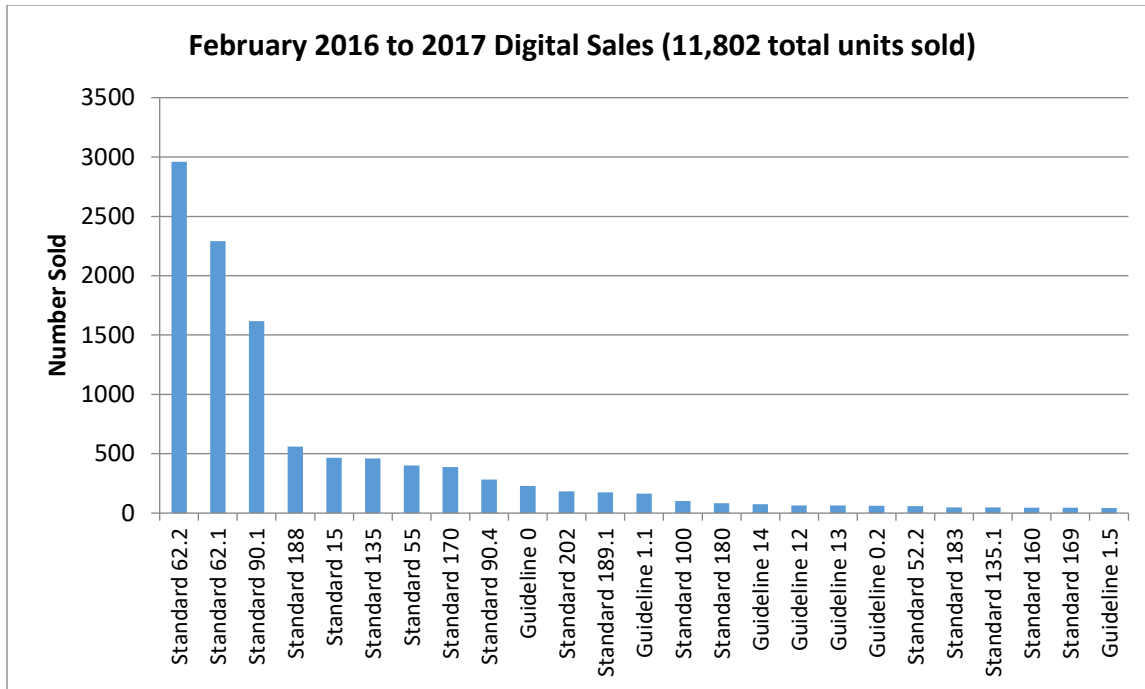
Appendix 2: Financial Implications of the Committee Recommendations

Implications of Eliminating the Sale of ASHRAE Standards

According to the Director of Publication and Education, sale of ASHRAE standards from February 21, 2016 to February 21, 2017 resulted in \$233,000 of income from print sales and \$600,000 of income from digital PDF sales. In addition, ASHRAE has income from licensing individuals and groups to have electronic access to ASHRAE standards. This income can vary significantly from year to year but a typical value for this is \$675,000.

The figures below show the number of copies sold for the 25 highest selling standards in print or digital PDF form. Access through licensing arrangements are not included. The figures show that a small number of ASHRAE standards account for a significant majority of the sales. The top ten selling printed standards account for 73% of the printed standards sold. The top ten selling digital standards account for 82% of digital standards sold. In most cases the same standards are in the top ten for both categories.





ASHRAE does sell ISO standards in the ASHRAE Bookstore through an arrangement with Techstreet. ASHRAE receives a 10% royalty from these sales. In calendar year 2015, 43 ISO units were purchased in the ASHRAE store totaling \$6,810 in sales and generating \$681 in royalties.

It may be possible for ASHRAE to sell ISO standards directly rather than through Techstreet. Such an arrangement would need to be negotiated with ANSI because ANSI is the licensed reseller of ISO standards in the U.S. An arrangement of this kind would increase ASHRAE's royalties but it would also increase the cost of the Bookstore infrastructure because of a need to accommodate ISO-specific watermarking and user agreement requirements. Because of the small demand for ISO standards, this complexity has so far been avoided.

If ASHRAE provides content to ISO from an ASHRAE standard or other document that is used in whole or in part in an ISO standard, then ISO asserts its copyright on the published standard and ASHRAE receives no royalties from sales. For the two instances where an ASHRAE standard has been published by ISO (Standard 135 and 135.1), ASHRAE does still the ASHRAE version directly. The amount sales are reduced because of the ISO version is unknown.

If the recommendation to make electronic copies of ASHRAE available at no cost is adopted, it will likely eliminate the income from sales of digital PDF standards and licensing agreements. It may also reduce income from printed standards sales but it will not be reduced to zero because some users will still prefer to have printed copies.

Implications of Funding Travel to International Meetings

At the present time ASHRAE serves as Secretariat or TAG Administrator for ISO/TC 59, ISO/TC 86, ISO/TC 142, ISO/TC163 and ISO/TC 205¹. The *ad hoc* committee examined the subcommittee and working group structure of these TCs and the historical or expected frequency of their in-person meetings. An estimate was also made of the appropriate number of U.S. expert participants in each subcommittee or working group that would be necessary to have a substantial impact. From this information, it was determined that approximately 113 trips per year would need to be supported. If ASHRAE covered the entire cost and the expenses for each trip was the current maximum allowed by ASHRAE (\$4,500), the total cost would be approximately \$500,000.

Covering the Cost of the Committee's Recommendations

The committee recognizes that there may be a variety of sources for the funds that would be needed to carry out the recommendations in this report. One possible source could be the establishment of a Standards Promotion Fund, analogous to the existing Research Promotion Fund. In society year 2015-2016 over \$2.5M was contributed to ASHRAE research. Companies and individuals contribute to ASHRAE research because of its general benefits to the industry. Companies already support ASHRAE standards by enabling their employees to participate in the process. It is likely that they would also consider contributing funds to more generally promote ASHRAE standards.

¹ ASHRAE pays \$58,000 per year in fees to ANSI to hold these positions as Secretariat and TAG Administrator. ANSI in turn pays most of this to ISO in a pass-through manner.

From: [Reiniche, Stephanie](#)
To: [Littleton, Jeff](#)
Cc: [Owen, Mark](#)
Subject: Collaboration Discussion with BPI- Potential MOU and Partnerships
Date: Wednesday, March 28, 2018 9:12:19 PM

Dear Jeff,

Today, Mark Owen, Steve Ferguson, Lilas Pratt and myself met with Paul Francisco (Incoming RBC Vice-Chair and current Vice-Chair of the Building Performance Institute (BPI)) and John Davies (Chair of the BPI Strategic Planning Committee) to talk about specific ways that BPI and ASHRAE could collaborate. BPI (<https://www.bpi.org/>) is an ANSI Standards Developer and does certifications for the home performance industry. Paul Francisco had previously reached out to Lilas and myself and suggested this collaboration since ASHRAE is trying to branch out into the residential market. During the call, we discussed possibly entering into an MOU that would list how we'd work together and then develop specific agreements depending on projects we decided to work on.

The following were some of the ideas that were discussed during the call:

1. BPI currently has an energy audit standard for homes and a multi-family version as well. One portion that is untapped is method of test standards for that standard. There are a lot of tests that they do as part of that process that do not have MOTs currently.
2. There are two standards that are going to lapse that BPI has written related to manufactured housing that may serve as a basis for a new standard that could be developed through ASHRAE.
3. BPI could help provide residential experts to ASHRAE. Currently the residential experts within ASHRAE are limited and stretched thin. This could help in the standards development arena.
4. BPI did bring up one concern about the differences in the business models between BPI and ASHRAE. BPI provides its standards for free which ASHRAE does not.
5. From the publications side, BPI has recently developed a credential for the healthy home evaluator that takes energy auditors and provides them with additional knowledge that allows them to apply the audit knowledge to the health side (i.e. focusing beyond IAQ and looking at things like asthma triggers, moisture issues, etc). There is a desire to develop a resource guide that would focus on the healthy home. They saw the IAQ Guides and/or the Multi-Family Design Guides as models for that type of guide. There is a lot of information but nothing compiled.

We have asked if it was possible to get a copy of the standards that they are going to let lapse to see how or if they could fit in our existing residential standards or if we could use them as the base for new standards. The BPI Board is meeting May 15th and Paul and John would like to bring the discussion of an MOU with ASHRAE up at that meeting for discussion if that is something we are interested in pursuing. I also provided them a link to the MOUs on the ASHRAE website so they could see some examples of MOUs that ASHRAE has entered into. I suggested asking our Board ExCom if this is something they would like to pursue and indicated they were meeting in April. Is this something we could put on the April ExCom agenda?

Let me know if you need more information.

Thanks,

Stephanie

Stephanie Reiniche | Director of Technology

Extension:1143



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

Forward

The College of Fellows is a General Standing Committee of the Society and operates under the direction 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 committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP and revision thereto, shall be submitted to the Board of Directors for approval.

Proposed MOP and ROB changes shall normally only be presented to the Board of Directors 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 rule 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 office of 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
- 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 and a COF member-at-large for election by COF members 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.
- 3.5. 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;

Commented [KC1]: Pres, pres-elect, secy-treas, past pres is only 4. Should have one more. Sort of a 'member at large'.

- 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.

Building-Grid Integration, Zero Energy Buildings, and Strategic Energy Planning

nbi new buildings
institute

Photo: Getty Images



Ralph DiNola
CEO
New Buildings
Institute



Alexi Miller, PE
Sr. Project Mgr.
New Buildings
Institute

Today's Topics

- Introductions
- A Status Update on Zero Energy Buildings
- The Grid-Optimal Initiative
- Strategic Portfolio Energy Planning
- Q&A, Next Steps, Opportunities

nbi: the virtuous cycle

NBI is a national nonprofit working to improve buildings for people and the environment. We drive research, uncover solutions, and advance industry practices and policies that deliver positive change in the built environment.

Program Areas:

- 1. Best practices in new and existing buildings*
- 2. Continuous code and policy innovation*
- 3. Zero net energy leadership and market development*



The 2018 Getting to Zero Status Update

What is a Zero Energy Building?

A Zero Energy (ZE) building* is highly energy efficiency and meets $\geq 100\%$ of its annual energy from renewables.

- » **Energy** = All energy (electric, gas, steam, liquid fuel etc.) consumed on site
- » **Net** = One year or more of on-site renewable energy production minus energy use
- » **Verified** = A year or more of documented performance at net zero
- » **Emerging** = not yet a year or more of data (may be on a path to ZE)
- » **EUI** = Energy Use Intensity in kBtu/sf/yr - metric of energy performance.

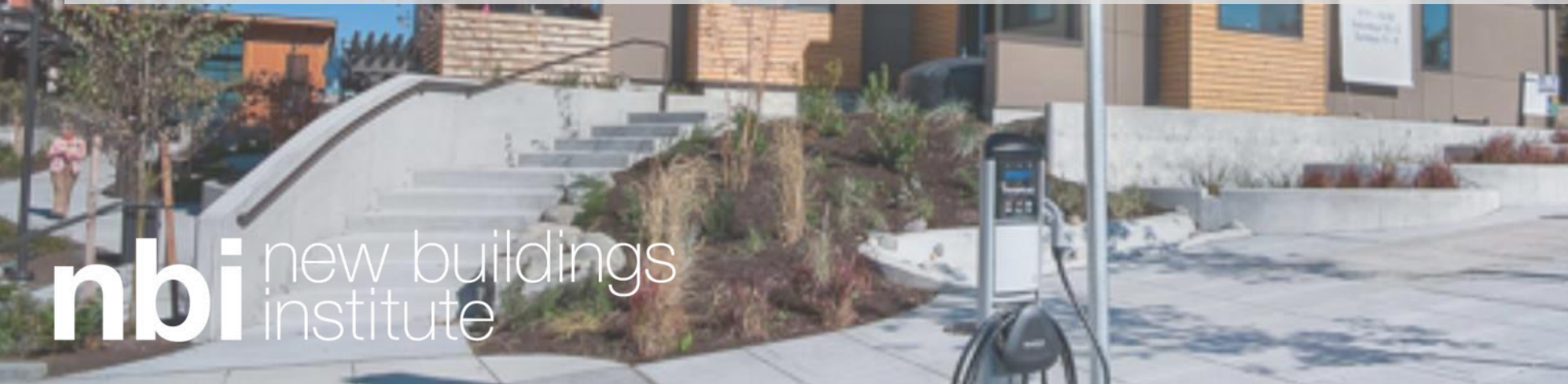


Marin Country Day School (Photo: Michael David Rose)

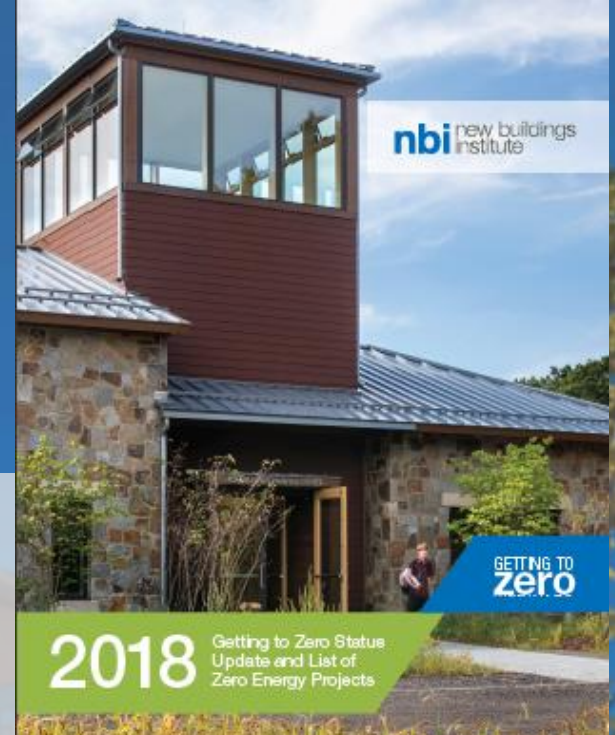
**Also known as Net Zero Energy (NZE), or Zero Net Energy (ZNE). Zero Energy Building (ZEB)*



We have a fantastic story to tell about the growing number of ZE projects - **nearly doubling each year** - and maintain the **most comprehensive database** on North America's ZE emerging and verified projects.



