



MINUTES

BOARD OF DIRECTORS MEETING

CHICAGO, IL

Wednesday, January 24, 2024

Note: These draft minutes have not been approved and are not the official record until approved by the Board of Directors.

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Wednesday, January 24, 2024

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PRINCIPAL APPROVED MOTIONS

Board of Directors Meeting
Wednesday, January 24, 2024

| No. - Pg. | Motion |
|-----------|--|
| 1 – 3 | The Anthracite Chapter moves that Society create a budget line item to pay for Distinguished Lecturer (DL) carbon mitigation measures, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process. |
| 2 – 4 | MOTION 1 be amended to include the following fiscal impact: The cost cannot exceed \$10,000. |
| 3 - 5 | <p>The following motions be approved as a consent agenda:</p> <ul style="list-style-type: none"> ➤ Technology Council recommends that proposed changes to the Procedures for ASHRAE Standards Actions (PASA) within Section 4.4.2.2, <i>Standards Committee Subcommittees</i>; 4.2.2.1 <i>International Standards Advisory Subcommittee (ISAS)</i>; 4.2.2.2, <i>Intersociety Liaison Subcommittee (ILS)</i> and 4.2.2.6, <i>Standards Reaffirmation Subcommittee (SRS)</i>, be approved as shown: <p>4.2.2 Standards Committee Subcommittees The Standards Committee (StdC) has the following subcommittees: a) the International Standards Advisory Subcommittee (ISAS), b) the Intersociety Liaison Subcommittee (ILS) c) the Planning, Policy, and Interpretations Subcommittees (PPIS), d)b) the Standards Project Liaison Subcommittee (SPLS), ec) the Code Interaction Subcommittee (CIS), and fd) the Standards Reaffirmation Subcommittee (SRS).</p> <p>4.2.2.1 International Standards Advisory Subcommittee (ISAS) ISAS is responsible for monitoring, reporting and submitting recommendations to the Intersociety Liaison Subcommittee concerning ASHRAE’s regional and international standards activities. ISAS is comprised of StdC and non-StdC members with knowledge of International Standards Development.</p> <p>4.2.2.2 Intersociety Liaison Subcommittee (ILS) ILS oversees the Society’s participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI’s Technical Advisory Groups on ISO and IEC standards. ILS is comprised of StdC members only.</p> <p>4.2.2.6 Standards Reaffirmation Subcommittee (SRS) SRS serves as the project committee for reaffirmation, withdrawal, or non-substantive revisions of existing ASHRAE Standards or Guidelines.</p> <p>SRS is a project committee of at least five (5) members, including at least three members of the StdC and applicants responding to an annual call for members posted in ASHRAE <i>Standards Actions</i>. <u>When possible, members shall also have international standards experience.</u></p> |

The Chair and Members are appointed annually by the Standards Committee Chair. SRS acts, in limited circumstances, as a project committee for existing standards and is subject to the rules of project committees for reaffirmations, withdrawals, and revisions only to update references, that are not themselves reaffirmations and do not cause a substantive change to the standard. SRS must comply with all ANSI requirements for openness, balance, and due process. SRS may act in lieu of a PC, with the advice of the cognizant TC/TG/TRG, to recommend, reaffirmation, withdrawal or revision of an existing standard or guideline based on updated references (that do not cause a substantive change to the standard) or add a second system of units to an existing standard, thereby making the existing standard useable in either SI or IP units.

SRS oversees the Society's participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI's Technical Advisory Groups on ISO and IEC standards.

SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE.

- Technology Council recommends that proposed changes to PASA 7.2.3, *Quorum Requirements* be approved as shown:

PASA Section 7.2.3, *Quorum Requirements*

7.2.3 Quorum Requirements

To conduct standards-related business at a meeting of a project committee or its subcommittees with an official roster, StdC or its subcommittees, a quorum must be present. A quorum exists if a majority of the voting membership is present.

- Technology Council recommends that proposed changes to PASA Annex B6 *Notification of Procedures* and Annex B8, *Consideration of Appeals*, be approved as shown below:

B6 NOTIFICATION PROCEDURES

B6.3 The MOS shall acknowledge receipt of the appeal, copy acknowledgement to the Chief Staff Officer, notify the President, and send copies of the appeal to the Appeals Board Chair and to the Chairs of Technology Council, Standards Committee, and the Project Committee (PC) which developed or revised the Standard or Guideline, if applicable. Upon receipt of the appeal, an Appeals Panel will be established in accordance with Section B8 for the purpose of

determining if the appeal will be heard or if the appeal will be dismissed without a hearing or upheld without a hearing.

B8 CONSIDERATION OF APPEALS

B8.3 Panel Consideration of Adjudicating the Appeal Without a Hearing

The Appeals Panel shall decide if the appeal shall be dismissed without a hearing. In order to assess whether the appeal should be dismissed, the Appeals Panel Chair may request a preliminary rebuttal from the cognizant PC Chair. The preliminary rebuttal shall be shared with the Appellant(s) prior to the issuance of a decision by the Appeals Panel. No written response to the preliminary rebuttal is permitted. The Appeals Panel Chair or the Chairs designee shall notify the ASHRAE President, the Appellant and the chair of the cognizant PC in writing of the decision. Non-compliance with Section B5 or lack of grounds for an appeal may be reasons for dismissal.

