



MINUTES
BOARD OF DIRECTORS MEETING

TAMPA, FL
Sunday, June 25, 2023

Approved by the Board of Directors on October 19, 2023.

TABLE OF CONTENTS
Board of Directors Meeting
Sunday, June 25, 2023

CALL TO ORDER	2
CODE OF ETHICS	2
ROLL CALL/INTRODUCTIONS	2
REVIEW OF MEETING AGENDA	2
APPROVAL OF MINUTES	2
REVIEW OF ACTION ITEMS	2
OPEN SESSION – ADDRESSES TO THE BOARD OF DIRECTORS	2-3
REPORT OF THE TREASURER	3-4
FY22-23 FINANCIAL STATUS AND FY23-24 BUDGET PRESENTATION	3
FINANCE COMMITTEE REPORT AND FY23-24 BUDGET APPROVAL	3-4
REFERRED CRC MOTION – REGION XI – MOTION NO. 0007	4-6
PRESIDENTIAL AD HOC COMMITTEE AND TASK GROUP REPORTS	6-9
BUILDING DECARBONIZATION	6-7
INTERNATIONAL STANDARDS INTERACTION	7
ASHRAE AT INTERNATIONAL CONFERENCES	7
CHAMPIONS CLUB	7
POLICIES FOR COLLABORATION	7
ASHRAE BRAND RECOGNITION	8
DOE SCHOOLS PARTNERSHIP	9
COMMITTEE REPORTS	9-13
EXECUTIVE COMMITTEE – JUNE 24, 2023	9-11
PLANNING COMMITTEE	11-12
NOMINATING COMMITTEE	12
AUDIT COMMITTEE	12-13
BUILDING EQ	13
BOD SUBCOMMITTEE REPORTS	13-15
DEI ADVISORY	13-15
STRATEGIC BUSINESS DEVELOPMENT	15
SOCIETY STREAMLINING	15
EXECUTIVE SESSION	15
UPCOMING MEETINGS	15
ADJOURNMENT	15

PRINCIPAL APPROVED MOTIONS

Board of Directors Meeting

Sunday, June 25, 2023

No. - Pg.	Motion
1 - 2	Minutes from the February 5, 2023, February 8, 2023, March 27, 2023, and May 22, 2023 Board of Directors meetings be approved.
2 - 3	Finance Committee recommends to the Board of Directors that the 2023-24 draft budget for the General Fund, inclusive of council budgets, showing a deficit of \$51,500 be approved. (ATTACHMENT A)
3 - 3	Finance Committee recommends to the Board of Directors that the 2023-24 draft budget for the Research Fund showing total revenues and expenses of \$3,817,200 be approved. (ATTACHMENT B)
4 - 4	Finance Committee recommends to the Board of Directors that they approve a discretionary capital expenditure budget of \$200,000 for fiscal year 2023-24.
7 – 8	The Board of Directors requests that Members Council develop and implement an ASHRAE Brand Ambassador program.
8 – 9	The Executive Committee recommends that the Board of Directors initiate a revision to the Position Document on <i>Energy in Buildings</i> .
9 - 9	The Executive Committee recommends that the Board of Directors approve the Public Policy Priorities (PPPs), shown in ATTACHMENT C, for SY 2023-24.
10 – 9	The Executive Committee recommends to the Board of Directors that Society adopt MEP2040 under the TFBD.
11 – 11	<p>The Planning Committee recommends to the Board of Directors the following:</p> <p>That up to three (3) consultant positions, from non-active or non-ASHRAE Members that are leaders in the built environment, be added to the Planning Committee as resources for the purpose of creating and maintaining the Society Strategic Plan. The term of service for consultants noted shall be one-year to coincide with the ASHRAE fiscal year. This shall start on July 1, 2024, and be annually appointed.</p>
12 -12	<p>The Audit Committee recommends to the Board of Directors (BOD) that ROB section 1.140.002.2 Definitions, B.1 be changed as follows:</p> <p>Rules of the Board, 1.140.002 Conflict of Interest Policy</p> <p>1.140.002.2 Definitions</p> <p>B. A “conflict of interest” arises whenever (i) the interests of ASHRAE come into conflict with a competing financial or personal interest of a Covered Person or an affiliated party (as defined below) or (ii) a Covered Person’s personal or financial interest could be reasonably viewed as affecting the Covered Person’s objectivity or independence in fulfilling his or her duties to ASHRAE. While it is not possible to anticipate all possible conflict situations, a conflict of interest typically arises whenever a Covered Person or any affiliated party has (directly or indirectly):</p> <p>1. A compensation arrangement or other interest in a transaction with ASHRAE compensation arrangement or other interest in a transaction with ASHRAE.</p>

	<p><u>When a Covered Person has an existing compensation arrangement prior to election to the Board of Directors, the arrangement can continue provided the Covered Person recuses themselves from votes related to that compensation.</u></p>
<p>13 - 13</p>	<p>The DEI Subcommittee recommends the ASHRAE Board of Directors approve the changes as shown below to the Board Manual of Procedures:</p> <p>16 PERMANENT BOARD SUB-COMMITTEES</p> <p>16.1 DIVERSITY EQUITY AND INCLUSION SUBCOMMITTEE</p> <p>16.1.1 Scope and Purpose</p> <p>16.1.1.1 Shall serve as the coordinator of expertise in diversity, equity and inclusion from within and outside the Society membership proper, when such needs are made known to it or are otherwise apparent. The subcommittee is responsible for assisting the Board in enhancing ASHRAE’s culture of Diversity, Equity and Inclusion (DEI), acknowledging the inherent value and dignity of everyone. The subcommittee proactively pursues and celebrates diverse and inclusive communities to fuel better, more creative thoughtful ideas, solutions and strategies for the Society and the communities our Society serves.</p> <p>16.1.2 Membership, Composition, and Terms of Service</p> <p>16.1.2.1 Members of the BOD Diversity, Equity and Inclusion Advisory Subcommittee include voting members and may also include non-voting consultants who shall have specialized professional experience in the areas of Diversity, Equity, and Inclusion.</p> <p>16.1.2.2 The members of the subcommittee shall be appointed by the President Elect.</p> <p>16.1.2.3 The subcommittee shall consist of eight voting members, including a chair and one vice chair.</p> <p>16.1.2.4 A maximum of 6 members of the subcommittee shall be current board members at the time of appointment, including chair and vice chair.</p> <p>16.1.2.5 The term of service for voting members shall be three years.</p> <p>16.1.2.6 The subcommittee shall have a maximum of two consultants. The term of service for a consultant shall be one year.</p>
<p>14 - 14</p>	<p>The DEI Subcommittee recommends that the ASHRAE Board of Directors approve the changes as shown below to the Board Reference Manual:</p> <p>5. Membership</p> <p>5.1 Members of the BOD Diversity, Equity and Inclusion Advisory Subcommittee include voting members and may also include non-voting consultants who shall have specialized professional experience in the areas of Diversity, Equity and Inclusion.</p>

	<p>5.1.1 The members of the subcommittee shall be appointed by the President-Elect.</p> <p>5.1.2 The subcommittee shall consist of eight voting members including a chair and one vice chair.</p> <p>5.1.3 All voting members of the subcommittee shall be current members of the BOD. A maximum of six <u>five members of the subcommittee with at least one member from the Board Executive Committee shall be current board members at the time of appointment, including the chair and vice chair. A maximum of two</u> three members of the subcommittee shall be non-Board members at the time of appointment. <u>The terms of service for the eight voting members shall be one year.</u></p> <p>5.1.4 The subcommittee shall have a maximum of two <u>three</u> consultants. The terms of service shall be one year. Consultants are non-voting members and may be past members of the subcommittee.</p>
15 - 15	The DEI subcommittee recommends the ASHRAE Board of Directors approve the attached MOU with NSBE (National Society of Black Engineers) as shown in ATTACHMENT D.

