



**MINUTES**  
**BOARD OF DIRECTORS MEETING**

**Friday, January 5, 2024**

**Approved by the Board of Directors on January 21, 2024.**

**TABLE OF CONTENTS**  
 Board of Directors Meeting  
 Friday, January 5, 2024

<b>CALL TO ORDER</b> .....	<b>2</b>
<b>CODE OF ETHICS</b> .....	<b>2</b>
<b>ROLL CALL/INTRODUCTIONS</b> .....	<b>2</b>
<b>REVIEW OF MEETING AGENDA</b> .....	<b>2</b>
<b>APPROVAL OF MINUTES</b> .....	<b>2</b>
<b>EXCOM REPORTS</b> .....	<b>2-3</b>
OCTOBER 20, 2023 .....	2
NOVEMBER 14, 2023 .....	2-3
DECEMBER 21, 2023 .....	3
<b>POSTPONED MOTION – OCTOBER 19, 2023</b> .....	<b>3-4</b>
<b>MEMBERS COUNCIL REPORT</b> .....	<b>4-8</b>
<b>DECARB CHALLENGE FUND</b> .....	<b>8</b>
<b>ADJOURNMENT</b> .....	<b>8</b>

## PRINCIPAL APPROVED MOTIONS

Board of Directors Meeting

Friday, January 5, 2024

No. - Pg.	Motion
1 – 2	The open session minutes from the October 19, 2023 and December 12, 2023 BOD meetings be approved.
3 – 3	Motion 2: <i>ExCom recommends to the Board of Directors that Society enter into an MOU with IGBC (Indian Green Building Council).</i> be postponed to the Winter Meeting in Chicago.
5 - 5	Members Council recommends to the Board of Directors that Society approve the Region-at-Large be reorganized and become two regions based on geographical and chapter allocation. The current Sub-Region II (two) is to become Region XV, and Sub-Region I (one) is to become Region-at-Large (RAL). Starting the society year 2024-2025.
6 - 7	Members Council recommends to the Board of Directors that the following waivers to the Rules of the Board be approved: <ul style="list-style-type: none"><li>➤ <b>Waiver of 3.910.001.1</b> A minimum of six chapters, with a minimum regional membership of 1,800, excluding students is required. All chapters must have functioned within an existing region for a minimum of three years.</li><li>➤ <b>Waiver of 3.910.002.1</b> Chapters wishing to form a region must present the following to the director and regional chair of the region to which they are presently assigned. Chapters not assigned to a region must present the following to Members Council by working with the Society Director of Member Services.<ul style="list-style-type: none"><li>A. Written petition, signed by each chapter's officers and Board of Governors.</li><li>B. Tentative slate of regional officers.</li><li>C. Identification of regional boundaries.</li><li>D. Schedule for proposed implementation.</li><li>E. Tentative initial CRC site and date selected.</li></ul></li></ul>
7 - 8	The Decarb Challenge Fund be increased by \$15,580.

**ACTION ITEMS**

Board of Directors Meeting

Friday, January 5, 2024

<b>No. - Pg.</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>	<b>Goal Date</b>
1 - 3	Denton	Send the IGBC MOU and Work Plan to BOD members for review and comment prior to the Winter Meeting.		January 2024



## MINUTES

### BOARD OF DIRECTORS MEETING

Friday, January 5, 2024

#### MEMBERS PRESENT:

Ginger Scoggins, President  
Dennis Knight, President-Elect  
Bill McQuade, Treasurer  
Billy Austin, Vice President  
Wade Conlan, Vice President  
Ashish Rakheja, Vice President  
Chandra Sekhar, Vice President  
Jeff Littleton, Secretary  
Steven Sill, Region I DRC  
Ronald Gagnon, Region II DRC  
Mark Tome, Region III DRC  
Bryan Holcomb, Region IV DRC  
Jim Arnold, Region V DRC  
Susanna Hanson, Region VI DRC  
Scott Peach, Region VII DRC  
Joe Sanders, Region VIII DRC

Jonathan Smith, Region IX DRC  
Buzz Wright, Region X DRC  
Eileen Jensen, Region XI DRC  
John Constantine, Region XII DRC  
Cheng Wee Leong, Region XIII DRC  
Mahroo Eftekhari, Region XIV DRC  
Richie Mittal, RAL DRC  
Doug Cochrane, DAL  
Dru Crawley, DAL  
Blake Ellis, DAL  
Art Giesler, DAL  
Kishor Khankari, DAL  
Corey Metzger, DAL  
Heather Schopplein, DAL  
Wei Sun, DAL

#### GUESTS PRESENT:

David Roberts  
Farooq Mehboob  
Greg Schnable  
Heather Schopplein  
Zeki Poyraz

Krishnan Viswanath  
Kartik Kommireddi  
Mohammad Abbas Sajid  
Nitin Naik  
Robert Kunkel  
Ahmed Alaa Eldin

#### STAFF PRESENT:

Candace Denton, Sr. Manager - Board Services  
Chandrias Jolly, Manager - Board Services  
Vanita Gupta, Director – Marketing  
Lizzy Seymour – Director – Member Services  
Mark Owen, Director - Publications & Education  
Kirstin Pilot, Director - Development  
Stephanie Reiniche, Director - Technology  
Alice Yates, Director - Government Affairs  
Craig Wright, Director of Finance

Tamera Catchings, Manager – Region Activities  
Daniel Gurley, Sr. Manager - Membership  
Rhiannon Masterson, Manager – Chapter Programs  
Tony Giometti, Group Manager - Conferences

**CALL TO ORDER**

The meeting was called to order at 9:01 a.m.