- Technology Council recommends that the Rules of the Board 1.201.004.9, Indoor Air Quality or Ventilation Standards, be revised as follows:

~~1.201.004.9 Indoor Air Quality or Ventilation Standards. Any existing and all future ASHRAE indoor air quality or ventilation code-intended standards must meet the following requirements:~~

~~A. The standard shall specify concentration limits of only those specific contaminants for which a nationally or internationally recognized authority (such as US EPA, OSHA or the World Health Organization) has established a maximum permissible concentration limit and for which standardized test procedures have been established. Nationally or internationally recognized authorities and procedures may be those developed by ANSI consensus procedures for private standards-setting organizations, those established by statute, or those duly adopted regulations issued by governmental agencies.~~

~~B. The standard may specify means and methods for limiting concentration of pollutants, provided they are related to contaminants normally considered in the design of HVAC systems serving the relevant space type.~~

~~C. The standard shall not require the measurement of contaminant or other airborne concentrations except those that can be measured using standardized test equipment and procedures in accordance with ASHRAE Standard 111 (or its successor) or other consensus Methods of Test. Standardized test equipment is defined as equipment normally available in the HVAC&R industry to test and balance technicians or that is common in building ventilation assessment.~~

~~D. The standard shall not make any claims or guarantees that~~

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| | <p style="text-align: center;">— compliance will provide health, comfort or occupant acceptability, but shall strive for those objectives, consistent with ASHRAE policy.</p> <p style="text-align: center;">E. The standard may contain factors for use in design of calculations such as mixing efficiencies and air change effectiveness, as long as it is the consensus of the standards writing body that these factors are important to providing acceptable indoor air quality.</p> |
| 4 – 8 | ExCom recommends that the Board of Directors approve the memorandum of Understanding (MOU) with CONFEA (Federal Council of Engineering and Agronomy), as shown in ATTACHMENT A. |
| 5 – 9 | <p>That Society Rules Committee recommends to the Board of Directors that the below changes to ROB Section 2.301.001 Members Council Membership be approved as presented:</p> <p>ROB 2.301.001</p> <p>F. Alternates (16-06-29-13/09-06-24-11/10-06-30-15[5]/12-01-25-06)</p> <p>a. In the absence of a Region Members Council Representative, the Director and Regional Chair may appoint themselves, or a Regional Vice Chair (RVC) <u>Regional Executive Committee Member</u> to serve as an alternate. This temporary appointment can be made in the event the Region Members Council Representative is ill or otherwise incapacitated but has not permanently vacated the office. The Region Members Council Representative shall notify the chair of Members Council and the Director of Member Services, as soon as possible, as to the dates and reasons for this temporary appointment. This alternate would have voice and voting rights at the committee meetings and meetings of Members Council.</p> <p><u>b. In the absence of a standing committee chair, that chair may appoint a standing committee executive committee member to serve as a temporary alternate. This temporary appointment can be made in the event the committee chair is unable to attend but has not permanently vacated the office. The committee chair shall notify the chair of Members Council and the Director of Member Services, as soon as possible, as to the dates and reasons for this temporary appointment. This alternate would have voice and voting rights at the committee meetings and meetings of Members Council.</u></p> |
| 6 - 9 | <p>The Society Rules Committee recommends to the Board of Directors that the below changes to ROB Section 2.411.003.4 Awards Not Named for Individuals be approved as presented:</p> <p>ROB 2.411 Honors and Awards Committee</p> <p>2.411.003.4 Awards Not Named for Individuals</p> <p>I. The Exceptional Service Award is established to recognize members who have served the Society faithfully with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been a Full Member</p> |

| | |
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| | <p><u>or Associate Member</u> for a minimum of ten years and a recipient of the Distinguished Service Award.</p> |
| 7 – 13 | <p>The Board of Directors approve replacing both the Diversity and Code of Ethics Statements with the ASHRAE Value Statement (below) for all ASHRAE meeting.</p> <p><i>In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.</i></p> |

ACTION ITEMS

Board of Directors Meeting
Wednesday, January 24, 2024

| No. - Pg. | Responsibility | Summary of Action | Status | Goal Date |
|------------------|-----------------------|---|---------------|------------------|
| 1 – 4 | Austin | Work with Pub and Ed Council to investigate why ALI course participation and revenue decreased since last Society Year. | | |
| 2 – 12 | Staff | Investigate where the DOE Schools Pilot Program can be promoted on the ASHRAE website. | | |



MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, January 24, 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 Constantinide, 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
Luke Leung, DAL
Corey Metzger, DAL
Heather Schopplein, DAL
Wei Sun, DAL

GUESTS PRESENT:

Jati Widiputra
Jim Earley
Stephen Gill
Mark Fly
Yu Hung Peter Lam
Kevin Muldoon
Julia Timberman
Joel Deddens
David Roberts
Kevin Marple

Krishna Mitra
Katlyn Stoker
Craig Wray
Nathan Ducey
Daniel Russell
Edward Tsui
Eduardo Maldonado
Gregory Avina-Rodriguez
Sherry Abbott-Adkins
Colin Laisure-Pool

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

Ryan Shanley, Sr. Manager - Standards
Tony Giometti, Group Manager - Conferences
Amy Lin, SQL Developer

CALL TO ORDER

The meeting was called to order at 2:00pm.

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

Members, guests, and staff introduced themselves and were in attendance as noted above.

REVIEW OF MEETING AGENDA

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

2024 WINTER CONFERENCE REPORT

Staff Directors were asked to provide updates on the 2024 Winter Conference. A summary of those reports are below:

(Ms. Seymour) 3,798 total registrants – 2,860 in-person, 191 virtual, and 747 committee meeting only. Registration was 12% higher than Atlanta and 34% higher than Las Vegas.

464 total meetings – 131 in-person, 41 virtual in advance of the conference, and 292 hybrid

The conference had 5 sponsoring companies for a total of \$54,150.