ACTION ITEMS

Board of Directors Meeting
 Sunday, June 25, 2023

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 2	Macauley	Investigate the possibility of developing region specific ALI courses. Region specific courses would be developed by members outside of North America and presented by members from the regions where they were developed. (Carryover from October 13-14, 2022)		
2 - 2	Hayter	Work with AASA to review and provide recommendations on external actionable items from the Global HVAC Summit. (Assigned February 5, 2023)		
3 – 2	Wentz and Olesen	Review the Global HVAC Summit report and provide a list of actionable items for external groups. (Assigned February 5, 2023)		
4 – 2	Maston	Work with Technology Council to address the issue of domestic gas stoves producing pollutants. (Assigned February 8, 2023)		



MINUTES
BOARD OF DIRECTORS MEETING

Sunday, June 25, 2023

MEMBERS PRESENT:

Farooq Mehboob, President
Ginger Scoggins, President-Elect
Dennis Knight, Treasurer
Billy Austin, Vice President
Dunstan Macauley, Vice President
Sarah Maston, Vice President
Ashish Rakheja, 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
Chris Gray, Region VII DRC
Randy Schrecengost, Region VIII DRC

Tyler Glesne, Region IX DRC
Devin Abellon, Region X DRC
Eileen Jensen, Region XI DRC
John Constantine, Region XII DRC
Cheng Wee Leong, Region XIII DRC
Andres Sepulveda, Region XIV DRC
Richie Mittal, RAL DRC
Blake Ellis, DAL
Luke Leung, DAL
Wei Sun, DAL
Dru Crawley, DAL
Ken Fulk, DAL
Art Giesler, DAL
Wade Conlan, DAL
Kishor Khankari, DAL
Adrienne Thomle, DAL

GUESTS PRESENT:

Bill McQuade	Mark Miller	Chris Phelan	Ken Cooper	Robin Bryant
Chandra Sekhar	Richard Bowman	Alekhya Kaianathbhatta	Spencer Morasch	Katerina Portellos
Scott Peach	Jennifer Nelson	Marko Ignatovic	Louise McKenzie	Theodora Portellos
Joe Sanders	Dennis Hassett	Bratislav Blagojevic	Julia Keen	Rachel Romero
Jonathan Smith	Jacqueline Hay	Olu Soluade	Adeeba Mehboob	Mick Schwedler
Buzz Wright	Franco D'Atri	Roger Jones	Basma Sadek	Krishnan Viswanath
Mahroo Eftekhari	David Underwood	Emmy Sherif	Igor Mujau	Drew Champlin
Doug Cochrane	Bill Bahnfleth	Hywel Davies	Julian Alvarez	Eric Johansen
Corey Metzger	Jim Wolf	Trent Hunt	Michael Patton	Tom Pollard
Heather Schopplein	Bill Harrison	John Knix	David Samayoa	Badri Patel
Tom Watson	Darryl Boyce	Tulia Rios	Aekis Triantafyllopoulos	Michele Mihelic
Frank Mills	Chuck Gullede	Joshua Yasudevan	Costas Balaras	Naila Mendonca
Lionel Davis	Heather Platt-Gullede	Conor Deane	Petros Dalavouras	
Don Brandt	Sarah Bordenkecher	Conor Murray	George Pantelidis	
Edward Tsui	David Handwork	Michael Deru	Dimitrios	
Bill Klock	Pat Marks	Derrick Nesfield	Charalambopoulos	
Shaun Nienhueser	Steph Kunkel	Amar Deep	Douglas Fick	
Bassel Anbari	MJ Ayyampudur	Kevin Muldoon	Aakagh Patel	
	Ashleigh Brown	Alexandre Kontoyanis	Sherry Abbott-Adkins	

STAFF PRESENT:

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

Matt Young, Manager – Federal Govt. Affairs
Savanna Smith, Scholarship Coord./Exec. Asst.
Jacob Karson, Assoc. Mgr. – Govt. Advocacy & Outreach
Tony Giometti, Group Mgr. – Conference Programs
Greg Martin, Assoc. Publisher – ASHRAE Media Advertising

CALL TO ORDER

The meeting was called to order at 1:31 pm.

CODE OF ETHICS

Mr. Mehboob 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

Mr. Littleton invited Ms. Yates to make a special presentation to Mr. Mehboob.

Ms. Yates stated that it is a tradition of the Washington office to present a gift to the outgoing President. She presented Mr. Mehboob with a US flag and certificate signed by the Senator of Georgia, certifying that the flag was flown over the US Capitol building in Mr. Mehboob's honor. She stated that the flag was presented to Mr. Mehboob for his dedication to the HVAC&R industry and ASHRAE.

Mr. Mehboob reviewed the meeting agenda. There were no changes or additions.

APPROVAL OF MINUTES

Mr. Gagnon moved and Mr. Constantinide seconded that

1. Minutes from the February 5, 2023, February 8, 2023, March 27, 2023, and May 22, 2023 Board of Directors meetings be approved.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

REVIEW OF ACTION ITEMS

Action items were reviewed. Action items 1 through 3, and 5 were reported as ongoing. Action item 4 was reported as complete.

AI – 1-4

OPEN SESSION – ADDRESSES TO THE BOARD OF DIRECTORS

Richard Bowman addressed the BOD. A summary of his comments are below:

Throughout ASHRAE's long history, there has always been one overriding goal, to make the world a better place than we found it. There has been opposition in the past, but we had the courage to stand for it and make the world a better place. Therefore, I would like to propose that the BOD consider not having any more meetings in the state of Florida until they dismiss their racist policies.

You don't have to be a Caucasian male, citizen of the USA, or President of the USA to make the statement, "I will not support racism in our world or our country."

It might be press worthy to announce that Society will not return until racist policies are withdrawn.

There were no additional comments.

REPORT OF THE TREASURER

FY22-23 FINANCIAL STATUS AND FY23-24 BUDGET PRESENTATION

Mr. Knight reported that Society was doing well. He reviewed the FY22-23 financial status and presented the 23-24 budget. The full report was attached to the agenda.

Mr. Rakheja asked if the \$75,000 budgeted for COP28 includes a booth.

Mr. Knight reported that planning for COP is still in the early stages. There are opportunities for partnerships and information has been submitted to the organizers; but it is a process, almost like a negotiation. Not to the point of knowing whether we will be part of a booth.

FINANCE COMMITTEE REPORT AND FY23-24 BUDGET APPROVAL

Mr. Knight moved that

2. Finance Committee recommends to the Board of Directors that the 2023-24 draft budget for the General Fund, inclusive of council budgets, showing a deficit of \$51,500 be approved. (ATTACHMENT A)

There was no discussion.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

Mr. Mehboob thanked Mr. Knight and the Finance Committee for putting the draft budget together for the BOD.

Mr. Knight thanked the Finance Committee and staff for supporting the committee. He stated that a lot of the detail in the draft budget take a lot of work on a day-to-day basis.

Mr. Knight moved that

3. Finance Committee recommends to the Board of Directors that the 2023-24 draft budget for the Research Fund showing total revenues and expenses of \$3,817,200 be approved. (ATTACHMENT B)

There was no discussion.

MOTION 3 PASSED (Unanimous Voice Vote, CNV).

