



**MINUTES**

**EXECUTIVE COMMITTEE MEETING**

**Monday, November 4, 2024**

**Note: These draft minutes have not been approved and are not the official record until approved by the Executive Committee.**

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**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

Monday, November 4, 2024

<b>No. - Pg.</b>	<b>Motion</b>
1 – 2	The minutes from the June 22, 2024, ExCom meeting be approved.

## ACTION ITEMS

Executive Committee Meeting  
Monday, November 4, 2024

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 – 2	DEI Subcommittee	Work to develop an MOU with multiple organizations that work with and advocate for minority groups.		
2 – 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)		
3 – 2	Rakheja	Work with IFC (International Finance Corp.) to develop an MOU. (Assigned January 20, 2024)		
4 – 2	Sekhar	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)		
5 – 2	Seymour	Report to ExCom on strategies to make topical conferences profitable. (Assigned March 14-16, 2024)		
6 – 2	Knight, McQuade and Maston	Develop a Presidential travel plan for the next several Society Years. (Assigned March 14-16, 2024)		
7 – 2	Membership Model Ad Hoc	Review the written report on the proposed <i>ASHRAE Yellow Pages</i> and provide ExCom with a recommendation on next steps.		
8 – 2	Abellon & Seymour	Provide a recommendation on where roundtable questions will originate moving forward. (Assigned June 22, 2024)		Orlando
9 – 2	Littleton, Abellon, Sekhar, Peach	Work with legal counsel to develop a policy on when AI and/or recordings can be used in Society. (Assigned June 22, 2024)		Orlando
10 – 2	Staff	Reach out to ADS (Association for Dental Safety) and discuss how to engage them in our standards process. (Assigned June 22, 2024)		
11 – 2	Knight	Follow up with Mr. Bahnfleth on the plan to engage ADS (Association for Dental Safety) in Society's standards process. (Assigned June 22, 2024)		
12 – 2	Maston	Determine next steps related to the Strategic Advisory Panel and provide recommendations to ExCom. (Assigned June 22, 2024)		Orlando
13 – 3	Conlan	Work with Tech Council to ensure that the EHC Trends and Research Gaps Report is sent to the appropriate groups/individuals.		
14 – 3	Reiniche & Knight	Draft correspondence to Tech Council and Standards that clarifies the intent of the BOD regarding the inclusion of IAQ/ventilation standards' references.		December 2024
15 – 4	Conlan & Maston	Meet with Peter Templeton to better understand the dynamics of USGBC's relationship with GNfZ; and gauge their feelings of the new organization.		



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
Monday, November 4, 2024

**MEMBERS PRESENT:**

Dennis Knight, President  
Bill McQuade, President-Elect  
Sarah Maston, Treasurer  
Devin Abellon, Vice President  
Wade Conlan, Vice President  
Ken Fulk, Vice President  
Chandra Sekhar, Vice President  
Jeff Littleton, Secretary

**GUESTS PRESENT:**

Bassel Anbari	Dave Yashar
Bryan Holcomb	Doug Cochrane
Buzz Wright	Jonathan Smith
Charles Bertuch	Pat Marks
Carrie Brown	Richie Mittal
Corey Metzger	Rob Craddock
Mahroo Eftekhari	Scott Peach
	Sherry Abbott-Adkins

**STAFF PRESENT:**

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

**CALL TO ORDER**

The meeting was called to order at 9:00am.

**VALUE STATEMENT**

Mr. Knight 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**

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

**APPROVAL OF MINUTES**

Mr. Abellon moved and Mr. Sekhar seconded that

1. The minutes from the June 22, 2024, ExCom meeting be approved.

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

**REVIEW OF ACTION ITEMS**

Action items 1, 4-6, 8-11, 13, 15, 16, and 19 were reported as ongoing. All other action items were reported as complete.

**AI 1-12**

**DEVELOPMENT OF TECHNICIAN TRAINING**

Mr. Knight reported that during his travels this Society Year, he consistently received requests for technician training that includes ASHRAE content as it applies to design and operation and maintenance. He expressed his opinion that Society may be missing an opportunity in this area. He suggested that a business model for technician training be investigated. He expressed his opinion that Society has an opportunity to either develop stand alone courses or lease technical content to other organizations.

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

*Interesting strategic question. Should ASHRAE get into this market? Or, do we stay in our engineering lane? Can see where a business plan for the contractor market could be developed. Expressed concern with diluting Society's market.*

*Society left the engineering lane when we became involved in the building life cycle. Feel that the majority of our materials serve both groups.*

*Suggest starting with an alliance. Eurovent has a number of training courses in the Middle East for technicians and we have training for engineers. How can we work together?*

*Multi-jurisdictional training would be more helpful and help with marketing.*

*How do we start these conversations with other organizations?*

*Would we be competing with these groups? Are we adding value if they already have this training?*

*Would there be an opportunity to serve senior technicians with a skills upgrading path?*

*Like the suggestion of standards-based training that helps technicians do their jobs better.*

Mr. Knight advised that he and Mr. Littleton would work together to organize a call with possible partner organizations. Any members of ExCom that would like to be involved are welcome. Updates will be provided to the group as they are available.