**CODE OF ETHICS**

Ms. Scoggins read the code of ethics commitment and advised that the full code of ethics statements and core values were available online.

**ROLL CALL/INTRODUCTIONS**

Roll call was conducted; members, guests, and staff were in attendance as noted above.

**REVIEW OF MEETING AGENDA**

Ms. Scoggins reviewed the meeting agenda. There were no changes or additions.

**APPROVAL OF MINUTES**

Mr. Sun moved and Mr. Peach seconded that

1. The open session minutes from the October 19, 2023 and December 12, 2023 BOD meetings be approved.

**MOTION 1 PASSED** (Unanimous Voice Vote, CNV).

**EXCOM REPORTS****OCTOBER 20, 2023**

Ms. Scoggins reviewed information items from the report. The full report was attached to the agenda.

**NOVEMBER 14, 2023**

Mr. Rakheja reported that the work plan with IGBC is ongoing, the draft has been prepared and shared with IGBC. The intent is to sign the MOU with IGBC at ACREX in February.

Mr. Rakheja moved that

2. ExCom recommends to the Board of Directors that Society enter into an MOU with IGBC (Indian Green Building Council).

The draft MOU and work plan were showed on screen and are included in ATTACHMENT A and B.

Mr. Rakheja reported that the draft MOU is currently with IGBC awaiting approval. He reported that he did not anticipate any major changes from IGBC.

There was discussion of the draft MOU and a summary of that discussion is below:

*Excellent initiative.*

*The draft MOU has been approved by IGBC's legal team as well as the CII (an umbrella group of IGBC).*

*Are there any obligations that have cost implications as part of the work plan?*

*The work plan does provide an opportunity for IGBC representatives to attend the Winter Conference; there will be a similar invite for Society leadership for their conference. Two past Society Presidents have attended the IGBC conference in the past. IGBC showed interest in exploring the possibility of a joint conference to take place at a regular interval.*

*Once we iron out the details, suggest looking at this partnership as an investment, not an expense. This MOU represents a huge opportunity for Society to get into the Indian market.*

It was suggested that the motion be postponed until the Chicago meeting to allow the BOD an opportunity to review the draft MOU and work plan.

Mr. Khankari suggested that if the motion is postponed that IGBC be advised that it is the BOD's intent to approve the MOU in Chicago after the review period.

Ms. Jensen moved and it was seconded that

**3.** MOTION 2 be postponed to the Winter Meeting in Chicago.

**MOTION 3 PASSED** (Unanimous Voice Vote, CNV).

Staff will send the IGBC MOU and Work Plan to BOD members for review and comment prior to the Winter Meeting.

**AI - 1**

### **DECEMBER 21, 2023**

Ms. Scoggins reported that ExCom acted on behalf of the BOD in between meetings. The Planning Committee asked ExCom to review proposals for the strategic plan consultant and their preferred vendor cost more than was originally budgeted. ExCom approved an increase to the budget for strategic plan development per the recommendations of the Planning Committee.

She reported that ExCom was asked to act on behalf of the BOD because of a timing issue and a desire for the selected vendor to be on board prior to Chicago.

Mr. Khankari expressed that the development of the strategic plan was of the utmost importance to the BOD. He shared his opinion that up to that point, he did not see much involvement of the BOD on the development of the new strategic plan. He requested that the BOD be involved and kept updated as the process progressed.

### **POSTPONED MOTION – OCTOBER 19, 2023**

Motion 3 from the October 19, 2023 BOD meeting was brought back to the floor:

*Section 5.1 of the bylaws be edited to allow for elected officers to receive compensation if funded by the Society. Specifically beginning at line 11 **remove** "shall receive no" and insert "may receive."*

Mr. Knight, Mr. Conlan, Mr. Sekhar, and Mr. McQuade recused themselves from discussion of the motion and left the meeting.

The motion was read, and the group was reminded that the motion on the floor was determined to be a major organizational change and would require a two-thirds vote to pass.

The floor was opened for discussion and a summary of that discussion is below:

*Speaking against the motion. Approving the motion would take away from Society's spirit of volunteerism. Feel that it is self-serving and promotes elitism. Could create divisions in our members; even a good explanation as to why the motion was approved may not get translated well. Could promote lobbying of BOD candidates. Could result in some members not being elected or moving up in Society over concerns that they would require a salary. Our mission is to serve humanity and this motion detracts from that mission. Members should be proud of the time that volunteers dedicate at the BOD and ExCom level.*

*Speaking against. If this motion is approved, where will it stop? Also brings up administrative issues.*

*Speaking against. Approving this motion would create a conflict of interest for BOD members. Would set a dangerous precedent for the chapters and regions.*

*Speaking against. However, also see how no financial compensation places a burden on volunteers from small businesses.*

*Speaking in favor. Understand the sentiment against the motion but feel that most of what has been said is inaccurate. Elitism is caused by this issue; we have become an elite group and we don't even see it. We would set parameters surrounding payments to members. Administrative issues are petty; what is fair is well established. Payment is not equivalent to a salary; the stipend would make service as an officer more palatable. Strongest argument against the motion is the regions using it as a model to pay regional and chapter volunteers as well. Be careful with the strong rhetoric against, feel that this issue is grayer than what is being presented.*

#### **MOTION 4 FAILED (1:24:0, CNV)**

Ms. Scoggins stated that she did not want to weigh in on the discussion prior to the vote. She expressed agreement with the last comments made in favor of the motion. She stated that there is a lot of respect that ASHRAE President is a volunteer position. Being ASHRAE President is a full-time job and requires someone who can afford it and support it. She expressed her opinion that the right decision was made.