Mr. Knight moved that

4. Finance Committee recommends to the Board of Directors that they approve a discretionary capital expenditure budget of \$200,000 for fiscal year 2023-24.

There was no discussion.

MOTION 4 PASSED (Unanimous Voice Vote, CNV).

Mr. Knight reviewed information items. He reported that all MBOs were completed by both subcommittees. He thanked Mr. Brandt and Mr. Cooper for leading those efforts.

REFERRED CRC MOTION – REGION XI | MOTION NO. 0007

Mr. Mehboob reported that the motion had come to the BOD before. The motion was reviewed by the Nominating Committee previously and there were no comments.

The motion was brought to the floor.

5. That section 4.2 Election of the ASHRAE Bylaws be changed as shown below:

Section 4.2 Election. Except as set forth in Section 4.3 and Article V, all elected members of the BOD shall be elected at the annual meetings of the Society for terms of three years, or until their successors have been elected and installed. Not less than one nor more than ~~four~~ three members of the Board shall be from any one region at the time of nomination. If the membership of the Board of Directors is changed, the Board of Directors may, at the time such change, vary initial terms of office in order to have a uniform number of directors elected each year.

Mr. Littleton read the full motion and it was shown on screen. He reported that the impact of the motion would be to reduce the number of BOD members from any one region that can serve on the BOD from four to three.

Mr. Mehboob reported that background on the motion is that this rule, which is embodied in the bylaws, is proposed to be amended on the basis that when it was written there were fewer regions. If there are 15 regions, in the interest of fairness, the motion suggests that we limit the number of members of the BOD from any one region.

He reported that seven out of the past ten years there was a particular region with four members on the BOD.

Mr. Littleton advised that the motion, if approved, would result in a change to the bylaws and would require 2/3 majority vote by the BOD. If the motion is approved by 2/3 of the BOD, the motion would be referred to the members on the spring ballot and would require a 2/3 majority vote of those responding to the ballot in order to pass.

Mr. Glesne asked if the change would be enacted immediately.

Mr. Mehboob responded that the timeline is not in the motion. The change would be implemented once the general membership voted, the details would then be worked out to ensure that the system was not disturbed.

Mr. Khankari asked what the basis was for four instead of three?

Mr. Mehboob responded that it was the wisdom of those who wrote the bylaws of the Society. He advised that the basis for three out of 31 is that no one region could have a maximum of 10% representation on the BOD.

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

(Mr. Gulledge) Reported that Nominating is aware that the motion was forthcoming, and the committee has no position on the matter.

(Mr. Macauley) Spoke against the motion. Believe that no one who serves on the BOD is serving any region. All BOD members are serving all of membership. Not aware of any individuals who served that are not qualified. Believe we have a Nominating Committee that painstakingly goes through and picks the best candidate for the position; shouldn't limit good candidates based on the region they are from.

(Ms. Jensen) Spoke in favor of the motion. Our region felt strongly about the concept of providing DEI from members throughout the world and no one region having an outsized voice from a particular region. Need more breadth of perspectives and voices when the BOD debates.

(Mr. Khankari) Undecided. Why are we bringing regional dictates to the technical side?

(Ms. Scoggins) Can see a need to spread out everyone on the BOD. But other than the DRCs, BOD members are elected based on their qualifications regardless of the region they reside.

(Mr. Schwedler) Sometime in the past, Nominating received a similar motion and recommended against the change. When the bylaws were written, Society had fewer regions and fewer BOD members, so four people would have been a higher percentage than it would be today. Recommend caution but trust the BOD to make a decision.

(Mr. Conlan) Spoke against the motion. Have served on Nominating and witnessed the process. Put my trust in Nominating.

(Mr. Knight) Not speaking for or against the motion at this time. Have a procedural question. It is clear that there is one region that has consistently had four members on the BOD and think that Nominating should look at that. Even though the bylaws were written some time ago, we don't know what the hidden consequences of what our decisions are. Would like to get some input from Nominating.

(Mr. Rakheja) Expressed agreement with Mr. Knight.

(Mr. Mehboob) To get an opinion from another body is not relevant because the ultimate body of this Society is the BOD. Let's put this to bed. There are people in the Society who think the rules should be changed.

(Mr. Gagnon) Not speaking for or against the motion at this time. Refer back to the Code of Ethics and perceived conflicts of interest. On the other side, our policy is that the position seeks the person. Stuck with this ambiguous thought.

(Mr. Gray) Spoke against the motion. Think there are unintended consequences. Could preclude a DRC from serving. BOD members are here to represent all of our members. Have to trust Nominating Committee.

It was confirmed that, if approved, the revised Bylaws would read "not less than one, but not more than three."

(Ms. Schopplein) Spoke in favor of the intent of the motion. Suggested that the DAL bias should be investigated. Every region has its own unique technical considerations and we're not learning from each other if we're not diverse in our DALs.

(Mr. Fulk) Spoke against the motion. Each region is guaranteed to have representation on the BOD. One of the premises of this motion is that the Bylaws never considered having more regions, but the Bylaws do speak to more chapters. Based on that premise, the recommendation may be flawed. He expressed agreement with Mr. Schwedler's comments regarding percentage representation.

Looking for the best leaders at the time and Nominating has historically done a great job of that. Let Nominating do their job.

(Mr. Abellon) Spoke against the motion. In support of having a diverse BOD and think it is critical to the future of our Society. Have served on Nominating and have seen the pains that are gone through and would hate for the very best candidates to not have that opportunity simply because of the region they come from. Difference between perception and reality. As DRCs, it is our responsibility to serve the Society; DRCs have insight into the specific needs of Society, but the DRC's role is to serve all of Society. Not about one region having more influence than another. One BOD serving one Society.

MOTION 6 FAILED (1:29:0, CNV).

Mr. Mehboob advised that it would be reported back to Region XI that their heart is in the right place and the BOD understands the concern expressed. Perhaps, at another time, this change could be enacted but the BOD did not feel it was appropriate at this time. He thanked the region for bringing it up.

PRESIDENTIAL AD HOC COMMITTEE AND TASK GROUP REPORTS

BUILDING DECARBONIZATION EXCOM

Mr. Peterson reported. The full report was attached to the agenda.

Mr. Peterson reported that 90.1, 90.2, and 90.4 were engaged to address decarbonization needs. Work plans for Project Committees are being encouraged for better alignment.

The first guide has been published and there are six more coming. The remaining six will be published by the next Annual Meeting.

Consulting and design engineers need this body of knowledge. Have clarified that the responsibility of TC liaisons interfacing with the TFBD is to get technical input and report back to the TFBD.

The deliverable focused strike forces are very focused and this method will be used moving forward.

Feedback from members is that there is a need for tools and calculators.

The average user is confused as to how the Standards work together. Will be creating an infographic to explain how they work together over the life of a building.

TFBD is continuing and has expanded. There are a lot of passionate volunteers involved in this group. Kudos to ASHRAE for coming together, consolidating, and putting this information out there as soon as possible.

Mr. Mehboob expressed thanks and appreciation to the TFBD on behalf of the BOD, staff, and the volunteers.

INTERNATIONAL STANDARDS INTERACTION

Ms. Scoggins reported. The full report was attached to the agenda.

She reported that the work of the task force was complete and a new standing committee was approved.

ASHRAE AT INTERNATIONAL CONFERENCES

Mr. Sepulveda reported. The full report was attached to the agenda.

He reported that the budget for sponsorship income had been exceeded for the 2023 Decarbonization Conference in Madrid.

Mr. Mehboob expressed his appreciation to Mr. Sepulveda and the group.

CHAMPIONS CLUB

Mr. Wentz reported. The full report was attached to the agenda.

