



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

**SEDONA, AZ**  
**March 14-16, 2024**

**Approved by the Executive Committee on June 22, 2024.**

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 March 14-16, 2024

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**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

March 14-16, 2024

<b>No. - Pg.</b>	<b>Motion</b>
1 – 2	Technology Council recommends that the BOD ExCom approve the initiation of a revision of the <i>Unvented Combustion Devices and Indoor Air Quality</i> Position Document.
2 – 3	The renewed MOU and work plan with AMCA (as shown in ATTACHMENT B) be accepted.
3 – 3	The renewed MOU and work plan with ASHE (as shown in ATTACHMENT C) be accepted.
4 – 4	ExCom recommends that the BOD approve the AIHA MOU and work plan (as shown in ATTACHMENT D).
5 – 5	ExCom recommends that that BOD approve an MOU with GCC Standards Organization (as shown in ATTACHMENT E).
6 – 11	The Executive Committee declare that Wade Conlan developing the course on Standard 241 is not a conflict of interest and is in the best interest of ASHRAE.

## ACTION ITEMS

Executive Committee Meeting  
March 14-16, 2024

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 - 2	Conlan and Staff	Publicize the opportunity for the local generation of content among Chapters and TCs once the training materials are complete. Craft a policy for connecting Chapters and Regions with the technical side of Society and set up the processes which will facilitate the development of content by Chapters and Regions. (Assigned February 4 and 8, 2023)		June 2024
2 - 2	DEI Subcommittee	Work to develop an MOU with multiple organizations that work with and advocate for minority groups.		
3 - 2	Littleton	Assist with making membership recommendations and creating the job description for the Strategic Advisory Panel. (Assigned October 20, 2023)		
4 - 2	McQuade	Ask the Finance Committee to discuss the compulsory use of ATC and provide recommendations to ExCom. Comments and feedback from this meeting should be shared with Finance. (Assigned November 14, 2023)		June 2024
5 - 2	McQuade	Flush out the potential new MOU with Waterloo Filtration Institute. (Assigned November 21, 2023)		
6 - 2	ExCom and Constantinide	All members of ExCom will send Mr. Constantinide any concerns with the draft CONFEA MOU and work plan. Mr. Constantinide will address the concerns with CONFEA and provide a revised MOU and work plan in Chicago. (Assigned December 21, 2023)		January 2024
7 - 2	McQuade	Work with UNEP and Jim Curlin to determine how to identify ASHRAE members who have appropriate technical expertise to participate in UNEP TACs. (Assigned January 20, 2024)		
8 - 2	Littleton, Knight, McQuade and Austin	Develop a path forward for how roundtable information will flow throughout Society and provide recommendations for improvement to the current CRC roundtable development process. (Assigned January 20, 2024)		June 2024
9 - 2	Rakheja	Work with IFC to develop an MOU. (Assigned January 20, 2024)		
10 - 2	Austin, Rakheja and Sekhar	Develop a concept paper of the goals, possible revenue and other details for the proposed networking publication 'ASHRAE Yellow Pages' and present to ExCom for consideration. (Assigned January 20, 2024)		June 2024
11 - 2	Owen	Put SI Standards that are currently available online. (Assigned January 24, 2024)		

12 - 2	Austin	Work with Pub and Ed Council to investigate how Society can offer trainings on A2L refrigerants and the future of A3 refrigerants. (Assigned January 24, 2024)		
13 - 3	Rakheja	Work with Tech Council to review the process for PD revisions and provide a recommendation on whether ExCom should continue to approve PD revisions.		
14 - 5	Staff	Send a request to GTIC to develop a work plan with GSO, pending BOD approval.		
15 - 7	Littleton	Reach out to MEP2040 and request a timeline for the transition. Ask for clarity on Society's current ability to promote MEP2040 as an ASHRAE program.		
16 - 8	Program Review Ad Hoc	Conduct a kickoff conference call to review staff recommendations for program sunseting and new revenue streams.		
17 - 8	Staff	Report to ExCom on strategies to make topical conferences profitable.		
18 - 8	Wright	Provide the proposed compensation recommendation to the Sr. Officers before April 25 <sup>th</sup> .		
19 - 8	Denton	Change the April 30 <sup>th</sup> monthly ExCom meeting to an official ExCom meeting.		
20 - 8	Denton	Schedule a one-hour Sr. Officers' meeting for April 25 <sup>th</sup> at 9:00am.		
21 - 9	Knight and Jolly	Include an ASHRAE-REHVA liaison to 2024-25 appointments.		
22 - 10	Scoggins	Draft a letter to the Nominating Committee asking the committee to review the current rules and make the necessary edits to preclude RMCRs (as DRC backups and non-voting members of the BOD) from serving on the Nominating Committee.		
23 - 12	Knight, McQuade, and Maston	Develop a Presidential travel plan for the next several Society years.		
24 - 13	Knight, McQuade, and Seymour	Include a status update on the health of regions and chapters on the Members Council report to the BOD at the Winter and Annual Conferences.		
25 - 15	Littleton	Consult legal counsel to develop a statement regarding AI and members "feeding" copyrighted material into AI databases.		
26 - 18	Seymour	Create a matrix for the three 'Future of the Winter/Annual Conference' scenarios. Add the matrix to the current PPT presentation and share with the BOD prior to the spring meeting.		



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
March 14-16, 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

**GUESTS PRESENT:**

Sarah Maston  
Devin Abellon  
Ken Fulk

**STAFF PRESENT:**

Candace Denton, Sr. Manager - Board Services

**CALL TO ORDER**

The meeting was called to order at 8:39 am on March 14, 2024.

**VALUE STATEMENT**

Ms. Scoggins read the value statement and advised that the full code of ethics, core values and diversity statements were available online.

**ROLL CALL/INTRODUCTIONS**

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

**REVIEW OF MEETING AGENDA**

Ms. Scoggins reviewed the meeting agenda. The following items were added to 'New Business' – *AI Issues and Recording Meetings, AI Initiative – Small Language Models for Standards, AI Policy – Posting on the Website, and Discussion of Well Building Standard.*

**REVIEW OF ACTION ITEMS**

Action items 1, 3, 6-7, 11, and 16 were reported as complete. All other action items were reported as ongoing.

**AI 1-12****TECHNOLOGY COUNCIL REPORT TO EXCOM**

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

Mr. Rakheja moved that

1. Technology Council recommends that the BOD ExCom approve the initiation of a revision of the *Unvented Combustion Devices and Indoor Air Quality* Position Document.

Mr. Rakheja reported that the PD had not been converted to the current PD format but has not been fully revised since its initial publication in 2012. The 2012 version was focused on heating applications and an update to include cooking appliances is warranted. The title, purpose and scope (TPS) is included in ATTACHMENT A.

He clarified that the only other changes to the PD, other than those outlined above, were formatting updates. He advised that additional changes to content would be forthcoming.

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

Mr. Littleton asked if, in the future, ExCom should be removed from the process, allowing Technology Council to review and approve PD revisions.

Mr. Conlan suggested that involving ExCom in the revision process keeps Technology Council from doing work unnecessarily. He stated that PDs are positions of the Society and Tech Council can't make that decision; in reality, it is ExCom's responsibility to determine if something is a position that Society wants to continue.

Mr. Rakheja expressed agreement with Mr. Conlan and expressed that ExCom approaches PDs from a different point of view than the councils can.

Mr. Littleton respectfully disagreed and suggested that determining if something is a position that Society wants to continue is the BOD's purview.

Mr. Rakheja will work with Tech Council to review the process for PD revisions and provide a recommendation on whether ExCom should continue to approve PD revisions.

**AI - 13**

Mr. McQuade advised that there may be pushback from Addendum J of Standard 62.2.

Mr. Littleton advised that Addendum J does not prevent the use of gas appliances, but simply requires ventilation. He reported that the appellate process, regarding Addendum J, had gone further than any other standard appeal process.

### **MOU UPDATES**

#### **AMCA (AIR MOVEMENT AND CONTROL ASSOCIATION INTERNATIONAL)**

Mr. Littleton reported that the proposed MOU with AMCA was a renewal. The proposed MOU renewal and work plan were attached to the agenda. He recommended that the MOU renewal and work plan be approved.

Mr. Knight moved and Mr. McQuade seconded that

- 2.** The renewed MOU and work plan with AMCA (as shown in ATTACHMENT B) be accepted.

It was noted that there was a typo in the second line of Society's mission and the phrase "healthy and sustainable" should be added. This update will be made as an editorial change.

Mr. Conlan asked if the motion should include staff and budget impacts.

Mr. Littleton responded that, typically, MOU approvals are not presented as formal written motions. For motions generated on the fly, it is more difficult to provide that information.

**MOTION 2 PASSED** (Unanimous Vote, CNV).

#### **ASHE (AMERICAN SOCIETY OF HEALTHCARE ENGINEERS)**

Mr. Littleton reported that the proposed MOU was also a renewal of an existing MOU. He advised that a work plan was also attached to the agenda. He recommended that the MOU renewal and work plan with ASHE be approved.

Mr. Knight moved and Mr. Rakheja seconded that

- 3.** The renewed MOU and work plan with ASHE (as shown in ATTACHMENT C) be accepted.

It was noted that there was a typo in the second line of Society's mission and the phrase "healthy and sustainable" should be added. This update will be made as an editorial change.

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



**WFI (WATERLOO FILTRATION INSTITUTE)**

Mr. Littleton reported that a new MOU with WFI was underway. He asked ExCom to provide guidance on whether Society should continue to pursue this MOU. WFI received the MOU template for review. A partnership with WFI would complement the planned Society theme for 2025-26.

Mr. McQuade reported that WFI was an international association with a focus on water and air filtration. He advised that, if ExCom agrees, a work plan will be developed as well. A co-sponsored specialty conference in SY 2025-26 is also a possibility.

There was consensus from ExCom that an MOU and work plan with WFI be pursued.

**AIHA (AMERICAN INDUSTRIAL HYGIENE ASSOCIATION)**

Mr. Littleton reported that the proposed MOU would be a new one. The proposed MOU and work plan were recently approved by the AIHA board.

Mr. McQuade moved and Mr. Rakheja seconded that

4. ExCom recommends that the BOD approve the AIHA MOU and work plan (as shown in ATTACHMENT D).

There was discussion of the proposed motion. A summary of that discussion is below:

*MOUs being considered at this meeting are North American centric. All the topic areas discussed are important in other parts of the world also; suggested that the international component be included in work plans.*

*International organizations are relegated to AASA but Society is entering into MOUs with American based organizations. Doesn't seem right.*

*The research is something that can be shared among regions. A partnership with AIHA would allow AIHA publications that are North American focused to be tailored to other areas of the world. There is an opportunity to partner and do more on an international level.*

*The purpose of AASA was always to create a federation of the ASHRAE equivalent societies around the world. The goal of the federation is to communicate effectively to alliance members.*

*There has been discussion of AASA expanding outside of HVAC&R societies.*

*Is that decision something that the BOD or ExCom should be involved in?*

*AASA is also a forum for discussion. The goal of the AIHA partnership is for the two organizations to work closely together.*

*Society has not traditionally done a good job of fully utilizing the AASA.*

*Have served on AASA and it is a struggle to find discussion items for the two-hour meeting.*

*AASA members do not receive reimbursement for attending the Winter and Annual Conferences. Most members would attend the Winter Conference anyway and are also tasked with attending the AASA meeting.*

*Complimentary registrations are provided to AASA members, but members do not receive transportation reimbursement. AASA is an underused asset that Society should figure out how to take full advantage of. Society likely cannot afford to reimburse AASA members' transportation to meet outside of the ASHRAE Conferences. A really good strategic question is – How do we better take advantage of this wonderful asset?*

**MOTION 4 PASSED** (Unanimous Vote, CNV).

Mr. McQuade reported that AIHA has a Commit to C.A.R.E organization that publishes a 70 plus page e-book. Have requested that Society review the e-book to ensure that it aligns with recommendations in Standard 241.