nbi new buildings institute



2018 Getting to Zero Status Update and List of Zero Energy Projects

ZERO ENERGY CERTIFIED												
YEAR	PROJECT NAME	CITY	STATE	BUILDING TYPE	SIZE (SF)	TOTAL SOURCE EUI	NET SOURCE EUI	NET SOURCE PER SF	NET SOURCE PER SF	NET SOURCE PER SF	NET SOURCE PER SF	2018 SCORING
2007	Edin 27 Garage Facility (M)	San Jose	CA	Office	4,927	22.6	71.2	29.2	7.0	-0.6	-1.9	-1
	Chicago Library (M)	Chicago	IL	Public Assembly	2,413	18.7	52.6	17.4	55.0	-0.8	2.4	-1
	Unity Learning Center (M)	San Jose	CA	Education	2,368	24.5	77.1	26.4	82.2	-1.9	6.1	2
2009	Chicago Center for Sustainable Living (M)	Riverside	CA	Office	6,200	13.2	41.8	21.5	67.0	4.3	36.0	-2
	Pringle House (M)	San Francisco	CA	Public Assembly	3,158	11.1	35.0	15.4	48.4	-4.3	-13.4	-3
	Palmyra Field House (M)	Palmyra	VT	Education	16,800	17.7	50.6	13.4	32.0	-0.7	2.3	-1
	Bartholdi School Science Wing (M)	Seattle	WA	Education	1,425	48.0	151.2	48.4	152.5	-0.4	-1.3	0
	DPK Construction San Diego Net Zero Office (M)	San Diego	CA	Office	24,000	14.8	46.1	17.1	53.0	2.4	7.8	3
	Energy Lab at Hawaii Preparatory Academy (M)	Honolulu	HI	Education	5,802	11.0	34.9	28.0	88.2	-17.0	-53.4	-15
2010	Head River Middle School Net-Zero Addition (M)	Head River	OR	Education	5,301	26.8	84.3	27.1	85.4	-0.4	-1.1	3
	Ritcheville Elementary School (M)	Bowling Green	KY	Education	72,285	19.0	59.0	21.6	68.0	-2.6	-8.1	3
	Quanti-Maine Elementary Gardens Storage Family Education Center (M)	Bowling Green	KY	Education	8,200	19.2	60.3	25.5	73.0	-4.3	-13.0	-4
	Lowell Town Conference Center High School (M)	Lowell	VT	Education	30,000	9.9	31.0	19.6	20.3	-0.7	-2.3	-1
2011	10 Bank Beach - Ft. Lauderdale (M)	Fort Lauderdale	FL	Office	3,070	31.8	289.7	86.6	281.1	-3.8	-11.0	-4
	Shore - Longwood (M)	Longwood	FL	Office	5,813	21.0	66.2	22.0	66.3	-1.0	-3.1	-2
	Ballou Foundation Coastal Center for Sustainable Design and Construction (M)	Seattle	WA	Office	51,800	17.7	56.6	16.6	52.4	-6.9	-21.0	-10
	David and Lucile Packard Foundation (M)	Los Altos	CA	Office	49,161	24.4	76.9	20.0	61.4	-4.6	-14.0	-7
	DPK Construction Phoenix Net Zero Office (M)	Phoenix	AZ	Office	16,533	26.8	84.3	26.0	82.0	-2.7	-8.8	3
2012	Pringle House for Sustainable Living (M)	Pittsburgh	PA	Public Assembly	24,360	18.2	57.3	18.7	58.8	-0.5	-1.5	0
	Second Street School Shirens Family Library (M)	Albany	CA	Education	6,800	19.2	41.6	38.8	47.0	-17.6	-55.4	-22
	Smith College Bethel Environmental Classroom (M)	Northampton	MA	Education	2,800	11.5	36.1	17.6	55.6	-6.2	-19.5	6
	431 India Ave (M)	San Jose	CA	Office	21,000	13.5	42.5	28.7	80.2	-15.2	-47.7	-20
2013	PNC Net-Zero Branch (M)	Fort Lauderdale	FL	Financial (Bank and Credit Union)	4,766	58.1	186.0	64.4	203.0	6.4	-17.0	5
	Sandy Grove Middle School (M)	Lancaster	MA	Education	24,000	20.6	64.9	26.7	112.6	-15.1	-42.7	-15
	Woodbury Public Library (M)	Woodbury	CA	Public Assembly	3,300	21.7	68.3	25.5	80.4	-3.8	-12.1	-5
	Smith Environmental Center (M)	Virginia Beach	VA	Education	10,000	14.6	45.9	28.6	80.1	-14.0	-44.2	-14
2014	DPK San Francisco Office (M)	San Francisco	CA	Office	24,010	21.8	68.0	22.1	66.6	-0.5	-1.6	-1
	Willow School (M)	Gloucester	NJ	Education	20,000	21.8	68.9	26.0	119.2	-13.1	-41.4	-12
	Pittsburgh Community Center (M)	Pittsburgh	PA	Education	80	14.5	45.9	28.8	86.6	-6.3	-19.0	-6
2015	Rocky Mountain Institute Innovation Center (M)	Bozeman	MT	Office	15,810	16.8	52.9	26.2	82.7	-0.4	-29.0	-12
	Sumner and Craft (M)	Orlando	FL	Office	3,740	4.8	21.4	8.4	26.5	-1.6	-5.1	-12
	Monty Architects Office (M)	Waltham	MA	Office	2,968	22.1	69.5	26.0	78.6	-2.9	-8.1	-2

Buildings marked with (M) indicate measured data. Buildings with (N) indicate measured data & include LEED Certification.

Proving Feasibility by Tracking Trends and Growth

Number of Zero Energy Buildings

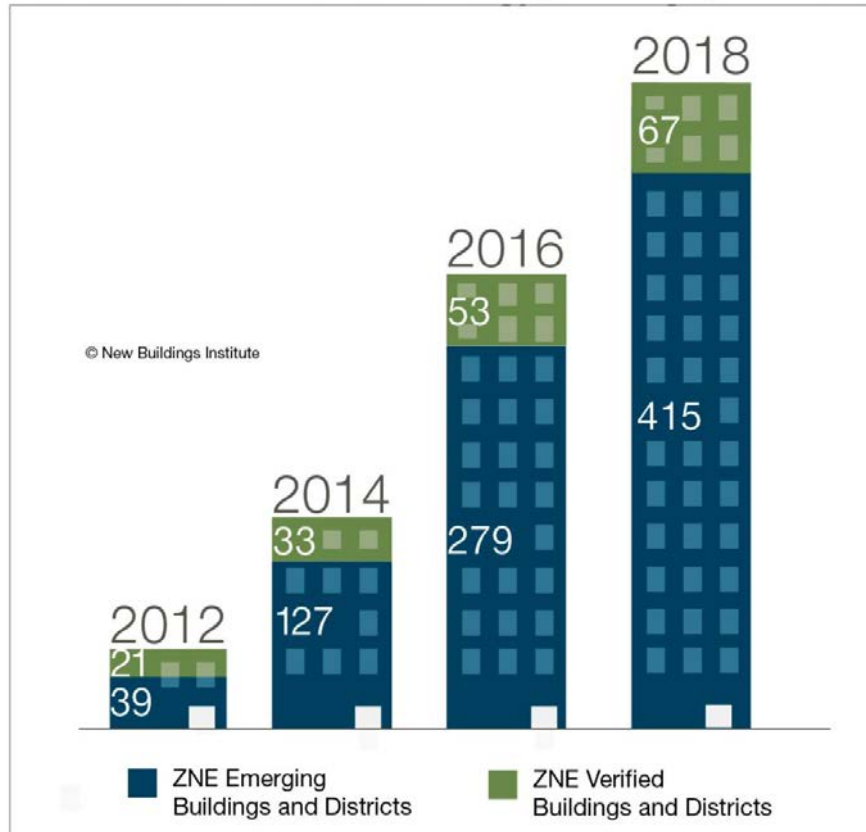


Fig 2. There are now 67 ZE Verified and 415 ZE Emerging projects documented by NBI.

Zero Energy Building Growth

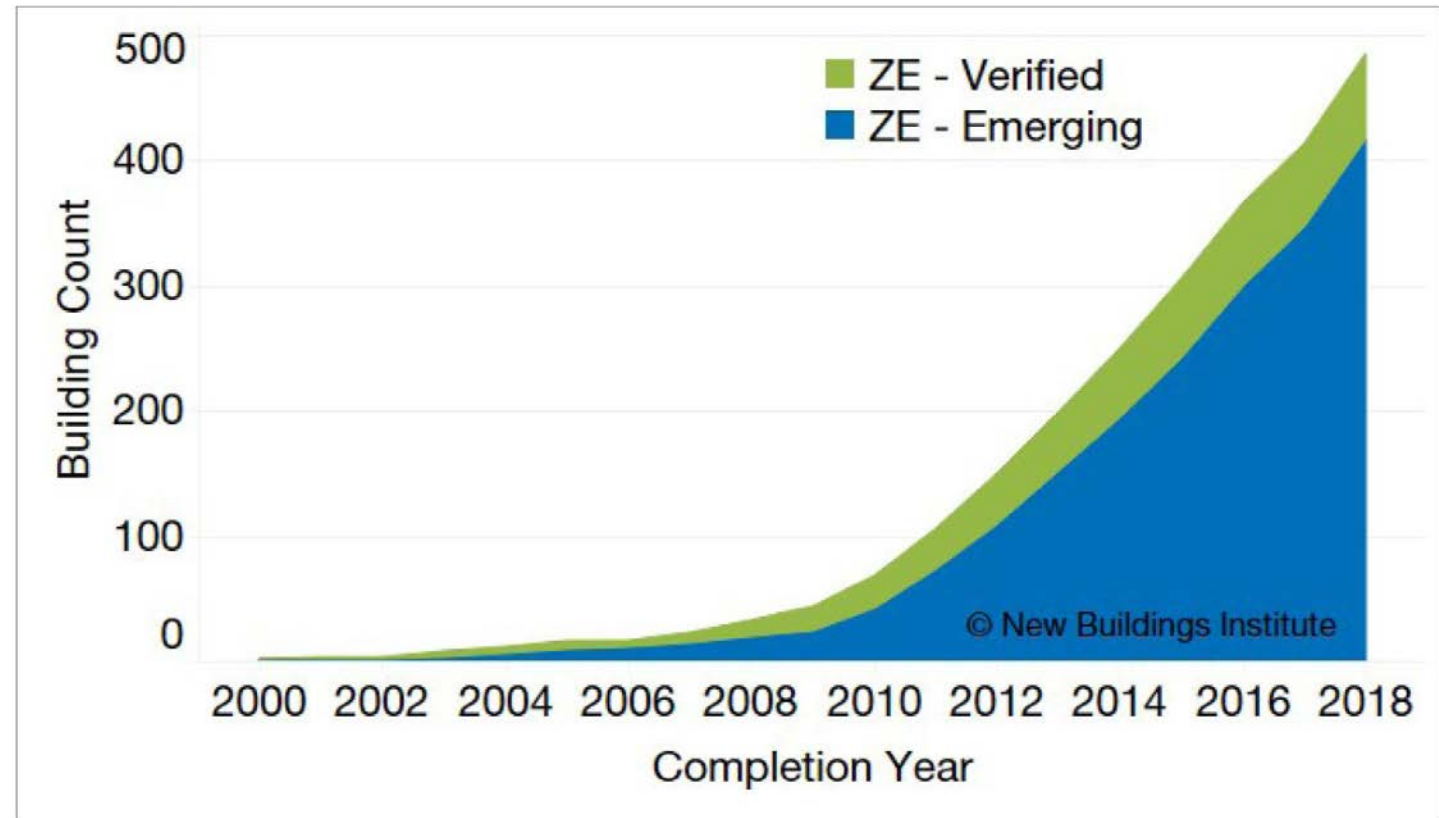


Fig 1. The Buildings List includes nearly 500 projects and is on a steep curve upward, having increased over 700% since 2012.

Spreading Success

2018 Buildings List Project Locations

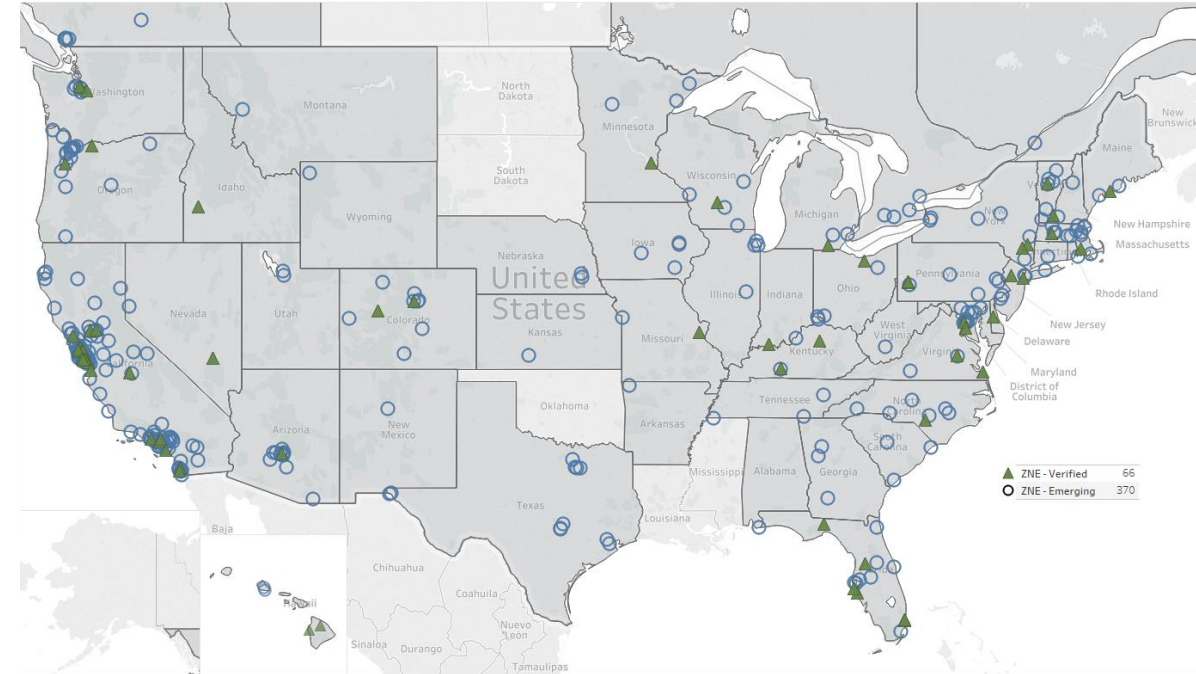
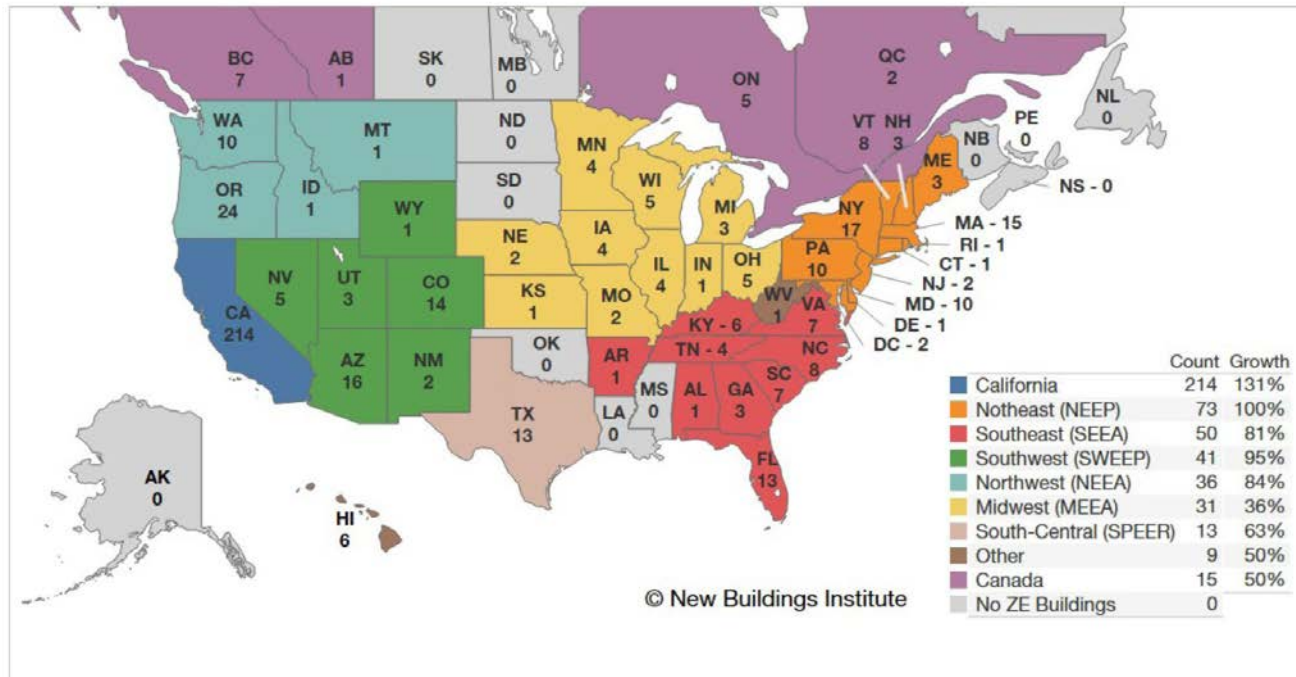