He reported that the Champions Club was made up of people specifically selected to monitor, innovate, and overcome obstacles to achieve the Presidential initiatives this Society Year.

There were 19 Presidential initiatives; 16 of them have been completed fully and the other three are well underway.

Mr. Wentz thanked all of the champions. He expressed that the group is a good example of the BOD rolling up their sleeves and making the initiatives real.

POLICIES FOR COLLABORATION

Mr. Wentz reported. The full report was attached to the agenda.

He reported that the group was formed in April and are already meeting regularly. A roadmap for the upcoming Society Year has been developed.

Mr. Wentz thanked all of the ad hoc members.

ASHRAE BRAND RECOGNITION

Mr. Khankari reported. The full report was attached to the agenda.

He thanked the BOD for recognizing the importance of this topic and thanked members and staff for their participation.

Mr. Fulk reported that outreach was spoken about at length during the group's meetings.

Mr. Khankari stated that the group could continue as this is an important strategic objective.

Mr. Khankari moved that

7. The Board of Directors requests that Members Council develop and implement an ASHRAE Brand Ambassador program.

Mr. Khankari reported that this was an important initiative, and the proposed program is a way to continue this important work. Strategically, the BOD needs to agree that an ambassador program is a good idea. He offered to personally help Members Council develop the program.

Mr. Mehboob clarified that, if approved, the motion on the floor would refer this request to Members Council. He opened the floor for discussion and comment. A summary of that discussion is below:

(Ms. Scoggins) Are you anticipating a new position on the CIQ?

(Mr. Khankari) Undecided at this time. Looking for a recommendation from Members Council.

(Mr. Arnold) Spoke in favor of the motion. This is streamlining.

(Mr. Austin) Spoke against the motion. Looking at it from the standpoint of how it will be practically implemented. Feel that Chapters would struggle to fill this position. There are already Chapter and Regional positions that act as ambassadors in various aspects. Don't see how this scenario could work. This request may be taken as a directive even though it is a request.

(Mr. Gray) Spoke in favor of the concept. Do not think this structure is already in place. But do think there is merit to the concept. Could be an optional position at the Chapter level.

(Mr. Scoggins) Spoke in favor of the concept. Second what Mr. Austin said. Have at least 5-10 PAOE criteria on reaching out to government officials and other organizations. Could be a PAOE discussion as opposed to another position. Like the concept, but think we have it covered in our PAOE.

(Mr. Fulk) Spoke in favor of the motion. Agree that there are some potential issues. Would not recommend that this be a CIQ position. Intent is to have experienced members that could help be an ambassador at all levels of Society. More meat needs to be added to the bones but that is why it is presented as a recommendation for Members Council to investigate further.

(Mr. Glesne) This motion opens up the question to Members Council to address this issue. The group's work has determined that this outreach is needed.

(Mr. Khankari) Would like to remind the BOD that I serve on Members Council and can serve as a liaison between the BOD and the Council; can help develop and implement this recommendation.

MOTION 7 PASSED (23:7:0, CNV).

DOE SCHOOLS PARTNERSHIP

Mr. Constantinide reported. The full report was attached to the agenda.

He reported that 14 Chapters are actively involved in the program. The main challenge is reaching out to Chapters with schools in rural areas as there is specific funding available for those areas. Also have an opportunity to lay the groundwork for the future.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE – JUNE 24, 2023

Mr. Mehboob reported. The full report was attached to the agenda.

Mr. Mehboob moved that

8. The Executive Committee recommends that the Board of Directors initiate a revision to the Position Document on *Energy in Buildings*.

There was no discussion.

MOTION 8 PASSED (Unanimous Voice Vote, CNV).

Mr. Mehboob moved that

9. The Executive Committee recommends that the Board of Directors approve the Public Policy Priorities (PPPs), shown in ATTACHMENT C, for SY 2023-24.

Mr. Knight reported that there was a slight change to the document since ExCom voted on it yesterday. The last sentence of the first PPP was revised. The most current version of the document is included in ATTACHMENT C.

Very minor changes overall from the 2022-23 PPPs.

MOTION 9 PASSED (Unanimous Voice Vote, CNV).

Mr. Mehboob moved that

10. The Executive Committee recommends to the Board of Directors that Society adopt MEP2040 under the TFBID.

Ms. Scoggins read the motion background from the report. She expressed her opinion that this is a good recommendation and would help to boost Society's profile in the architectural engineering space.

Mr. Leung reported that a lot of the MEP firms signed the commitment and a lot of them are ASHRAE members' firms. One level of commitment is MEP firms and another is firms submitting embodied carbon information. This second component will allow us to better understand embodied carbon intensity.

Mr. Gray stated that members have expressed concern to him regarding the MEP2040 commitment. There is a sense that it is not possible to abide by the commitment and there is concern from an ethical standpoint if Society takes the pledge on behalf of the members.

Mr. Leung responded that the commitment is meant to be a challenge and is not legally binding.

Ms. Scoggins added that if Society takes over the operation of the MEP2040 group that the challenge would be a subset under the group. She reiterated that Society would not be binding our members to the challenge.

Mr. Giesler stated that the College of Fellows has a related steering committee and he expressed that he was unsure if Society should be involved.

Mr. Littleton stated that based on some of the comments, there seemed to be confusion over the wording of the motion. ASHRAE is already an endorsing organization of MEP2040. This motion concerns Society taking ownership of the initiative. If approved, the initiative would be owned and operated by Society with a partnership or liaison relationship with the Carbon Leadership Forum.

Mr. Leung reported that he attends NGO forums representing a MEP2040 organization. He expressed his opinion that Society should be a part of that. He stressed that only firms that sign onto the challenge are accepting the challenge.

Ms. Schopplein stated that she was undecided. She asked what would be given up to provide the 220 hours per year of staff time.

Mr. Littleton responded that ExCom discussed that as well. Staff would need to absorb this work and would take it on and just get it done.

He spoke in favor of the recommendation and stated his opinion that it aligns with Society's decarbonization initiatives. It is a powerful program that has support from the industry. Society can leverage the good work that has already been done to build the program into something more substantive, increasing our influence and footprint.

Mr. McQuade spoke in favor of the motion. This is a stakeholder group we are targeting. Would be a real tragedy if we didn't pull them into the discussion and have them be part of using and implementing the tools Society is developing. Would like to see this move forward.

Mr. Giesler expressed disagreement with Mr. McQuade. He stated his opinion that Society would not own the program as he did not envision the Carbon Leadership Forum giving up ownership of the program.

Mr. Littleton stated that the program would be transferred from the Carbon Leadership Forum to Society and that it would be a legally binding agreement.

Mr. Knight stated that the data and information would be worth orders of magnitude.

Mr. Peterson clarified that this would be considered an acquisition if MEP204 were a 501(c)3; but it is not an acquisition because they are a group of volunteers and not a 501(c)3. Would provide a substantial body of knowledge to Society.

The Carbon Leadership Forum approached Society and expressed their opinion that the program belongs with ASHRAE. He reported that the TFBD feels it would be an excellent move on behalf of Society and would put us in a strategic position as it relates to government agencies. Most of the current volunteers are ASHRAE members.

Mr. Fulk stated that he was generally in favor of the motion. He expressed his opinion that it is a confusing prospect. Would like to stay off the slippery slope of committing ASHRAE down the road where Society is mandating standards that are feasibly achievable.

Mr. Rakheja spoke in favor of the motion. After reviewing the MEP2040 website have seen that it is not country specific and MEP firms across the globe are invited to join. Most of the leading MEP firms have already signed onto the challenge. This would give Society a bigger lead and is a great move.