Mr. Littleton suggested that the e-book should reference Standard 241 and credit Society and Standard 241.

#### **GCC STANDARDS ORGANIZATION (GSO)**

Mr. Littleton reported that GSO is the Gulf States' standards organization. An MOU with GSO was proposed in the past but previous ExCom's chose not to move forward. He expressed his opinion that an MOU with GCC is potentially one of the more important MOUs that Society can have.

He suggested that a partnership with GSO could help to promulgate ASHRAE Standards throughout the Middle East.

He recommended that ExCom approve the proposed MOU. He reported that there is not currently a work plan for review and approval.

Mr. McQuade stated that in the Middle East, ASHRAE Standards were the bar for many years. Gulf States' standards organizations now want to develop their own standards. Additionally, ISO has been marketing and promoting their standards in the Middle East. He expressed his opinion that an MOU with GSO is key to Society creating relationships and ensuring that ASHRAE Standards are viable, referenced, and not supplanted.

He suggested that ASHRAE members involved with GSO could be engaged to assist with a work plan and/or next steps.

Mr. Knight moved and Mr. Rakheja seconded that

5. ExCom recommends that the BOD approve an MOU with GCC Standards Organization (as shown in ATTACHMENT E).

Mr. Sekhar noted that Society's full legal name was used in the document and should be replaced by 'ASHRAE.'

Mr. Littleton stated that a work plan could be developed, if that was the will of ExCom.

**MOTION 5 PASSED** (Unanimous Vote, CNV).

Staff will send a request to GTIC to develop a work plan with GSO, pending BOD approval.

Mr. Conlan suggested that there should be a process that organizational liaisons follow to provide work plan updates to the BOD.

Mr. McQuade agreed and stated that liaisons should be providing updates on work plans and other activities of the organization they are assigned as a liaison to.

#### **MEP2040 UPDATE**

Mr. Littleton provided brief background on Society's integration of MEP2040. The BOD approved the TFBD recommendation that Society engage and absorb the MEP2040 program. He reported that a summary email from Rob Bolin was attached to the agenda. He stated that the email provided a good summary of how MEP2040 would like to integrate. He reported that Ms. Denton would be providing coordination of MEP2040 activities into Society. At some point, MEP2040 activities will be transferred to the new CEBD staff.

MEP2040 is an initiative of the Carbon Leadership Forum (CLF). Currently, CLF is not advertising MEP2040, and they are essentially operating independently.

He reported that following the BOD's decision, there had been some growing pains.

The number of design engineering firms signing on to the program is growing and the overall program was growing in popularity. MEP2040 hosts online quarterly forums. Moving forward, these forums will be held at the Winter and Annual conferences.

Ms. Scoggins stated that when the BOD approved this, the understanding was that Society would take ownership of the program. She expressed that the requests in the summary email sound like administrative support for an outside program.

Mr. Littleton responded that the vision is that the program transition to 'MEP2040, Powered by ASHRAE.'

Mr. McQuade expressed his opinion that not everyone from MEP2040 is aligned with that vision.

Mr. Littleton agreed that some members of the steering committee are skeptical. However, this skepticism seems to be the exception and not the rule. A walk before we run approach has been adopted as there was some pushback to the legal transition. There is a desire to access Society resources without having Society be totally in control of the program.

Ms. Scoggins stated that the reality is different to what was previously presented. She expressed that she thinks that Society should be involved with MEP2040. However, the current relationship does not seem to greatly benefit Society.

Mr. Knight expressed his opinion that Society should own the copyright to MEP2040.

Ms. Scoggins asked the group if they were comfortable with Society moving forward, knowing that MEP2040 is currently a standalone organization that we are providing free administrative support for. The floor was opened for discussion.

Mr. Littleton agreed with Ms. Scoggins that Society should not allocate its resources if Society is not going to be affiliated with the program.

Mr. McQuade stated that he would like to see Society have the opportunity to recoup costs through revenue generating activities. He expressed his opinion that MEP2040 should be a marketing channel for Society; the steering committee should see this as an advantage to ASHRAE and not push back.

Ms. Scoggins reported that MEP2040 is currently listed on the CLF website and the MEP2040 website indicates an affiliation with the CLF.

Mr. Littleton reported that the goal was to take over the MEP2040 website and rebrand it; the new website would promote design engineering firms to sign up as an ASHRAE program. He suggested that Society could decide to be all in or all out or continue down the current path.

Mr. Conlan suggested that it was reasonable, if they are truly becoming an ASHRAE group, to ask them for updates on the transition.

There was consensus that Mr. Littleton would reach out to MEP2040 and request a timeline for the transition. Staff will also ask for clarity on Society's current ability to promote MEP2040 as an ASHRAE program.

**AI - 15**

#### **FUTURE OF ANNUAL/WINTER MEETINGS**

A report from 2017 was attached to the agenda. The report, submitted by Mr. Binder and Mr. Ellis, suggested that Society adopt a new business model for the Winter and Annual Conferences. Society committed to 2029 Winter Conference dates before the decision was made to go to Las Vegas every other year.

Mr. Littleton suggested that leadership needs to consider if volunteers will attend 2 major conferences in 6 months. He reported that staff believes the Annual Conference will suffer because attendees will choose only the Winter Conference.

He reported that Society has had the same conference business model for around 50 years. The change to the Winter Conference dates is an opportunity for Society to try something new. In doing so, can Society engage new audiences?

He reported that staff is currently working on contracts for the 2028 Annual Conference, so decisions need to be made soon.

Mr. Littleton reviewed the scenarios that the Meetings Team organized in the PPT attached to the agenda.

There was some discussion of the scenarios. Ms. Scoggins advised that she wanted members of ExCom to have the opportunity to consider the proposal overnight and discuss further the next day. The goal of the subsequent discussion would be to decide how the discussion will be presented to the BOD at the upcoming spring meeting.

#### **STAFF ADDITIONS AND PROGRAM SAVINGS**

The group reached consensus that the BOD group, chaired by Mr. Conlan, tasked with reviewing program sunset recommendations and new revenue streams will review the staff recommendations attached to the agenda and provide the BOD with recommendations.

It was confirmed that the Program Review Ad Hoc would be chaired by Mr. Conlan and the other members would be Mr. Austin, Mr. McQuade, Mr. Smith, and Ms. Schopplein. The group will consider recommendations for program sunseting and new revenue streams and present final recommendations to the BOD. This assignment replaced the similar BOD action item assigned in Chicago.

The Program Review Ad Hoc will conduct a kickoff conference call to review staff recommendations for program sunseting and new revenue streams.

AI - 16

#### **TOPICAL CONFERENCES AND ROI STAFFING EXPENSE**

Mr. Littleton reported that there was a recent discussion as to whether staff expense is or should be considered when calculating the ROI of topical conferences.

Currently, sponsorship revenue is driving profit or loss of topical conferences. He suggested that the business model needs to be adjusted to guarantee that topical conferences are profitable. He reported that he has discussed with Ms. Seymour that all topical conferences need to be profitable.

Ms. Scoggins suggested that the Foundation be engaged to sponsor topical conferences.

Mr. Littleton expressed his opinion that topical conferences should be a large revenue stream for Society. He reported that successful sponsorship endeavors are typically driven by volunteers and that model could be expanded and replicated.

Staff will report to ExCom on strategies to make topical conferences profitable.

AI - 17

#### **FLOW OF ANNUAL STAFF INCREASES APPROVAL**

Mr. Littleton reported that in the past, a Compensation Committee would make a determination on the percentage increase for staff salaries, to be implemented based on performance. Then, a compensation letter would be sent to ExCom for review and approval. If approved, the increase would be included in the budget. The problem with this process was it was disconnected from the Finance Committee.

To correct this disconnect, the Finance Committee began making the determination on the percentage increase. Mr. Littleton reported that there is now confusion on how a final number is decided upon. From a staffing standpoint, the current timeline has reviews being conducted in July and salary increases are made retroactive as of July 1<sup>st</sup>. He suggested that a defined process for who approves the salary increase pool is needed.

After some discussion, there was consensus that the senior officers would review a compensation recommendation from staff and then provide a recommendation to the full Executive Committee. The amount approved by the Executive Committee would be included in the budget by Finance Committee for the BOD's budget review in May and budget approval in June.

Mr. Wright will provide the proposed compensation recommendation to the Sr. Officers before April 25<sup>th</sup>.

AI - 18

Ms. Denton will change the April 30<sup>th</sup> monthly ExCom meeting to an official ExCom meeting.

AI - 19

Ms. Denton will schedule a one-hour Sr. Officers' meeting for April 25<sup>th</sup> at 9:00am.

AI - 20

**GRANT MANAGEMENT INFRASTRUCTURE**

Mr. Littleton provided updates on Society's grant activities. A summary of those updates is below:

- Valerie Diaz was hired to manage the DOE grant.
- A final decision on the Tennessee State Grant will be made before March 31<sup>st</sup>. A joint project with PNNL was submitted to develop an embodied carbon calculation tool.
- Society is a subcontractor on an ACEE grant. That effort is being led by Ms. Reiniche.
- Involved with the DOE schools project grant as well.

He reported that staff would like to increase grant activities, with a focus on non-government grants and grants where Society is not the primary. Foundation grants do not typically have the same difficult infrastructure and reporting requirements as government grants.

**ASHRAE REHVA LIAISON COMMITTEE APPOINTMENTS**

Mr. Littleton reported that REHVA has expressed frustration with ASHRAE sections being formed in REHVA territories. He reported that Society did not form sections with the intent to compete with REHVA.

The two organizations agreed to form an ASHRAE REHVA Liaison Committee to foster better communication between the organizations.

Ms. Scoggins reported that she wanted Mr. Knight to be aware of this appointment during the upcoming 2024-25 appointment meetings.

Mr. Knight and Ms. Jolly will include an ASHRAE-REHVA liaison to 2024-25 appointments.

**AI - 21****EGYPT MINISTRY OF ENVIRONMENT LIAISON**

Mr. Littleton reported that it was not clear who the primary point person was to liaise with the Egypt Ministry of Environment.

Ms. Scoggins stated that if Dr. Alaa would like to be the point person, he can be assigned that role.

Mr. Rakheja stated that there are opportunities to have relationships with the ministry of environment of other countries.

**RMCRs ON NOMINATING COMMITTEE**

Ms. Denton provided a summary of what staff perceived to be a conflict of interest for RMCRs to serve on the Nominating Committee. Background information as well as an opinion from SRC were attached to the agenda.

It was reported that the Rules Subcommittee of the Nominating Committee discussed the issue but did not reach consensus.