Mr. Knight, Mr. Conlan, Mr. Sekhar, and Mr. McQuade rejoined the meeting.

#### **MEMBERS COUNCIL REPORT**

Mr. Knight reported on the activities of the December Members Council meeting. The full report was attached to the agenda and is included in ATTACHMENT C.

He advised that the BOD was made aware of the petition to reorganize RAL. He suggested that the BOD have an open discussion based on the packet distributed on December 12<sup>th</sup> and hold the vote until the Chicago meeting. Consensus was sought.

Mr. Mittal stated that it would be his preference to vote on the motion at this meeting.



Ms. Scoggins suggested that the motion be brought to the floor and there could be a motion to postpone if that was the will of the group.

Mr. Knight moved that

5. Members Council recommends to the Board of Directors that Society approve the Region-at-Large be reorganized and become two regions based on geographical and chapter allocation. The current Sub-Region II (two) is to become Region XV, and Sub-Region I (one) is to become Region-at-Large (RAL). Starting the society year 2024-2025.

Mr. Mittal summarized the motion background from ATTACHMENT C.

The BOD was reminded that the motion represented a major organizational change and would require a two-thirds vote to pass.

Mr. Anbari provided additional background information and reported that splitting the Region is a sign that we are successful in terms of membership and expansion.

Mr. Knight was asked to provide additional information on the negative votes from Members Council. He reported that the primary concern surrounded the number of members and chapters.

The floor was opened for discussion. A summary of that discussion is below:

*Spoke in favor. Understand what Chapters in India are experiencing. The region should be split because of cultural differences as well.*

*Spoke in favor. Don't think the reorganization will hurt or hinder the work of the BOD; instead, feel that an additional region provides more impetus for BOD reorganization into districts.*

*Spoke in favor. Has there been any discussion of combining the chapters with not enough members? Should we vote on the required waivers first?*

*Ms. Scoggins advised that the BOD would vote on the motion on the floor first and then the motion to waive the ROB would be voted on.*

*Spoke in favor. The strongest argument for the motion is the delivery of member benefit. Increasing member dues would increase revenue and more can be invested in members. Having an additional region makes us more responsive to members in that part of the world.*

*Spoke in favor. Current geographical barriers create barriers to participation.*

*Spoke in favor. Region XIV has been able to develop and serve members more since it was formed. Sub-Region II plans to expand and create more chapters.*

*Spoke against. A split at a later date could be beneficial but have concerns over the proposed new regions not meeting requirements in the ROB. Suggest that struggling chapters be addressed first and the time and resources proposed in the motion are allocated to support travel to these chapters. Evaluating the motion from a business and operational perspective. In the long run, the region may need to be reorganized but we need more time; feel we are being pushed to vote.*

*Spoke in favor. Future discussions about BOD balance and size are probably warranted.*

*Spoke in favor. RAL cannot assist chapters in the current situation. If the reorganization is not approved feel we will lose a lot of chapters and members.*

*Overall in favor. Believe that reorganization would serve the members more. Concerned with the speed of implementation considering the number of questions.*

*Spoke in favor. Members have been working on this recommendation and they know what is best for their region. Consider this a win for BOD composition. Like that those most affected are in favor of the motion.*

*Spoke against the motion. The BOD had extensive discussions a short time ago regarding a smaller BOD. Passing this motion would open pandora's box. Why do we have the ROB if we keep approving waivers?*

*Spoke in favor. The current physical size of RAL is equivalent to two typical US regions. Many of the chapters in RAL are newly established and will grow in time.*

*Spoke in favor of the motion in principle. Suggest that we address struggling chapters first. There is currently a Members Council initiative to investigate chapters throughout Society with insufficient members. Suggest that regardless of the outcome of this motion, that Council initiative should move forward.*

*Spoke against the motion. Feel that there should be less regions, not more. However, the waivers to create Region XIV have allowed those chapters to be successful.*

*Undecided. Region XI has a similar handshake agreement to RAL regarding the rotation of representation; Region XI has found that as long as there is transparency, members do not have an issue with the timeframe. Acknowledge that the travel restrictions are a barrier.*

*Undecided. Not sure that the proposed recommendation provides the intended solution. Suggest that the sub-region structure be evaluated to provide the desired support.*

*The region has a plan to address struggling chapters; chapters will be dissolved or changed to sections as appropriate.*

*The BOD is answerable to the membership and this motion comes with the voice of 10% of ASHRAE's total membership from 20 different countries. Chapters in RAL are struggling because they cannot be served properly. Don't believe that delaying treatment is the answer. The BOD should have a strategic vision for the future of ASHRAE. If this motion does not pass there will be a tsunami of disappointment; don't know what form that tsunami will take but ask the BOD to ponder the consequences.*

*There can never be a CRC in India because none of the chapters in Pakistan can travel there, and vice versa.*

*Spoke in favor. There is a sense of expectation at the region now that there is a path to growth for the chapters. There will be a lot of disappointment at the region if the motion does not pass. Urge and request members of the BOD to vote favorably.*

Mr. Knight spoke in favor of the motion. He stated that every concern or question that was raised was also raised at Members Council. In most cases, there is a written plan to address these issues. The sub-region structure does not allow leadership to move between countries easily or to organize and attend CRCs.

**MOTION 5 PASSED (22:5:0, CNV).**

Mr. Conlan provided the following statement regarding his negative vote: *While I understand the motion and the effort the team spent creating this motion and background, I felt that the reasons provided to address the issues without splitting RAL, as explained, would not resolve the issues.*

Mr. Knight moved that

**6. Members Council recommends to the Board of Directors that the following waivers to the Rules of the Board be approved:**

➤ **Waiver of 3.910.001.1**

A minimum of six chapters, with a minimum regional membership of 1,800, excluding students is required. All chapters must have functioned within an existing region for a minimum of three years.