Mr. Knight stated that he did not think the challenge extends beyond or expands the targets that Society has already set. Do not feel it is piling on a standard of care that we have not already adopted as an organization.

MOTION 10 PASSED (28:2:0, CNV).

Mr. Mehboob reviewed information items from the report.

PLANNING COMMITTEE

Mr. Macauley reported. The full report was attached to the agenda.

Mr. Macauley moved that

11. The Planning Committee recommends to the Board of Directors the following:

That up to three (3) consultant positions, from non-active or non-ASHRAE Members that are leaders in the built environment, be added to the Planning Committee as resources for the purpose of creating and maintaining the Society Strategic Plan. The term of service for consultants noted shall be one-year to coincide with the ASHRAE fiscal year. This shall start on July 1, 2024, and be annually appointed.

Ms. Platt-Gulledge provided background information from the report.

Ms. Platt-Gulledge was asked to clarify if the fiscal impact was annual or a one-time cost? She responded that the fiscal impact of \$45,000 would be annual. Planning Committee recommends that \$10,000 transfer from year to year, to be used a stipend in case the perfect consultant candidate requires it to participate. Looking for someone who would participate a minimum of two hours a month. Travel would be reimbursed to attend the Winter Conference only.

Mr. Macauley clarified that there is no impact to the budget that was just passed as the start date would be July 1, 2024.

Mr. Gagnon stated that ExCom already has a plan to hire an outside consultant. Would this recommendation be in addition to the already planned outside consultant?

Ms. Platt-Gulledge responded that it would be fine if the individuals proposed here were selected from that group.

Mr. Khankari spoke in favor of the motion. He stated that a consultant may not be needed for the entire year.

Ms. Platt-Gulledge responded that the intent is to find someone who is willing to serve for the entire year. The Committee would like for the consultant to be involved and invested.

Mr. Constantinide stated that the recommendation seems similar to the Industry Advisory Group.

Ms. Platt-Gulledge responded that Planning Committee received the same request. It would be acceptable to use the same people from the advisory group.

Ms. Scoggins expressed her opinion that there seems to be overlap with the Industry Advisory Group. Not sure the BOD can approve funding for a future BOD. Suggested that the motion go to Finance Committee for consideration.

Mr. Macauley questioned why the recommendation would need to go to the Finance Committee. He stated that the Planning Committee was requesting programming, not a budget item. He expressed his opinion that the BOD should be the body to consider such requests.

Mr. Mehboob stated that if the Industry Advisory Group is approved, perhaps the same individuals can fill the role requested by the Planning Committee.

MOTION 11 PASSED (19:10:1, CNV).

Ms. Platt-Gulledge reviewed information items from the report.

NOMINATING COMMITTEE

Mr. Gulledge reported on behalf of the Committee. The full report was attached to the agenda.

Mr. Gulledge reviewed information items included in the report.

AUDIT COMMITTEE

Ms. Jensen reported. The full report was attached to the agenda.

Ms. Jensen moved that

- 12.** The Audit Committee recommends to the Board of Directors (BOD) that ROB section 1.140.002.2 Definitions, B.1 be changed as follows:

Rules of the Board, 1.140.002 Conflict of Interest Policy

1.140.002.2 Definitions

B. A "conflict of interest" arises whenever (i) the interests of ASHRAE come into conflict with a competing financial or personal interest of a Covered Person or an affiliated party (as defined below) or (ii) a Covered Person's personal or financial interest could be reasonably viewed as affecting the Covered Person's objectivity or independence in fulfilling his or her duties to ASHRAE. While it is not possible to anticipate all possible conflict situations, a conflict of interest typically arises whenever a Covered Person or any affiliated party has (directly or indirectly):

1. A compensation arrangement or other interest in a transaction with ASHRAE compensation arrangement or other interest in a transaction with ASHRAE. When a Covered Person has an

existing compensation arrangement prior to election to the Board of Directors, the arrangement can continue provided the Covered Person recuses themselves from votes related to that compensation.

Ms. Thomle spoke in favor of the motion. She reported that SRC had already reviewed the recommendation and they are in agreement with the wording presented.

MOTION 12 PASSED (Unanimous Voice Vote, CNV).

BUILDING EQ

Mr. Deru reported that Building EQ did not have any recommendations for the BOD's consideration. The full report was attached to the agenda.

BOD SUBCOMMITTEE REPORTS

DEI ADVISORY

Ms. Thomle reported. The full report was attached to the agenda.

Ms. Thomle moved that

13. The DEI Subcommittee recommends the ASHRAE Board of Directors approve the changes as shown below to the Board Manual of Procedures:

16 PERMANENT BOARD SUB-COMMITTEES

16.1 DIVERSITY EQUITY AND INCLUSION SUBCOMMITTEE

16.1.1 Scope and Purpose

~~16.1.1.1 Shall serve as the coordinator of expertise in diversity, equity and inclusion from within and outside the Society membership proper, when such needs are made known to it or are otherwise apparent. The subcommittee is responsible for assisting the Board in enhancing~~
ASHRAE's culture of Diversity, Equity and Inclusion (DEI), acknowledging the inherent value and dignity of everyone. The subcommittee proactively pursues and celebrates diverse and inclusive communities to fuel better, more creative thoughtful ideas, solutions and strategies for the Society and the communities our Society serves.

16.1.2 Membership, Composition, and Terms of Service

~~16.1.2.1 Members of the BOD Diversity, Equity and Inclusion Advisory Subcommittee include voting members and may also include non-voting consultants who shall have specialized professional experience in the areas of Diversity, Equity, and Inclusion.~~

~~16.1.2.2 The members of the subcommittee shall be appointed by the President-Elect.~~

~~16.1.2.3 The subcommittee shall consist of eight voting members, including a chair and one vice chair.~~

~~16.1.2.4 A maximum of 6 members of the subcommittee shall be current board members at the time of appointment, including chair and vice chair.~~

~~16.1.2.5 The term of service for voting members shall be three years.~~

~~16.1.2.6 The subcommittee shall have a maximum of two consultants. The term of service for a consultant shall be one year.~~

Mr. Thomle provided background information on the motion from the report.

MOTION 13 PASSED (Unanimous Voice Vote, CNV).

Ms. Thomle moved that

14. The DEI Subcommittee recommends that the ASHRAE Board of Directors approve the changes as shown below to the Board Reference Manual:

5. Membership

5.1 Members of the BOD Diversity, Equity and Inclusion Advisory Subcommittee include voting members and may also include non-voting consultants who shall have specialized professional experience in the areas of Diversity, Equity and Inclusion.

5.1.1 The members of the subcommittee shall be appointed by the President-Elect.

5.1.2 The subcommittee shall consist of eight voting members including a chair and one vice chair.

5.1.3 ~~All voting members of the subcommittee shall be current members of the BOD. A maximum of six five members of the subcommittee with at least one member from the Board Executive Committee shall be current board members at the time of appointment, including the chair and vice chair. A maximum of two three members of the subcommittee shall be non-Board members at the time of appointment.~~ The terms of service for the eight voting members shall be one year.

5.1.4 The subcommittee shall have a maximum of ~~two~~ three consultants. ~~The terms of service shall be one year.~~ Consultants are non-voting members and may be past members of the subcommittee.

Ms. Thomle provided background information from the report. She stated that the subcommittee feels that more can be done if non-BOD members are voting members as BOD members are very busy.

It was clarified that the intent of the motion was to have three instead of two consultants.

Mr. Giesler suggested that the wording be simplified further.

Ms. Hanson stated that her recollection was that the consensus was that there should be eight voting members and two non-voting.