There was consensus that RMCRs serving on the Nominating Committee is a conflict of interest as RMCRs are tasked with replacing DRCs, temporarily or permanently, should a DRC be unable to attend a meeting or continue his/her term on the BOD.

Ms. Scoggins will draft a letter to the Nominating Committee asking the committee to review the current rules and make the necessary edits to preclude RMCRs (as DRC backups and non-voting members of the BOD) from serving on the Nominating Committee.

#### **EXCOM TRAVEL POLICIES (PLUS ONES)**

Mr. Littleton reported that there is not currently a rule regarding plus ones at ExCom events. Is a policy necessary?

It was noted that 'significant other' is defined in the ROB, section 1.201.027.2.

There was consensus that ExCom plus ones was a non-issue as there is no additional cost, regardless of who the plus one is. There was consensus that plus ones were allowed at the spring ExCom meeting and that the President was allowed to travel with a plus one on official ASHRAE business.

#### **QR CODE BUSINESS CARDS FOR OFFICERS**

Mr. Littleton reviewed different options for electronic business cards for ExCom and staff. The options, with pricing, were attached to the agenda.

He recommended that the electronic cards replace business cards for ExCom and staff.

There was consensus that Society move forward with using Blinq cards as a replacement for paper business cards for ExCom and staff.

#### **BUILDING ELECTRIFICATION PPIB APPROVED BY GAC (INFORMATION ITEM)**

Mr. McQuade reported that PPIBs are created for a non-technical audience. He advised that the building electrification PPIB was attached to the agenda for ExCom's review. Only new PPIBs come before ExCom for approval; edited or revised PPIBs are shared as information items.

The meeting recessed at 12:13pm on Thursday, March 14.

The meeting reconvened at 8:01am on Friday, March 15.

#### **STANDARD 241 TRAINING COURSE DEVELOPMENT**

Mr. Conlan recused himself from the discussion and left the meeting.

Mr. Littleton reported that Mr. Conlan was concerned with the fact that the staff team contacted him about receiving payment to develop a course related to Standard 241. Is it a conflict of interest for a BOD member to take a new Society contract while serving on the BOD.

After reviewing the language in the ROB regarding conflicts of interest, Mr. Conlan would like for ExCom to confirm if being paid to develop a Standard 241 training course is or is not a conflict of interest.

Ms. Scoggins stated that the optics of serving on ExCom and receiving payment from Society was previously discussed. The consensus of that previous discussion was that the optics may not be ideal, but it is allowable.

Mr. Littleton advised that ExCom could designate that it is not a conflict if the group agreed that it was in the best interest of Society for Mr. Conlan to be involved in the development of the course.

It was moved and seconded that

6. The Executive Committee declare that Wade Conlan developing the course on Standard 241 is not a conflict of interest and is in the best interest of ASHRAE.

There was discussion of the motion. A summary of that discussion is below:

*Have we reached out to other members who have declined? Feel that the optics is a big issue.*

*Mr. Conlan worked on the overall structure of 241 as opposed to a specific scientific piece.*

*Agree that there are advantages to Mr. Conlan being involved. How do we handle the optics?*

*Would address optics by advising that Mr. Conlan is the best choice because of his involvement with the development of Standard 241.*

**MOTION 6 PASSED (3:2:0, CNV).**

Mr. Conlan rejoined the meeting.

#### **PRESIDENTIAL CHAPTER VISIT STRATEGIES**

Mr. Knight reported that if he were to follow the current trend of the Society President to spend a week in every region, he would travel 53 out of 74 weeks. He reported that he, Mr. McQuade, and Mr. Littleton discussed, and the consensus was that it was unsustainable from both a budget and time (President and DRC) standpoint.

He reported that he enjoys visiting chapters, students, and universities. He stated that he, Mr. McQuade, and Ms. Maston are looking for guidance on a way forward.

Ms. Scoggins stated that the current trend is hard on the DRCs too as they take a week off to drive the President from chapter to chapter. She suggested that a motion was previously passed that each region should have a Presidential visit every 5 years.

She suggested that, moving forward, the President visit 1/3 of chapters in each region, and limit trips to each region to 3 days.

Mr. Littleton reported that Society typically spends \$2,000,000 on travel; this year, Society is on pace to spend closer to \$2,400,000. As a Society, we need to be conscious of that money that is spent on travel. The recommendation is mainly to address time and reasonable expectations of chapters, the change would also decrease the travel budget.

He reported that five years ago, it was typical for a President to attend five or six CRCs. Think we have to pair travel back a bit, but have to be careful because leadership visits energize the chapters.

Mr. McQuade stated that Ms. Scoggins' travel was justified because she was making up for travel limitations related to COVID. But it is not sustainable moving forward.



Ms. Scoggins stated that many chapters are struggling and are working to get back on track following COVID. She expressed concern that there seems to be a trend of engineers not attending chapter meetings.

Mr. Knight stated that he would like to focus on Society hotspots where there is the greatest potential for growth and motivation.

Mr. Sekhar stated that there seems to be a trend away from traditional HVAC&R activities at chapter meetings and a trend towards other types of engagement and activities. He suggested that chapters needed more support to steer their focus to a more integrated design focus.

Mr. Rakheja suggested that the responsibility of travel should be shared amongst the officers.

Mr. Littleton asked if staff support would make a material difference to the chapters.

Ms. Scoggins expressed her opinion that a decentralized staff would help the chapters and the regions. She reported that AIA and ACEC have district staff.

Mr. Rakheja reported that the chapters in India have staff and impressive offices.

Mr. Conlan suggested that the focus be shifted to chapters as opposed to regions. What are the 50 chapters that have the least number of visits in the last five years?

Ms. Maston suggested that inter-building industry collaborations be encouraged.

Mr. Knight, Mr. McQuade, and Ms. Maston will develop a Presidential travel plan for the next several Society years.

**AI - 23**

### **NEW REGIONS AND BOD SIZE**

Mr. Austin stated that evaluating and discussing BOD size needs to continue. He expressed his opinion that it is not sustainable for Society to continue to add regions and it was irresponsible for leadership to not address it.

Mr. Knight stated that the case should be made for what the BOD is not doing because of the size of the BOD.

Mr. Conlan asked at what point a region would be dissolved because there aren't enough members? He expressed concern over the recent split of RAL because if things don't go as projected, there aren't currently those rails. If the BOD is going to continue to write waivers, do we have the right rules?

Mr. McQuade reported that Members Council had an MBO to look at the viability of chapters and make a report. He suggested that this type of exercise should be done consistently.

Mr. Littleton expressed his opinion that that BOD is too big to make strong, bold decisions. Reducing the size of the BOD has to be balanced with the risk of members being disillusioned if regions are dissolved or combined.

Mr. Rakheja spoke to the recent split of RAL and expressed his opinion that Society growth would have been limited; previously, each chapter in RAL was an entire country; this organization of regions internationally is flawed and will limit growth.

Mr. Conlan expressed his opinion that the answer is not another region. He suggested that instead, the BOD should have had a strategic discussion to address the needs of our international chapters.

Mr. Sekhar suggested that if regions are not functioning the way they should be, the BOD should be open to making changes.

Mr. Austin asked if this could continue to be an agenda item until leadership gets to a point where there is consensus that BOD size has been adequately addressed.

Ms. Scoggins stated that this is a Members Council decision at this point and Members Council should make recommendations that would come before the BOD.

Mr. McQuade stated that he liked the idea of having the strength of chapters and regions as an agenda item for discussion at Members Council.

Mr. Knight, Mr. McQuade, and Ms. Seymour will include a status update on the health of regions and chapters on the Members Council report to the BOD at the Winter and Annual Conferences.

**AI - 24**

### **BOARD STRATEGIC PLANNING SESSION**

Mr. Littleton reported that a critically important strategic planning session with the BOD would take place soon. Feedback from interviews conducted by McKinley thus far were attached to the agenda. He suggested that it may be appropriate for ExCom to think about items members of ExCom would want to drive during the strategic planning session as thought leaders of the BOD.

He stated that several items talked about thus far are internally focused. He expressed his opinion that internal goals should not be part of strategic plans.

What are your expectations for the strategic plan? What would you consider a successful strategic planning session?

He stated that it is ok for ExCom and the BOD to lead boldly.

Mr. McQuade expressed his opinion that the goal of the strategic plan is to prepare the organization for the future. If we do things well, what does ASHRAE look like five years from now? Suggest backing into the big things.

Ms. Scoggins suggested that it was good for staff to guide committees and chairs. She also suggested that MBOs need to be tied to the strategic plan.

Mr. Austin suggested that the strategic plan drive MBOs.

There was consensus that ExCom be prepared to elaborate on where Society should go. Members of ExCom should give some thought to the previous strategic planning session and be prepared to articulate those items.

### **ASHRAE BRANDING**

Mr. Littleton reported that he attended part of the recent Chapter Leadership Academy. At that event, he asked about branding and target audiences in the context of their discussion about an ASHRAE

elevator speech. One participant followed up with changing the meaning of ASHRAE to *Allied Society for Heated, Refrigerated and Air-Conditioned Environments*.

Could all the recent strategic issues discussed go further if Society has a different brand identity?

Feel this is an important discussion as a top priority has been to increase organizational presence and public awareness.

Mr. Knight suggested that this discussion be continued during the upcoming strategic planning session.

Mr. McQuade stated that the 'American' in ASHRAE typically is only a barrier when considering standards. He agreed that the discussion should be continued as part of strategic planning.

Mr. Rakheja stated that the global and international aspects do have an impact on how Society is perceived.

Mr. Sekhar stated that his understanding is that 'American' does raise issues in some countries.

There was consensus that no action be taken until after the strategic planning session. This item will be brought before the BOD at an upcoming BOD meeting or the strategic planning session.

#### **AASA GUIDELINES MOTIONS AT SPRING BOD MEETING**

Ms. Scoggins reported that a postponed motion from the Chicago meeting to accept new AASA guidelines and MOU template will be on an upcoming BOD agenda. ExCom will not take any action today. Mr. Rakheja was asked to provide background.

Mr. Rakheja reported that at a 2023 ExCom meeting, the group discussed ISHRAE promoting that they can provide ASHRAE resources at a much lower fee. He advised that he recused himself from the previous discussion and would have done the same for the current discussion, but Ms. Scoggins asked him to participate and provide background.

He reported that he has seen communication from ISHRAE solidifying that this ISHRAE promotion did take place. ISHRAE is taking the issue seriously and has communicated to their members that this type of promotion is not allowed and will not happen again; this was communicated at the ISHRAE training as well.

He reported that members of AASA expressed concern in Chicago over the draft AASA MOU. He stated that Society's relationships with the international community are different, and he suggested that they not be painted with the same brush.

Ms. Scoggins advised that ExCom does not need to take action at this time. She asked ExCom members to review the documents attached to the agenda and be prepared to discuss and vote on the postponed motion at an upcoming BOD meeting.

#### **NEW BUSINESS**

##### **AI ISSUES AND RECORDING MEETINGS**

Mr. Littleton reported that the ROB prohibits the recording of meetings. He suggested that meetings could be recorded as long as members and attendees are notified in advance. He stated that recording

meetings could serve Society well as it relates to AI efficiencies with minutes and other administrative items.

He reported that an AI tool could be invited to meetings to capture more accurate minutes and allow staff to be more efficient.

Allowing meetings to be recorded would require a ROB change.