➤ **Waiver of 3.910.002.1**

Chapters wishing to form a region must present the following to the director and regional chair of the region to which they are presently assigned. Chapters not assigned to a region must present the following to Members Council by working with the Society Director of Member Services.

- A. Written petition, signed by each chapter's officers and Board of Governors.
- B. Tentative slate of regional officers.
- C. Identification of regional boundaries.
- D. Schedule for proposed implementation.
- E. Tentative initial CRC site and date selected.

Mr. Khankari stated that he was undecided on the motion. He expressed his opinion that the ROB was meaningless if the BOD was going to approve waiver after waiver. He suggested that the BOD should think through the rules before approving waivers.

It was asked if passing or defeating the motion on the floor would have an impact on MOTION 5. Mr. Littleton responded that he understood the concern. He stated that the BOD had no choice at the current point and time but to approve the proposed waivers as the reorganization had already been approved. He suggested that waivers to the ROB could be presented in a different way moving forward.

Mr. Peach expressed agreement with Mr. Littleton. He stated that the BOD approved the reorganization of RAL and the BOD has an obligation to do what is necessary to support that motion.

Mr. Knight stated that the ROB are guidelines for doing business and the BOD owns the ROB. He stated that when a compelling argument to waive the ROB is presented the BOD should give it serious consideration; whether that consideration comes before or after the primary motion is irrelevant.

**MOTION 6 PASSED** (21:0:6, CNV).

Mr. Conlan provided the following statement regarding his abstention: *I believe that the 1,800-member threshold that was being waived has a purpose to ensure that the region has some flexibility and viability to survive a drop in membership in tough times. RAL made note of many issues and concerns with hardship that would affect the region. Without clear guidance on when a Region would be dissolved based on members, which can be lower than 1,800 members, I could not vote in favor of waiving the motion.*

**DECARB CHALLENGE FUND**

Ms. Scoggins reported that the YEA Committee mad a recommendation to increase the budget of the Decarb Challenge to \$65,000. Increasing the budget will allow for additional, worthy projects to be recognized.

An email from the YEA Committee, outlining how the additional funding would benefit the Challenge was shown on screen and is included in ATTACHMENT D.

Mr. Gagnon moved and Mr. Ellis seconded that

7. The Decarb Challenge Fund be increased by \$15,580.

Mr. McQuade asked what Society would not do in order to increase the Decarb Challenge Fund.

Mr. Crawley spoke in favor of the motion. He stated that the proposed motion demonstrated that Society “walks the talk.”

Other BOD members spoke in favor of the motion.

**MOTION 7 PASSED** (23:1:2, CNV).

Mr. Conlan provided the following statement regarding his abstention: *I apologize for not recusing myself as I am listed as a team leader for a submitted project. Since this vote was expanding the number of projects awarded, I felt that it was a conflict of interest to vote on increasing the budget that could alter if my project would be selected or not.*

It was suggested that unused funds from the TFBD be reallocated towards this initiative. Mr. McQuade stated that the recommendation would be presented to the TFBD at their meeting that afternoon.

**ADJOURNMENT**

The meeting adjourned at 11:06 a.m.



Jeff H. Littleton, Secretary

**ATTACHMENTS:**

- A. Draft IGBC MOU
- B. Draft IGBC Work Plan
- C. Members Council Report to the BOD
- D. Decarb Challenge Fund Request



## Memorandum of Understanding ASHRAE and Indian Green Building Council (IGBC)

Founded in 1894, ASHRAE, Atlanta, Georgia serves humanity by advancing the arts and sciences of heating, ventilation, air-conditioning, refrigeration and their allied fields. The ASHRAE vision is a healthy and sustainable built environment for all.

Founded in 2001, IGBC mission is to Enable 'sustainable built environment for all'.

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

### CONSISTENT LEADERSHIP COMMUNICATION

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

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

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

#### For ASHRAE:

Jeff Littleton  
Executive Vice President  
ASHRAE  
180 Technology Parkway  
Peachtree Corners, GA 30092  
Phone: 404-636-8400  
Email: jlittleton@ashrae.org

#### For IGBC:

K S Venkatagiri  
Executive Director  
Indian Green Building Council (IGBC),  
CII-Sohrabji Godrej Green Business Centre  
(GBC) Survey #64, HiTech City, Hyderabad, India  
Phone: +91-40-4418 5100  
Email: k.s.venkatagiri@cii.in

### CONFERENCES AND MEETINGS

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

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

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

## **CHAPTER COLLABORATION**

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

## **ADVOCACY**

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

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

## **PUBLICATIONS**

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

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

## **EDUCATION**

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

- Cross-market educational offerings and the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and IGBC.
- Discuss ways that certifications programs can be jointly developed or promoted.

## **TECHNICAL ACTIVITIES COORDINATION**

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

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

## **RESEARCH**

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

- Promote research in areas where research results will add to the body of knowledge and support respective Society initiatives.
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources.

## **TERMINATION**

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

## **TERM**

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

## **LEGAL STANDING**

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



**FOR ASHRAE**

---

Printed Name/Title

---

Signature

---

Date

---

Printed Name/Title

---

Signature

---

Date

**FOR IGBC**

K S Venkatagiri/Executive Director

---

Printed Name/Title

---

Signature

---

Date

---

Printed Name/Title

---

Signature

---

Date

# ASHRAE & IGBC Workplan for 2024-26

ASHRAE and Indian green Building Council (IGBC) are entering into a MoU and as part of the same, this Work Plan is developed to ensure smooth implementation of planned activities which will be helpful to promote the mutual interests of respective members and to help in the advancement their respective missions of serving the humanity. This Work Plan outlines specific activities the organizations have agreed to implement. The organizations will review and update this Work Plan once in two years. A list of staff contacts for various elements of the Workplan is provided as an Attachment.