It was suggested that the motion be withdrawn and brought back to the BOD in Chicago.

Mr. Khankari expressed his opinion that the motion was unclear.

MOTION 14 PASSED (25:1:2, CNV).

Mr. Conlan abstained. The reason for his abstention is provided below:

My experience with committees, and explained by chairs of those committees, is that you had to be on the main committee to be a voting member of a subcommittee. While I heard what Ms. Jolly informed the BOD of the rules, I did not have enough time in the meeting to read that section and confirm my experiences and what I was told on other committees was incorrect.

Ms. Thomle moved that

15. The DEI subcommittee recommends the ASHRAE Board of Directors approve the attached MOU with NSBE (National Society of Black Engineers) as shown in ATTACHMENT D.

Ms. Thomle provided background information from the report.

MOTION 15 PASSED (Unanimous Voice Vote, CNV).

Mr. Macauley recommended that the DEI Subcommittee look at forming an MOU with other organizations to form a more comprehensive MOU with multiple organizations at one time.

STRATEGIC BUSINESS DEVELOPMENT

Mr. Macauley reported. The full report was attached to the agenda.

He reviewed the subcommittee's final recommendations.

SOCIETY STREAMLINING

Ms. Maston thanked members and staff for their support and work. She reported that the BOD passed motions brought forward at a previous meeting.

She reported that the work of the subcommittee was complete.

EXECUTIVE SESSION

Executive session was called at 5:39 pm.


Open session reconvened at 5:54 pm.

UPCOMING MEETINGS

Mr. Mehboob reviewed the BOD's upcoming meetings.

ADJOURNMENT

The meeting adjourned at 5:56 pm.



Jeff H. Littleton, Secretary

ATTACHMENTS:

- A. Draft 23-24 General Fund Budget
- B. Draft 23-24 Research Fund Budget
- C. SY 2023-24 Public Policy Priorities (PPPs)
- D. Proposed MOU with NSBE

**ASHRAE
GENERAL FUND
FY23-24 BUDGET - DRAFT**

	Forecast	DRAFT	Difference	
	FY 2023	Budget FY 2024	Budget vs. Forecast \$	%
REVENUES				
31 Membership Dues	\$7,908.5	\$8,222.8	\$ 314.3	4%
32 Publication Sales	3,778.8	3,910.7	131.9	3%
34 Advertising Income - Print	2,192.7	2,352.0	159.3	7%
34 Advertising Income - Non-Print	890.0	1,050.0	160.0	18%
35.1 Meetings/Conferences Registration	2,085.4	2,168.8	83.4	4%
35.2 Certification Registration	280.0	280.0	0.0	0%
35.3 Education Registration	1,879.8	2,083.0	203.2	11%
37 Special Project Income				
38 Contribution Income	52.4	41.8	(10.6)	-20%
41.1 AHR Exposition Income	6,179.8	6,400.0	220.2	4%
41.2 Contributions and Matching Gifts	(1,347.6)	(1,359.6)	(12.0)	1%
41.3 Exposition Income - Other Countries	102.2	225.0	122.8	120%
44 Reserve Transfers			0.0	
46 Miscellaneous Income	684.9	671.8	(13.1)	-2%
TOTAL REVENUES	24,686.9	26,046.3	1,359.4	6%
EXPENSES:				
51 Salaries	9,255.3	9,814.3	559.0	6%
52 Payroll Taxes, Benefits, Personnel	2,598.0	2,770.0	172.0	7%
61 Publishing	1,326.0	1,355.1	29.1	2%
62 Promotion (All Depts)	1,099.6	1,331.4	231.8	21%
64 Meetings/Conferences	2,277.4	2,302.6	25.2	1%
64 Education Courses/Trainings	614.5	697.0	82.5	13%
66 Travel	1,932.6	1,974.7	42.1	2%
68 Awards, Certif, Logo Cost of Goods Sold	164.0	164.0	0.0	0%
71 Research Projects & Grants	178.9	182.7	3.8	2%
76 Public Relations	74.9	74.9	0.0	0%
78 Occupancy & Insurance	858.5	763.5	(95.0)	-11%
82 Office Expense and Organizational Dues	1,515.6	1,640.7	125.1	8%
84 Outside Services	2,056.8	2,157.3	100.5	5%
88 Other Expenses	721.4	778.9	57.5	8%
90 Depreciation	882.1	871.6	(10.5)	-1%
91 Allocation of Overhead & BOD	(829.9)	(781.0)		
TOTAL EXPENSES	24,725.7	26,097.7	1,372.0	
SURPLUS (DEFICIT) before reserve income	(38.8)	(51.4)		

**ASHRAE
RESEARCH FUND
FY23-24 BUDGET - DRAFT**

	Forecast	DRAFT	Difference	
	FY 2023	Budget FY 2024	Budget vs. Forecast \$	%
REVENUES				
31 Membership Dues	\$160.6	\$167.2	\$ 6.6	4%
38 Contribution Income	1,800.0	1,910.0	110.0	6%
41.2 Contributions and Matching Gifts	1,500.0	1,500.0	0.0	0%
44 Reserve Transfers		240.0	240.0	100%
TOTAL REVENUES	3,460.6	3,817.2	356.6	10%
EXPENSES:				
51 Salaries	580.2	614.9	34.7	6%
52 Payroll Taxes, Benefits, Personnel	161.8	179.0	17.2	11%
61 Publishing	6.6	6.6	0.0	0%
62 Promotion (All Depts)	10.2	10.2	0.0	0%
64 Meetings/Conferences	20.3	20.3	0.0	0%
66 Travel	145.7	145.7	0.0	0%
68 Awards, Certif, Logo Cost of Goods Sold	39.4	39.4	0.0	0%
71 Research Projects & Grants	1,520.8	1,874.3	353.5	23%
76 Public Relations	0.3	0.3	0.0	0%
82 Office Expense and Organizational Dues	68.0	68.0	0.0	0%
88 Other Expenses	77.5	77.5	0.0	0%
91 Allocation of Overhead & BOD	829.9	781.0	(48.9)	-6%
TOTAL EXPENSES	3,460.7	3,817.2	356.5	
SURPLUS (DEFICIT) before reserve income	(0.1)	0.0		



ASHRAE's Public Policy Priorities: SY 2023-2024 --Draft

- Support Sustainable Building Practices including Building Decarbonization to Mitigate Climate Change
Buildings and their heating, ventilation, air conditioning and refrigeration (HVAC&R) systems directly and indirectly contribute to GHG emissions. Buildings are responsible for more than 35% of global final energy use and nearly 40% of energy-related greenhouse gas emissions worldwide. Eliminating greenhouse gas emissions from the built environment is essential to address climate change. ASHRAE is advancing additional tools to support decarbonization across a building's entire life cycle, including building design, construction, operation, occupancy, and end of life. ASHRAE is targeting emissions from the operation of buildings as well as those embodied in building materials and the construction process.