Fig 3. ZE Projects by region and state/province. The legend shows regional growth trends in projects since our 2014 List.

- CA and OR are the top states and together represent ~ 50% of the list...but
- Both the **NE** and **SW** have seen growth of greater than 90% since 2014
- 42 states and 4 providences have documented ZE buildings

Putting Performance into Perspective

- ZE Verified buildings on average use **60% less energy** than comparable existing U.S. commercial buildings and 46% less than new buildings under one of the most stringent U.S. base code (CA Title 24).

Gross EUI Distribution of ZE Projects

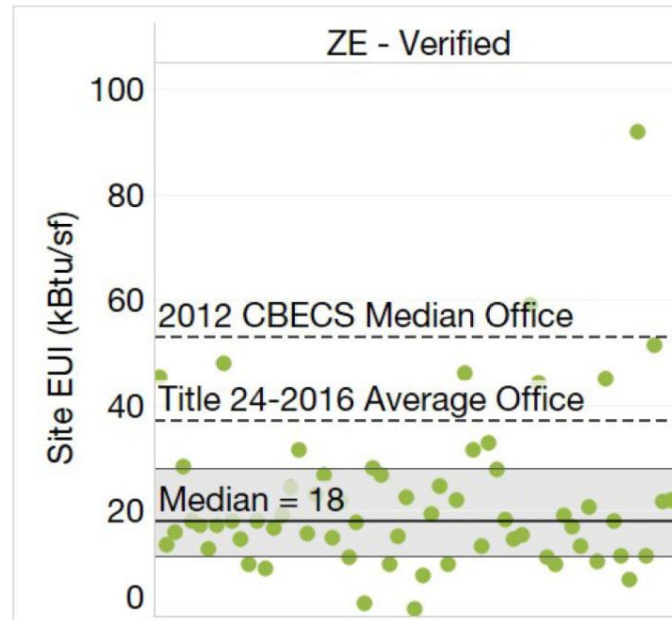


Fig 5. This chart shows the range of energy usage (gross site EUI, not including renewables) for the zero energy projects in this List. The grey band covers the 20th to the 80th percentile in each group.

Free Resources

- 2018 Getting to Zero Status Update and List of Zero Energy Projects
- Recorded Webinar Available
- Downloadable Figures & Charts



<https://newbuildings.org/resource/2018-getting-zero-status-update/>

The background of the slide features a large, white, curved sculpture that resembles a sail or a wing, standing in a field of bright yellow flowers. The sky is a clear, vibrant blue with scattered white clouds and a flock of birds in flight. Several power lines stretch across the scene from the top right towards the left.

The GridOptimal™ Initiative

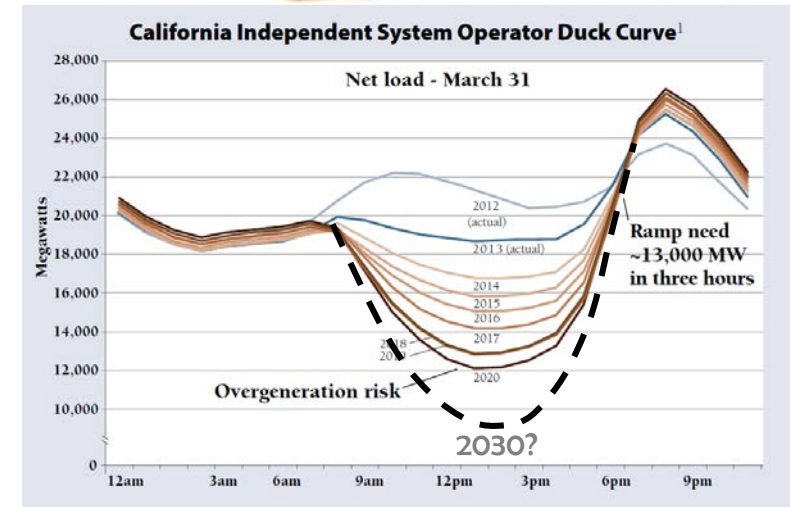
A New Rating System and Metric For Building-Grid Interactions

*New Buildings Institute
U.S. Green Building Council*

Change is Coming

What's Next for Buildings and the Grid?

- What is the role of buildings, renewable energy, and storage in the **utility of the future**?
- We are seeking **solutions to today's challenges** and opportunities for **market transformation**.
- We are assembling top experts to help **answer these questions**.



Source: Jim Lazar, 2016

GridOptimal: Why is it Needed?

There are currently no metrics that define building-level grid citizenship, or rate building-grid interaction quality

- Different players have **different language** to discuss the topic
- New technology has introduced new **opportunities and challenges** for building owners and grid operators alike
- Need to catalyze **harmonization** of building design with grid interaction



GridOptimal: Why is it Needed?

The GridOptimal Rating System includes a New Quantitative Metric for Building-Grid Interactions

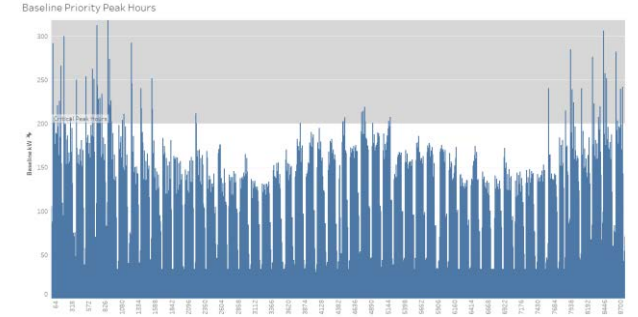
- Defines a building's **“grid citizenship”**
- Credit for **Building Technologies & Strategies**
 - Passive features
 - Dispatchable / Responsive features
- Improves **integration of DERs** onto the grid
- Ensures continued **affordability, safety, reliability, & resilience** for buildings and the grid



The GridOptimal Score: Rating Building-Grid Interactions

Start with: min. 1 year of Load Profile Data

- 8,760 hrs Net Power Balance (kW Demand and kW Production) for **Rated Building & Baseline Building**



End with: Simple, easy-to-understand key number(s)

- GridOptimal Score integrates **an asset and an operational rating** based on building-grid interactions and capabilities

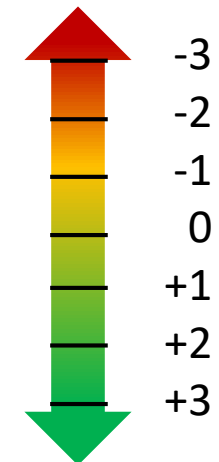


Image: Resnet

GridOptimal™ : Layering Grid Resources

- Passive Design Elements
- Active Dispatchable Elements (ADR)
- Distributed Energy Resources
- Addressable EV / Storage Technologies



<http://www.lakeland.co.uk>

Stakeholders and Market Applications

Grid Perspective (Regulators, Utilities, Program Administrators):

- Incentive Programs: Distributed Energy Resources & Buildings
 - Upfront incentive for GridOptimal design
 - Favorable rates
 - “New Business” charge for connecting a building to grid upon completion
- Target building upgrades for grid operation/stability
- Provide predictable building load reductions to grid managers and for bidding into electricity markets
- Reduced demand ramp up/down leads to greater overall generation efficiency and reliability for grid operator

Building Perspective (Customers, Developers, Designers):

- Design & Specification Process
- Real Estate & Building Asset Valuation
- Insulation against demand charge changes

Regulatory and Policy Framework:

- Aligns with ZE Building Goals and Policies
- Regulatory and Policy Frameworks (e.g. CA Title 24, New York REV)
- Model Codes & Standards (e.g. ASHRAE 189.1, IECC, etc.)

Building Owners & Managers

Key Benefits

- Create a new revenue stream from existing assets
- Enhance access to utility incentives & programs
- Improve building valuation
- Improve Risk Management
 - Insulate against demand charges
 - Reduce bottom-line impacts of rate structure changes
- Meet Sustainability goals/mandates
- Ensure that building staff are engaged in energy performance



How Can GSA Participate?

- Become a Partner/Sponsor of the GridOptimal Initiative
- Join the Technical Advisory Committee
 - Guide GridOptimal development and implementation
 - Access to leading experts in a collaborative environment
- Participate in Webinars, Workshop(s)
- Pilot the GridOptimal Score in federal buildings

GRIDOPTIMAL INITIATIVE

SEARCH

Our Work

- Zero Net Energy +
- Advanced Buildings +
- Outcome-Based Performance +
- Deep Energy Retrofits +

Newsletter

Sign up to receive updates from NBI.

<https://newbuildings.org/gridoptimal-initiative/>



Strategic Portfolio Energy Planning

Strategic Portfolio Energy Planning

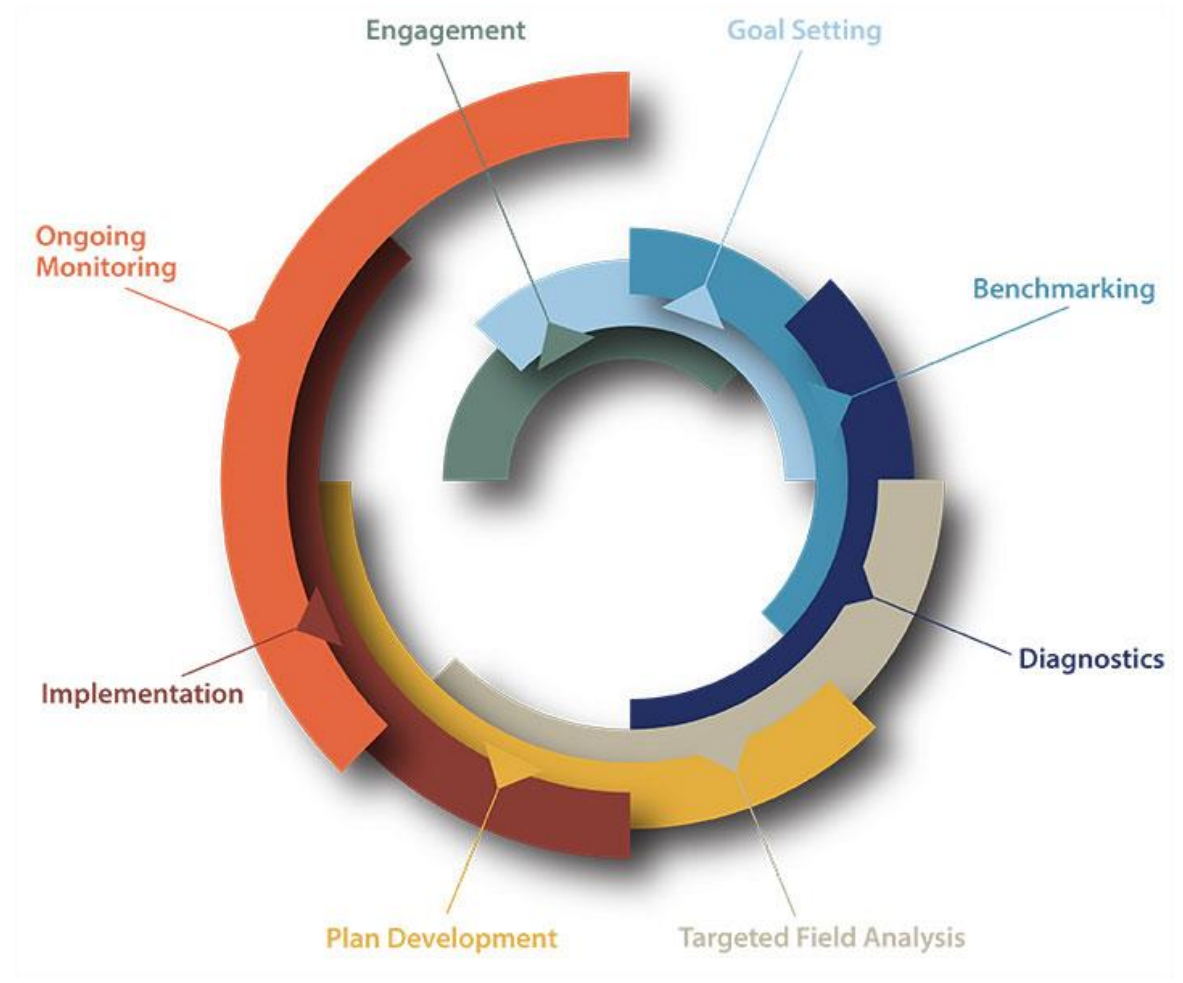
DOE project:

Municipal Portfolio Performance and Policy Opportunities

- Developing **replicable process** and **open-source tools** for public buildings
- Partners: Maalka, EcoEdge, NEEA
- Software platform integrated with Energy Star Portfolio Manager

Strategic Portfolio Energy Planning

- Replicable process for small to mid size cities and other public portfolio holders
- Long-term, strategic approach to managing energy in public buildings
- Leveraging existing tools, creating new resources



FirstView: What is it?