4,348 room nights

For the first time in recent memory the Welcome Party, Members Night Out, and President's Lunch all sold out.

The most popular technical seminars were reviewed. There were 16 live stream sessions, 1 virtual, and 123 in-person.

(Mr. Owen) Total preliminary combined sales from our bookstores at the hotel and the Expo was \$66,373; it is estimated that final sales will be closer to \$70,000. Sales in Atlanta were around \$91,000.

Top selling publications were:

- 1. Pocket Guide IP (\$1767)*
- 2. Lucy Goes Green (\$1520)*
- 3. Standard 241-2023 (\$1422)*
- 4. Lucy's Engineering Adventure (\$1370)*
- 5. Pocket Guide SI (\$1225)*
- 6. Standard 100-2024 (\$1089)*
- 7. Design Guide for Cleanrooms (\$1053)*

Total ALL course registration was 532 – represents 41 more than Las Vegas but more than 200 fewer than Atlanta. Total ALL course revenue was \$112,736 – represents \$12,000 more than Las

Vegas but \$35,000 less than Atlanta. Average ALL course revenue for the last 10 years was \$162,000.

Top three ALL courses in terms of registration:

- 1. Understanding ASHRAE Standard 241*
- 2. Laboratory Design: The Basics and Beyond*
- 3. Latest in High-Performance Dedicated Outdoor Air Systems (DOAS)*

Combined total ALL and bookstore revenue is estimated to be \$182,736.

OPEN SESSION – ADDRESSES TO THE BOARD OF DIRECTORS

There were no comments made during the open BOD meeting nor submitted in writing prior to the meeting.

COUNCIL REPORTS

MEMBERS COUNCIL

Mr. Knight reported on behalf of the council. The full report was attached to the agenda.

He thanked Members Council, the council subcommittees, and the grassroots committees for their good work. He reported that the council considered 54 motions during their recent meeting.

Mr. Knight moved that

- 1.** The Anthracite Chapter moves that Society create a budget line item to pay for Distinguished Lecturer (DL) carbon mitigation measures, effective July 1, 2024. The budget line item shall be updated each year in parallel with the DL travel reimbursement budgeting process.

Mr. Knight reported that the motion was originally put forward from the Anthracite Chapter at the 2023 Region III CRC with the intent to purchase carbon offsets for the DL program. After thorough discussion CTTC agreed that the intent of the motion needed to be clarified and was amended. The amended motion was presented by CTTC and approved by Members Council. Amendments made to the original motion were included in the report.

Mr. McQuade stated that the ad hoc investigating ASHRAE's carbon footprint would be reporting later at this meeting. There is also a group looking at chapter and regional activities and there may be some overlap. He suggested that it may be appropriate to postpone the motion or respond that there are already groups investigating carbon mitigation measures.

Ms. Scoggins stated that it was appropriate for the motion to be considered at this time as there were no motions currently coming from those other groups.

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

No fiscal impact was included but the motion indicates that a line item would be added.

There was a surplus in the current DL budget that can cover the costs.

There may not be a surplus every year.

Spoke against the motion, but in favor of the spirit of the motion. There are already action items associated with the decarbonization report.

The only option left is carbon offsets and there will be a cost. If there were a surplus budget, we would still have those funds, so there is a fiscal impact.

Potentially a large fiscal impact. Agree that spending money in the DL budget is still spending money.

A full offset may not be done with mitigation measures.

Suggest referring this to another group, rather than defeat the motion, and allow the other group to consider it part of their work.

Spoke in favor of the motion. The motion only approves the addition of a line item. The BOD can decide how much that budget line item would be.

Mr. Sun moved and it was seconded that

2. MOTION 1 be amended to include the following fiscal impact:

The cost cannot exceed \$10,000.

MOTION 2 PASSED (27:3:0, CNV).

Discussion of amended MOTION 1 resumed.

Mr. McQuade clarified that the fiscal impact of the amended motion would not come out of the DL budget.

MOTION 1 PASSED (26:4:0, CNV).

Mr. Knight reviewed information items from the report.

Mr. Ellis suggested that conference rates may begin to lag and that there could be an opportunity for additional revenue there.

PUBLISHING AND EDUCATION COUNCIL

Mr. Austin thanked the committees that report to Pub and Ed Council for their good work. He reported on behalf of the council; the full report was attached to the agenda.

He reported that there were no recommendations for BOD consideration. He reviewed information items from the report.

Mr. Smith noted that there was a significant decline in ALI course participation and revenue. Does the council know why?

Mr. Austin responded that the council did not have a complete explanation surrounding that decline.

Mr. Austin will work with Pub and Ed Council to investigate why ALI course participation and revenue decreased since last Society Year.

It was reported that updated numbers indicate that the decrease is not as drastic as reported.

It was asked why certification revenue increased by 40%. It was reported that staff had increased promotions for certification programs.

TECHNOLOGY COUNCIL

Mr. Rakheja reported on behalf of the council. The full report was attached to the agenda.

Mr. Rakheja moved that

3. The following motions be approved as a consent agenda:

- Technology Council recommends that proposed changes to the Procedures for ASHRAE Standards Actions (PASA) within Section 4. 4.2.2, *Standards Committee Subcommittees*; 4.2.2.1 *International Standards Advisory Subcommittee (ISAS)*; 4.2.2.2, *Intersociety Liaison Subcommittee (ILS)* and 4.2.2.6, *Standards Reaffirmation Subcommittee (SRS)*, be approved as shown:

4.2.2 Standards Committee Subcommittees

The Standards Committee (StdC) has the following subcommittees: a) ~~the International Standards Advisory Subcommittee (ISAS), b) the Intersociety Liaison Subcommittee (ILS)~~ c) the Planning, Policy, and Interpretations Subcommittees (PPIS), ~~d) b)~~ the Standards Project Liaison Subcommittee (SPLS), ~~ec)~~ the Code Interaction Subcommittee (CIS), and ~~fd)~~ the Standards Reaffirmation Subcommittee (SRS).