In addition to government adoption of robust building energy standards such as ASHRAE Standard 90.1 (commercial), 90.2 (residential), 90.4 (data centers), 189.1/IgCC (green buildings) and 189.3 (high-performance health care facilities) for new construction, ASHRAE supports policies and programs to improve the energy and carbon performance of existing buildings such as through the adoption of Standard 100 and policies such as building performance standards, building benchmarking and labeling requirements. To evaluate whether a building or group of buildings meet a definition of "zero net energy" or "zero net carbon," ASHRAE recommends governments use and refer to ASHRAE Standard 228, *Standard Method of Evaluating Zero Net Energy and Zero Net Carbon Building Performance*.
- Promote Healthy Buildings and Reduce Indoor Environmental Risks
Supporting the health and well-being of building occupants is the most important feature of the indoor environment. Providing acceptable indoor air quality is an essential building service that should be achieved while also improving building energy efficiency, sustainability, and resiliency. The latest versions of ASHRAE Standards for Ventilation and Indoor Air Quality (62.1 for commercial buildings, 62.2 for residential, and 170 for health care facilities) should be adopted in building codes and regulations. Jurisdictions should also adopt Standard 241, *Control of Infectious Aerosols*, to reduce the risk of disease transmission including COVID-19. With respect to water systems, Jurisdictions should adopt ASHRAE Standard 188-2021 and Guideline 12-2020, which present a framework and guidance for *Legionella* risk mitigation. ASHRAE recommends that policymakers cite ASHRAE standards and guidance in legislation and policies to reduce the risk of pathogen transmission in buildings, including in schools and congregate housing. At a national level, model building codes should be developed that address IAQ.
- Ensure the Orderly and Safe Phasedown of High-GWP HFC Refrigerants
ASHRAE supports the global phasedown of the production and consumption of Hydrofluorocarbon (HFCs) refrigerants that have high-Global Warming Potential (GWP), including through legislation, regulations, and policy. Governments are mandating the near-term use of lower GWP refrigerants, which can have some flammability. ASHRAE Standard 15-2022, *Safety Standard for Refrigeration Systems*, and Standard 34-2022, *Designation and Classification of Refrigerants* should be adopted quickly to help ensure the safe use of these refrigerants. Additional ASHRAE resources include the [Update on New Refrigerants Designations and Safety Classifications factsheet](#), which was developed through a cooperative agreement with UNEP. ASHRAE is also working with UNEP to assist developing countries with the adoption of state-of-art technologies and deployment of lower-GWP refrigerants to protect supply of food and medicine (including vaccines), as well as provide increased comfort and productivity while meeting sustainability goals.



- Advance Design and Construction of Resilient Buildings and Communities

Resiliency is an important societal, economic, and technical issue that will have a major impact on how buildings are designed, renovated and operated. For example, the increasing threat of wildfires has led ASHRAE to produce technical materials such as the [Planning Framework for Protecting Commercial Building Occupants from Smoke During Wildfire Events](#).

As investments are made to improve infrastructure, buildings should be included, as they are vital for protecting the public when natural and human-induced events occur. A building's ability to recover and be available to occupants following such an event can have widespread economic and health implications. In particular, up-to-date building energy and indoor air quality (e.g., ventilation, filtration) standards are essential elements of providing resilient buildings. Unfortunately, most states have not adopted the most recent standards and codes that are based on the latest research and technological innovation, which could make building occupants more vulnerable to disasters. In addition, policies and regulations that require qualified HVACR engineering and technical professionals to be an integral part of building design, construction, and operation are encouraged as these can result in a more resilient and safer built environment.

- Support Adoption of the Latest Edition of ASHRAE's Energy Standards into Building Codes

Energy efficiency can be improved significantly through the adoption and effective implementation of the most recent version of Standard 90.1 *Energy Standard for Buildings Except Low-Rise Residential Buildings*, which has provided the minimum requirements for the energy-efficient design in the United States for over 40 years. Although its adoption in the U.S. by States is required by the Energy Conservation and Production Act (ECPA), most States are using dated versions of the standard, resulting in buildings with higher energy needs and costs. Residential buildings and data centers can also achieve improved performance, save energy costs, and reduce climate impacts when jurisdictions adopt ASHRAE Standard 90.2 (residential) and Standard 90.4 (data centers).

- Strengthen and Increase Diversity in the HVACR Workforce

Strong education in science, technology, engineering and mathematics (STEM) to develop the pipeline of technicians, engineers and scientists is critical to our future well-being and standard of living. ASHRAE supports policies that strengthen STEM at all educational levels, including through use of ASHRAE's extensive educational offerings. Policymakers should consider requiring ASHRAE certification programs to ensure professionals have the knowledge to improve building performance.

ASHRAE's Board of Directors is committed to proactively pursuing and celebrating diverse and inclusive communities, as it fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and for the communities we serve. We respect and welcome all people regardless of age, gender, ethnicity, physical appearance, thought style, religion, nationality, socio-economic status, belief system, sexual orientation or education.



Memorandum of Understanding ASHRAE and [Org]

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 1975, NSBE (National Society of Black Engineers) supports and promotes the aspirations of collegiate and pre-collegiate students and technical professional in engineering and technology. With more than 600 chapters and more than 24,000 active members in the U.S. and abroad, NSBE's mission is "to increase the number of culturally responsible black engineers who excel academically, succeed professionally and positively impact the community."

ASHRAE and NSBE 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 twice a year (conference call) of designated ASHRAE/NSBE representatives to:

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

ASHRAE/NSBE 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 [ORG]:

CONFERENCES AND MEETINGS

Each organization agrees to provide the other with a meeting invitation and two complimentary registrations to the primary meeting. (NSBE to double check with national partner) (Check with ASHRAE to see if this can be done)

ASHRAE and NSBE 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.

MEMBERSHIP

ASHRAE agrees to offer student membership to NSBE college students at current student rate. ASHRAE agrees to offer ASHRAE membership to existing NSBE professionals.

PROFESSIONAL DEVELOPMENT

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and NSBE agree to work together to promote professional development opportunities for NSBE members in the HVAC&R industry.

- Co-sponsor professional development programming
- Promote and support student and local chapter collaborations
- Connect leaders of YEA and NSBE leadership to explore joint activities that can help optimize collaboration between engineers early in their career development
- Increase awareness of career opportunities in the industry
- Access to ASHRAE training, webinars and other educational resources

SCHOLARSHIPS

ASHRAE will provide scholarship and grant opportunities while NSBE will assist in promoting them.

- Promote scholarship and grant opportunities to NSBE students who may be studying or have an interest in HVAC&R industry related field.
- Promote the developing economies membership program
- Promote student opportunities to attend the ASHRAE winter conference

PUBLICATIONS

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

- Provide student discounts to ASHRAE Publications, Handbooks (hard copy or digital copy)
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Promote the other organization's events, publications and other activities.

PROGRAMMING

ASHRAE agrees to provide NSBE with HVAC&R programming by:

- Inviting students to the ASHRAE virtual technical talks (must be ASHRAE student member)
- Inviting students to attend their student branch and local chapter events

ADVOCACY

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

- Joint promotion of STEM education along with professional and career pathways;
- Identification of and communication about government support for education and workforce development;
- Promoting mutually beneficial positions during the development and passage of regulations and legislation; and
- Education of elected officials and policy makers on issues important to the members of each organization.

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 NSBE 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 [ORG]. 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

FOR [ORG]

Printed Name/Title

Printed Name/Title

Signature

Signature

Date

Date

Printed Name/Title

Signature

Date

Printed Name/Title

Signature

Date



ASHRAE and NSBE
2023-2024 Work Plan
to Support the
2023 Memorandum of Understanding

This MOU is an agreement to advance and promote the mutual interests of their respective members. This Work Plan outlines activities the organizations agree upon to implement the goals of the MOU. The organizations will review and update this Work Plan quarterly.