Inputs:

- Aligned with Portfolio Manager

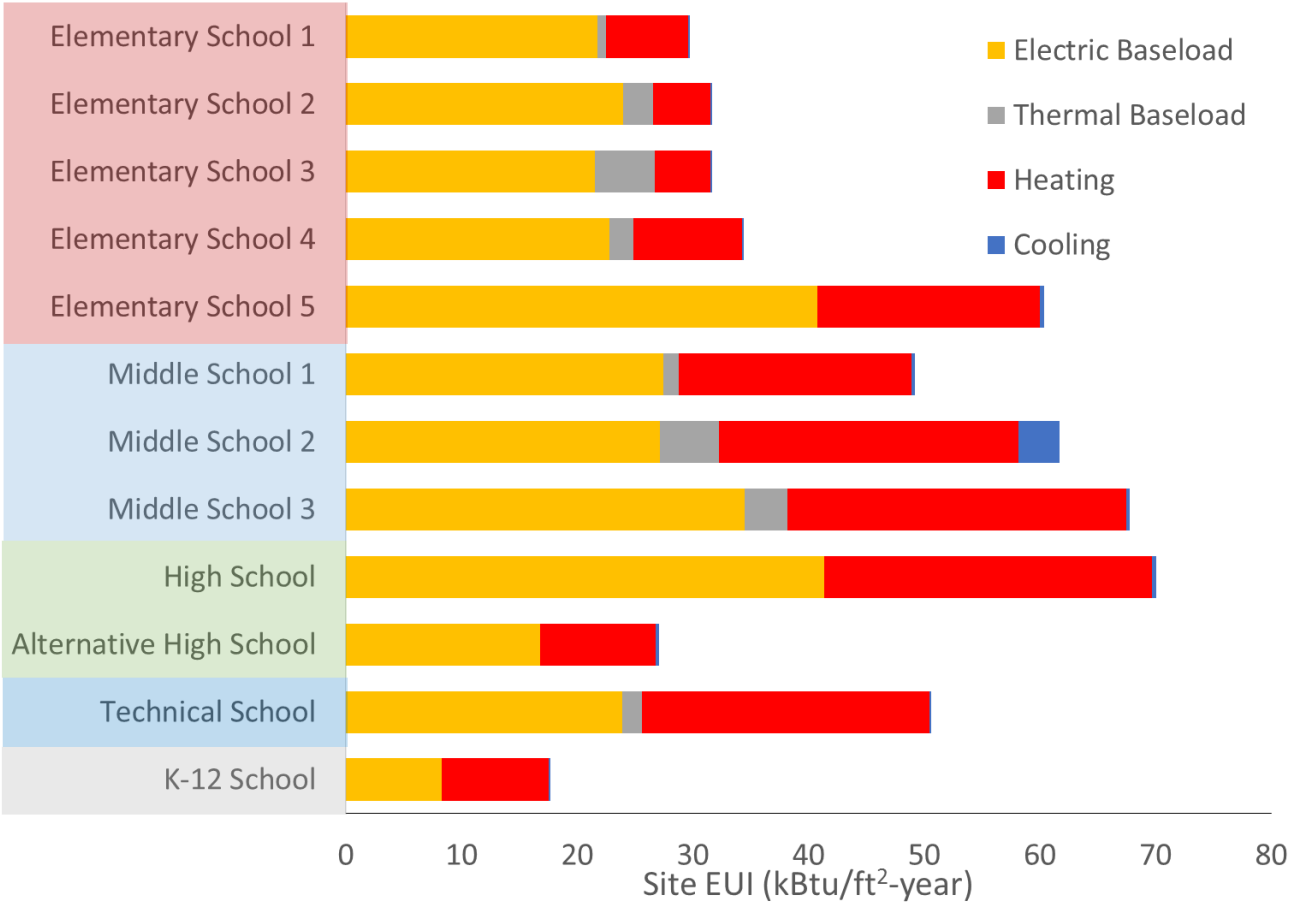
Outputs:

- Disaggregated energy by end-use
- Diagnostics
- Actionable recommendations



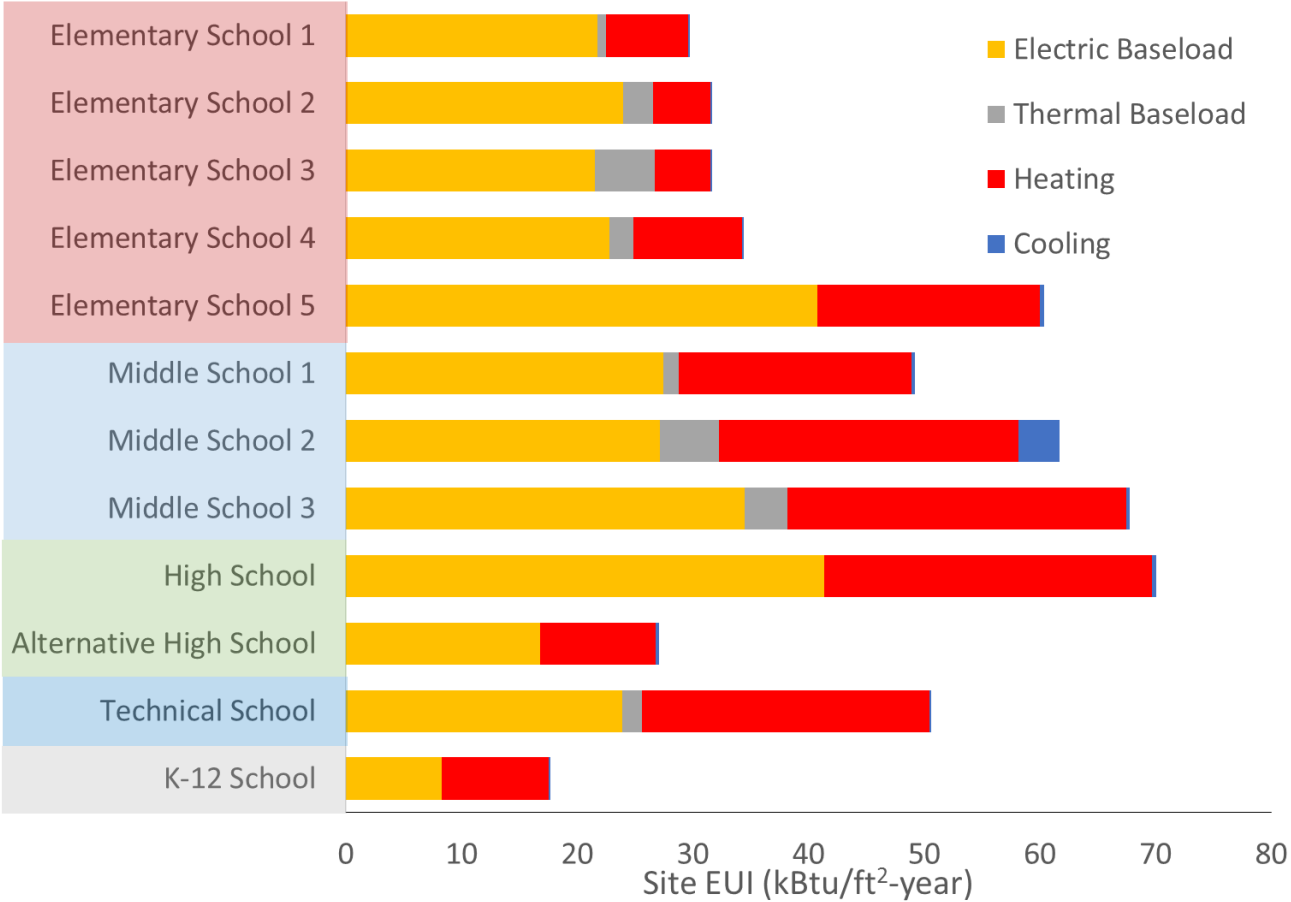
Portfolio-Level: Disaggregated Energy

Weather Normalized Building EUI by End-Use



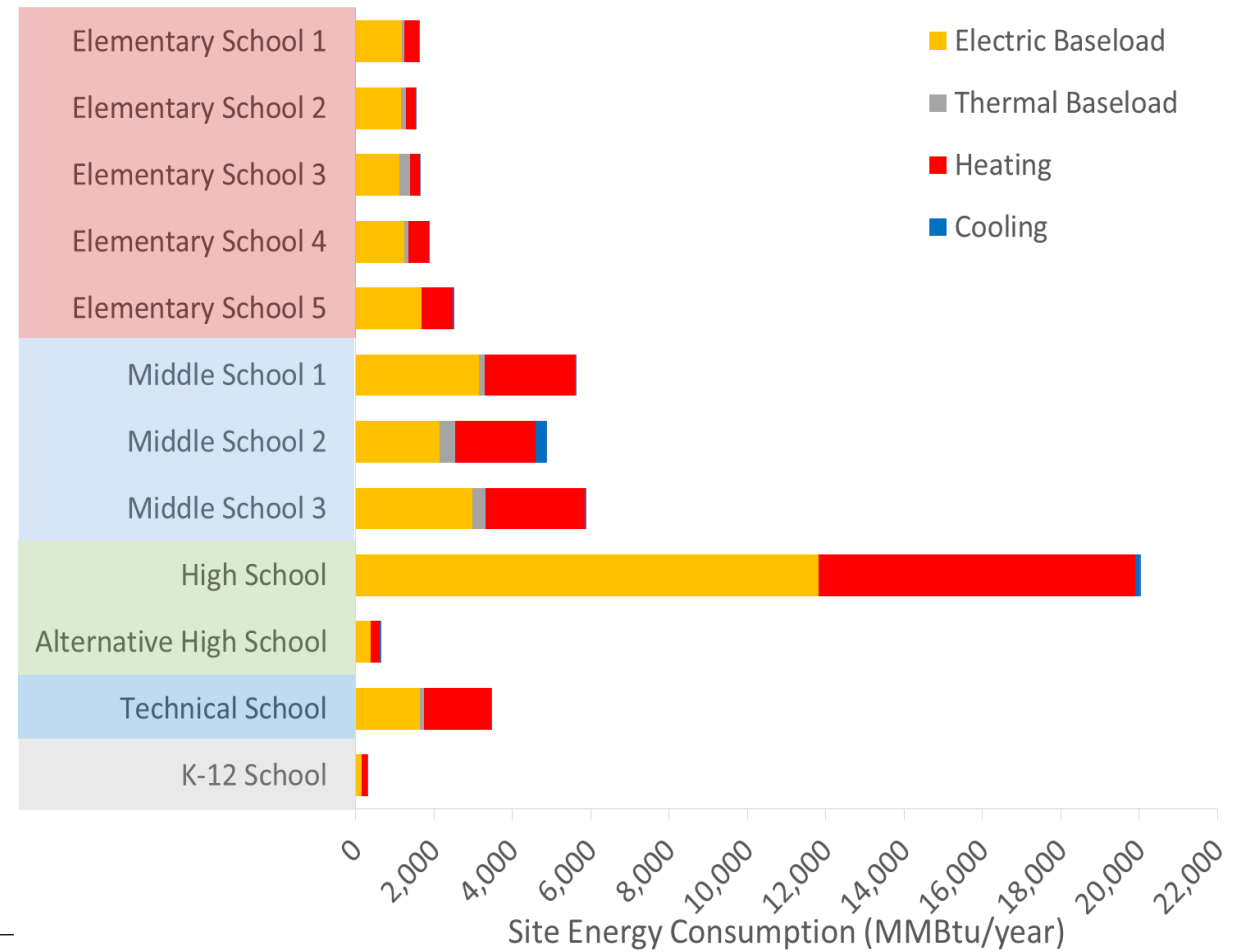
EUI

Weather Normalized Building EUI by End-Use



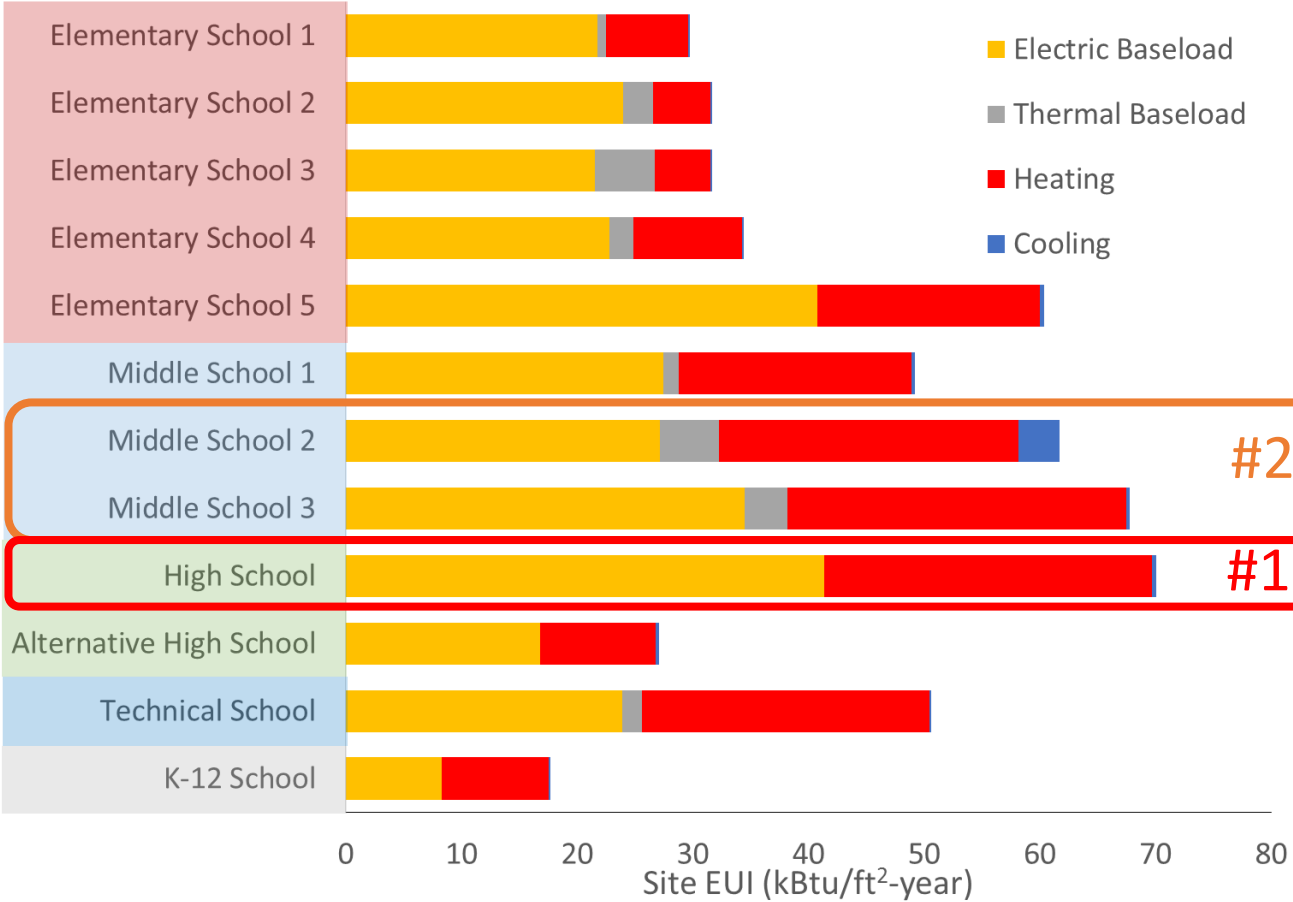
Total Consumption

Weather Normalized Building Total Energy Usage by End-Use



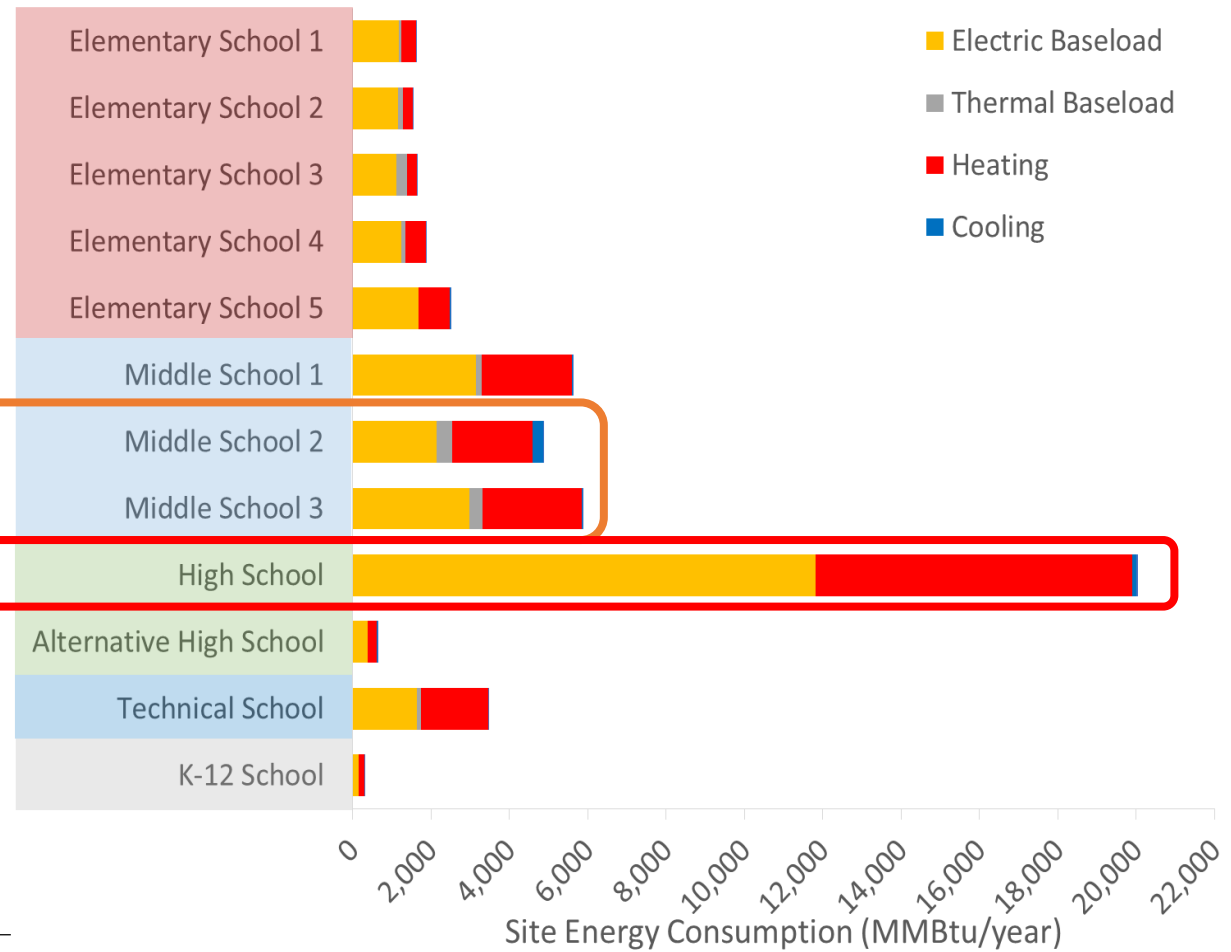
EUI

Weather Normalized Building EUI by End-Use



Total Consumption

Weather Normalized Building Total Energy Usage by End-Use



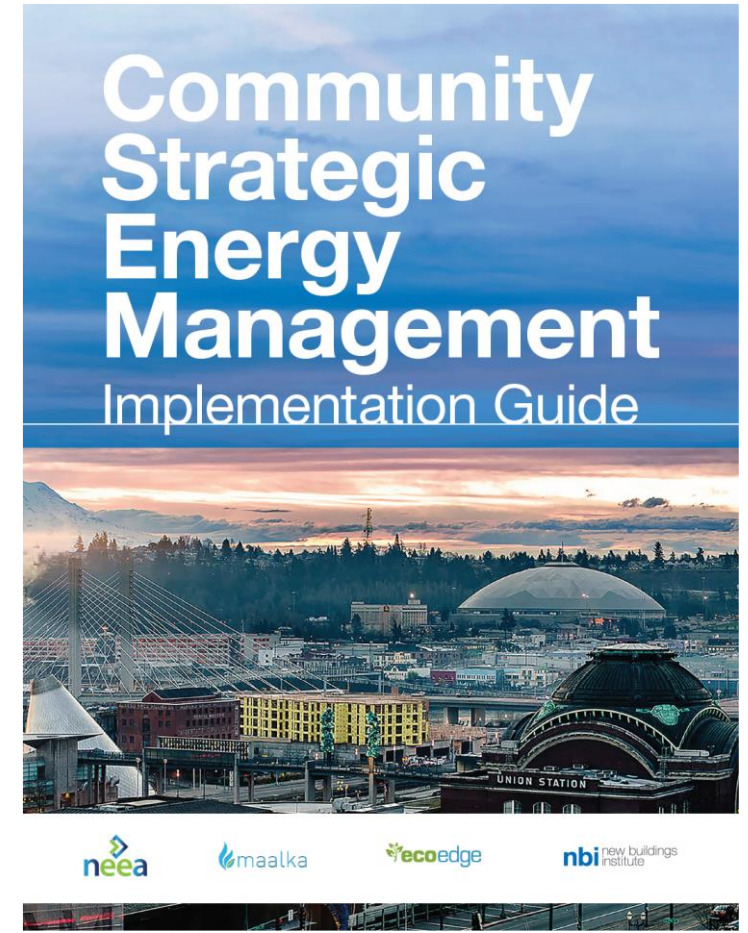
FirstView Applications: Portfolios

- Cities
 - Past: Seattle WA, Tacoma WA, Boise ID, Emeryville & Berkeley CA, Cambridge MA
 - Current: Providence RI, Eugene OR, Missoula MT, Grand Rapids, MI
- Schools
 - Examples: State of Oregon (all K-12 schools), Eastern WA School Districts
- Private/Public Collaboratives
 - Example: Seattle 2030 District (offices, multifamily, retail, labs...)
- Private Building Owners
 - Examples: Enterprise Community Partners, Emerald Cities (both multifamily)

Tools and Resources

- Implementation Guide
- Case Studies (participating cities)
- Open-Source Data QC tool
- Master Facilities Tracking Templates
- Public Buildings Strategic Energy Management Plan Template

<https://newbuildings.org/community-sem>





GETTING TO **zero**

NATIONAL FORUM 2018

April 17-19, 2018
Grand Wyndam | Pittsburgh

gettingtozeroforum.org

The premier global event dedicated to defining the future of low and zero energy buildings.

- Share perspectives on the growth of ZE
- Build knowledge on policies driving projects, and design and operation best practices
- Collaborate on opportunities for ZNE to transform the built environment

nbi new buildings
institute





Thank You!

Ralph DiNola

CEO, NBI

ralph@newbuildings.org

Alexi Miller, PE

Senior Project Manager, NBI

alexi@newbuildings.org

343 Second Street

David and Lucille Packard Foundation Building

Courtesy: EHDD



GOOD PRACTICES COMBINED/JOINT/MEGA CRC

This document includes background information on good practices on how to run an effective Combined/Joint/Mega CRC. A checklist at the end of this document will help the Regions during the planning phase to ensure that important tasks and decisions are handled appropriately.

Good and Promising Practices

The decision to have a combined/joint/mega CRC should be made and voted on in each involved Region to ensure attendance from all Chapters. The vote to have this type of event should be at least 2/3 in order to have enough momentum to go forward.

The management of the CRC should be shared by each Region and the Host Chapter. Each Region and the Host Chapter should have representatives on the organizing committee/host committee. The Host Chapter should keep in mind that it is organizing the CRC for each Region and should provide help and support to each.

Sponsorship opportunities must be evaluated and shared with the representatives from the Regions early in the planning.

Each Region should state in writing its need for meeting rooms, halls, coffee breaks, sleeping rooms, etc. before the contract with the hotel is signed. All involved DRCs or representatives from each Region should be involved in the venue selection, but the Host Committee should provide the primary point of

contact with the hotel to reduce confusion. Selection of the venue should be based on easy access, price, and adequate facilities.

Combined budget considerations and cost sharing needs must be in place prior to the CRC. Each Region's obligation and responsibility on when and how much to pay should be clear from the beginning.

Each Region may have a separate counter for registration. However, a single registration desk, perhaps manned by representatives from each Region, is preferred. The Regions should agree on a single registration system. In addition, the welcome package, registration package, cost, and other details should be the same for all participating Regions. Extra services or amenities at an increased cost may be provided, but in most cases should be optional.

All Regions should agree in advance on how the CRC will be promoted and to whom. For example, will a link to the same registration portal be provided on each Region's website and, perhaps the Host Chapter's website? Who will be responsible for sending emails and invitations to Chapter officers? Who will be responsible for sending emails and invitations to the assigned VIPs and staff representatives?

Airport pickups, tours, and spouses program should be combined for ease of execution.

Technical program, Welcome party and Presidential Dinner (or Luncheon) should be combined to enhance interaction among the Regions. Seating arrangements should be agreed on by the organizing committee prior to each event.

CEU certificates need to be provided for all technical sessions.

Workshops (for example, Chapter Operations, Student Activities, Historical) can be combined – and if so, the RVCs should coordinate the presentations. If Society offers centralized training (for example, for RP or MP), these sessions also can be combined. Note that Society considers centralized training to be separate and distinct from a workshop; the staff liaison for the centralized training must be contacted in advance of the CRC to explain the differences, including reimbursement policies for centralized training attendees.

Attendees at any combined event should be respectful of all other attendees and should stay in the room until the end of the complete event. If attendees from one Region leave en masse in the middle of an event, their departure creates unnecessary distraction, results in a mostly empty large meeting space, and can be considered rude.

The award luncheon for each Region should be separate since each Region may have different awards. If combined, the event will be too long and will not serve the purpose of rewarding Chapters within the specific Region.

The review session for each participating Region should be separate.

The involved Regions should conduct a final accounting, including a comparison of actual to budgeted revenues and expenses, expense- and revenue-sharing assigned to each Region, and payments that have taken place among the Regions.

Vice-Presidents should be assigned prior to the CRC to review each Region and provide the VP report at the Business session.

Staff representatives should be assigned prior to the CRC to provide the staff report at the Business Session and insight at the post-event wrap-up.

Checklist

Elements	Guided Questions	Achieved/comments
Approval from the region	Was the decision to have a joint/combined/mega CRC approved by each Region?	
Organizing committee/Host committee	Is each Region and the Host Chapter represented on the organizing committee/host committee?	
Sponsorship	Has the strategy for bringing sponsorships been agreed on?	
Requirements from participating Regions	Has each Region submitted its list of requirements (meeting space, sleeping rooms, etc.)?	
Combined budget and cost sharing	Has the combined budget been prepared and agreed upon by each Region?	
Registration	What will be the registration fee structure? How will registration fees be collected and allocated between/among Regions?	
Banners	Are all the banners prepared?	
Airport pick ups	Have airport pickups been arranged?	
Spouse program	Has a spouse program been prepared and agreed on?	
Technical program	Is the technical program arranged and agreed on?	
Welcome Party	Are the details for the Welcome Party arranged?	

Presidential Dinner (or Luncheon)	Are the details for the Presidential Dinner/Luncheon arranged?	
Award Luncheon	Are the details for the Award luncheon arranged?	
Review meeting	Are the locations of the review meetings set?	
Vice President	Which Society Vice President will attend each Region's business session?	
Staff representative	Which staff representative will attend each Region's business session?	
Emails and Invitations	Who will be responsible for contacting chapter officers, VIPs, and staff representatives?	
Promotion	What is the promotion plan for the CRC? Who will promote the CRC, how, and when?	

From: [Billy Austin](#)
To: [Littleton, Jeff](#)
Subject: Followup: 2019 Joint CRC - Regions IV and XIV
Date: Tuesday, March 27, 2018 6:51:00 PM
Attachments: [image001.jpg](#)
[ATT00001.htm](#)
[image002.jpg](#)
[ATT00002.htm](#)
[image003.png](#)
[ATT00003.htm](#)
[image001.jpg](#)
[ATT00004.htm](#)
[image001.jpg](#)
[ATT00005.htm](#)
[Combined Joint Mega CRC.DOCX](#)
[ATT00006.htm](#)

Jeff,

Just following up on this subject with you. Thanks Jeff!