~~4.2.2.1 International Standards Advisory Subcommittee (ISAS)~~

~~ISAS is responsible for monitoring, reporting and submitting recommendations to the Intersociety Liaison Subcommittee concerning ASHRAE's regional and international standards activities. ISAS is comprised of StdC and non-StdC members with knowledge of International Standards Development.~~

~~4.2.2.2 Intersociety Liaison Subcommittee (ILS)~~

~~ILS oversees the Society's participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI's Technical Advisory Groups on ISO and IEC standards. ILS is comprised of StdC members only.~~

4.2.2.6 Standards Reaffirmation Subcommittee (SRS)

SRS serves as the project committee for reaffirmation, withdrawal, or non-substantive revisions of existing ASHRAE Standards or Guidelines.

SRS is a project committee of at least five (5) members, including at least three members of the StdC and applicants responding to an annual call for members posted in *ASHRAE Standards Actions*. When possible, members shall also have international standards experience. The Chair and Members are appointed annually by the Standards Committee Chair. SRS acts, in limited circumstances, as a project committee for existing standards and is subject to the rules of project committees for reaffirmations, withdrawals, and revisions only to update references, that are not themselves

reaffirmations and do not cause a substantive change to the standard. SRS must comply with all ANSI requirements for openness, balance, and due process. SRS may act in lieu of a PC, with the advice of the cognizant TC/TG/TRG, to recommend, reaffirmation, withdrawal or revision of an existing standard or guideline based on updated references (that do not cause a substantive change to the standard) or add a second system of units to an existing standard, thereby making the existing standard useable in either SI or IP units.

SRS oversees the Society's participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI's Technical Advisory Groups on ISO and IEC standards.

SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE.

- Technology Council recommends that proposed changes to PASA 7.2.3, *Quorum Requirements* be approved as shown:

PASA Section 7.2.3, *Quorum Requirements*

7.2.3 Quorum Requirements

To conduct standards-related business at a meeting of a project committee or its subcommittees with an official roster, StdC or its subcommittees, a quorum must be present. A quorum exists if a majority of the voting membership is present.

- Technology Council recommends that proposed changes to PASA Annex B6 *Notification of Procedures* and Annex B8, *Consideration of Appeals*, be approved as shown below:

B6 NOTIFICATION PROCEDURES

B6.3 The MOS shall acknowledge receipt of the appeal, copy acknowledgement to the Chief Staff Officer, notify the President, and send copies of the appeal to the Appeals Board Chair and to the Chairs of Technology Council, Standards Committee, and the Project Committee (PC) which developed or revised the Standard or Guideline, if applicable. Upon receipt of the appeal, an Appeals Panel will be established in accordance with Section B8 for the purpose of determining if the appeal will be heard or if the appeal will be dismissed without a hearing or upheld without a hearing.

B8 CONSIDERATION OF APPEALS

B8.3 Panel Consideration of Adjudicating the Appeal Without a Hearing

The Appeals Panel shall decide if the appeal shall be dismissed without a hearing. In order to assess whether the appeal should be dismissed, the Appeals Panel Chair may request a preliminary rebuttal from the cognizant PC Chair. The preliminary rebuttal shall be shared with the Appellant(s) prior to the issuance of a decision by the Appeals Panel. No written response to the preliminary rebuttal is permitted. The Appeals Panel

Chair or the Chair's designee shall notify the ASHRAE President, the Appellant and the chair of the cognizant PC in writing of the decision. Non-compliance with Section B5 or lack of grounds for an appeal may be reasons for dismissal.

- Technology Council recommends that the Rules of the Board 1.201.004.9, Indoor Air Quality or Ventilation Standards, be revised as follows:

~~1.201.004.9 Indoor Air Quality or Ventilation Standards. Any existing and all future ASHRAE indoor air quality or ventilation code-intended standards must meet the following requirements:~~

~~A. The standard shall specify concentration limits of only those specific contaminants for which a nationally or internationally recognized authority (such as US EPA, OSHA or the World Health Organization) has established a maximum permissible concentration limit and for which standardized test procedures have been established. Nationally or internationally recognized authorities and procedures may be those developed by ANSI consensus procedures for private standards-setting organizations, those established by statute, or those duly adopted regulations issued by governmental agencies.~~

~~B. The standard may specify means and methods for limiting concentration of pollutants, provided they are related to contaminants normally considered in the design of HVAC systems serving the relevant space type.~~

~~C. The standard shall not require the measurement of contaminant or other airborne concentrations except those that can be measured using standardized test equipment and procedures in accordance with ASHRAE Standard 111 (or its successor) or other consensus Methods of Test. Standardized test equipment is defined as equipment normally available in the HVAC&R industry to test and balance technicians or that is common in building ventilation assessment.~~

~~D. The standard shall not make any claims or guarantees that compliance will provide health, comfort or occupant acceptability, but shall strive for those objectives, consistent with ASHRAE policy.~~

~~E. The standard may contain factors for use in design of calculations such as mixing efficiencies and air change effectiveness, as long as it is the consensus of the standards-writing body that these factors are important to providing acceptable indoor air quality.~~

MOTION 3 PASSED (Unanimous Vote, CNV).

Mr. Rakheja reviewed information items from the report.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

Ms. Scoggins reported on behalf of ExCom. The full report was attached to the agenda.