UPDATED WORKPLAN: 06-08-2023

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
1. COMMUNICATION AND MEETINGS FOR THE MOU			
Main Liaison Meeting	Reps	Twice a year	<p>These meetings should be scheduled prior to the ASHRAE Winter Conference and NSBE Spring Conference.</p> <p>DEI Staff Liaison will work with NSBE Staff to coordinate meetings.</p>
Quarterly Check-In Meetings (communications and technical components of workplan)	ASHRAE: DEI Chair, Staff Liaison NSBE: TBD	February, April, July, October	<p>Agendas will be developed for each call, and appropriate members/staff invited to each call.</p> <p>Action items and responsibilities assigned at the end of each meeting.</p>
2. CONFERENCES AND MEETINGS			

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
NSBE to promote ASHRAE winter conferences, when mutually beneficial.	ASHRAE: Gupta NSBE: TBD	ASHRAE meetings are generally held in January and June.	<p>MOU calls for each organization to promote, when mutually beneficial. Marketing team will work together to decide the best avenue for promotion. Preference is social media platforms.</p> <p>All parties should review the relevant websites for listings of upcoming conferences/conventions.</p> <p>https://www.ashrae.org/conferences</p> <p>https://convention.nsbe.org/</p>
ASHRAE to promote NSBE conventions when mutually beneficial.	ASHRAE: Gupta NSBE: TBD	NSBE is generally held in April.	<p>MOU calls for each organization to promote, when mutually beneficial. Marketing team will work together to decide the best avenue for promotion. Preference is social media platforms (Facebook, LinkedIn, Twitter, and Instagram, if applicable).</p> <p>All parties should review the relevant websites for listings of upcoming conferences/conventions.</p> <p>https://www.ashrae.org/conferences</p> <p>https://convention.nsbe.org/</p>

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
<p>As appropriate and agreed upon,</p> <ul style="list-style-type: none"> • ASHRAE will grant the use of the ASHRAE logo to NSBE as it relates to this MOU • NSBE will grant the use of the NSBE logo as it relates to this MOU • ASHRAE will ensure NSBE receives ASHRAE marketing and promotion material to promote ASHRAE membership • NSBE will ensure ASHRAE receives NSBE marketing and promotion material to promote ASHRAE membership <p>(each activity requires approval through the relevant organization's regular processes)</p>	<p>ASHRAE: Gupta NSBE: TBD</p>		<p>ASHRAE and NSBE will share logos and marketing material as it relates to the MOU.</p> <p>Use of materials can be used to promote student membership in ASHRAE and NSBE.</p>
<p>As appropriate and agreed upon,</p> <ul style="list-style-type: none"> • ASHRAE will provide one undergraduate or two graduate NSBE students the opportunity to attend the winter conference as a scholarship recipient. • NSBE will provide one undergraduate or a graduate ASHRAE member the opportunity to attend their primary convention. <p>(each activity requires approval through the relevant organization's regular processes)</p>	<p>ASHRAE: Gupta/Smith NSBE: TBD</p>		<p>ASHRAE and NSBE will collaborate to determine whether ASHRAE/NSBE can provide a stipend to a student(s) to attend either conference.</p> <p>We will also investigate the opportunity for ASHRAE to develop a diversity scholarship.</p>
<p>3. MEMBERSHIP</p>			

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
ASHRAE and NSBE will work together to promote student membership at the local level.	ASHRAE: Membership NSBE: TBD		ASHRAE and NSBE will collaborate efforts to increase student membership.
ASHRAE & NSBE to investigate the ability to offer reciprocal memberships for professional graduate students.	ASHRAE: Membership NSBE: TBD		ASHRAE and NSBE will investigate reciprocal memberships.
4. SCHOLARSHIPS			
<p>When mutually beneficial, ASHRAE will offer scholarship and student travel grant opportunities to NSBE students who are registered as ASHRAE members.</p> <p>NSBE to promote ASHRAE scholarship opportunities on its website or any/other marketing platform.</p>	ASHRAE: M. Smith NSBE: TBD		<p>ASHRAE and NSBE to collaborate and review current scholarships offered and determine if there is an opportunity to create a diversity scholarship.</p> <p>https://www.ashrae.org/communities/student-zone/scholarships-and-grants</p> <p>https://www.ashrae.org/communities/student-zone/scholarships-and-grants/scholarship-program</p>
5. PROGRAMMING/PROFESSIONAL DEVELOPMENT/PUBLICATIONS			
<p>ASHRAE will offer an invitation to NSBE-ASHRAE student members to attend the ASHRAE virtual technical talks.</p> <p>ASHRAE will invite NSBE-ASHRAE student members to attend their student branch and local chapter events.</p>	ASHRAE: R.Matyasovski/ K.Thomson NSBE: TBD		ASHRAE and NSBE will investigate programs and events suitable for respective members.

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
<p>ASHRAE will offer opportunities for NSBE students (registered as an ASHRAE student member) to register and access events and a local network through the chapter. As a registered ASHRAE student member, students will also be able to access discounted publications.</p> <p>NSBE will offer opportunities for ASHRAE students to register and attend NSBE functions.</p> <p>ASHRAE and NSBE to connect with YEA and NSBE leadership to explore joint activities.</p>	<p>ASHRAE: K.Thomson/Lionel Davis</p> <p>NSBE: TBD</p>		<p>ASHRAE and NSBE will collaborate with the grassroots levels and identify programs/chapter events that are mutually beneficial. Also, collaborate to possibly develop joint events.</p> <p>Example of Possible Programming – Development of an “Industry Exposure Day” where NSBE allows ASHRAE a platform to detail/present the many avenues young engineers can participate in the industry.</p>
6. ADVOCACY			
<p>ASHRAE and NSBE agree to work together on common public affairs goals.</p> <ul style="list-style-type: none"> • Joint promotion of STEM education along with professional and career pathways; • Identification of and communication about government support for education and workforce development; • Promoting mutually beneficial positions during the development and passage of regulations and legislation; and • Education of elected officials and policy makers on issues important to the members of each organization. 	<p>ASHRAE: A. Yates</p> <p>NSBE: TBD</p>		<p>During quarterly liaison meetings, public affairs strategies will be discussed, common goals identified, and advocacy strategies and opportunities considered.</p>

KEY CONTACTS FOR WORKPLAN

NSBE Leads: TBD					
MOU Executive Oversight					
MOU Project Manager					
Conferences and Meetings					
Publications, Communications, and Education					
Technical Activities Coordination					
Policy, Government Affairs, and Advocacy					
Marketing and Promotion					
Grassroots/Chapter Outreach/Member Services					
Education/Publications					
Standards/Guidelines/Research					
ASHRAE Staff Leads:					
Executive Oversight	Jeff	Littleton	Executive VP	jlittleton@ashrae.org	678-539-1100
DEI Advisory Subcommittee	Kishor	Khankari	DEI Chair	kishork@ansight.com	407-716-9997
DEI Advisory Subcommittee	Tanisha	Lisle	DEI Staff Liaison	tmlisle@ashrae.org	678-539-1111
Conferences and Meetings	Tony	Giometti	Interim Director of Member Services Senior Manager, Conference Programs	giometti@ashrae.org	678-539-1155
Scholarships	Margaret	Smith	Manager of Development	msmith@ashrae.org	678-539-1201
Publications and Education	Mark	Owen	Director of Publications and Education	mowen@ashrae.org	678-539-1187
Technical Activities Coordination	Stephanie	Reiniche	Director of Technology	sreiniche@ashrae.org	678-539-1143
Policy, Government Affairs, and Advocacy	Alice	Yates	Director of Government Affairs	ayates@ashrae.org	678-539-1106
Marketing and Promotion	Vanita	Gupta	Director of Marketing	vgupta@ashrae.org	678-539-1150

Grassroots/Chapter Outreach/Member Services	Tony	Giometti	Director of Member Services	giometti@ashrae.org	678-539-1104
---	------	----------	-----------------------------	--	--------------