George W. (Billy) Austin, Jr., P.E.
Principal, Shultz Engineering Group
[704-334-7363](tel:704-334-7363) (office)
[704-618-1959](tel:704-618-1959) (cell)

Begin forwarded message:

From: Billy Austin <BAustin@shultzeg.com>
Date: February 22, 2018 at 11:38:05 PM EST
To: "Jeff Littleton (jlittleton@ashrae.org)" <jlittleton@ashrae.org>
Cc: "Joyce Abrams (jabrams@ashrae.org)" <jabrams@ashrae.org>, "stevemarek.pe@gmail.com" <stevemarek.pe@gmail.com>, "Ginger Scoggins (gscoggins@engineereddesigns.com)" <gscoggins@engineereddesigns.com>, "D. A. CHARALAMBOPOULOS & ASSOCS" <dimitris@ashrae.gr>, Costas Balaras <costas@noa.gr>, "Charles E Gulledge (cgulledge@accorporation.com)" <cgulledge@accorporation.com>, "Malcolm D Knight (dknight@wholebuildingsystems.com)" <dknight@wholebuildingsystems.com>
Subject: 2019 Joint CRC - Regions IV and XIV

Jeff,

From what I can gather, it looks like we have two items that need to come before Excom via yourself as follows: 1) The leadership of Regions IV and XIV would like to have a Joint CRC in Mykonos, Greece in September, 2019; and related to this, 2) The Greenville and Southern Piedmont chapters would like to flip upcoming years they are responsible for the CRC, with Southern Piedmont taking responsibility for the 2019 Joint CRC and Greenville taking it in 2020 as a Region IV CRC. Background information is in the e-mail string below.

This discussion began in Chicago, where Dimitris, Costas, Tom Phoenix and I spent a

good bit of time discussing. We were flattered that Region XIV approached us (Region IV) first. I have since run this by the leadership of the Southern Piedmont, Atlanta, North Piedmont, and Greenville chapters (I will be meeting with the other Region IV chapter leaders over the next few weeks) as well as individually with Chuck Gullledge, Sheila Hayter, Ginger Scoggins, and Dennis Knight (Steve Marek has been talking with Dennis); and Region IV RVCs and other leaders. All are for doing this, and everyone's wheels are turning on how we might fund it through local fundraising, a trade show, centralized training, a specialty conference, use of allotted travel vouchers, etc; and maybe even another abroad board meeting as suggested by Dimitris in his latest e-mail. It looks like we will need to raise in the range of \$150,000 - \$200,000, but we think we can do it.

As you can see by the correspondence below, we have plenty of enthusiasm, experience, creativity, and brain power behind this already. So, could you bring this to Excom to get feedback on how we might go about getting approval?

Thanks Jeff!

Billy

George W. (Billy) Austin, Jr., PE
BCxP, BEAP, BEMP, CEM, CPD, HBDP, HFDP, OPMP, LEED AP BD+C
Member - ASHRAE, ASPE, AEE, ASME, MENSA, NFPA, TBP, USGBC

Principal

<!--[if !vml]-->

From: [Abrams, Joyce](#)
To: [Littleton, Jeff](#)
Subject: FW: ASHRAE Joint CRC - Region IV and XIV
Date: Saturday, April 7, 2018 8:37:23 AM
Attachments: [Combined Joint Mega CRC.DOCX](#)

Hi, Jeff. Glad you're safely in China.

Below is part of the email string I forwarded to you in February in case it's helpful.

My estimate of the additional transportation cost – airfare for flying individuals from Region IV to Athens, Greece – was \$67,550. (The Region IV CRC is scheduled to be in Greenville, SC; I believe attendees could drive to that destination and reimbursement for transportation would be relatively inexpensive.)

Estimates for airfare

Region IV	Athens, Greece	x 7 attendees per Chapter
Atlanta	\$1,000	\$7,000
Charleston	\$1,400	\$9,800
Greenville	\$1,500	\$10,500
Northern Piedmont	\$1,500	\$10,500
South Carolina	\$1,500	\$10,500
Southern Piedmont	\$1,350	\$9,450
Triangle	\$1,400	\$9,800
Totals	\$9,650	\$67,550

This estimate does not include flights and other reimbursable expenses (e.g., CRC registration fees, hotel, meals) for 4 volunteer VIPs and 2 staff members – and any additional host committee members from both Chapters. I don't know where Billy/Region IV got the estimate of needing \$150,000 to \$200,000, but perhaps those figures include all reimbursable expenses.

In addition, the leaders from both Regions have expressed a desire to have centralized training for MP, RP, and Student Activities at the Joint CRC to encourage additional attendance. MP and Student Activities are not planning to have centralized training in Athens in 2019 and are not budgeting for it. (Student Activities has centralized training only at the Annual Conference.) I'm not sure of RP's plans. If any centralized training session does take place in conjunction with the joint CRC, then those expenses should be included in the total.

Joyce Abrams | Director of Member Services
Extension:1104

From: Abrams, Joyce
Sent: Thursday, February 22, 2018 3:18 PM
To: Littleton, Jeff <JLittleton@ashrae.org>

Subject: RE: ASHRAE Joint CRC - Region IV and XIV

Update: Billy Austin is planning to send you an email requesting ExCom approval of the joint CRC in Athens, Greece in 2019. Ginger is aware that this request is coming to you; Chuck and Dennis may be, also.

I've shared with Ginger, Billy, and Steve the attached document which was developed after the Region XIII/RAL Joint CRC to provide guidance for these types of events.

From: Abrams, Joyce

Sent: Thursday, February 22, 2018 12:14 PM

To: 'Steve Marek' <stevemarek.pe@gmail.com>

Cc: Grant, Vickie <vgrant@ashrae.org>

Subject: RE: ASHRAE Joint CRC - Region IV and XIV

Hi, Steve. At the bottom of this message are cost estimates for airfares for Region IV Chapter members to Athens, Greece. (NOTE: Greenville, SC, would have been the location in the regular Region IV rotation. Essentially all reimbursable positions would be able to drive to that location.) These estimates do not include additional airfare costs for Society Officers or assigned staff representatives.

Other factors to consider include finding a venue that can accommodate

- the number of required sleeping rooms: at least 7 people per Chapter for 7 Chapters in Region IV and 8 Chapters in Region IV + 4 Society Officers + 2 staff representatives = 111 (not including "host committee" members from both Regions)
- the number and size of required meeting/conference rooms
 - two meeting rooms would be required for those parts of the agenda that are concurrent but not shared, such as caucuses, business sessions, and award ceremonies
 - several meeting rooms would be required for shared, concurrent grassroots training workshops, which is normal; the difference is that each meeting room must be large enough to accommodate two Regions' worth of attendees

Attendees will want to know the CRC registration fee and whether it includes the sleeping room, meals, etc. If the registration fee does not include sleeping room, meals, and other expenses, then attendees will want to know those costs, too.

I hope this quick analysis is helpful! Let me know if you want me to estimate other costs.

Joyce

Using Society's reimbursement criteria for airfares (e.g., booked at least 2 weeks in advance, coach), for 7 people per Chapter for all 7 Chapters in Region IV, the total estimate for transportation reimbursement to Athens, Greece, would be approximately \$67,550.

Estimates for airfare

Region IV	Athens, Greece	x 7 attendees per Chapter
Atlanta	\$1,000	\$7,000
Charleston	\$1,400	\$9,800
Greenville	\$1,500	\$10,500
Northern Piedmont	\$1,500	\$10,500
South Carolina	\$1,500	\$10,500
Southern Piedmont	\$1,350	\$9,450
Triangle	\$1,400	\$9,800
Totals	\$9,650	\$67,550

Per the email discussion below and at Mick's request, please add to the draft spring ExCom agenda under open session New Business an item called "Staff Employee Handbook Language – Schwedler" for Bjarne's consideration and review. Please be sure to include the Mick's attached comparison of the wording used in volunteer vs. staff policies as well as the emails below as an agenda attachment.

Thanks,
Jeff

Jeff Littleton | Executive Vice President
Extension:1100

From: Schwedler, Mick [<mailto:MSCHWEDLER@TRANE.COM>]
Sent: Thursday, March 8, 2018 5:34 PM
To: Littleton, Jeff <JLittleton@ashrae.org>
Subject: RE: Comparison, ROB and Employee Handbook Comparison: Specific sections

Thank you, Jeff.

I also agree that some sections should be different in some places and alluded to that in the comments.

I have concerns about sections of the Employee Handbook sections made available having limited information on:

- Complaint procedures
- Confidentiality
- Non-retaliation

Even without these concerns, re-visitation of ASHRAE policies is a wise idea in the present climate.

So, I would like this placed on the ExCom agenda. If you prefer I contact Bjarne, please let me know and I will do so.

Best regards,

Mick

From: Littleton, Jeff [<mailto:JLittleton@ashrae.org>]
Sent: Thursday, March 08, 2018 9:50 AM
To: Schwedler, Mick <MSCHWEDLER@TRANE.COM>
Subject: RE: Comparison, ROB and Employee Handbook Comparison: Specific sections

Hi Mick,

Thank you for sharing this info. A lot of work went into preparing this information. The differences between staff and volunteer versions are very minor and I'd suggest that they *should* be different in several cases. **My personal opinion is that this does not warrant ExCom time. ExCom is better served by**

focusing on service to members than on these very minor administrative issues. That said, we will of course be happy to add it to the agenda if that is your preference.

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



From: Schwedler, Mick [<mailto:MSCHWEDLER@TRANE.COM>]

Sent: Wednesday, March 7, 2018 2:22 PM

To: Littleton, Jeff <JLittleton@ashrae.org>

Subject: Comparison, ROB and Employee Handbook Comparison: Specific sections

Thanks for the discussion today, Jeff.

I've attached the comparison I put together for you to review.

I think we should bring this subject up at the next ExCom meeting.

Please let me know if you have any questions or comments.

Kind regards,

Mick Schwedler, PE, FASHRAE
2017-2018 ASHRAE Vice President

mschwedler@trane.com

608.787.4339

608.792.1124 (cell)

Comparison ROB and Employee Handbook Select Sections

Topic/Location	Content
Discrimination and Harassment	
ROB 1.140.003	<p>“ASHRAE strictly prohibits and does not tolerate discrimination against members or applicants for membership because of such individual’s race, color, religion, age, sex, sexual orientation, national origin, physical or mental disability, pregnancy, genetic information, veteran status, uniformed service member status, or any other category protected under applicable law.</p> <p>ASHRAE also prohibits unlawful harassment based on any of the aforementioned legally protected categories. Examples of prohibited harassment include, but are not limited to, abusive language, slurs, jokes, or other verbal or physical conduct relating to an individual’s membership in a legally protected category.”</p>
Handbook	<p>Wording from the Code of ethics:</p> <ul style="list-style-type: none"> • I will not discriminate against or refuse services to anyone on the basis of race, color, creed, age, sex, sexual orientation, religion, disability or nationality. • I will not condone or engage in any form of harassment or discrimination.
Comments	<p>Discrimination: ROB wording broader (e.g. pregnancy, veteran, genetic, etc.) Examples of harassment are not described in the shared Handbook sections. They may be elsewhere.</p>

Sexual Harassment	
ROB 1.140.003	<p>While all forms of unlawful harassment are prohibited, sexual harassment merits special attention. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature, including slurs, threats, derogatory comments and unwelcome jokes and teasing, where:</p> <ul style="list-style-type: none"> • submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s association with ASHRAE; • submission to or rejection of such conduct by an individual is used as a basis for decisions adversely affecting such individual; or • such conduct has the purpose or effect of unreasonably interfering with an individual’s performance of services for ASHRAE, or creating an intimidating, hostile, or offensive working environment. <p>An intimidating, hostile, or offensive environment may be created by such circumstances as pressure for sexual activities, unwanted and unnecessary physical contact with another member, verbal abuse of a sexual nature, the inappropriate use of sexually explicit or offensive language in discussions with, or to describe, an individual, or the display of sexually suggestive objects or pictures. Conduct prohibited by this policy includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex.</p>
Handbook	<p>ASHRAE is committed to the principle that all of its employees should be able to enjoy a work environment free from sexual harassment by co-employees, supervisors, or members. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual or physical conduct of a sexual nature, including slurs, threats, derogatory comments and unwelcome jokes and teasing, where:</p> <ul style="list-style-type: none"> • submission to such conduct is made a term or condition of an individual's employment, either explicitly or implicitly; • submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such an individual; or • such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. <p>An intimidating, hostile, or offensive working environment may be created by such circumstances as pressure for sexual activities, unwanted and unnecessary physical contact with another employee or member, verbal abuse of a sexual nature, the inappropriate use of sexually explicit or offensive language in discussions with, or to describe an individual, or the display in the workplace of sexually suggestive objects or pictures. Furthermore, all employees and members are prohibited from offering, promising, or granting preferential treatment to any employee or applicant for employment as a result of that individual engaging in or agreeing to engage in sexual conduct, and from discriminating against an individual for refusing sexual overtures.</p> <p>It is the responsibility of each employee or member to respect the rights of ASHRAE employees. Any employee who believes that he or she is a victim of such harassment must immediately report the matter to the Human Resource Manager, to any Director, or to the Executive Vice President. It will then be put in writing and ASHRAE will investigate the incident in as prompt, confidential, and thorough a manner as possible. Violations 1.140.003 of this policy will not be permitted and may result in discipline up to and including discharge.</p>
Comments	Similar wording ROB includes harassment of a person of the same sex.