At the start of this relationship, the focus is to leverage ASHRAE's technical leadership and IGBC's premier position in India as an organization promoting sustainability. The main focus areas will be de-carbonization, energy efficiency policies, thermal comfort, indoor air quality, design tools, research activities and build upon each other strengths.

Activity/Task	Responsible Party	Timing	Status And Comments
<b>Consistent Communication</b>			
Leadership Meetings	ASHRAE/IGBC nominated leaders	Annually	Meeting either at the IGBC Congress, ACREX or the ASHRAE Winter Meeting
Staff Liaison Meetings (Review of workplan status)	ASHRAE: Insert name IGBC: Insert name	Twice a year	Meetings shall be governed by pre-agreed agenda and appropriate members/staff shall be invited to each call. Action items and responsibilities shall be assigned at the end of each meeting.
Special meetings for joint initiatives	Assigned Members	As per pre-agreed schedule	As needed to achieve the goals of the joint initiative
<b>Conferences And Meetings</b>			
Provide meeting invitation and a complimentary registration to a primary annual meeting	ASHRAE: Insert name IGBC: Insert name	Once a year	ASHRAE –Winter meeting; IGBC Annual Congress
Promote joint meetings between local Chapters of ASHRAE and IGBC in India.	ASHRAE: Insert name IGBC: Insert name	Throughout the year	Activities may include: a. Panelist or presenters at each other's conferences b. Promote education offerings of the other organization in newsletters, website, social media and other member communications, when and where it is relevant, and space is available
Local chapters of ASHRAE & IGBC will endorse & promote the events/programs organized by the other Society.			
Organize one joint conference in India	ASHRAE: Insert name IGBC: Insert name	Atleast once in two years	A joint topical conference shall be organized jointly by ASHRAE & IGBC in India or neighboring countries as feasible.

# ASHRAE & IGBC Workplan for 2024-26

Activity/Task	Responsible Party	Timing	Status And Comments
<b>Publications and Education</b>			
Engage key stakeholders to discuss utilization of mutual resources for promoting education programs & publications			Focus area will be those relating to decarbonization, IEQ and energy efficiency.
Investigate opportunities to utilize ASHRAE Distinguished Lecture Programs.			
Develop list of potential publications, webinars, courses, and workshops related to mutual interest			
Develop list of potential blogs, articles, social media, and newsletter content related to collaborative efforts and post to respective websites			
<b>Technical</b>			
Reference ASHRAE Standards, wherever applicable into the implementation of IGBC's certification and ratings.	ASHRAE: Insert name IGBC: Insert name	Once a year	Participation of ASHRAE relevant experts when the Green Building rating systems are developed/updated.
<b>Policy and Advocacy</b>			
Inputs into public policy documents & local Codes & Standards	ASHRAE: Insert name IGBC: Insert name	Once a year	IGBC may reference ASHRAE Standards & Publications, wherever required while providing inputs or developing public policy documents, codes & standards.
<b>Research</b>			
Explore opportunities for joint research	ASHRAE: Insert name IGBC: Insert name	Once a year	Interest areas may include to promote decarbonization, energy efficiency and indoor air quality in India
<b>Student Activities</b>			
Interaction between Student Chapters	ASHRAE: Insert name IGBC: Insert name	Once a year	Joint meetings & programs between local student chapters to be organized.
Supporting mutual Activities			Support & promote programs organized by local Chapters of each of the Society and also invite ASHRAE DL, if needed.

# ASHRAE & IGBC Workplan for 2024-26

## Key Staff/Member Contacts for Implementing ASHRAE-IGBC Workplan

<b>IGBC Staff/Member Leads:</b>					
Chief Executive					
MOU Manager					
<b>ASHRAE Staff/Member Leads:</b>					
Chief Executive					
MOU Manager					

**REPORT TO THE BOARD OF DIRECTORS**  
**From the Special Members Council Meeting**  
**As of December 20, 2023**

**Recommendations for Board Approval:**

1. Members Council recommends to the Board of Directors that Society approve the Region-At-Large be reorganized and become two regions based on geographical and chapter allocation. The current Sub-Region II (two) is to become Region XV, and Sub-Region I (one) is to become Region-At-Large (RAL). Starting the society year 2024-2025.

**BACKGROUND:** RAL has 33 chapters in 19 countries covering the Middle East, Pakistan, Africa, India, Bangladesh, and Sri Lanka. It is becoming too large of a geographical area and number of chapters to manage and provide the required support to chapters and members. Travel restrictions between some of these countries limit regional officers to travel and support chapters and members.

The sheer size of the region does not allow regional officers to Service Chapters adequately. Weak and struggling chapters are emerging.

Based on the current bylaws of RAL, Sub-Region 1 and Sub-Region 2 share regional positions based on the number of chapters in each sub-region. Sub-Region 1 gets 60%, and Sub-Region 2 gets 40% of the regional positions. The regional structure and position rotation rules have slowed down the members' advancement path, causing them to lose interest. The progression to DRC is a 20-plus-year journey. The same is true of other regional positions.

All chapters stressed the fellowship and goodwill between RAL members, officers, and chapters, which is what makes RAL an exceptional region. Any future arrangement should preserve these bonds.

This issue was discussed with RAL chapters during RAL CRC. A petition was written and signed by 30 Chapter Presidents.

