



MINUTES

EXECUTIVE COMMITTEE MEETING

**INDIANAPOLIS, IN
June 22, 2024**

Approved by the Executive Committee on November 4, 2024.

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 June 22, 2024

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PRINCIPAL APPROVED MOTIONS

Executive Committee Meeting

June 22, 2024

No. - Pg.	Motion
1 – 2	The minutes from the January 20 and 24, 2024, March 14-16, 2024, and April 30, 2024 open session ExCom meetings be approved.
2 – 4	ExCom recommends that the Board of Directors approve the ASHRAE Public Policy Priorities for SY24-25 as shown on screen and attached to the agenda.
3 – 4	ExCom approve the new PPIB entitled, "Wildfires and Indoor Environmental Health."
4 – 5	The R3C (Roundtable Reports Review Committee) be created and meet as needed to coordinate the information from staff on roundtables.
5 – 9	ExCom recommends to the BOD that Society enter into an MOU with Women in HVAC&R.
6 – 10	ExCom recommends to the BOD that Society enter into an MOU with Waterloo Filtration Institute (WFI).
7 – 14	The U3ARC AASA application be accepted.

ACTION ITEMS

Executive Committee Meeting

June 22, 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 – 3	Littleton	Assist with making membership recommendations and creating the job description for the Strategic Advisory Panel. (Assigned October 20, 2023)		
3 – 2	McQuade	Flush out the potential new MOU with Waterloo Filtration Institute. (Assigned November 21, 2023)		
4 – 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)		
5 – 2	Rakheja	Work with IFC to develop an MOU. (Assigned January 20, 2024)		
6 – 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)		
7 – 2	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. (Assigned March 14-16, 2024)		
8 – 2	Seymour	Report to ExCom on strategies to make topical conferences profitable. (Assigned March 14-16, 2024)		
9 – 2	Knight, McQuade and Maston	Develop a Presidential travel plan for the next several Society Years. (Assigned March 14-16, 2024)		
10 – 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.		
11 – 6	Knight	Work to determine where roundtable questions will originate moving forward.		
12 – 7	Owen	Contact Jim Curlin at UNEP to determine how to move forward on the action items from UNEP.		
13 – 8	Littleton	Work with legal counsel to develop a policy on when AI and/or recordings can/cannot be used in meetings.		
14 – 8	Council Chairs	Remind the councils and reporting committees of the prohibited use of AI in creating ASHRAE content.		
15 – 9	Staff	Reach out to ADS (Association for Dental Safety) and discuss how to engage them in our standards process.		
16 – 9	Knight	Follow up with Mr. Bahnfleth on the plan to engage ADS (Association for Dental Safety) in Society's standards process.		

17 – 11	Littleton	Review the list of expired MOUs and provide ExCom with a recommendation of which ones to renew and which to let expire.		
18 – 12	McQuade	Organize an engagement team to provide oversight to the K&L Gates initiative.		
19 – 14	Maston	Determine next steps related to the Strategic Advisory Panel and provide recommendations to ExCom.		
20 – 15	Knight, McQuade, Maston	Discuss senior leadership's attendance at IGBC and Greenbuild.		



MINUTES
EXECUTIVE COMMITTEE MEETING
June 22, 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
Jeff Littleton, Secretary

GUESTS PRESENT:

Sarah Maston
Devin Abellon
Ken Fulk
Doug Cochrane
Darryl Boyce
Heather Schopplein
Jonathan Smith
Buzz Wright
Jayson Bursill
Sheila Hayter
Mick Schwedler

Alexander Armstrong
Stephanie Kunkel
Scott Peach
Tim Wentz
Joseph Sanders
Akinbowale Soluade
Sara Fazel
Daniel Russell
Robert Romeo

Jacob Saxinger
Amr Sulliman
Don Colliver
Richie Mittal
Jeanette Hay
Walter Vernon
Vineet Nair
Tom Phoenix
Larry Fisher

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

CALL TO ORDER

The meeting was called to order at 8:30am.

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. 'Discussion of ASHRAE Global Training Center' was added to *New Business*.

APPROVAL OF MINUTES

Mr. Knight moved and Mr. Austin seconded that

1. The minutes from the January 20 and 24, 2024, March 14-16, 2024, and April 30, 2024 open session ExCom meetings be approved.

MOTION 1 PASSED (Unanimous Vote, CNV).