Ms. Scoggins moved that

4. ExCom recommends that the Board of Directors approve the memorandum of understanding (MOU) with CONFEA (Federal Council of Engineering and Agronomy), as shown in ATTACHMENT A.

Ms. Scoggins reported that the proposed CONFEA MOU was discussed at a previous BOD call and it was determined that revisions were needed. A work plan is not complete, but one will be finalized by March.

MOTION 4 PASSED (Unanimous Vote, CNV).

Ms. Scoggins reported that a shift to the Winter Conference dates may be approved by JEPC.

Mr. Littleton reported that it has been a goal to get the AHR Expo to add Las Vegas back to the rotation. The exhibitor community really enjoys going to Vegas. It was reported by IEC at the JEPC meeting that in their negotiations, an opportunity was presented for the AHR Expo to return to Vegas every other year but the dates would be the first week of March.

He reported that Society committed to holding the 2029 Winter Conference in Vegas in late February but the assumption was that the shift in dates would be a one off.

He stated that there would be implications to hosting the Winter Conference later in the year. The main issue is that doing so would decrease the gap between the Winter and Annual Conferences. Another issue is the timing of spring break; attendees with families would be in a position where they would take a week off from work to attend the Winter Conference and then again, a week or so later to be with their family. Adjustments would also have to be made to the flow of ASHRAE work surrounding the conferences.

He reported that if the proposal moved forward, for non-Vegas years, the Conference would be held in early February like normal.

He suggested that Society could view the proposal as an opportunity. He stated that, if accepted, there would also be plenty of time for Society to make adjustments and prepare.

Ms. Scoggins reported that ExCom empowered JEPC to negotiate the best possible outcome for Society. It was reported that a final decision would be made during the JEPC meeting the following week.

Mr. Metzger expressed concern that Society was being put into a situation where a decision had to be made in such a short timeframe. He asked for additional information on Society's exposure if the dates were changed and there was a decline in Annual Conference attendance because of the shift.

Mr. Littleton expressed his opinion that a Winter Conference in Las Vegas would perform well. The Annual Conference loses money currently, but as attendance decreases, expenses decrease as well. He reported that the current Annual Conference budget is around \$700,000 and Society's exposure would be between \$50,000 and \$100,000. Any losses that Society might incur would be dwarfed by the revenue from the AHR Expo.

Mr. Peach stated that there are few places as ripe for IAQ improvements as Las Vegas. He suggested that Society could make a positive impact and work with the hotels and/or city of Las Vegas to make improvements.

Ms. Scoggins advised that the BOD would be updated as the situation developed.

SOCIETY RULES COMMITTEE

Mr. Gagnon reported on behalf of the committee. The full report was attached to the agenda.

Mr. Gagnon moved that

5. The Society Rules Committee recommends to the Board of Directors that the below changes to ROB Section 2.301.001 Members Council Membership be approved as presented:

ROB 2.301.001

F. Alternates (16-06-29-13/09-06-24-11/10-06-30-15[5]/12-01-25-06)

a. In the absence of a Region Members Council Representative, the Director and Regional Chair may appoint themselves, or a Regional Vice Chair (RVC) Regional Executive Committee Member to serve as an alternate. This temporary appointment can be made in the event the Region Members Council Representative is ill or otherwise incapacitated but has not permanently vacated the office. The Region Members Council Representative shall notify the chair of Members Council and the Director of Member Services, as soon as possible, as to the dates and reasons for this temporary appointment. This alternate would have voice and voting rights at the committee meetings and meetings of Members Council.

b. In the absence of a standing committee chair, that chair may appoint a standing committee executive committee member to serve as a temporary alternate. This temporary appointment can be made in the event the committee chair is unable to attend but has not permanently vacated the office. The committee chair shall notify the chair of Members Council and the Director of Member Services, as soon as possible, as to the dates and reasons for this temporary appointment. This alternate would have voice and voting rights at the committee meetings and meetings of Members Council.

Mr. Gagnon reported that during the evaluation of governing documents of the council, it was noted that there currently is no procedure for council voting if a committee chair is unable to attend a meeting. The proposed edits create a procedure should this occur in the future as committee chairs were recently made voting members of the council.

MOTION 5 PASSED (Unanimous Vote, CNV).

Mr. Gagnon moved that

6. The Society Rules Committee recommends to the Board of Directors that the below changes to ROB Section 2.411.003.4 Awards Not Named for Individuals be approved as presented:

ROB 2.411 Honors and Awards Committee

2.411.003.4 Awards Not Named for Individuals

I. The Exceptional Service Award is established to recognize members who have served the Society faithfully with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been a Full Member or Associate Member for a minimum of ten years and a recipient of the Distinguished Service Award.

Mr. Gagnon reported that the ROB changes were being proposed in response to a CRC motion that was referred to H&A. H&A felt that the membership tenure requirement was necessary but wanted to also allow members to qualify who have been an Associate Member for a minimum of ten years.

MOTION 6 PASSED (Unanimous Vote, CNV).

Mr. Gagnon reviewed information items from the report.

AUDIT COMMITTEE

Ms. Jensen reported on behalf of the committee. The full report was attached to the agenda. She reported that the committee did not have recommendations for BOD consideration.

She reviewed information items from the report.

She reported that the audit was completed for 2022-23 and there were no concerns raised. A copy of the audited financial statements were attached to the report.

FINANCE COMMITTEE

Mr. McQuade reported that with the recent Society restructuring, Foundation and Development now report to the Finance Committee. Since both groups meet after Finance Committee meets, their reports will be presented at the Wednesday BOD meetings moving forward.

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

Current RP campaign totals were reviewed.