ASHRAE is a global society. By Making RAL into two regions, it will enhance international representation in the society.

**FISCAL IMPACT:** Estimated between \$49,100 - \$61,800 based on feedback from Society.

**STAFF IMPACT:** In the next 5-months (JAN – JUN 2024): 30 hours to accomplish the following:

- Grassroots staff liaison to engage with additional/new RVC
- Updates to website, member database, CIQ
- Establish updated reports for new region (PAOE, Membership, Chapter, Rosters, etc.)
- Creation of regional email aliases.
- Updates to Rules of the Board, Manual of Chapter Operations, Region Operations Manual, and CRC Manual

Ongoing: 4-5 hours per month throughout the year, each year, dedicated to maintaining financial accounts for both RAL and Region XV, assuming Region XV would need this support. 3-4 days for travel of 1 staff member per year to attend Region XV CRC.

**Members Council Vote:** Passed (18-7-0, chair not voting)

2. Members Council recommends to the Board of Directors that the following waivers to the Rules of the Board be approved:
  - a. **Waiver of 3.910.001.1**  
A minimum of six chapters, with a minimum regional membership of 1,800, excluding students is required. All chapters must have functioned within an existing region for a minimum of three years.
  - b. **Waiver of 3.910.002.1**  
Chapters wishing to form a region must present the following to the director and regional chair of the region to which they are presently assigned. Chapters not assigned to a region must present the following to Members Council by working with the Society Director of Member Services.

- A. Written petition, signed by each chapter's officers and Board of Governors.
- B. Tentative slate of regional officers.
- C. Identification of regional boundaries.
- D. Schedule for proposed implementation.
- E. Tentative initial CRC site and date selected.

**BACKGROUND:** The Chapters of ASHRAE Region-At-Large (RAL) resolved to petition the Society Board of Directors to restructure RAL by creating two separate Regions from the existing Sub-Region boundaries. The proposed new regional split will divide the current RAL member total of 2,977 into two Regions that are below the required 1,800 members. Sub-Region 2 will become Region XV with 1,273 members; Sub-Region 1 will remain RAL with 1,704 members. Two chapters in Sub-Region 1 have not been in existence for the minimum three years: Alexandria (2021) and Ghana (2023). The signatures on the written petition submitted by RAL only included 30 chapter presidents without those of the Board of Governors; 2 chapters were not included due to nonexistent leadership; 1 new chapter was recently chartered. There are active plans in place to support struggling chapters, increase membership, and grow new chapters and sections in the new Region.

**FISCAL IMPACT:** None

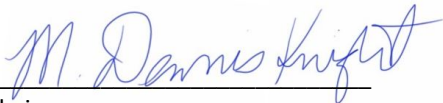
**STAFF IMPACT:** None

**Information Items:**

1. Members Council approved the charters of four new Sections in Region XIV: Belgium Section (Brussels, Belgium); Germany Section (Kaiserslautern, Germany); Italy Section (Milan, Italy); and the France Section (Paris, France). The total number of ASHRAE Sections is 43.

12/28/2023

Date



Chair

**Denton, Candace**

---

**From:** Zach Alderman <zalderman.929@gmail.com>  
**Sent:** Thursday, January 4, 2024 11:46 AM  
**To:** Ginger Scoggins  
**Cc:** Littleton, Jeff; McCray, Jeanette; Madison Schultz; Branislav (Baki) Cvijetinovic; Bruno Martinez; Elise Kiland; Denton, Candace  
**Subject:** Re: FW: 2023 Decarb Challenge Fund Update

Good Morning Ginger,

Yes, I've compiled the following metrics for the Board to discuss:

- With the current \$50,000 in funding:
  - We will be able to make approximately \$45,000 in awards. The remaining \$5,000 may be able to give a partial award to the next ranked project, but we do not want to notify them to negotiate budget (a 50% reduction in their requested funds/scope) until we know if the additional funds can be approved.
  - We will be able to secure approximately \$47,000 USD in matching funds from partner groups applicants have coordinated with.
  - Projected Carbon savings will be on the order of 1.8 million kg of CO2 over the life cycles of the projects based on the submitted calculations.
  - We will have projects in Asia (1), North America, and Africa (1).
- With an additional \$15,850 in funding:
  - We will be able to guarantee the full award amount approved by the board (\$20,000 more than we can guarantee currently)
  - We will secure an additional \$37,000 in matching funds, this is more than DOUBLE the matching funds ratio of the original \$50,000, huge bang for our buck.
  - Projected carbon savings increases by nearly 500,000 kg of CO2 (a 25% increase), and enables policy work to be implemented in a South American city which will enable a net zero building plan to be implemented, likely saving millions more tons of CO2 emissions.
  - We add one additional project in Asia, South America (previously not included), and North America.

If it was my money, which I guess some of it is :) , the added funding would be a no-brainer to maximize the impact of the Challenge.

I would prefer to keep any additional identifying information regarding the leading projects confidential to maintain the integrity of the award and review process, and allow the BOD to make an objective decision based on performance and not any possible connection to the projects.

Please let me know if it would be useful for me to join the BOD call tomorrow, I have a conflict I would need to reshuffle, but am happy to do so if there is anything I would need to discuss with the board.

Thank you!

Zach

On Tue, Jan 2, 2024 at 10:51 AM Ginger Scoggins <[gscoggins@engineereddesigns.com](mailto:gscoggins@engineereddesigns.com)> wrote:

Zach,

I have this discussion on the BOD agenda for this Friday. Would it be possible to do a short summary of the difference in what we can achieve if we do the \$50K option or the \$65K option that I can share with the BOD?