REVIEW OF ACTION ITEMS

Action items 1, 5, 6, 8, 10, 11, 14, 15, 16, 18-22, 24, 25, 26, and 27 were reported as complete. All other action items were reported as ongoing.

AI – 1-10**DC LEADERSHIP MEETINGS FOLLOW UP**

Action items from the DC leadership meetings were reviewed and Ms. Yates provided updates to the group.

TREASURER'S REPORT

Mr. McQuade reviewed the Finance Committee motions and information items that would be presented to the BOD the following day. The full report is included in ATTACHMENT A.

He reported that some chapters have, unintentionally, filed their taxes incorrectly and used Society's tax ID number. It is important that all chapters file correctly moving forward. The Finance Committee felt that these errors are an indication that there is a need for more extensive Chapter Treasurer training; providing this additional training will be an MBO for Members Council and Finance Committee in the future.

Mr. McQuade provided updates on the Finance Committee MBOs. MBO updates were shown on screen and are included in the full report.

He reviewed the Treasurer's presentation to the BOD. The full presentation is included in ATTACHMENT B.

Mr. McQuade reported that Society received record revenue from the Chicago AHR Expo. He reported that there was excess in the reserve fund and the Finance Committee would have a recommendation for the BOD on Sunday.

Travel expense was higher than expected this Society Year and was also higher than in previous years. This is an indication of things being more open after the pandemic and increased Presidential travel.

He reported that revenue was higher than expected and that Society would end the year with a surplus.

Revenue from membership dues was up in part because of the change made to membership costs and an upward membership trend.

The BOD will be presented with a balanced budget with a slight surplus. He reported that cost reductions will be proposed at the Sunday BOD meeting.

The floor was opened for discussion.

Mr. Littleton suggested that the general fund and research fund totals be included in the presentation. He suggested that a slide be added that includes both, to show the Society's total budget.

Ms. Scoggins discussed the order of presentations at the Sunday BOD meeting. She stated that she would like there to be a discussion of the recommendations from Program Review Ad Hoc as well.

There was discussion of when the BOD should review the proposed expense reductions. There was consensus from ExCom that expense reductions should be discussed first.

Mr. Conlan asked what came of the expense reductions from the ad hoc that were not included in the recommendations from Finance. Ms. Scoggins advised that only expense reductions proposed by Finance will be up for discussion by the BOD.

Mr. Littleton suggested that there may be additional expenses or expense cuts that should be held out for independent discussion by the BOD.

Mr. McQuade stated that the Finance Committee was proposing a balanced budget to the BOD and based on feedback from the councils, the committee felt that the proposed finance reductions are what it takes to get there.

He reported that at the BOD meeting he would review Society's current performance, review the budget slides and go through each line item. Lastly, the Finance Committee's motions would be brought to the floor for consideration.

FUTURES FUND

Mr. McQuade read the recommendation to the BOD to create a Society 'Future Fund' to generate reoccurring revenue through strategic long-term investments. The motion was also shown on screen.

He reported that the proposed fund would act like an endowment, with a percentage allocated towards the operating fund to offset expenses. The proposed fund would also give Development an additional fundraising effort.

He stated that the proposal would be a way to fund ASHRAE operations into perpetuity.

If approved, the initial principal for the fund would be excess reserves beyond the 2/3 guidelines for reserves currently in the Finance Reference Manual. Additional principal for the fund would come from fundraising efforts and from excess reserves which would be reserved on a regular basis.

PROPOSED NEW PUBLIC POLICY PRIORITIES (PPPs)

Mr. McQuade moved and Mr. Austin seconded that

2. ExCom recommends that the Board of Directors approve the ASHRAE Public Policy Priorities for SY24-25 as shown on screen and attached to the agenda.

Mr. McQuade read the motion background and it was shown on screen.

MOTION 2 PASSED (Unanimous Vote, CNV).

PROPOSED NEW PUBLIC ISSUE BRIEF (PIB)

Mr. McQuade moved and Mr. Conlan seconded that

3. ExCom approve the new PPIB entitled, "Wildfires and Indoor Environmental Health."

Mr. McQuade reported that PPIBs are one or two-page documents that provide an overview of ASHRAE's position on a topic.

He read the motion's background and it was shown on screen.

MOTION 3 PASSED (Unanimous Vote, CNV).

FLOW OF ROUNDTABLE REPORTS

Mr. Austin reported that the flow of roundtable reports has been an ongoing discussion. He reported that a previous iteration of the report was presented at a previous meeting; the newest iteration was attached to the agenda. The full report was attached to the agenda.