Complaint Procedure	
ROB 1.140.003	Any member who believes that he or she has witnessed or been subjected to discrimination or harassment in violation of this policy must immediately report the matter in writing to ASHRAE's Executive Vice President. ASHRAE will promptly and thoroughly investigate the report and take corrective action, if appropriate. Allegations involving alleged conduct by ASHRAE employees will be investigated in accordance with ASHRAE's internal human resources policies and procedures. Allegations involving alleged conduct by ASHRAE members will be investigated in accordance with the Enforcement Procedures for Violation of the ASHRAE Code of Ethics (the "Enforcement Procedures"). Any member found to have violated this policy will be subject to disciplinary action, up to and including expulsion from membership in accordance with the Enforcement Procedures and ASHRAE's Bylaws.
Handbook	Complaint procedure for Sexual Harassment included. Code of Ethics includes: <ul style="list-style-type: none"> • If I know that a colleague has violated ethical standards, I will bring this to my coworker's attention. If such action fails, I will report the violation to my supervisor.
Comments	Perhaps the Complaint Procedure is in a different portion of the Handbook

Whistleblower Policy	<p>A. Expectation of Proper Conduct: All directors, officers, employees and volunteers of ASHRAE are expected to act at all times in accordance with all applicable laws and regulations, and with the policies of ASHRAE, and to assist in ensuring that ASHRAE conducts its business and affairs accordingly.</p> <p>B. Reporting Credible Information: The financial and ethical integrity of ASHRAE is important, and each director, officer, employee and volunteer of ASHRAE is encouraged to report in accordance with this Policy information relating to suspected illegal or fraudulent practices of ASHRAE, or violations of policies of ASHRAE, so that these situations may be dealt with promptly and effectively. Anyone reporting suspected improper conduct must act in good faith and have reasonable cause to believe that the information shared in the report indicates that a violation has occurred.</p> <ol style="list-style-type: none"> 1. Such information shall be reported to the individual's supervisor at ASHRAE or the Executive Vice President of ASHRAE, unless the report relates to the Executive Vice President, in which case the report shall be made to the Audit Committee of the Board of Directors. In addition, individuals may report anonymously via the EthicsPoint hotline at 800-963-5831 or website at http://www.ethicspoint.com (both available 24 hours per day, seven days per week). 2. The Executive Vice President shall be responsible for the administration of this Policy and for reporting to the Audit Committee of the Board of Directors. <p>C. Confidentiality: ASHRAE encourages anyone reporting suspected improper conduct to identify himself or herself when making a report in order to facilitate investigation of the suspected violation. Reports also may be submitted anonymously through the EthicsPoint hotline or website described in Section B.1. above. Reports of suspected improper conduct will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable ASHRAE or law enforcement to conduct an adequate investigation.</p> <p>D. Retaliation Prohibited: No person who makes a good faith report of suspected improper conduct in accordance with this Policy shall be subjected to intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence for reporting information in accordance with this Policy. Any person entitled to protection who believes that he or she is the subject of any form of retaliation should immediately report the same in accordance with this Policy. Any person within ASHRAE who retaliates against another person who has reported suspected improper conduct in good faith or who, in good faith, has cooperated in the investigation of suspected improper conduct shall be subject to discipline, up to and including termination of employment or volunteer status. This Policy does not provide protection to any person who makes a false report with intent to harm ASHRAE or an individual within ASHRAE.</p> <p>E. Dissemination of this Policy: This Policy shall be disseminated in writing to all directors, officers, employees and volunteers of ASHRAE.</p>
Handbook	<p>Responsibility of Employees to Report Accounting Violations</p> <p>ASHRAE provides the following avenues to report suspected accounting or auditing fraud and/or abuse 24 hours per day seven days per week. If you believe the law is being violated regarding questionable accounting or auditing matters, you must report the situation promptly. Anonymously report incidents of suspected wrongdoing to EthicsPoint at 800-963-5831 or via the website at http://www.ethicspoint.com. Your concerns or suspicions are important to the company.</p> <p>Confidential communication with the hotline or the website is available so the person reporting may request complete anonymity. Preventing financial reporting fraud is, of course, the overriding goal of the Sarbanes-Oxley Act and is important to ASHRAE in maintaining our financial integrity.</p> <p>Employees should be on alert for and report:</p>

	<ul style="list-style-type: none"> • Financial records that do not accurately reflect the true nature or the timing of a transaction. • Transactions that lack underlying documentation. • The receipt of funds or expenditures that have not been recorded. • Efforts to mischaracterize expenses as capital improvements. • The misuse of reserves. • Characterizations of transactions that are driven by a desire to achieve financial goals. • Unreasonable pressure to achieve certain accounting results. • Estimates that lack reasonable support or that have not been made in good faith. <p>The Sarbanes-Oxley Act provides protection for employees and states that the organization cannot discharge, demote, suspend, threaten or harass, or in any other way discriminate against them in the terms or conditions of employment absent of a knowingly false report. Another purpose of the Sarbanes-Oxley Act is to strengthen internal controls. All employees need to understand that efforts to avoid review of financial or other matters, by either internal or external auditors, can have ruinous consequences. Any such effort must be reported through the appropriate channels. For instance, any efforts to deflect auditors' attention (by steering them elsewhere) from an area of questionable conduct should be immediately reported. More generally, employees must be honest and forthcoming with internal and external auditors in every respect, and report any instances where another employee (or third party) has lied to or withheld information from auditors (either in an interview setting or through the creation of misleading records).</p>
Comments	<p>Both ROB and Handbook refer to the Ethics Point Hotline and website.</p> <p>ROB: Section B1 covers “improper conduct.” If the report is against the Executive Vice President it is made to the Audit Committee. Should both financial and non-financial reports be to Audit Committee in such cases?</p> <p>Handbook:</p> <ul style="list-style-type: none"> • Only covers accounting, not other violations of policy or law. Should non-financial reports be included? • There are no sections on confidentiality or retaliation.

Equal Employment Opportunity	
ROB	No section in ROB
Handbook	<p>The policy of the Society, as a federal contractor, is to afford equal employment opportunity and to not discriminate against any qualified person with regard to race, color, religion, age, gender, sexual orientation, national origin, physical or mental disability, pregnancy, veteran status, or military service in accordance with any and all applicable federal and state laws.</p> <p>This policy and practice of equal employment opportunity and non-discrimination apply to all employment and personnel practices/decisions including but not limited to hiring/recall, assignment/transfer, training, promotion/advancement, compensation, and layoff/termination. This policy and practice also are applicable to use of the Society's facilities and participation in all Society-sponsored activities, and it includes the Society's prohibition of sexual harassment and hostile work environment as set forth and defined in this Handbook. As mentioned above, all such practices and decisions will be based upon an individual's qualifications and without regard to any of the aforementioned classifications.</p>

Core Values	
ROB	<p>1.110.002 Core Values (03-01-29-28/06-03-20-05/12-06-24-11D)</p> <p>Excellence. ASHRAE education, technical information and all other activities and products will always reflect the best practices that lead our industry. We strive for continuous improvement and innovation in all our practices and products.</p> <p>Commitment. ASHRAE and its members are passionate about serving the built environment, creating value, and recognizing the accomplishments of others.</p> <p>Integrity. ASHRAE is committed to the highest ethical standards. We work transparently, observing essential requirements for due process and peer reviews to assure our members and stakeholders that we do the right things the right way.</p> <p>Collaboration. ASHRAE seeks and embraces collaborative efforts with organizations, agencies, and individuals sharing our commitment to sustainable built environments.</p> <p>Volunteerism. Members lead ASHRAE at every level, serving ASHRAE and helping ASHRAE serve society.</p> <p>(Diversity has been added as a Core Value but is not in the ROB yet.</p>
Handbook	<p>RESPECT: We respect time, deadlines, and individual needs and situations of fellow staff and members. We recognize that everyone has unique skills that contribute to our success. We support each other just as we support the needs of our members.</p> <p>ACCOUNTABILITY: We take responsibility for our actions, understand our roles, follow through with initiatives, and acknowledge our errors. We understand that we support the needs of our members, and we work to meet those needs.</p> <p>COMMUNICATION: We strive for clarity in correspondence with members and each other. We communicate clear expectations on team projects and roles and exercise transparency in all modes of communication. We recognize the work of others, promote collaboration, acknowledge conscientious effort, and reward a job well done. We promote honesty and trust which facilitates constructive communication and feedback.</p> <p>GROWTH: We commit to moving forward professionally and personally. We encourage innovation and seek out opportunities for education, training, and skills that will enhance ASHRAE’s output and better serve our members.</p> <p>SERVICE: We demonstrate our passions, create a sense of empathy, and promote a volunteer culture similar to that which we ask of our members. We do this through group and individual charitable endeavors that are related to ASHRAE’s mission.</p>
Comments	Have different Core Values seems to make sense

Code of Ethics	
ROB 1.140.001	<p>1.140.001.1 As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.</p> <ul style="list-style-type: none"> A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare. B. Members and organized bodies of the Society shall be good stewards of the world’s resources including energy, natural, human and financial resources C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need. D. We shall act with care and competence in all activities, using and developing up to date knowledge and skills. E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist. F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected. G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work. H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.
Handbook	<p>ASHRAE believes that ethical staff behavior is essential to the Association’s integrity. ASHRAE expects all staff to be responsible, conscientious, committed and honest in their work, as well as in aspects of their private lives related to their work. In order to ensure this, the following code of ethics is to be acknowledged and understood by all staff.</p> <ul style="list-style-type: none"> • I will not discriminate against or refuse services to anyone on the basis of race, color, creed, age, sex, sexual orientation, religion, disability or nationality. • I will not use my professional relationship during the course of my employment to further my own interests. • I will evidence a genuine interest in all persons served, and do hereby dedicate myself to their best interests and to helping them help themselves. • I will respect the privacy of persons served and hold in confidence all information related to the business operations obtained in the course of professional service. • I will maintain confidentiality when storing or making disposal of member/customer records. • I will maintain a professional attitude, which upholds confidentiality towards individuals, served coworkers, and ASHRAE. • I will, upon termination, maintain member/customer and coworker confidentiality and I will hold as confidential any information related to the business operations I obtained concerning ASHRAE. • I will respect the rights and views of my coworkers and treat them with fairness, courtesy and good faith. • I will not exploit the trust of the public or of my coworkers. I will make every effort to avoid relationships that could impair my professional judgment. • I will not condone or engage in any form of harassment or discrimination. • I will respect the confidences of my coworkers. • When I replace a coworker or am replaced, I will act with consideration for the interest, character, and reputation of the other professional. • I will extend respect and cooperation to coworkers of all professions. • If I have the responsibility for staff employment and evaluation of staff performance, I will do so in a responsible, fair, considerate, and equitable manner. • If I know that a colleague has violated ethical standards, I will bring this to my coworker’s attention. If such action fails, I will report the violation to my supervisor. • I will accurately represent my education, training, experience and competencies as they relate to my profession. • I will correct, when possible, misleading or inaccurate information and representations made by others, concerning my qualifications or services. • If serving as supervisor, I will make certain that the qualifications of persons whom I supervise are honestly represented.

	<ul style="list-style-type: none">• I will abide by ASHRAE policies related to public statements.• I have total commitment to provide the highest quality of service to those who seek my professional assistance.• I will continually assess my personal strengths, limitations, biases, and effectiveness.• I will strive to become and remain proficient in professional practice and etiquette and in the performance of professional functions.• I will act in accordance with standards of professional integrity.• I will not advise on problems outside the bounds of my competence.• I will seek assistance for any problem that impairs my performance.• I will not reproduce, copy, distribute or otherwise appropriate any intellectual property, whether or not protected by copyright, including but not limited to software, manuals, member lists, publications, methods, and data, without authorization from ASHRAE.• I understand that violation of this code, either in its entirety or any part(s) contained herein, may result in disciplinary action up to and including termination.
Comments	The Handbook list is extensive.



AiCARR ASHRAE STRATEGIC PARTNERSHIP AGREEMENT

AiCARR, founded in 1960, generates innovation in the energy infrastructure by conserving the use of energy and natural resources in in the heating, ventilating, air-conditioning and refrigeration industry.

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.

AiCARR and ASHRAE have worked closely together for more than fifty years to the mutual benefit of its members and society. This bilateral agreement’s purpose is to provide a framework through which AiCARR and ASHRAE can work collaboratively to leverage each other’s strengths and accomplish organizational goals that best serve their respective members, the profession and society.

The basic tenets of this agreement include:

- Exploring development of joint training and educational programs in Italy and USA.
- Exploring development of new conferences that accelerate technology dissemination.
- Collaboration on research that will advance mutual member interests.
- Coordination of research programs.
- Mutual endorsement of conferences and exchange of technical expert speakers.
- Exploring opportunities to collaborate on technical publications and standards.

AiCARR and ASHRAE with this strategic partnership agreement want to promote the mutual global interest of members from both organizations. This new strategy involves AiCARR and ASHRAE working collaboratively to define mutual services for ASHRAE and AiCARR members respectively in Italy and USA through an AiCARR-ASHRAE group established within AiCARR (see annex 1) and an ASHRAE- AiCARR group established within ASHRAE when required, in accordance with the principles expressed by Model 1 MoU between ASHRAE and the national association. As AiCARR is a member of REHVA, the Federation of European Heating, Ventilation and Air Conditioning Association, both ASHRAE and REHVA shall be informed and kept updated on any evolution of this agreement, in accordance with the MoU REHVA-ASHRAE.

For AiCARR
Francesca Romana d’Ambrosio
President

Signature

22.01.2018

Date

For ASHRAE
Bjarne W. Olesen
President

Signature

2018-01-22

Date



Annex 1

ESTABLISHMENT AND OPERATION RULES

Founded in 1960, AiCARR, Associazione Italiana Condizionamento dell'Aria Riscaldamento Refrigerazione, Milano, has always dealt with issues relating to the responsible use of energy and natural resources and the innovation of energy infrastructures, both in residential and industrial buildings.

AiCARR has more than 2400 members among which there are planners, machinery builders, installers, maintenance operatives, scholars, researchers, students, government and national and international body officials.

AiCARR's main strengths are its ability to deal with current issues timely, its authority, its maximum transparency, its ability to protect the technical and cultural interests of its own members and its commitment to sustainability.

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.

A special activity is established and constituted within AICARR: the name of this activity is AICARR-ASHRAE GROUP, in accordance with the principles expressed by Model 1 MoU between ASHRAE and the national association, which is an evolution of the previous AICARR-ASHRAE CLUB approved by ASHRAE Board of Directors meeting held in Louisville, Kentucky, on June 21, 2009.

The GROUP is established in full agreement with both organizations, in recognition of ASHRAE's and AiCARR legitimate desire to improve cooperation among their members. The primary scope of the GROUP is to assist on behalf of ASHRAE, the Italian Members of ASHRAE, residing in Italy to share mutually their technical experience and knowledge among them and with the AiCARR members. Participation is voluntary and free of any subscription fees. Admittance is based on a yearly list of members supplied by ASHRAE.

To facilitate formation and operation of the GROUP, ASHRAE will on an annual basis send an email to all its members in Italy, inviting those members to provide their email address directly to AICARR through a link in the invitation message. This will be an individual, voluntary "opt-in" for email registration that will be administered by AiCARR in accordance with Italian email privacy policies. In accepting email addresses of ASHRAE members, AiCARR agrees to use them for the exclusive purpose of promoting and administering the GROUP and agrees to not permit their use by any third party.

Seat of the GROUP is the headquarters of AICARR, which will grant operational support to the Executive Committee.

The GROUP shares the general scopes of ASHRAE and AICARR and in particular will assist on voluntary basis ASHRAE Italian Members in promoting and developing science and techniques

in Italy related to HVAC&R applications, sustainability, renewable energies and environmental issues.

The GROUP has also the scope to develop the widest diffusion of all scientific and technical information made available by ASHRAE, through the organization of meetings and seminars specifically organized for ASHRAE Italian Members and aiming to debate general and specific aspects of the profession; joint studies will also be promoted with AiCARR members. ASHRAE lecturers and/or representatives are welcome to participate at ASHRAE costs in all events organized by AICARR. These reunions are open to all ASHRAE Members residing or active in Italy and to AICARR Members, upon request.

The GROUP will be publicized on the ASHRAE and AICARR web sites. News on the GROUP activity and general events may be published in ASHRAE *Insights* and AICARR Journal, and other AICARR information bulletins and/or newsletters.

The GROUP activity is organized and directed by an Executive Committee consisting of four (4) members nominated: two (2) by ASHRAE President and two (2) by AiCARR President among ASHRAE Members and two (2) staff nominated as follows:

- AiCARR will nominate one of its AiCARR staff, selected within its staff to supervise and act the addresses of Executive Committee;
- ASHRAE will nominate one of its ASHRAE staff to be the counterpart and liaison with the AICARR Officer.