#### **AI INITIATIVE – SMALL LANGUAGE MODELS FOR STANDARDS**

Mr. Littleton reported that staff would like to hire a consultant to investigate the benefits of an AI small language model for Society.

There was consensus from ExCom that the EVP discretionary fund could be used to hire a consultant to investigate Society's use of small language models for standards.

#### **AI POLICY – POSTING ON THE WEBSITE**

Mr. Littleton reported that Society sent a message asking members not to write technical materials based on AI. He reviewed the ASTM AI statement from their website. He stated that Society has not issued a statement addressing members inputting copyrighted materials into AI databases.

Mr. Littleton will consult legal counsel to develop a statement regarding AI and members "feeding" copyrighted material into AI databases.

**AI - 25**

#### **DISCUSSION OF WELL BUILDING STANDARD**

Mr. Littleton reported that the Well Building Institute is a commercial institution. He reported that Society has an IAQ guide that is part of the Well Building Standard; the Institute has also developed their own guidance.

He stated that Society's position has been to keep Well Building Institute at an arm's length; should this be our policy moving forward?

Mr. McQuade stated that this topic has been discussed at TRAC this Society Year. The consensus of TRAC was that a roadmap should be developed to interact with Well Building Institute. He expressed his opinion that it was positive that an ASHRAE Standard is referenced in the Well Building Standard.

Mr. Sekhar expressed his opinion that Well Building standards are not Society's area of expertise. The standards include recommendations for exercise, mental wellbeing, etc.

After some discussion there was consensus that Society should not keep the Well Building Institute at arm's length and leadership should meet with them and work towards a closer partnership. Mr. Littleton will communicate that Society will be a non-financial sponsor of the Well Building Institute conference.

#### **OTHER NEW BUSINESS**

Mr. Knight reported that Clemson has a program, involving the ASHRAE Student Chapter, that 140 students apply to each semester. Those accepted to the program have the opportunity to visit the energy center and help run the campus. He suggested that it would be worth reaching out to the university to see if a partnership is possible.

There was consensus that Mr. Knight set up a meeting with Clemson University to discuss their student program and determine if there are partnership opportunities.

The meeting recessed at 10:34am on Friday, March 15.

The meeting reconvened at 9:01 am on Saturday, March 16.

### **EXECUTIVE SESSION**

Executive session was called at 9:01am.

Open session reconvened at 10:52am.

### **OLD BUSINESS**

#### **FUTURE OF THE WINTER/ANNUAL CONFERENCE**

It was decided that an hour would be dedicated to discussion of the future of the Winter/Annual Conference. There would be four breakout rooms with two members from ExCom in each room to facilitate the discussion. Similarly, BOD members will be divided equally between the four rooms. The breakout groups will meet for 30 minutes, and the group will reconvene and discuss as a group for 30 minutes.

Ms. Maston reviewed the three possible scenarios attached to the agenda. There was extensive discussion of the scenarios. A summary of that discussion is below:

*Spoke in favor of scenario 2. Discussed a distributed staff model where staff resources are reallocated to support CRCs.*

*Expressed concern with the reduction of papers and seminars in scenario 2.*

*Not convinced that the dates for the AHR Expo won't change again in the future. Timing for the change in leadership should remain constant.*

*Spoke in favor of scenario 3. Long been an advocate for the importance of CRCs but recognize the tremendous burden placed on chapters to organize them. The CRCs are a great opportunity to invigorate chapter leaders. There is also an important regional aspect to workshops that cannot be addressed in consolidated trainings. Consolidated trainings do offer an opportunity for a higher level of training and the synergy of working with other chairs. Encourage working towards a hybrid approach for TCs.*

*Suggested a 4<sup>th</sup> scenario. Based on visits to CRCs and regional pride, anticipate receiving a lot of pushback if Society went from 15 CRCs to 1. Could see increased sponsorship support if geographical CRCs were held. The biggest disconnect in Society is how to bring the grassroots and technical sides together. GAC and CTTC work across councils, should investigate how to do that more.*

*How can the regions become more autonomous? In the US particularly, some of the regions could benefit from a merger where regional leadership is something to aspire to and not just a steppingstone to Society level participation.*

*Think that most chapter leaders do aspire to regional leadership. There was consensus from most on this point.*

*Prefer a September Annual Conference. Do not believe there should be one centralized CRC. Agree that CRCs could be consolidated. Would be in favor of a reformatted technical program so that it is more function and training based.*

*The Annual Conference may be an opportunity for centralized training. Could select which committees participate in this training.*

*Spoke in favor of option 3. Feel that the centralized training component will help to break down the concept that regions are isolated and the most important.*

*Suggest that this be used as an opportunity to reach Society's long-term goals.*

*Changes discussed would change the dynamics of CRCs; companions and children may no longer attend.*

*Like the idea of a broad swath of educational events at a fall Annual Meeting; feel this has legs that should be talked through.*

*If the members on the front lines aren't engaged, there won't be buy-in. The BOD must find a balanced way of making changes.*

*How do we get young people engaged such that they stay engaged and broaden their horizons?*

*Is it better to ease members into ASHRAE through regional events? Or is it better to give members exposure to Society as a whole? Tend to lean towards regional events.*

*Never seen members be fired up like they are after Leadership Weekend events.*

*It would be ideal if there wasn't a two-month difference from year to year.*

*From a company standpoint and budgeting, would be concerned with overlap or proximity to other events in the industry.*

Ms. Scoggins thanked the group for their good comments. Reminded members of ExCom that they will serve as facilitators to the breakout sessions at the spring BOD meeting. Agree that staff should do a deep dive into all the implications of the different scenarios and bring that analysis back to the BOD.

She reported that the goal for the BOD discussion will be to determine if any of the scenarios are popular with the group or if there are other options the BOD should consider. Final decisions may not be made by June.

Ms. Maston suggested that the options be narrowed for the BOD's consideration. She suggested that a follow up call may be needed to reiterate the details of each scenario and then have additional time to review and discuss again.


Ms. Seymour will create a matrix for the three 'Future of the Winter/Annual Conference' scenarios. Add the matrix to the current PPT presentation and share with the BOD prior to the spring meeting.

**AI - 26****UPCOMING MEETINGS**

Ms. Scoggins reviewed upcoming ExCom meetings.

**ADJOURNMENT**

The meeting adjourned at 11:59am.

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

Jeff H. Littleton, Secretary

**ATTACHMENTS:**

- A. *Unvented Combustion Devices and Indoor Air Quality* Position Document
- B. Proposed AMCA MOU and Work Plan
- C. Proposed ASHE MOU and Work Plan
- D. Proposed AIHA MOU and Work Plan
- E. Proposed GSO MOU

**Title**

Unvented Combustion Devices and Indoor Air Quality

**Purpose**

The purpose of this position document is to inform the ASHRAE membership and the public of the possible harmful health effects due to emissions of pollutants from unvented combustion devices into indoor spaces and provide recommendations for the proper use of these devices by the public with regard to indoor air quality.

**Scope**

1. Describe current technology and practices
2. Exclude emissions from candles, incense, and devices that burn wood or organic fuels such as dung or peat
3. Describe the types of indoor environments where unvented combustion appliances might be used including commercial, institutional and residential settings
4. Provide detailed information on emissions from unvented appliances, including pollutants, emission rates, concentrations and exposure data (concentration over time)
5. Include documented, peer reviewed health literature describing the possible harmful health effects for the building occupants associated with the use of these combustion devices
6. Summarize information from other cognizant authorities, including federal agencies, state and local health departments, and code and regulatory bodies
7. Provide information on ventilation considerations and other measures to mitigate the possible harmful health effects
8. Recommend additional research to better characterize emissions, exposures, and health effects



## **Memorandum of Understanding ASHRAE and AMCA**

Founded in 1894, ASHRAE, Atlanta, Georgia is a society of engineers that 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 1955, AMCA is an association of manufacturers whose mission is to advance the knowledge of air systems and uphold industry integrity on behalf of AMCA member companies worldwide.

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

### **CONSISTENT LEADERSHIP COMMUNICATION**

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

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

ASHRAE/AMCA 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 NE  
Peachtree Corners, GA 30092  
Phone: 404-636-8400  
Email: [jlittleton@ashrae.org](mailto:jlittleton@ashrae.org)

#### **For AMCA:**

Kevin Faltin  
Executive Director  
AMCA International  
30 West University Drive  
Arlington Heights, IL 60004  
Phone: 847-394-0150  
Email: [kfaltin@amca.org](mailto:kfaltin@amca.org)

### **CONFERENCES AND MEETINGS**

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

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

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

## **CHAPTER/REGION COLLABORATION**

ASHRAE and AMCA agree to coordinate promotion of joint grassroots meetings of respective members. Introduction of Chapter/Regional leaders to ASHRAE and AMCA as needed will be considered as one way to accomplish this objective.

## **ADVOCACY**

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

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

## **PUBLICATIONS**

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and AMCA 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.
- Cross-promote the other organization's events, publications and other activities where appropriate.
- Explore mutually beneficial ways to issue publications in different languages for member benefit.

## **EDUCATION**

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

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

## **TECHNICAL ACTIVITIES COORDINATION**

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

- Encourage members in each organization to participate in 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 HVAC&R and community developments.

- Establish liaison representatives to key technical committees where mutually beneficial to do so.

## **RESEARCH**

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

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

## **TERMINATION**

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

## **TERM**

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

## **LEGAL STANDING**

This MOU reflects a commitment by ASHRAE and AMCA to continue to 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 AMCA. 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 AMCA**

Dave Johnson  
Name

Chairman  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Kevin Faltin  
Name

Executive Director  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR ASHRAE**

Ginger Scoggins  
Name

President  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Jeff Littleton  
Name

Executive Vice President  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Work Plan  
in Support of  
2024 Memorandum of Understanding  
ASHRAE and AMCA**

Founded in 1894, ASHRAE, Atlanta, Georgia is a society of engineers that 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 1955, AMCA is an association of manufacturers whose mission is to advance the global knowledge and integrity of the global air movement and control industry.

ASHRAE and AMCA agree to this Work Plan in support of their Memorandum of Understanding to advance and promote the mutual interests of their respective members. The organizations will review and update this Work Plan annually.

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 and AMCA senior representatives to ensure ongoing advancement of collaborative projects, to keep each respective organization informed of major initiatives, and to discuss new opportunities for collaboration.

AMCA 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:

ASHRAE:

---

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

AMCA:

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Kevin Faltin  
Executive Director  
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Phone: 847-394-0150  
Email: [kfaltin@amca.org](mailto:kfaltin@amca.org)

<b>WORK PLAN - CONSISTENT LEADERSHIP COMMUNICATION FOR THE MOU</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Main Liaison Meeting	Littleton/Faltin	Annually	Timing?
Quarterly Check-In Meetings (communications and technical components of workplan)	Littleton/Faltin	March, June, September, December	Agendas will be developed for each call, and appropriate members/staff invited to each call. Action items and responsibilities assigned at the end of each meeting.
Regularly scheduled working meetings to advance joint initiatives	Littleton/Faltin	As needed	
<b>WORK PLAN - CONFERENCES AND MEETINGS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to their respective primary annual meetings.	Seymour/Clawson	Annually	ASHRAE Winter Conference in January/February. VIP Invitations are sent October/November.
ASHRAE and AMCA 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.	Seymour/Clawson	Annually	Annually
Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.	Seymour/Clawson	Annually	Annually
<b>WORK PLAN - CHAPTER/REGION COLLABORATION - ASHRAE and AMCA agree to coordinate promotion of joint grassroots meetings of respective members.</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>

Introduction of Chapter/Region leaders, where appropriate.	Seymour/Clawson	As needed	ASHRAE and AMCA agree that this MOU shall serve as the only MOU needed for collaboration and coordination between ASHRAE and AMCA and that individual MOUs are not needed between ASHRAE chapters and AMCA regions.
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Commented [LS1]: If we need to keep this work plan section and not remove it all together like I suggested in my earlier comment, then let's just add one line and leave it as this.