He reported that the Life Members Club reviewed an additional funding request and agreed to give \$5,000 to SAC to increase the number of STEM kits that are distributed.

Chapter Leadership Academy participation dipped during COVID. The Foundation Trustees voted to fund four members from each region to attend in 2025.

Scholarship Trustees reviewed Society scholarships that had no applicants or had no qualified applicants; the Trustees are continuing to review these scholarships more closely. The Trustees approved having multiple recipients next Society year to "catch up."

PRESIDENTIAL AD HOC COMMITTEE AND BOD TASK GROUP REPORTS

ASHRAE AT INTERNATIONAL CONFERENCES

Mr. Gagnon reported that the ad hoc was tasked with evaluating if/when Society should have an international BOD meeting and what frequency they should occur. The full report was attached to the agenda.

He reviewed the group's conclusions and advised that there was a list of prioritized options as well as a five-year plan.

Mr. Knight requested that the group update their recommendations to include the newly created Region XV.

Mr. Ellis suggested that lessons learned from the Madrid conference could be flushed out further to include additional details as well as potential costs.

Mr. Khankari stated that he agreed with the spirit of international conferences but expressed his opinion that it was not financially viable for BOD members to travel. He suggested that virtual attendance would be more fiscally viable.

Ms. Eftekhari suggested that Society partner with local organizations whenever possible.

MEMBERSHIP MODEL AND BENEFITS AD HOC

Mr. Rakheja reported on behalf of the ad hoc. The full report was attached to the agenda.

He reported that the ad hoc had their first meeting the day before. He reported that a meeting at HQ in March is being considered as many members will be there for the spring BOD meetings.

He reported that subcommittees will be formed and assigned in February.

The group will report to the BOD at the upcoming Annual and Winter Conferences.

ASHRAE'S CARBON FOOTPRINT: MEASURES AND RECOMMENDATIONS FOR REDUCTION

Mr. McQuade reported that the ad hoc's final nine-page report was attached to the agenda. He thanked members of the ad hoc and staff for their good work and support.

He reported that the ad hoc was tasked with investigating carbon offsetting for regions and chapters. He reviewed opportunities for scope 1 and 2 emissions reductions.

Mr. Khankari suggested that Society create a PR campaign surrounding this initiative to let the world know that Society is walking the talk.

Ms. Scoggins stated that Society is inspiring other organizations with our efforts. She reported that in a VIP meeting the day before, an organization said they were inspired to get their HQ building to net zero as well.

Mr. McQuade was asked to clarify the recommendations related to the virtual Annual Conference recommendations. He reported that the pandemic was an unplanned prototype and proved that a virtual Annual Conference is possible. He stated that the technical programs, standing committees, and councils could all move to virtual. Whether or not a virtual Annual Conference is best for Society would have to be discussed.

Mr. McQuade was asked how Society can reconcile scope 3 emissions for all non-employees traveling for Society business. He stated that doing something is better than doing nothing. He reported that some companies have policies surrounding offsetting their own travel. It is easier to quantify travel that

is reimbursed directly. He acknowledged that there was a gap in that area but stated that Society would improve as time progressed.

Ms. Scoggins thanked Mr. McQuade for the excellent report.

DOE SCHOOLS PILOT PROJECT – LEADERSHIP TEAMS

Mr. Constantinide reported on behalf of the group. The full report was attached to the agenda.

He reported that the group reached out to numerous local education authorities and empowered them. The biggest success was the Memphis Chapter who worked with local districts to win a \$10 million grant. He expressed that the chapter's success was a testament to how the grassroots can empower their local communities to obtain the funding needed to have healthier schools.

He suggested that resources being developed should be available into perpetuity. He recommended that a page on ashrae.org be created for the chapter's to reference.

Staff will investigate where the DOE Schools Pilot Program can be promoted on the ASHRAE website.

AI - 2

EXECUTIVE SESSION

Executive session was called at 4:10pm.

Open session reconvened at 5:05pm.

MARKETING UPDATE

Ms. Scoggins advised that a marketing update was attached to the agenda. She asked BOD members to review the update.

APPOINTMENTS UPDATE (SINCE JUNE 2023)

Ms. Scoggins advised that updates made to standing committee appointments, elected positions, and Presidential appointments since June 2023 were attached to the agenda for review.

INFORMATION ITEMS

REPORT OF THE PRESIDENT

Ms. Scoggins reported that the full report of her travel to date was attached to the agenda. She reported that chapters with a red zero haven't had a Presidential visit in at least five years, maybe more. She advised that she would like to visit these chapters.

DRCs were asked to let staff know if there were additional Presidential visits, not listed in the report, from previous Society years.

OLD BUSINESS

COMBINED ETHICS AND DIVERSITY STATEMENT

Mr. Austin reported that the group worked on the recently assigned action item. The consensus was that they did not want to reword sentences in any of the statements. Instead, the recommendation from the group was a combined statement that was truncated where appropriate. He reported that the

majority of the truncated statements were from the Diversity Statement where portions were removed that could pose an issue in areas outside of the US.

Mr. Khankari stated that Society was autonomous and can have autonomous policies. He expressed his opinion that Society should not make decisions based on fear of litigation.

Mr. Constantinide moved and Mr. Peach seconded that

7. The Board of Directors approve replacing both the Diversity and Code of Ethics Statements with the ASHRAE Value Statement (below) for all ASHRAE meeting.

In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

Mr. Conlan suggested that links to the full statements should also be included. There was consensus that, if approved, links to the code of ethics, core values, and diversity statement would be added to the combined statement.

MOTION 7 PASSED (Unanimous Vote, CNV).