Thanks,

**Ginger Scoggins** PE, CEM, CxA, FASHRAE, Principal

Engineered Designs, Inc.

d 919-238-7152 | o 919.851.8481 | c 919.818-4709

[www.engineereddesigns.com](http://www.engineereddesigns.com)

*Engineering Life Into Buildings— Celebrating 26 Years!*

---

**From:** Zach Alderman <[zalderman.929@gmail.com](mailto:zalderman.929@gmail.com)>

**Sent:** Friday, December 22, 2023 3:19 PM

**To:** Littleton, Jeff <[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)>

**Cc:** Ginger Scoggins <[gscoggins@engineereddesigns.com](mailto:gscoggins@engineereddesigns.com)>; McCray, Jeanette <[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)>; Madison Schultz <[madison.schultz@gmail.com](mailto:madison.schultz@gmail.com)>; Branislav (Baki) Cvijetinovic <[branislav.cvijetinovic@snclavalin.com](mailto:branislav.cvijetinovic@snclavalin.com)>; Bruno Martinez <[brunocmartinez@gmail.com](mailto:brunocmartinez@gmail.com)>; Elise Kiland <[ekiland@cmihvac.com](mailto:ekiland@cmihvac.com)>

**Subject:** Re: FW: 2023 Decarb Challenge Fund Update

Jeff, thank you for the quick response!

Because the outcome of the funding decision will impact 3 different teams and the possibility of a partial versus full award for one team and iterating through the bottom three if that is the case, it makes sense from our end to wait until we have clarity on the total funding amount to vote to approve.

Since it looks possible that we can have a decision next week, we can wait to vote until after that point. We can move quite quickly on the approval once we confirm the funding amount. Notice of award are scheduled for January, which we hoped would be right after the holidays to give teams the max amount of time to implement their projects, and give time to folks for attending the winter conference to be recognized if they are able to, and that should still be achievable on this timeline.



Thanks again and happy holidays to you as well!

Zach

On Fri, Dec 22, 2023 at 1:48 PM Littleton, Jeff <[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)> wrote:

Hi Zach,

We will not be able to provide an OK today, but I feel good about providing the additional funding. I'd suggest that you approve two scenarios – one with \$50K in funding and one with the additional \$18K. I know that's not ideal given the various amounts that have been requested, but that's the best approach for now.

We may be able to get a firm answer next week. When are you planning to provide the notifications?

Thanks and happy holidays!

Jeff



Shaping Tomorrow's  
Built Environment Today

[ashrae.org](http://ashrae.org)

**Jeff Littleton**  
**Executive Vice President**

180 Technology Parkway  
Peachtree Corners, GA 30092  
Tel: 678-539-1100  
[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)

[ashrae.org/newhq](http://ashrae.org/newhq)

**2024 ASHRAE  
WINTER CONFERENCE**

CHICAGO, JAN 20-24 | AHR EXPO, JAN 22-24

---

**From:** Zach Alderman <[zalderman.929@gmail.com](mailto:zalderman.929@gmail.com)>

**Sent:** Friday, December 22, 2023 2:27 PM

**To:** Ginger Scoggins <[gscoggins@engineereddesigns.com](mailto:gscoggins@engineereddesigns.com)>; Littleton, Jeff <[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)>

**Cc:** McCray, Jeanette <[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)>; Madison Schultz <[madison.schultz@gmail.com](mailto:madison.schultz@gmail.com)>; Branislav (Baki) Cvijetinovic <[branislav.cvijetinovic@snclavalin.com](mailto:branislav.cvijetinovic@snclavalin.com)>; Bruno Martinez <[brunocmartinez@gmail.com](mailto:brunocmartinez@gmail.com)>; Elise Kiland <[ekiland@cmihvac.com](mailto:ekiland@cmihvac.com)>

**Subject:** Re: FW: 2023 Decarb Challenge Fund Update

Hi Ginger & Jeff,

I just wanted to check status on approving the additional decarb funds.

We were looking to vote to approve and get this wrapped up this today, or go back to the bottom potential awardees if we are not going to get the additional funds, and see if they can reduce their scopes. Any update so we can take appropriate action and get everything finished up would be greatly appreciated. Thank you both and have a Merry Christmas if you are celebrating this weekend.

Thanks!

Zach

On Tue, Dec 19, 2023 at 2:35 PM McCray, Jeanette <[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)> wrote:

You're welcome!

Get [Outlook for Android](#)



Shaping Tomorrow's  
Built Environment Today

**Jeanette McCray**  
**Assistant Manager, Membership**

180 Technology Parkway  
Peachtree Corners, GA 30092  
Tel: 678-539-1178  
[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)



# 2024 ASHRAE WINTER CONFERENCE

CHICAGO, JAN 20-24 | AHR EXPO, JAN 22-24

**From:** Zalderman 929 <[zalderman.929@gmail.com](mailto:zalderman.929@gmail.com)>

**Sent:** Tuesday, December 19, 2023 1:56:52 PM

**To:** McCray, Jeanette <[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)>

**Cc:** Madison Schultz <[madison.schultz@gmail.com](mailto:madison.schultz@gmail.com)>; Branislav (Baki) Cvijetinovic <[branislav.cvijetinovic@snclavalin.com](mailto:branislav.cvijetinovic@snclavalin.com)>; Bruno Martinez <[brunocmartinez@gmail.com](mailto:brunocmartinez@gmail.com)>; Elise Kiland <[ekiland@cmihvac.com](mailto:ekiland@cmihvac.com)>

**Subject:** Re: FW: 2023 Decarb Challenge Fund Update

Awesome thanks Jeanette!