**WORK PLAN - ADVOCACY** - Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and AMCA 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.

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Joint promotion of codes and standards at the local, state, and federal levels.	Yates/Ivanovich	TBD	TBD
Promoting mutually beneficial positions during the development and passage of State and federal legislation.	Yates/Ivanovich	TBD	TBD
Education of legislators on issues important to the members of each organization.	Yates/Ivanovich	TBD	TBD
Jointly develop and administer position papers, webinars, and other advocacy channels, where locally acceptable and appropriate, in regions outside the United States, on matters of mutual benefit.	Yates/Ivanovich	TBD	TBD

**WORK PLAN - PUBLICATIONS** - Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends, and practices, ASHRAE and AMCA agree to:

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Provide at least one complimentary subscription to the primary membership periodical to be received at the headquarters location of the other organization.	Owen/Clawson	TBD	TBD
Inmotion publication	Owen/Clawson	TBD	TBD

Electronic Newsletter	Owen/Clawson	TBD	TBD
Cross-market each organization's publications where appropriate and with industry standard distributor discounts.	Owen/Clawson	TBD	TBD
Cross-promote the other organization's events, publications, and other activities where appropriate	Owen/Clawson	TBD	TBD
Explore mutually beneficial ways to issue publications in different languages for member benefit.	Owen/Clawson	TBD	TBD

**WORK PLAN - EDUCATION** - As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and AMCA agree to:

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Cross-market educational offerings at the regional, national, and international levels.	Owen/Clawson	TBD	TBD
Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and Complimentary expertise between ASHRAE and AMCA.	Owen/Clawson	TBD	TBD
Discuss ways that educational certification programs can be jointly developed or promoted.	Owen/Clawson	TBD	TBD

**WORK PLAN - TECHNICAL ACTIVITIES COORDINATION** - ASHRAE and AMCA agree to foster technical cooperation in areas of common interest by:

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Encouraging members in each organization to participate in technical committees and task forces.	Reiniche/Ivanovich	TBD	TBD



Providing opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to HVAC&R and community developments.	Reiniche/Ivanovich	TBD	TBD
Establishing liaison representatives to key technical committees where mutually beneficial.	Reiniche/Ivanovich	TBD	TBD
<b>WORK PLAN - RESEARCH</b> - Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and AMCA agree to:			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Promote research in areas where research results will add to the body of knowledge in air movement and control applications	Reiniche/Ivanovich	TBD	TBD
Identify opportunities for research funding from other sources.	Reiniche/Ivanovich	TBD	TBD

**KEY STAFF CONTACTS FOR ASHRAE/AMCA MOU WORK PLAN**

	<b>ASHRAE</b>	<b>AMCA</b>
Executive Oversight	Jeff Littleton	Kevin Faltin
MOU Project Manager	Mark Owen	TBD
Government Affairs and Advocacy	Alice Yates	Michael Ivanovich
Marketing and Promotion	Vanita Gupta	Robb Clawson
Grassroots/Chapter Outreach/Member Services	Lizzy Seymour	Robb Clawson
Education/Publications	Mark Owen	Robb Clawson
Standards/Guidelines/Research	Stephanie Reiniche	Michael Ivanovich

**Work Plan  
in Support of  
2024 Memorandum of Understanding  
ASHRAE and AMCA**

Founded in 1894, ASHRAE, Atlanta, Georgia is a society of engineers that 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 1955, AMCA is an association of manufacturers whose mission is to advance the global knowledge and integrity of the global air movement and control industry.

ASHRAE and AMCA agree to this Work Plan in support of their Memorandum of Understanding to advance and promote the mutual interests of their respective members. The organizations will review and update this Work Plan annually.

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 and AMCA senior representatives to ensure ongoing advancement of collaborative projects, to keep each respective organization informed of major initiatives, and to discuss new opportunities for collaboration.

AMCA 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:

ASHRAE:

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

AMCA:

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Kevin Faltin  
Executive Director  
AMCA International  
30 West University Drive  
Arlington Heights, IL 60004  
Phone: 847-394-0150  
Email: [kfaltin@amca.org](mailto:kfaltin@amca.org)

<b>WORK PLAN - CONSISTENT LEADERSHIP COMMUNICATION FOR THE MOU</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Main Liaison Meeting	Littleton/Faltin	Annually	Timing?
Quarterly Check-In Meetings (communications and technical components of workplan)	Littleton/Faltin	March, June, September, December	Agendas will be developed for each call, and appropriate members/staff invited to each call. Action items and responsibilities assigned at the end of each meeting.
Regularly scheduled working meetings to advance joint initiatives	Littleton/Faltin	As needed	
<b>WORK PLAN - CONFERENCES AND MEETINGS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to their respective primary annual meetings.	Seymour/Clawson	Annually	ASHRAE Winter Conference in January/February. VIP Invitations are sent October/November.
ASHRAE and AMCA 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.	Seymour/Clawson	Annually	Annually
Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.	Seymour/Clawson	Annually	Annually
<b>WORK PLAN - CHAPTER/REGION COLLABORATION - ASHRAE and AMCA agree to coordinate promotion of joint grassroots meetings of respective members.</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>

Introduction of Chapter/Region leaders, where appropriate.	Seymour/Clawson	As needed	ASHRAE and AMCA agree that this MOU shall serve as the only MOU needed for collaboration and coordination between ASHRAE and AMCA and that individual MOUs are not needed between ASHRAE chapters and AMCA regions.
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Commented [LS1]: If we need to keep this work plan section and not remove it all together like I suggested in my earlier comment, then let's just add one line and leave it as this.

**WORK PLAN - ADVOCACY** - Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and AMCA 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.

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Joint promotion of codes and standards at the local, state, and federal levels.	Yates/Ivanovich	TBD	TBD
Promoting mutually beneficial positions during the development and passage of State and federal legislation.	Yates/Ivanovich	TBD	TBD
Education of legislators on issues important to the members of each organization.	Yates/Ivanovich	TBD	TBD
Jointly develop and administer position papers, webinars, and other advocacy channels, where locally acceptable and appropriate, in regions outside the United States, on matters of mutual benefit.	Yates/Ivanovich	TBD	TBD

**WORK PLAN - PUBLICATIONS** - Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends, and practices, ASHRAE and AMCA agree to:

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Provide at least one complimentary subscription to the primary membership periodical to be received at the headquarters location of the other organization.	Owen/Clawson	TBD	TBD
Inmotion publication	Owen/Clawson	TBD	TBD

Electronic Newsletter	Owen/Clawson	TBD	TBD
Cross-market each organization's publications where appropriate and with industry standard distributor discounts.	Owen/Clawson	TBD	TBD
Cross-promote the other organization's events, publications, and other activities where appropriate	Owen/Clawson	TBD	TBD
Explore mutually beneficial ways to issue publications in different languages for member benefit.	Owen/Clawson	TBD	TBD

**WORK PLAN - EDUCATION** - As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and AMCA agree to:

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Cross-market educational offerings at the regional, national, and international levels.	Owen/Clawson	TBD	TBD
Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and Complimentary expertise between ASHRAE and AMCA.	Owen/Clawson	TBD	TBD
Discuss ways that educational certification programs can be jointly developed or promoted.	Owen/Clawson	TBD	TBD

**WORK PLAN - TECHNICAL ACTIVITIES COORDINATION** - ASHRAE and AMCA agree to foster technical cooperation in areas of common interest by:

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	STATUS and COMMENTS
Encouraging members in each organization to participate in technical committees and task forces.	Reiniche/Ivanovich	TBD	TBD

Providing opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to HVAC&R and community developments.	Reiniche/Ivanovich	TBD	TBD
Establishing liaison representatives to key technical committees where mutually beneficial.	Reiniche/Ivanovich	TBD	TBD
<b>WORK PLAN - RESEARCH</b> - Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and AMCA agree to:			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Promote research in areas where research results will add to the body of knowledge in air movement and control applications	Reiniche/Ivanovich	TBD	TBD
Identify opportunities for research funding from other sources.	Reiniche/Ivanovich	TBD	TBD

**KEY STAFF CONTACTS FOR ASHRAE/AMCA MOU WORK PLAN**

	<b>ASHRAE</b>	<b>AMCA</b>
Executive Oversight	Jeff Littleton	Kevin Faltin
MOU Project Manager	Mark Owen	TBD
Government Affairs and Advocacy	Alice Yates	Michael Ivanovich
Marketing and Promotion	Vanita Gupta	Robb Clawson
Grassroots/Chapter Outreach/Member Services	Lizzy Seymour	Robb Clawson
Education/Publications	Mark Owen	Robb Clawson
Standards/Guidelines/Research	Stephanie Reiniche	Michael Ivanovich



## Memorandum of Understanding

ASHRAE

and

American Society of Healthcare Engineers (ASHE)

Founded in 1894, ASHRAE is a society of engineers that 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.

ASHE, a professional membership group of the American Hospital Association, is a trusted industry resource that provides education, regulatory guidance, networking, advocacy representation, and professional development for our members.

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

### CONSISTENT LEADERSHIP COMMUNICATION

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold regular conference calls between staff and/or liaison committees, and two liaison meetings annually (either in person or via conference call) of designated ASHRAE/ASHE senior representatives to:

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

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 the Executive Vice President (ASHRAE) and the Deputy Executive Director (ASHE).

## **CONFERENCES AND MEETINGS**

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to an annual meeting, as well as alert the other to calls for entries for relevant meetings. If feasible, upon request each organization will provide guidance to the other on how to submit a proposal for its technical program.

ASHRAE and ASHE agree to explore opportunities to:

- Provide speakers or panelists at the other organization's meetings, if possible, to help provide updates and perspectives on building industry technologies and trends
- Co-sponsor a topical conference covering issues of relevance to both organizations' constituencies
- Collaborate on conferences or meetings at the Regional or local level

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

## **YOUNG PROFESSIONALS DEVELOPMENT**

ASHRAE and ASHE agree to connect the leaders of the Young Engineers in ASHRAE (YEA) and ASHE Young Professionals Task Force to explore joint activities that can help optimize collaboration between engineers and architects early in career development.

## **ADVOCACY AND PUBLIC OUTREACH**

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

- Joint promotion of codes and standards at the local, state, and federal levels
- Promoting mutually beneficial positions during the development and passage of state and federal legislation
- Education of legislators on issues such as technical aspects of building design, professional liability aspects of design practices, and the importance of professional licensure, and certifications relevant to the members of each organization.

ASHRAE will invite ASHE to appoint a representative to serve as a non-voting liaison to the ASHRAE Government Affairs Committee.