#### **EHC TRENDS AND RESEARCH GAPS REPORT**

Mr. Conlan reported that EHC leadership reached out and asked what was being done with the report that they compile annually. Per the ROB, EHC is instructed to inform ASHRAE leadership of EHC trends and potential impacts; their annual report serves as this notification. As the report takes a great deal of work, should it be continued if it isn't being used? What is ASHRAE leadership doing with this report?

Mr. McQuade expressed his opinion that the EHC report is provided so that Tech Council can set EHC related priorities for RAC, TAC, and Standards.

The councils are an extension of the BOD and are, therefore, Society leadership.

Mr. Knight suggested that the report should also be taken into consideration when developing the Research Strategic Plan. He stated that the report should be continued and is useful as it disseminates current EHC topics to other groups in Society.

He stated that the report should be disseminated to the appropriate groups, and they should be asked to take action as appropriate.

He reported that the report would be attached to the ExCom report to the BOD as an information item.

Mr. Conlan will work with Tech Council to ensure that the EHC Trends and Research Gaps Report is sent to the appropriate groups/individuals.

**AI - 13**

#### **PROPOSED INCLUSION OF STANDARDS INTO IAQ/VENTILATION STANDARDS**

Ms. Reiniche reported that the request to ExCom came from 241 and Presidential Member Bill Bahnfleth. The request is suggesting that Standard 170, among others, be referenced.

She shared her opinion that it would be more appropriate for Tech Council to request that the standards harmonize.

Mr. Conlan stated that 241 was attempting to better understand the decree passed by the BOD. They are looking for clarification on the point that 2 standards are referenced, but the intent was that all applicable standards be included.

He stated that some technical material is being created that is not in concert with existing materials.

Ms. Reiniche and Mr. Knight will draft correspondence to Tech Council and Standards that clarifies the intent of the BOD regarding the inclusion of IAQ/ventilation standards' references. This correspondence will be sent prior to the Orlando meeting.

**AI - 14**

**PROPOSED COLLABORATION WITH GNFZ (The Global Network for Zero)**

Mr. Littleton reported that the Global Network for Zero is an organization headed by the past CEO of USGBC. He and Mr. Knight had a call with GNFZ leadership, and they discussed a possible collaboration with Society.

He expressed his opinion that the relatively new organization may be attempting to leverage the ASHRAE brand for promotion and legitimization. He expressed concern with Society being caught in the middle of a competition with USGBC and GNFZ.

It was asked if collaborating with GNFZ would be conflict of interest. Mr. Littleton responded that it is not a conflict of interest for Society to collaborate with multiple organizations that occupy the same space.

Mr. McQuade stated that leadership has focused on collaborations being two-sided. He suggested that Society not make any commitments to GNFZ until Society better understands the organization. He stated that it would be worth having a conversation with other groups in that space, like USGBC and 2040, before any commitments are made.

Members expressed hesitation at endorsing the GNFZ rating system.

Mr. Conlan and Ms. Maston will meet with Peter Templeton to better understand the dynamics of USGBC's relationship with GNFZ; and gauge their feelings of the new organization.

**AI - 15****CRC REFERRED MOTION – MOTION 24-12-7 (BRAZIL CHAPTER)**

Mr. Littleton reported that the referred motion is requesting the guidance that staff has been tasked with developing.

Mr. Conlan stated that he understood Society's direction to not use large language model open AI tools; however, the example provided in the referred motion of using AI to develop a chapter meeting flyer is a perfect example of how AI can be effectively used by members. Guidance on acceptable forms of AI use should be developed as they would be a great help to the chapters.

Mr. Knight reported that Mr. Littleton would work with Mr. Abellon, Mr. Sekhar, and Mr. Peach will work with legal counsel to develop a policy on when/how AI can be used by members and Society groups.

There was no objection to this path forward and it was agreed that guidance to the chapters should be paramount.

It was reported that the CRC motion portal would be updated and the region notified. If additional steps are taken, that additional information would be communicated as well.

**EXECUTIVE SESSION**

Executive session was called at 10:10 am.

Open session reconvened at 11:17 am.



**OLD BUSINESS**

**EXPIRING MOUs**

Mr. Littleton reported that recommendations regarding expiring MOUs was attached to the agenda for ExCom's consideration.

Discussion and action of this item was deferred to a future ExCom meeting.

**INFORMATION ITEMS**

Mr. Knight reported that reports from AASA and IEA-EBC, from the 2024 Annual Conference, were attached to the agenda for the group's review.

**UPCOMING MEETINGS**

Mr. Knight reviewed upcoming ExCom meetings.

**ADJOURNMENT**

The meeting adjourned at 11:21 am.



Jeff H. Littleton, Secretary