POSTPONED MOTION | JANUARY 21, 2024

That the ASHRAE MOU template be revised to align with the new AASA 'Collaboration Agreement and Membership Requirements' document.

Ms. Scoggins advised that a revised document was attached to the agenda, but she was not certain if it was the final statement. She recommended that the motion be postponed and discussed at the next BOD meeting as the item was not time sensitive. There was no objection.

NEW BUSINESS

Ms. Scoggins asked if there was any additional business to come before the BOD. Below is a summary of comments from BOD members:

It was discussed that this BOD should investigate other avenues of revenue. This topic should take priority. The volunteer's time is not properly recognized in Society business; in our motions we talk about fiscal impact and staff impact but most motions involve significant volunteer time and that shouldn't be ignored. Considering volunteer time when discussing motions would give an estimate if a recommendation is worth the volunteer's time. It was suggested that an estimate of volunteer time be added to motions.

Love seeing LEADERS and Leadership U participants at the conferences. Great to see how these members grow and become more involved. Expressed concern that younger members may not know how to get involved at the Society level. Also expressed concern that new members are not participating in TCs. Can we have YEA or TAC look at doing a shadow program for TC members, DALs, or TAC members to see what other opportunities are there?

Suggest starting with the COF; have discussed a mentorship program in the past.

COF is working hard to resurrect those programs again.

Part of CTTC's mandate is to promote TC membership.

YEA recently discussed that there seems to be a non-collaboration attitude towards YEA.

Beg to differ. YEA has had their leadership program sponsored twice a year for many years.

Suggest that regional budgets may be able to stretch to include a DAL shadow. Could take that back to CRCs and see if they are willing to see what that would cost per area assigned member.

Suggested that LEADERS shadows could split their time between their DRC and a DAL.


Really good comment. The challenge is how to organize something that is scalable across 100 TCs. Suggest that a presentation be created to highlight other opportunities in Society.

The Members Council Region Operations Subcommittee will compile a summary of TCs that can be shared with DRCs.

Ms. Scoggins thanked members for their comments.

ADJOURNMENT

The meeting adjourned at 5:26pm.

A handwritten signature in black ink, appearing to be 'JH Littleton', with a horizontal line extending to the right.

Jeff H. Littleton, Secretary

ATTACHMENTS:

A. Proposed CONFEA MOU

MOU**Memorandum of Understanding****ASHRAE**

and the

Conselho Federal de Engenharia e Agronomia (CONFEA)

Note; Action plan (Attachment A) is a part of this MOU

Founded in 1894, ASHRAE's mission statement calls for the advancement of the arts and sciences of heating ventilating, air-conditioning, and refrigeration to serve humanity and promote a sustainable world. ASHRAE, in its desire to best serve humanity by creating a more sustainable, resilient world for all, endeavors to produce a more effective and fruitful exchange of technical information, knowledge, and ideas among engineers engaged in the arts and sciences of heating, ventilation, air-conditioning, and refrigeration.

The CONFEA mission is to protect society by ensuring the legal exercise and development of the activities of professionals and companies from engineering, agronomy, and geosciences, aiming health, safety, and the protection of life.

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together collaboratively on the following activities and goals:

- a. Facilitate communication between the two organizations;
- b. Better organize the exchange of technical information;
- c. Study the activities and norms of each organization;
- d. Evaluate the possibility of forming joint working groups;
- e. Examine cooperative opportunities for capacity building on ASHRAE standards;
- f. Explore opportunities to collaborate in the organization of technical seminars and workshops in areas of mutual interest;

- g. Promote actions with a view to facilitating the certification of Confea/Crea System professionals with ASHRAE.
- h. Encourage membership and participation at ASHRAE chapter meetings
- i. Encourage and support CONFEA experts to participate in conferences and general meetings of ASHRAE for the same fees as members of ASHRAE.
- j. Form a task group/committee for ASHRAE/CONFEA collaboration in the first term; set up an inaugural meeting in 2024.

RIGHTS AND RESPONSIBILITIES OF EACH PARTY

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) acknowledge the following and will:

- strive to collaborate and cooperate to advance the arts and sciences of the HVAC&R industry to serve humanity.
- act with honesty, fairness, courtesy, competence, inclusiveness, and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism, and diversity.
- avoid any real or perceived conflict of interest in its dealings with the Associate Society.
- endeavor to avoid unfair competition with respect to membership recruitment or revenue streams

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/Conselho Federal de Engenharia e Agronomia (CONFEA) - senior representatives to:

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

ASHRAE/Conselho Federal de Engenharia e Agronomia (CONFEA) shall take responsibility for initiating the first annual liaison meeting. Meeting agenda/notes and action items with assigned responsibilities shall be recorded at each meeting. This first meeting will be scheduled in 2024.

CONFERENCES AND MEETINGS

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

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) 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.

ASHRAE may promote, endorse, sponsor and/or collaborate on joint conferences, seminars, forums, and other technical events if it is mutually determined that the collaboration benefits both organizations and the community as a whole.

- If it is mutually determined that ASHRAE should be involved in a joint endeavor, a business case on any particular collaboration project shall be agreed upon and balanced benefits measured. A clear statement of benefits to each organization shall be developed.
- If a local ASHRAE chapter is available, and so inclined, it shall similarly be involved in the joint endeavor and will be held to the same rights, responsibilities, and privileges as ASHRAE Society.
- If it is mutually determined that ASHRAE and/or a local ASHRAE chapter shall be involved in a joint endeavor, a detailed budget must be prepared showing all expected expenses and revenues for the endeavor. A detailed explanation of how the expenses, revenues and excess are to be divided between ASHRAE, its local chapter and the CONFEA organization shall be produced.
- If the joint activity is dependent on ASHRAE funding, the funding request shall be submitted to ASHRAE prior to the end of the preceding Society year, so that it may be included in the current year's budget.
- ASHRAE and its chapters shall comply with the requirements for product shows and equipment expositions, as outlined in the Manual of Chapter Operations (MCO)

<https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-chapter-operations>).