Zach

On Dec 19, 2023 at 10:46 AM, <[Jeanette McCray](mailto:Jeanette McCray)> wrote:

Hi Zach,

You're welcome! Glad everyone is on the mend. 😊

Thank you for this information. I sent Jeff over the top 9 projects based on the grading rubrics that totaled the \$68,500 so that he could see the breakdown and what we are requesting and get some information about each project.

As soon as I hear anything I will pass it on.

All the best,

Jeanette



Shaping Tomorrow's  
Built Environment Today

[ashrae.org](http://ashrae.org)

**Jeanette McCray**  
Assistant Manager, Membership

180 Technology Parkway  
Peachtree Corners, GA 30092  
Tel: 678-539-1178  
[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)

[ashrae.org/newhq](http://ashrae.org/newhq)



**2024 ASHRAE  
WINTER CONFERENCE**

CHICAGO, JAN 20-24 | AHR EXPO, JAN 22-24

---

**From:** Zach Alderman <[zalderman.929@gmail.com](mailto:zalderman.929@gmail.com)>

**Sent:** Monday, December 18, 2023 12:12 PM

**To:** McCray, Jeanette <[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)>

**Cc:** madison schultz <[madison.schultz@gmail.com](mailto:madison.schultz@gmail.com)>; Cvijetinovic, Branislav (Baki) <[branislav.cvijetinovic@snclavalin.com](mailto:branislav.cvijetinovic@snclavalin.com)>; Bruno Martinez <[brunocmartinez@gmail.com](mailto:brunocmartinez@gmail.com)>; Elise Kiland <[ekiland@cmihvac.com](mailto:ekiland@cmihvac.com)>

**Subject:** Re: FW: 2023 Decarb Challenge Fund Update

Hi Jeanette!

Sorry for the delay! Thank you for asking after us and we are slowly on the mend :)

The requested additional funding would allow us to fully fund 1 additional project which would otherwise be underfunded and may not be able to be completed, and allow us to fund an additional 2 more projects. Without the funds we would be able to award 6 full projects, so adding these 3 projects would represent a 50% increase in the total projects awarded for a 31% increase in funding.

Thank you for passing this on!

Best,

Zach

On Mon, Dec 18, 2023 at 8:10 AM McCray, Jeanette <[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)> wrote:

Good morning Zach,

Hope you and your family are doing better.

Can you please send me the number of the exact projects that you are requesting additional funds for as soon as possible? Jeff Littleton has reached out to me and would like this information to possibly provide the additional funds.

Thanks,

Jeanette



Shaping Tomorrow's  
Built Environment Today

[ashrae.org](http://ashrae.org)

**Jeanette McCray**  
**Assistant Manager, Membership**

180 Technology Parkway  
Peachtree Corners, GA 30092  
Tel: 678-539-1178  
[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)

[ashrae.org/newhq](http://ashrae.org/newhq)



**2024 ASHRAE  
WINTER CONFERENCE**

CHICAGO, JAN 20-24 | AHR EXPO, JAN 22-24

---

**From:** Zach Alderman <[zalderman.929@gmail.com](mailto:zalderman.929@gmail.com)>

**Sent:** Saturday, December 16, 2023 4:30 PM

**To:** Ginger Scoggins <[gscoggins@engineereddesigns.com](mailto:gscoggins@engineereddesigns.com)>

**Cc:** Chris Gray <[cgray@renucommunities.com](mailto:cgray@renucommunities.com)>; McCray, Jeanette <[JMcCray@ashrae.org](mailto:JMcCray@ashrae.org)>; Madison Schultz <[madison.schultz@gmail.com](mailto:madison.schultz@gmail.com)>; Elise Kiland <[ekiland@cmihvac.com](mailto:ekiland@cmihvac.com)>; Baki Cvijetinovic <[branislav.cvijetinovic@snclavalin.com](mailto:branislav.cvijetinovic@snclavalin.com)>; Bruno Martinez <[brunocmartinez@gmail.com](mailto:brunocmartinez@gmail.com)>

**Subject:** 2023 Decarb Challenge Fund Update

Hi Ginger,

I wanted to share some great news with you on the Decarb Challenge fund!

We had a total of 42 applications, and thanks to a combination of 18 volunteers from the YEA committee and the college of fellows (11 YEA and 7 COF), we were able to complete the review of all applications on time and with good statistical confidence in the results.

- The average review score from any reviewer ranged between 79-120 / 150. The average of all scores by all reviewers was 95/150.
- The average score of applications which are being recommended for awards are over 125/150
- 17/18 reviewers had at least one of the 8 applications they reviewed recommended for award. 11 reviewers had 2 or more applications recommended.
- Applications recommended for award would be implemented in San Louis Obispo California, Omaha Nebraska, Kansas City Missouri, Taichung Taiwan (2), Sao Paolo Brazil, Chennai India, Waterloo Ontario, Cincinnati Ohio, and Ullo Ghana, covering North and South America, Asia, and Africa.

We have \$65,850 of funding applications which are clear standouts from the rest of the pack. Although we can certainly pare the awards back to the \$50,000 allocation through several methods (including eliminating or paring back one or more of the projects in Taiwan, Brazil, and Cal Poly), I wanted to see if there were any additional funds available from society to make all of these awards at the requested values. If not, we will move forward early next week with scope reduction requests from the lowest scoring applicants to be recommended for awards, along with availability & intent confirmations from the remaining top applicants, and then vote to approve the final list and dollar amounts and send those recommendations through to Society.

Thank you for considering this last minute request, and we are so excited to see these chapters and project teams recognized and get rolling with their unique and exciting proposals!

Best,

Zach Alderman  
YEA Decarb Ad Hoc Consultant