## **PUBLICATIONS**

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



- Provide at least one complimentary subscription the primary membership periodical to be received at the headquarters location of the other organization
- Explore opportunities to jointly produce publications of mutual benefit
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts
- Use periodicals to promote the other organization's events, publications and other activities, when appropriate
- Explore opportunities to provide discounts on each other's publications, when doing so is in both organizations' best interests.

## **EDUCATION**

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

- Cross-market educational offerings and the national and international levels as possible, primarily via events calendars
- Explore opportunities to co-develop and -sponsor
  - new courses, webinars, or other training programs that take advantage of overlapping and complimentary expertise between ASH RAE and ASHE
  - certificate or curated education content tracks
- Encourage joint, chapter level training on subjects of mutual interest to members of both organizations.

Recognizing a parallel commitment to promote educational opportunities in facilities management and engineering at the elementary and secondary levels, ASH RAE and ASHE agree to exchange ideas on how to promote Science, Technology, Engineering, Architecture and Math (STEAM) education and ensure our respective disciplines are included. The organizations agree to explore ways to work together on STEAM and elementary/secondary education promotion at the local, national, and global levels.

## **TECHNICAL ACTIVITIES COORDINATION**

ASH RAE and ASHE members share many areas of common technical interest, including built environment health and safety, energy efficiency, and resilience and materials transparency. The two organizations agree to foster technical cooperation in these and other areas of common interest by:

- Encouraging members in each organization to participate on technical committees and task forces

- Providing ample opportunity for each organization's members 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
- Establishing liaison representatives to key technical committees where mutually beneficial to do so
- Giving consideration to additional sponsorship opportunities, when feasible
- Exploring the co-development of new standards that address topics of mutual technical interest

## **RESEARCH**

Recognizing that ASHRAE research is proprietary to the organization and its members and taking into account ASHE's Strategic Initiatives, the organizations will explore ways to cross-promote or collaborate on each other's research efforts, including investigating the creation of joint projects arising out of the results of existing research.

If feasible, upon request from ASHE, ASHRAE will provide training on how to apply for an ASHRAE research project.

## **COMMUNITY SERVICE**

ASHRAE and ASHE will investigate working jointly on a community service project focusing on building health and welfare for communities.

## **ADMINISTRATIVE CONTACTS**

The administrative contacts for actions tied to this MOU shall be: Jeff Littleton for ASHRAE and Chad Beebe for ASHE.

## **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 in a writing signed by both organizations.

## **LEGAL STANDING**

This MOU memorializes a commitment by ASHRAE and ASHE to continue and enhance their working relationship and individual efforts toward achieving the 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 agreement with the other. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASH RAE and ASHE. Furthermore, it is understood that this Memorandum of Understanding is conceived as a "living document," meant to change as circumstances and priorities warrant. It may be modified or amended at any time in a writing acknowledged by both organizations.

**For ASHRAE:**

**For ASHE:**

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Jeff Littleton  
Executive Vice President ASHRAE  
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Peachtree Corners, GA 30092  
Tel: 404-636-8400  
Email: [jlittleton@ashrae.org](mailto:jlittleton@ashrae.org)

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Chad Beebe, AIA, FASHE, CHFM  
Deputy Executive Director ASHE  
155 North Wacker Drive, Suite 400  
Chicago, IL 60606  
Tel: 312-422-3800  
Email: [cbeebe@aha.org](mailto:cbeebe@aha.org)

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ASHRAE  
and  
American Society for Health Care Engineering  
2012-2026 Work Plan  
to Support the  
2024 Memorandum of Understanding**

ASHE and ASHRAE signed a Memorandum of Understanding on July 8, 2020, aiming to achieve several mutual goals within the mandate of both organizations including, but not limited to, Consistent Leadership Communication, attendance and participation at Conferences and Meetings, Young Professional Development, Advocacy and Public Outreach, Publications, Education, coordination of Technical Activities, Research, and Community Service. Implementation of these mutual goals is accomplished by adoption of a biennial work plan of which this document is the first.

The organizations will review and update this Work Plan annually. A list of staff contacts for various elements of the Workplan is provided as an Attachment.

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	COMMENTS
<b>CONSISTENT LEADERSHIP COMMUNICATION FOR THE MOU</b>			
Main Liaison Meeting	ASHRAE/ASHE Senior Staff Reps.	Annually – Jan 2024 June 2024	Agenda Items for first meeting <ul style="list-style-type: none"> <li>• Decarb – Keep focused effort</li> <li>• Co-branding standards (add 43 (operations portion of 170), health care specific version of existing building energy standard)</li> <li>• Hospital Data</li> <li>• Organizational Membership on Project Committees for Standards.</li> </ul>
Quarterly Check-In Meetings (communications and technical components of workplan)	ASHRAE: Reiniche ASHE: Flannery	January, March, June, September, .	Agendas will be developed for each call, and appropriate members/staff invited to each call. Action items and responsibilities assigned at the end of each meeting.

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	COMMENTS
<b>1. CONFERENCES AND MEETINGS</b>			
Provide meeting invitation and two complimentary VIP registrations to a primary annual meeting	ASHRAE/ASHE Senior Reps. ASHE: Beebe, DOE ASHRAE: Seymour	ASHRAE – Winter ASHE –Annual and PDC	Passes have been exchanged for past events; will continue through plan term.
ASHE to promote ASHRAE Winter and Annual Conferences	ASHRAE Seymour/Gupta  ASHE: Dagnon, Bazer	ASHRAE meetings are generally held in Jan. and June	ASHRAE can provide content that can be used for promotional purposes.  Annual: June 22-26, 2024, Indianapolis Winter: Feb. 8-12, 2025, Orlando Annual: June 21-25, 2025, Phoenix Winter: Jan. 31-Feb. 4, 2026, Vegas Annual: June 27-July 1, 2026, Austin
ASHE Annual Conference	ASHRAE: Gupta ASHE: ?	July / August	<a href="#">ASHE to list upcoming dates and locations through 2026</a>
a. Promotion of ASHE Annual	ASHRAE: Gupta	Spring/Summer	If ASHE can provide ready to use content, ASHRAE will include on its event website section.
b. Provide complimentary exhibit space to ASHRAE	ASHE: Beebe	Summer	PDC – ASHRAE will have a space with the SO’s. At ASHE Annual space permitting availability
c. Provide discounts and scholarships to students or other appropriate ASHRAE members	ASHE: Bazer/Beebe ASHRAE: Seymour	Time to Be Determined	ASHRAE does not provide discounts to members of other organizations if those individuals are not ASHRAE members
d. Bin swap for trade magazines (HFM at ASHRAE – ASHRAE Journal at ASHE)	ASHE: Dagnon ASHRAE: Owen		High Performing Buildings no longer in print; would be ASHRAE Journal. What is attendance at ASHE?
ASHRAE to join as Supporting Organization of the PDC Summit	ASHE: Beebe	March	<a href="#">ASHE to list dates and locations through 2026</a>

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	COMMENTS
<b>2. PUBLICATIONS, COMMUNICATIONS and EDUCATION</b>			
ASHRAE and ASHE will engage key stakeholders to discuss working collectively on building decarbonization. Decarbonization Guidebook and related training courses	ASHRAE: Reiniche ASHE: Brooks	Ongoing	ASHRAE and ASHE have co-developed and branded the guidebook that will publish soon. We're investigating how to cobrand and market the training materials now.
Identify and provide ASHRAE resources to present educational offerings for ASHE members.	ASHRAE: Owen, Reiniche, ASHE: Beebe/Flannery	Discuss in Semiannual Meeting	
Investigate opportunities to collaborate on virtual educational sessions and conference programming around decarbonization	ASHRAE: Seymour, Giometti, Owen  ASHE: Beebe, Brooks	Discuss in Semiannual Meeting	A list of ASHRAE Topical Conferences, dates and locations can be found at <a href="http://ashrae.org/conferences/topical-conferences">ashrae.org/conferences/topical-conferences</a> .
Develop list of potential webinars, courses, conference presentations and workshops to support capability building among designers and building owners/managers.	ASHRAE: Seymour, Giometti, Owen ASHE: Beebe, Brooks	Discuss in Semiannual Meeting	
ASHE to communicate and co-market ASHRAE's webinars and other courses related to decarbonization.	ASHRAE: Gupta ASHE: Beebe, Brooks, Dagnon	Discuss in Semiannual Meeting	ASHRAE Marketing and Pub&Ed can work together to share those courses for cross promotion.
Develop priority list of potential <b>blogs, articles, social media, and newsletter content</b> related to collaborative efforts and post to respective websites	ASHRAE: Gupta ASHE: Dagnon	Discuss in Semiannual Meeting	ASHRAE: This is not our typical practice. We don't have dedicated pages for workplans or cross promotional efforts. If you have something relevant for our member audience, we would be happy to include it in our eSociety newsletter. We also limit the social media pushes from other groups because we work with so many that our channel would be clogged if we posted all other organizations efforts. We typically only post if we are working on something in collaboration and an ASHRAE member is involved as a presenter.

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	COMMENTS
Regular scheduled planning meeting to promote the other organization's events, publications and other activities, especially focused on zero energy and zero carbon buildings.	ASHRAE Gupta ASHE: Brooks	Discuss in Semiannual Meeting	Would this be a quarterly decarb meeting? Focused on Decarb efforts All of our current Decarb materials can be found on <a href="http://www.ashrae.org/decarb">www.ashrae.org/decarb</a> and this area will be constantly updated. We will have some new initiatives during the next Society year as your incoming President's theme is focused around Decarbonization as well.
Ad swap in printed magazine (Journal)	ASHRAE: Owen ASHE: Dagnon		Would need to define content and target of advertising.
<b>3. TECHNICAL ACTIVITIES COORDINATION</b>			
Review current status of co-published standards (170 & 189.3) and opportunities for additional standards and guidelines (43, health care specific energy efficient design standard)	ASHRAE: Reiniche ASHE: Flannery, Brooks		
Assisting ASHE on Energy to Care through requests to the TCs, and potentially in the newsletter(s).	ASHRAE: Reiniche ASHE: Brooks	Discuss at Quarterly Meeting	
Discuss combining 514 and 188 to be one all inclusive water management standard	ASHRAE: Reiniche ASHE Flannery	Discuss at Quarterly Meeting	From Stephanie Reiniche: ASHRAE is looking at this now. The committees are combining into one and we're determining the best path forward..
Standards Development – Carbon Neutral Buildings	ASHE: Brooks ASHRAE: Reiniche	Discuss at Quarterly Meeting	
Standards Development - IAQ Pathogen Mitigation Standard	ASHRAE: Reiniche ASHE: Flannery	Discuss at Quarterly Meeting	Would this be 241?

ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	COMMENTS
<b>POLICY AND ADVOCACY</b>			
Coordinate ASHRAE and ASHE involvement with governments to support codes and standards supported by both organizations.	ASHRAE: Yates  ASHE: Beebe, Brooks, Flannery, Hummel	Discuss in quarterly meeting	ASHRAE and ASHE should first identify the standards and codes we are advocating for: --Standard 170-2021 --Standard 189.3-2021 --Standard 188-2021 --Standard 514-2023 --Guideline 12 and 43
Engage in other policy, regulatory and legislative efforts where policy priorities align.	ASHRAE: Yates  ASHE: Beebe, Brooks, Flannery, Hummel	Discuss in quarterly meeting	For example, if the Biden Administration continues for another 4 years, we should discuss possible Involvement with the Administration's Health Sector Climate Pledge.
<b>RESERVED ITEMS PENDING FURTHER DEVELOPMENT</b>			
Energy Code & Standards Roadmap to Zero Carbon ASHRAE and ASHE will discuss the possibility of developing policy guidance to achieve zero energy and/or carbon.	ASHE: Beebe, Brooks ASHRAE: Reiniche	Revisit in 2024	<a href="#">From Stephanie Reiniche: Is this specifically geared towards healthcare facilities?</a>
ASHE to collaborate on/support ASHRAE Strategic Research Plan, with an effort to focus on zero energy and zero carbon buildings.	ASHE: Beebe, Brooks, Flannery ASHRAE: Reiniche, Vaughn	Revisit in 2024	<a href="#">From Stephanie Reiniche: Are you requesting an add of healthcare facilities to the ASHRAE Strategic Research Plan?</a>
Identify opportunities for collaborative development of research funding from other sources. Co-funded and collaborative research findings to be disseminated jointly and quickly. Focus on zero energy and zero carbon buildings.	ASHRAE: Reiniche, Vaughn	Revisit in 2024	Subject to ASHRAE's Research Project Approval Process



ACTIVITY/TASK	RESPONSIBLE PARTY	TIMING	COMMENTS
<p>Building Energy Audits            ASHE will work with ASHRAE to advocate the adoption of Standard 211 and the use of Building EQ as a tool to getting to net zero or implementing Energy to Care.            Collaborate on Building EQ program and add to HEALQUEST as implementation component</p>	<p>ASHE: Beebe, Brooks             ASHRAE: Yates, Reiniche</p>	<p>Quarterly Meetings</p>	<p>Promotion of the use of Building EQ may depend on alignment with Energy to Care – see next item</p>
<p>Discuss partnering on and co-branding the Energy to Care.</p>	<p>ASHE: Beebe, Brooks             ASHRAE: TBD</p>	<p>Revisit in 2024</p>	<p>Assuming no conflict with Building EQ</p>
<p>Discuss ways that certification programs can be jointly developed or promoted.</p>	<p>ASHRAE: Owen, Kline            ASHE: Beebe</p>		<p>ASHE to recognize HFDP  <a href="https://www.ashe.org/certifications">https://www.ashe.org/certifications</a>.            ASHE to be included in future development of the certification.</p>

## KEY STAFF CONTACTS FOR ASHE-ASHRAE WORKPLAN

<b>ASHE Staff Leads:</b>					
MOU Executive Oversight / Management	Chad	Beebe	Deputy Executive Director	<a href="mailto:cbeebe@aha.org">cbeebe@aha.org</a>	312-422-3819
Director of Education (DOE)	TBD				
State and Local Government Codes and Policies Research	Jonathan	Flannery	Senior Associate Director of Advocacy	<a href="mailto:jflannery@aha.org">jflannery@aha.org</a>	312-422-3825 501-813-2400
Sustainability, Decarbonizing, Energy to Care	Kara	Brooks	Senior Associate Director of Sustainability	<a href="mailto:kbrooks@aha.org">kbrooks@aha.org</a>	312-422-3813
Education/Publications	Melissa	Binotti Heim	Program and Conference Manager	<a href="mailto:mheim@aha.org">mheim@aha.org</a>	312-422-3808
Communications / Marketing and Promotional	Tracy	Dagnon	Director of Communications	<a href="mailto:tdagnon@aha.org">tdagnon@aha.org</a>	
<b>ASHRAE Staff Leads:</b>					
Executive Oversight	Jeff	Littleton	Executive VP	<a href="mailto:jlittleton@ashrae.org">jlittleton@ashrae.org</a>	679-539-1100
Government Affairs and Advocacy	Alice	Yates	Director of Government Affairs	<a href="mailto:Ayates@ashrae.org">Ayates@ashrae.org</a>	202-821-1730
Marketing and Promotion	Vanita	Gupta	Director of Marketing	<a href="mailto:vgupta@ashrae.org">vgupta@ashrae.org</a>	679-539-1150
Grassroots/Chapter Outreach/Member Services	Lizzy	Seymour	Director of Member Services	<a href="mailto:slseymour@ashrae.org">slseymour@ashrae.org</a>	679-539-1104
Education/Publications	Mark	Owen	Director of Publications and Education	<a href="mailto:mowen@ashrae.org">mowen@ashrae.org</a>	679-539-1187
Standards/Guidelines/Research/MOU oversight	Stephanie	Reiniche	Director of Technology	<a href="mailto:sreiniche@ashrae.org">sreiniche@ashrae.org</a>	679-539-1143



## Memorandum of Understanding ASHRAE and AIHA

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 1939, AIHA is the association for scientists and professionals committed to preserving and ensuring occupational and environmental health and safety (OEHS) in the workplace and community. The AIHA vision is a world where all workers and their communities are healthy and safe.

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

### CONSISTENT LEADERSHIP COMMUNICATION

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

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

ASHRAE/AIHA 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](mailto:jlittleton@ashrae.org)

#### For AIHA:

Lawrence Sloan  
CEO  
AIHA  
3120 Fairview Parkway Dr., Ste 360  
Falls Church, VA 22042  
Phone: 703-849-8888  
Email: [lsloan@aiha.org](mailto:lsloan@aiha.org)

## **CONFERENCES AND MEETINGS**

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

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

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

## **CHAPTER COLLABORATION**

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

## **ADVOCACY**

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and AIHA 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:

- a) Joint promotion of codes and standards at the local, state, and federal levels.
- b) Promoting mutually beneficial positions during the development and passage of state and federal legislation.
- c) Education of legislators on issues important to the members of each organization (targeting those that directly impact public and occupational health, such as indoor air quality and pandemic preparedness and response)

## **PUBLICATIONS**

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

- a) Provide at least one complimentary subscription of the primary membership periodical to be received at the headquarters location of the other organization.
- b) Explore opportunities to jointly produce publications of mutual benefit.
- c) Use periodicals to promote the other organization's events, publications, and other activities.
- d) Create reciprocal discounted pricing on ASHRAE standards and AIHA publications (i.e., consider setting up AIHA as an ASHRAE standards distributor).
- e) Explore feasibility of creating new guidance documents that help interpret relevant ASHRAE standards vis-a-vis industrial hygiene/OEHS practice.
- f) Offer opportunities for thought leaders from each organization to be featured in the other organization's magazines and journals.

- The ASHRAE Journal includes a periodic column entitled, 'IAQ Applications'. Extend AIHA an opportunity to provide up to three (3) articles per calendar year.
- For the AIHA Synergist and the Journal of Occupational and Environmental Health (JOEH), extend ASHRAE a corresponding opportunity to submit articles from a mechanical engineering perspective.

## **EDUCATION**

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

- a) Cross-market educational offerings and the regional, national, and international levels.
- b) Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and AIHA.
- c) Discuss ways that certifications programs can be jointly developed or promoted.
- d) Co-host conferences related to IAQ. Explore the idea of a periodic “ASHRAE track” at AIHA’s annual conference (AIHA Connect). Similarly, explore the idea of a periodic “AIHA track” at an ASHRAE annual meeting.
- e) Offer up to two (2) complimentary full-access registrations (consider earmarking for the CEO/Exec VP and Board Presidents) for one (1) annual event hosted by each organization.

## **TECHNICAL ACTIVITIES COORDINATION**

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

- a) Offer opportunities for selected representatives of each organization to participate in the other’s technical committees, task forces, etc. where interests align and intersect (if voting privileges cannot be extended, consider a “corresponding” member” status). This includes opportunities for each other’s members to provide input and peer review on reports, articles where appropriate.
- b) Related to (a), establish official AIHA liaison representatives on key ASHRAE and AIHA technical committees. As an example:
  - For AIHA, IAQ Task Force and IEQ Committee
  - For ASHRAE, Environmental Health Committee, 62.1, 62.2, and 241

## **RESEARCH**

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

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

#### **LOCAL COMPONENT COLLABORATION**

- a) Provide opportunities for AIHA and ASHRAE members to speak at meetings of ASHRAE chapters and AIHA local sections.
- b) Explore opportunities to co-host joint meetings of domestic ASHRAE local chapters and AIHA local sections in selected metropolitan areas.

#### **PUBLIC OUTREACH / COMMUNICATIONS**

- a) Commit2Care.org (focus on protecting workers and communities from airborne transmitted diseases). Have ASHRAE be a non-paying Partner. Offer opportunities for ASHRAE subject matter experts to contribute to Commit2Care e-newsletter, blogs, webinars.
- b) For other public-facing publications developed by each organization, communicate externally through various channels (e.g., e-newsletters, web, social media)

#### **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 AIHA 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 AIHA. 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**

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Printed Name/Title

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Signature

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Date

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Printed Name/Title

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Signature

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Date

**FOR AIHA**

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Printed Name/Title

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Signature

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Date

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Printed Name/Title

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Signature

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Date

**Work Plan  
in Support of  
2024 Memorandum of Understanding  
ASHRAE and AIHA**

Continued work on new MOU that specifies and tracks actionable deliverables (Larry Sloan to lead efforts with ASHRAE's Treasurer, Bill McQuade).

<b>ADVOCACY / GOVERNMENT AFFAIRS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Work together on common policy affairs and ideologies.	Yates/Ames	As needed	
Promote mutually beneficial position on state and federal legislations.	Yates/Ames	As needed	
Collaborate and prepare joint education to legislators/regulators on issues of mutual importance.	Yates/Ames	As needed	

<b>MEMBERSHIP / PUBLICATIONS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Provide complementary association memberships to AIHA CEO and ASHRAE EVP each year.	Littleton/Sloan	Annually	
Provide one (1) complimentary subscription of each org's primary periodical (printed and/or digital access) – AIHA's The Synergist and ASHRAE's Journal.	Owen/	Annually	
Explore cross-marketing each organization's publications where appropriate	Owen/		
Explore reciprocal articles in each organizations journal or newsletters.	Chaplin/	Quarterly	



<b>EDUCATION / MEETINGS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Discuss cross-promoting relevant education to each other's organization.	Gupta/	As needed	
Explore the idea of a periodic "ASHRAE Session" at AIHA's annual conference (now known as "AIHA Connect"). Similarly, explore the idea of a periodic "AIHA session" at an ASHRAE annual meeting.	Giometti/	Annually	
Offer up to two (2) complimentary full-access registrations (consider earmarking for the CEO/Exec VP and Board Presidents) for one (1) annual event hosted by each organization.	Keller/	Annually	
Explore opportunities to co-develop webinars / new courses on topics of mutual interest	Owen/Sloan		
Explore co-sponsorship or endorsement of relevant conferences where mutually beneficial.	Giometti/	to be held in Montreal in Sept 2025	

<b>WORKTECHNICAL ACTIVITIES</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Offer opportunities for selected designees of each organization to participate in the other's technical committees, task forces, etc. where interests align and intersect. This includes opportunities for each other's members to provide input and peer review on reports, articles where appropriate.	Reiniche/Sloan	Annually	<ul style="list-style-type: none"> <li>a. Environmental Health Committee (EHC)</li> <li>b. 62.1 (Ventilation and Acceptable IAQ)</li> <li>c. 62.2 (Residential IAQ)</li> <li>d. 241 (Control of Infectious Aerosols)</li> <li>e. TC 1.12 (Moisture in Buildings)</li> <li>f. Standard 55 - Thermal Environmental Conditions for Human Occupancy</li> </ul>
Establish official AIHA liaison representatives on key ASHRAE and AIHA technical committees where there would be interest in both memberships in participation.	Reiniche/Sloan	Annually	

<b>LOCAL COMPONENT COLLABORATION</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Consider opportunities for AIHA and ASHRAE members to speak at meetings of ASHRAE chapters and AIHA local sections.	Seymour/AIHA	As Needed	
Explore opportunities to co-host joint meetings of domestic ASHRAE local chapters and AIHA local sections in selected metropolitan areas	Seymour/AIHA		

<b>PUBLIC OUTREACH / COMMUNICATIONS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Commit2Care.org Explore: - Having ASHRAE be a non-paying Partner. - Featuring ASHRAE subject matter experts on future Commit2Care webinars, e-newsletter articles, blogs			
Consider collaboration on technical guides on pandemic response that includes how the new Standard 241 fits in as a component with the other IH risk controls			
Explore how ASHRAE/AIHA can address needs of vulnerable workers. Industry sectors include nursing homes, veterans' homes, long-term care, daycare facilities, blue collar manufacturing, and retail.			