The AiCARR staff is the AICARR representative to the ASHRAE Associate Society Alliance. The GROUP will have representation within ASHRAE Region XIV according to the Manual of Operations for the Region.

The four (4) nominated members are in charge for a three (3) year term corresponding to the term of AICARR Board of Directors. The Executive Committee shall nominate in its body the Committee Chair, who will be in charge of coordinating the Committee's activity. The Executive Committee may also appoint special task groups for specific projects.

ASHRAE will provide to the GROUP literature, documents and any other materials at member cost, as deemed necessary by ASHRAE for the best technical growth of the Members. ASHRAE will support AICARR in its need for literature and information.


An annual report on the general activity of the GROUP will be prepared and sent to all GROUP Members as well as ASHRAE and AICARR Presidents.

A General Assembly of the GROUP will be held annually in Italy. Invitations will be sent at AICARR care according to the list of active Members annually provided by ASHRAE.

Honorary presidents of the GROUP are the Presidents of ASHRAE and AICARR.

The logistic organization is the responsibility of AICARR.

Financial support will be provided by AICARR

Key Performance Indicators Snapshot					Marketing Dashboard						
Monthly compared to last year					February 2018						
Publications Sold	2,695	↑	45%	Fiscal Year 2017-18							
ASHRAE.org Visits	115,329	↑	4%	Certification							
Education Registrations	111	↑	39%	Applications Received	Feb 2018	Feb 2017					
Certification Applications	26	=	0%	Commissioning (BCxP)							
Media Placements	1,415	↑	80%	*New*	7	7					
Ads Sold	1,446	↓	-12%	Building Energy Assessment (BEAP)	5	5					
Conference Registrations	1068	↓	-8%	Building Energy Modeling (BEMP)	7	9					
AEDGs (life to date)		Winter Conference Registrations			Commissioning (CPMP)						
Total Downloads	Print	Chicago 2018	Las Vegas 2017	Orlando 2016	*Being phased out*	NA	NA				
602,060	26,335	3,556	3,352	2,906	High Performance Building (HBDP)	2	4				
Advertising Sold - Journal/HPB/ASHRAE.org		*Final Number	*Final Number	*Final Number	Healthcare Facility Design (HFDP)	5	0				
	Feb 2018	Feb 2017	SYTD 17-18	SYTD 16-17	Operations/Maintenance (OPMP)	0	1				
Print ads	28	31	469	502	Totals	26	26				
Digital ads	1,352	1,453	10,703	11,954	Total Certifications Held: 1,880						
PR Activity		ASHRAE.org			Top Searches						
	SYTD 17-18	SYTD 16-17	Visits		SYTD 17-18	SYTD 16-17	90.1				
Releases	42	59	Feb 2018	Feb 2017	1,048,858	853,225	62.1				
Placements	11,709	5,091	115,329	111,247			Commissioning Plan				
Publications Sold											
Publication Type	Print			Electronic							
	Feb 2018	SYTD 17-18	SYTD 16-17	Feb 2018	SYTD 17-18	SYTD 16-17					
Books/Papers/Articles	964	9,958	10,289	662	4,895	2,673					
Standards	427	4,222	4,975	642	5,695	4,910					
ASHRAE Learning Institute Attendees											
	Feb 2018	Feb 2017	SYTD 17-18	SYTD 16-17							
Instructor-led online seminars	0	0	237	239							
Instructor-led seminars at ASHRAE conferences	2	0	835	1,161							
In-company, chapter, industry events seminars	109	80	1,836	1,479							
Totals	111	80	2,908	2,879							
Join Us!											
CMPX 2018 March 21 - 23, 2018 / Toronto, CANADA Webcast: Myths About Energy Efficiency April 19, 2018 / 1:00 - 4:00 pm EDT USA Science and Engineering Festival 2018 April 6 - 8, 2018 / Washington D.C.								CHR China Refrigeration Expo April 9-11, 2018/Beijing, CHINA 2018 ASHRAE Annual Conference June 23 - 27, 2018 / Houston, TX AHR Expo Mexico October 2 - 4, 2018 / Mexico City			

Marketing Dashboard Legend

All activities reflect comparisons by month and year for current fiscal year vs. previous fiscal year which parallels our Society Year

SYTD: Society Year to Date. Reflects accumulated months in Society Year which runs July through June.

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

AEDGs: Total of online downloads and print copies of Advanced Energy Design Guides.

ASHRAE.org Site Visits: Visits represent the unique number of visitors to ASHRAE.org.

Top Searches: Keywords individual enter in the search box at the top of our site.

PR Activity: A release is a news release issued by ASHRAE. Placements refer the number of times ASHRAE is mentioned in magazines and newspapers (both print and electronic).

Certification Applicants: Indicates number of applications received for specific certification programs. Does not include individuals who earned a certification by virtue of serving on an examination development subcommittee. While our certification application rate was down, please keep in mind we increased our prices 34%. All of the many factors impacting demand remaining constant, an expectation in economics is for demand to go down 1% for each 1% increase in price.

Healthcare Facility Design Professional (HFPD)-launched June 2007

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

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

Commissioning Process Management Professional (CPMP) -launched June 2009. Replaced by BCxP in Apr. 2016.

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

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

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

Total Certifications: Indicates the number of certifications held, since some individuals hold more than one certification.



Executive Committee

Reference Manual

Revised: August 11, 2017

Executive Committee Reference Manual

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* * * * *

DEFINITION

(ROB 1.100.002)

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



ASHRAE Speaker's Guide for Officers

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

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

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

ASHRAE officers should not speak at:

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

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



Opportunity Fund Procedure

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

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

*See ROB 2.407.003.4 (below)

2.407.003.4

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

ASHRAE Media Guide for Spokespeople

Revised: August 11, 2017

ASHRAE Communications Staff

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Media Procedures for Publicizing ASHRAE

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

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

Guiding Principles

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

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

1) Communicating to the public has important benefits to ASHRAE

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

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

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

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

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

Media Procedures

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

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

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

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

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

Tier One

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

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

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

Tier Two

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

The Interview Process

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

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

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

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

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

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

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

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

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

- Kristin Gokce kgokce@ashrae.org
- Karen Buckley Washington kbwashington@ashrae.org

ExCom Minutes Posting on ASHRAE Website

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

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

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

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

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

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

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.



CRC SCHEDULE 2017-2018

<u>FALL 2017</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	LONG ISLAND GARDEN CITY, NY	NEW JERSEY NEWARK, NJ	AUGUST 3 RD WEEK	AUGUST 17-19	HAYTER/TSUI	GUPTA	RICH HALLEY
REGION II	MONTREAL MONTREAL, PQ	WINDSOR WINDSOR, ON	AUGUST 4 TH WEEK	AUGUST 25-27	BOYCE/SCHWEDLER	COMSTOCK	ISABELLE LAVOIE
REGION III	ROANOKE ROANOKE, VA	PITTSBURGH PITTSBURGH, PA	AUGUST 3 RD WEEK	AUGUST 17-19	SCOGGINS/ SCHWEDLER	LITTLETON	PATRICK MURDOCK
REGION IV	NORTH PIEDMONT GREENSBORO, NC	SOUTH CAROLINA COLUMBIA, SC	AUGUST 2 ND WEEK	AUGUST 10-12	HAYTER/SCOGGINS	GURLEY	HEATHER PLATT
REGION V	NORTHERN INDIANA SOUTH BEND, IN	TOLEDO TOLEDO, OH	JULY 4 TH WEEK	JULY 27-29	BOYCE/TSUI	RATCLIFF	MATT BELKO
REGION VII	NASHVILLE NASHVILLE, TN	TENNESSEE VALLEY CHATTANOOGA, TN	AUGUST 1 ST WEEK	AUGUST 3-5	OLESEN/SCHWEDLER	ABRAMS/ REINICHE	DAVID BALLARD PJ MEZERA
REGION IX	KANSAS CITY KANSAS CITY, MO	SOUTH DAKOTA SIOUX FALLS, SD	AUGUST 1 ST WEEK	AUGUST 3-5	BOYCE/SCOGGINS	GIOMETTI	TOM BENASSI
REGION X	SACRAMENTO VALLEY SACRAMENTO, CA	SAN JOAQUIN FRESNO, CA	AUGUST 3 RD WEEK	AUGUST 17-19	BOYCE/KEEN	ABRAMS/ YATES	KEVIN BALDWIN
REGION XII	PANAMA SECTION PANAMA CITY, PANAMA	SPACECOAST COCOA BEACH, FL	AUGUST 2 ND WEEK	AUGUST 9-12	OLESEN/TSUI	COMSTOCK	ROSS MONTGOMERY
REGION XIII	SINGAPORE SINGAPORE		AUGUST 4 TH WEEK	AUGUST 25-26	OLESEN/KEEN	ABRAMS/ MUMFORD/GOTZMER	CHENG WEE LEONG
REGION XIV	DANUBE BELGRADE, SERBIA		DECEMBER 2 ND WEEK	DECEMBER 8-10	OLESEN/HAYTER/KEEN	LITTLETON MUMFORD	BRANKO TODOROVIC
RAL	CAIRO SHARM EL SHEIKH, EGYPT		SEPTEMBER 3 RD WEEK	SEPTEMBER 22-24	OLESEN/HAYTER/ SCHWEDLER	MITCHELL	MAGED FOUAD
<u>SPRING 2018</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	IOWA DES MOINES, IA	WISCONSIN MILWAUKEE, WI	MAY 1 ST WEEK	MAY 3-5	HAYTER/KEEN	OWEN	JASON KEMS COREY METZGER
REGION VIII	ALAMO SAN ANTONIO, TX	MEXICO CITY MEXICO CITY, MEXICO	APRIL 4 TH WEEK	APRIL 25-28	HAYTER/TSUI	ABRAMS	FRED GLEESON
REGION XI	VANCOUVER ISLAND VICTORIA, BC	ALASKA ALASKAN CRUISE	MAY 2 ND WEEK	MAY 3-5	OLESEN/SCOGGINS	WRIGHT	LOUISE SMITH

Additions and/or revisions are shaded.

Revised: March 15, 2018

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEARS, GIOMETTI, PETTIGREW, MUMFORD, GURLEY, MASTERSON, THOMSON, SCARBOROUGH, GRANT, KELLER, OWEN, RATCLIFF



CRC SCHEDULE 2018-2019

<u>FALL 2018</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION I	NEW JERSEY JERSEY CITY, NJ	NIAGARA FRONTIER BUFFALO, NY	AUGUST 3 RD WEEK	AUGUST 16-18	GULLEDGE	GIOMETTI	DORRIE MERCURIO CHRIS PHELAN
REGION II	WINDSOR WINDSOR, ON	HALIFAX HALIFAX, NS	AUGUST 4 TH WEEK	AUGUST 24-26	BOYCE	REINICHE	JAMES SMITH
REGION III	PITTSBURGH PITTSBURGH, PA	HAMPTON ROADS NORFOLK, VA	AUGUST 3 RD WEEK	AUGUST 16-18	SENIOR VP	WRIGHT	ROB DRUGA
REGION IV**	SOUTH CAROLINA LAKE BUENA VISTA, FL	GREENVILLE GREENVILLE, SC	AUGUST 2 ND WEEK	AUGUST 9-11	GULLEDGE	ABRAMS** LITTLETON	COLIN SHROPSHIRE
REGION V	TOLEDO TOLEDO, OH	WESTERN MICHIGAN GRAND RAPIDS, MI	JULY 4 TH WEEK	JULY 26-28	BOYCE	MITCHELL	TIM MITZEL
REGION VII	TENNESSEE VALLEY CHATTANOOGA	BLUEGRASS** LEXINGTON, KY	AUGUST 1 ST WEEK	AUGUST 2-4	GULLEDGE	RATCLIFF	KAY THRASHER STEPHEN WREN
REGION IX	SOUTH DAKOTA SIOUX FALLS, SD	NEW MEXICO ALBUQUERQUE, NM	AUGUST 1 ST WEEK	AUGUST 2-4	HAYTER	ABRAMS	WADE MYRABO BRENT TJEERDSMA KASEY ABBOTT
REGION X	SAN JOAQUIN FRESNO, CA	SAN DIEGO SAN DIEGO, CA	AUGUST 3 RD WEEK	AUGUST 16-18	BOYCE	OWEN	CATHY JOHNSON
REGION XII**	SPACECOAST LAKE BUENA VISTA, FL	FLORIDA WEST COAST** TAMPA, FL	AUGUST 2 ND WEEK	AUGUST 9-11	BOYCE	ABRAMS** LITTLETON	JOHN CONSTANIDE
REGION XIII	HONG KONG HONG KONG, HKG	MALAYSIA KUALA LUMPUR, MYS	AUGUST 4 TH WEEK	AUGUST 17-18	HAYTER	YATES	YING WAI "ALAN" LAM
REGION XIV	UK MIDLANDS LOUGHBOROUGH, UK	HELLENIC ATHENS, GREECE	SEPTEMBER 3 RD WEEK	SEPTEMBER 5-9	HAYTER	COMSTOCK	MAHROO EFTEKHARI
RAL	TURKISH ANTALYA, TURKEY		SEPTEMBER 3 RD WEEK	OCTOBER 4-7	HAYTER	GUPTA	SELMAN OLMEZ
<u>SPRING 2019</u>	HOST CHAPTER LOCATION	ALTERNATE CHAPTER LOCATION	TARGET MONTH/WEEK (1 st , 2 nd , 3 rd week, etc.)	ACTUAL CRC DATES	OFFICIAL VISITOR	STAFF	CRC CHAIR
REGION VI	WISCONSIN MILWAUKEE, WI		MAY 1 ST WEEK	MAY 2-4	BOYCE/GULLEDGE	GUPTA	JEFF LEFFINGWELL
REGION VIII	MEXICO CITY MEXICO CITY	HOUSTON HOUSTON, TX	APRIL 4 TH WEEK	APRIL 25-27	BOYCE	OWEN	BRENDA ZAMORA
REGION XI	ALASKA ALASKAN CRUISE	NORTHERN ALBERTA EDMONTON, AB	MAY 2 ND WEEK	MAY 6-14	HAYTER/BOYCE	LITTLETON	RON THOMPSON

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

Revised: May 29, 2018 – **Regions I, III, X and XIII CRCs are scheduled the same weekend.**

Distribution: EXCOM, DRCS, LITTLETON, TOWNSEND, COMSTOCK, WRIGHT, ABRAMS, GUPTA, YATES, REINICHE, MITCHELL, SEARS, GIOMETTI, PETTIGREW, MUMFORD, GURLEY, MASTERSON, THOMSON, SCARBOROUGH, GRANT, KELLER, OWEN, RATCLIFF