ADVOCACY

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) 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.
- Joint promotion of ASHRAE certifications.
- Promoting mutually beneficial positions during the development and passage of government policy and legislation.
- Education of lawmakers 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 Conselho Federal de Engenharia e Agronomia (CONFEA) agree to:

- Provide at least one complimentary subscription to 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 ASHRAE publications into other languages.

EDUCATION

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective

audiences, ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) 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 complementary expertise between ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA).

- Discuss ways that certification programs can be jointly developed, translated, or administered.

TECHNICAL ACTIVITIES COORDINATION

ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) 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 initiatives where mutually beneficial to do so.

RESEARCH

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and Conselho Federal de Engenharia e Agronomia (CONFEA) agree to:

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

ADMINISTRATIVE CONTACTS

The administrative contacts for actions tied to this MOU shall be:

For ASHRAE:

**For Conselho Federal de Engenharia e
Agronomia (CONFEA) :**

Jeff Littleton
Bolzan
Executive Vice President

Flavio Henrique da Costa
CONFEA Representative

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 Conselho Federal de Engenharia e Agronomia (CONFEA) 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 Conselho Federal de Engenharia e Agronomia (CONFEA). 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 _____
Engenharia

FOR Conselho Federal de
e Agronomia (CONFEA)

Ginger Scoggins; President
Printed Name/Title

Vinicius Marchese; President
Printed Name/Title

Signature

Signature

Date

Date

Appendix A; Action plan

Memorandum of Understanding and Action Plan Between American Society of American Society of Heating, Refrigerating and Air- Conditioning Engineers (ASHRAE) And The Conselho Federal de Engenharia e Agronomia (CONFEA)

ASHRAE and CONFEA agree to the following MOU and plan of action with anticipated timelines (timelines begin at time of executed agreement by ASHRAE and CONFEA)

Discounts and Advantages to Brazilian professionals will be defined by separate agreement.

Once ExCom agrees with our motion, the deadline for drafting the final motion and terms/conditions is January 2024.

1. Standards Translation

- a. ASHRAE and CONFEA agree that the current editions of the following standards, ASHRAE Standard 228, ASHRAE Standard 62.1, and ASHRAE Standard 90.1, will be translated by ASHRAE Brazil Chapter for purchase. Timeline: 1 year

- b. ASHRAE will offer discounts and advantages to Brazilian professionals registered in Sistema Confea/Crea, to buy and/or access all ASHRAE Standards. Timeline: Immediately
- c. CONFEA will agree to publicize the translated standards for purchase. Timeline: Ongoing advertisement subsequent to translation starting within 2 months and after ASHRAE agreement that reviewed translation is complete. CONFEA will work with ASHRAE Marketing Department regarding publicity material.

2. Conference Meeting Attendance

- a. ASHRAE will agree to send Board member(s) or representative(s) of Region XII to attend CONFEA meetings. The following CONFEA meetings are worth noting.
 - SOEA - August
 - Encontro de Líderes - February
- b. ASHRAE will offer discounts and advantages to Brazilian professionals registered in Sistema Confea/Crea to attend Society Annual and Winter meetings. Timeline: Immediately
- c. CONFEA will offer discounts and advantages to ASHRAE professionals to attend Confea/Crea meetings. Timeline: Immediately
- d. CONFEA will agree to send Board member(s) or representative(s) to attend ASHRAE meetings.
 - i. ASHRAE Winter Conference and AHR Expo, approximately near the end of January and the beginning of February (Details provided on the ASHRAE website)
 - ii. ASHRAE Annual Conference, approximately end of June and beginning of July (Details provided on the ASHRAE website)

3. ASHRAE Certification

- a. ASHRAE and CONFEA will make a translation (to Portuguese) agreement starting with one of the ASHRAE certifications. The pilot program will start with translation of the CHD exam in an ASHRAE/CONFEA populated committee hosted by ASHRAE staff.

Timeline; form committee immediately; translation estimate of time is 6 months.

- b. ASHRAE and CONFEA will agree to identify how to make ASHRAE Certification preparation and exams accessible to CONFEA members using a discount code. Timeline: 6 months
- c. ASHRAE will offer discounts and advantages to Brazilian professionals registered in Sistema Confea/Crea to be certified (training and certification process). Timeline: Immediately
- d. CONFEA will agree to advertise/market ASHRAE Certifications, particularly the Certified HVAC Designer Certification (CHD), to its membership. Timeline: Immediately and Ongoing. CONFEA will work with ASHRAE Marketing Department regarding acquiring publicity material.
- e. CONFEA and ASHRAE will work together to establish acceptable testing sites, such as CONFEA/CREA offices, ABRAVA, ASBRAV, etc. Timeline; Immediately
- f. ASHRAE and CONFEA will work together to enter into a confidentiality agreement regarding translations.

4. CONFEA Interface with NCEES

- a. ASHRAE will agree to introduce CONFEA to NCEES regarding reciprocation of engineering licensure between United States jurisdictions and Brazil. Timeline: 1 month

5. Government Outreach

- a. CONFEA will work with ASHRAE to bridge ASHRAE Standards and publications to other South American institutes and boards of engineering. ASHRAE Brazil GAC committee will engage with CONFEA. Timeline: Ongoing engagement over 3 years