<b>RESEARCH</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Consider development an Excel equivalent clean air calculator	Reiniche/McClellan		

**Work Plan  
in Support of  
2024 Memorandum of Understanding  
ASHRAE and AIHA**

Continued work on new MOU that specifies and tracks actionable deliverables (Larry Sloan to lead efforts with ASHRAE's Treasurer, Bill McQuade).

<b>ADVOCACY / GOVERNMENT AFFAIRS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Work together on common policy affairs and ideologies.	Yates/Ames	As needed	
Promote mutually beneficial position on state and federal legislations.	Yates/Ames	As needed	
Collaborate and prepare joint education to legislators/regulators on issues of mutual importance.	Yates/Ames	As needed	

<b>MEMBERSHIP / PUBLICATIONS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Provide complementary association memberships to AIHA CEO and ASHRAE EVP each year.	Littleton/Sloan	Annually	
Provide one (1) complimentary subscription of each org's primary periodical (printed and/or digital access) – AIHA's The Synergist and ASHRAE's Journal.	Owen/	Annually	
Explore cross-marketing each organization's publications where appropriate	Owen/		
Explore reciprocal articles in each organizations journal or newsletters.	Chaplin/	Quarterly	

<b>EDUCATION / MEETINGS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Discuss cross-promoting relevant education to each other's organization.	Gupta/	As needed	
Explore the idea of a periodic "ASHRAE Session" at AIHA's annual conference (now known as "AIHA Connect"). Similarly, explore the idea of a periodic "AIHA session" at an ASHRAE annual meeting.	Giometti/	Annually	
Offer up to two (2) complimentary full-access registrations (consider earmarking for the CEO/Exec VP and Board Presidents) for one (1) annual event hosted by each organization.	Keller/	Annually	
Explore opportunities to co-develop webinars / new courses on topics of mutual interest	Owen/Sloan		
Explore co-sponsorship or endorsement of relevant conferences where mutually beneficial.	Giometti/	to be held in Montreal in Sept 2025	

<b>WORKTECHNICAL ACTIVITIES</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Offer opportunities for selected designees of each organization to participate in the other's technical committees, task forces, etc. where interests align and intersect. This includes opportunities for each other's members to provide input and peer review on reports, articles where appropriate.	Reiniche/Sloan	Annually	<ul style="list-style-type: none"> <li>a. Environmental Health Committee (EHC)</li> <li>b. 62.1 (Ventilation and Acceptable IAQ)</li> <li>c. 62.2 (Residential IAQ)</li> <li>d. 241 (Control of Infectious Aerosols)</li> <li>e. TC 1.12 (Moisture in Buildings)</li> <li>f. Standard 55 - Thermal Environmental Conditions for Human Occupancy</li> </ul>
Establish official AIHA liaison representatives on key ASHRAE and AIHA technical committees where there would be interest in both memberships in participation.	Reiniche/Sloan	Annually	

<b>LOCAL COMPONENT COLLABORATION</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Consider opportunities for AIHA and ASHRAE members to speak at meetings of ASHRAE chapters and AIHA local sections.	Seymour/AIHA	As Needed	
Explore opportunities to co-host joint meetings of domestic ASHRAE local chapters and AIHA local sections in selected metropolitan areas	Seymour/AIHA		

<b>PUBLIC OUTREACH / COMMUNICATIONS</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
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Consider collaboration on technical guides on pandemic response that includes how the new Standard 241 fits in as a component with the other IH risk controls			
Explore how ASHRAE/AIHA can address needs of vulnerable workers. Industry sectors include nursing homes, veterans' homes, long-term care, daycare facilities, blue collar manufacturing, and retail.			

<b>RESEARCH</b>			
<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE PARTY</b>	<b>TIMING</b>	<b>STATUS and COMMENTS</b>
Consider development an Excel equivalent clean air calculator	Reiniche/McClellan		



Draft

**Memorandum of Understanding**  
Between  
**The GCC Standardization Organization (GSO)**  
And  
**American Society of Heating, Refrigerating and Air-Conditioning  
Engineers (ASHRAE)**

**Preamble**

This Memorandum of Understanding (this “MOU”) is dated xxxxx , 2024 (the “Effective Date”) by and between the:

**GCC Standardization Organization (GSO)**, with its principal place of business at the Diplomatic quarter, Riyadh, Kingdom of Saudi Arabia, 11691,

and

**American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)**, with its principal place of business 180 Technology Parkway NW Peachtree Corners, GA 30092, USA.

**WHEREAS**

**GCC Standardization Organization (GSO)** is recognized as a non-profit, intergovernmental Standardization Organization, established in 2001 and started its operation in 2004, comprising of member states countries namely United Arab Emirates, The Kingdom of Bahrain, The Kingdom of Saudi Arabia, The Sultanate of Oman, The State of Qatar, The State of Kuwait, and the Republic of Yemen. The mission of GSO is to assist the Cooperation Council for the Arab States of the Gulf (GCC) to achieve the objectives set forth in its Charter and in the GCC Economic Agreement by unifying the various standardization activities and following up implementation and compliance with the same in cooperation and coordination with the standardization bodies in the Member States (NSBs) to develop the production and service sectors, foster the intra-GCC trade, protect the consumer, environment and the public health, enhance the GCC economy and its competitiveness and meet the requirements of Gulf Custom Union and Gulf Common Market.

**The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)** founded in 1894, is a global society advancing human well-being through sustainable technology for the built environment. **ASHRAE** and its members focus on building systems, energy efficiency, indoor air quality, refrigeration and sustainability within the industry. Through research, standards writing, publishing and continuing education, ASHRAE shapes tomorrow’s-built environment today. ASHRAE was formed as the American Society of Heating, Refrigerating and Air-Conditioning Engineers, with more than 50,000 members from over 132 nations, by the merger in 1959 of American Society of Heating and Air-Conditioning Engineers (ASHAE) founded in 1894 and The American Society of Refrigerating Engineers (ASRE) founded in 1904.

## **NOW, THEREFORE,**

**GSO and ASHRAE** (hereinafter collectively referred to as the "Parties", and each individually as a "Party") committed to working together to strengthen their cooperation and mutual exchange with a Memorandum of Understanding, toward on the following objectives and activities:

### **Article 1 Objectives**

**GSO and ASHRAE** agrees to accomplish the following goals:

- To promote communication, cooperation, and exchange of information about standardization and related activities between the Parties.
- To collaborate on the broad objectives through various initiatives, workstreams, consultation forums, proof of concept exercises, pilots, and pertinent joint activities.
- To promote mutual understanding of the roles, functions, and specialization of each Side.
- To promote awareness and capacity-building programs in the field of standardization and related activities.
- Exchange of notifications relating to all new proposed standards, technical regulations, and conformity assessment procedures at early stage.
- Cooperation aiming at relevant participation to GSO's regulatory process.

### **Article 2 Scope of Cooperation**

#### **1- Standards, Technical Regulations, and Conformity Assessment**

- The two Parties promote the use of international standards to boost mutual trade.
- Exchanging catalogue of the standards that are published by each Party.
- Exchanging annual work programs and plans of standards, and of the international technical committees of priority interest in each region.
- Exchanging technical guides and other technical documents published by each Party in the fields of conformity assessment, where possible.
- Encourage members in each organization to participate on technical committees and task forces.
- Both parties provide opportunities to participate in and comment on proposed standards, technical regulations, and guidelines.
- Both Parties seek to foster mutual recognition of applicable conformity assessment procedures in accordance with the guides and documents of the specialized international organizations.
- Harmonizing both parties' standards related to HVAC, heat pumps between the two regions, and in adopting common positions at international for the benefit of global trade and consumers in general.
- Explore mutually beneficial ways to translate ASHRAE publications into Arabic.

## 2- Research & Statistics

- Promote joint research in areas where research results will add to the body of knowledge in fields of mutual interests.
- Identify opportunities for research funding from other resources.
- Exchange of Data and research and studies statistics ASHRAE conducts or sponsors from economic analyses to investment, business, industry, and trade policy.

## 3- Capacity Building and Exchange of Information

- GSO (through GCC Standardization Training Center) and ASHRAE undertake to cooperate in organizing seminars, workshops, conferences, Joint awareness programs, and symposia on public policy and mutual issues.
- Explore opportunities to co-develop new courses to be delivered by both parties.
- Discuss way that certifications program can be jointly develop or administrated.

## 4- Exchange of Experts & Project Teams

Exchange of Experts: The Parties agree to exchange experts with a view to enhancing the objective of the MoU to boost the activities relating to standards, certification, research & statistics, capacity building, and exchange of information.

Project Teams: The Parties recognize the importance of open communication in the furtherance of the Broad Objectives and are committed to providing continued, high-level support from their respective organizations. In furtherance of this, the Parties will form a project team that will begin to work together. Notwithstanding the foregoing, neither Party is ultimately obliged to enter into one or more definitive agreements.

### Article 3

#### **Expenses**

The expenses incurred in connection with the cooperative activities under this MoU will be covered in accordance with the terms mutually agreed upon by the Parties and subject to budgetary availability.

### Article 4

#### **Term and Termination**

- This MoU will come into effect from the date of signature and will remain in effect for five years and is automatically renewable for a similar period or periods unless one of the Parties' requests in writing its termination giving six months' notice.

### Article 5

#### **General Provisions**

- Any issues arising from the interpretation or implementation of this MoU will be settled through consultations between the Parties or such other



means as they may mutually decide.

- The Parties agree to regularly review this MoU to ensure that it meets its goals, and that MoU may be amended and supplemented by mutual agreement for expanding the cooperation.
- No amendments to this MoU are allowed by the Parties without prior written agreement of the other Side.
- Each party will designate a liaison officer who will be responsible for communication continuation on this MoU.

Issued in ....., .... on the ...../...../2024, in two original copies in the English language.

<p><b>GCC Standardization Organization</b> (GSO)</p>	<p><b>American Society of Heating, Refrigerating and Air- Conditioning Engineers</b> (ASHRAE)</p>
<p>Mr. Saud Alkhusaibi President</p>	<p>..... .....</p>