He reported that it is important that roundtable meetings at CRCs and other meetings is important. That information should then be reviewed and put into a document that can be distributed to all three councils.

Mr. Austin presented the makeup of a proposed committee that would receive roundtable information and described how the information would be distributed.

The group's full recommendations were attached to the agenda and shown on screen.

He reported that the proposed committee would receive the roundtable information on a regular basis and create an updated roundtable summary report. The summary report will include input from spring and fall CRCs, with changes from the previous year highlighted.

He stated that the summary report would be a living document that is updated from the most recent roundtables. The report will allocate items to the appropriate councils for action and will also inform MBOs and action items. The Planning Committee will also use the summary report to format strategic plans and track council MBOs.

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

Is your intent that the R3C would get the raw report from these roundtables? Or, will it be distilled first?

Think that it should be boiled down to a list of action items.

Agree. Also feel that it should be a staff function.

If your preference is that staff take on that roll, will put together a team to go through the raw data, synthesize common elements, and distribute the list to the councils.

Think there is a benefit for the council leaders getting together and reviewing the data because there will be some overlap.

Think a new committee is a little cumbersome.

The last time the group presented recommendations, it was recommended that a new committee not be created and the feedback from ExCom was that a committee be organized. Don't agree that it is cumbersome. Think it is important that it not be a cumbersome process where bottlenecks are created.

Instead of the R3C, ExCom could serve that function.

Have used roundtables in other organizations and if feedback is not provided to those that gave the feedback, participation tails off. As the report is created, part of the leadership slide at CRCs could address what was suggested and what is being done in response.

Agree that ExCom members should be involved. Feel that a structured time and committee are needed to get the work done. Agree that the staff distilled template is a good starting point. Having a structured arrangement of overlap is a good idea.

The report from staff is adequate for the councils to review. The DRCs should also be asked to provide input on what has happened in their region. Speaking against the R3C.

There could be virtual meetings between leadership when there are items that apply to multiple councils.

The R3C is just ExCom so the task should just be assigned to ExCom.

Mr. Austin moved and it was seconded that

4. The R3C (Roundtable Reports Review Committee) be created and meet as needed to coordinate the information from staff on roundtables.

Ms. Seymour stated that if the exercise was going to be more staff driven, she suggested that the Members Council Chair and Vice Chair be involved and not the Region Operations Subcommittee.

It was asked who would pick the roundtable topics from year-to-year and from CRC-to-CRC.

Mr. Rakheja asked if a formal structure for where the roundtable questions would come from could be created.

Mr. Austin responded that questions had been coming from the DRC forum.

Mr. Holcomb reported that in Atlanta there were no set questions. Instead, those questions came solely from the group conducting the roundtable.

MOTION 4 PASSED (Unanimous Vote, CNV).

Mr. Knight will work to determine where roundtable questions will originate moving forward.

AI – 11

UPDATE ON MEETING WITH DoD ASSISTANT SECRETARY

Mr. Knight reported that leadership meets annually with the DoD to discuss criteria that is used to determine how tri-services buildings are reviewed. Several ASHRAE standards are referenced in large and/or important documents and there were discussions of how to harmonize those documents.

He reported that Secretary Owens has taken previous discussions to heart and has a team working to update and harmonize reference standards in alignment with the most current versions. It was discussed that after life cycle analysis is conducted, fossil fuels are still being chosen for buildings. Secretary Owens encouraged Society to work closely with other groups to harmonize and align ASHRAE standards with those high-performance building rating systems and to possibly address this issue, as it will likely come up as more buildings are decarbonized.

He reported that DoD would like a position from the CEBD. Ms. Yates is currently working on options to present them with, including seats on Standards as a reviewing body.

Mr. Knight discussed the upcoming Society theme of workforce development with the DoD. It was reported that the DoD has \$154 billion in deferred maintenance work. It was expressed that DoD would like Society to work with DoD operators and maintenance technicians to better understand building and system design. Looking for ways to have buildings operate more efficiently and sustainably from an IAQ standpoint.

DoD has lots of buildings that they are responsible for, just like GSA.

He reported that there are about six open action items that Mr. Knight and Ms. Yates are working on. He expressed that the DoD is a great group that would like to collaborate with Society and integrate Society's high-profile standards into written requirements.

Mr. McQuade reported that he met with a DoD staff member as well at the energy exchange conference. The consensus was that ASHRAE standards are referenced well but there are still gaps. Interest in Society's proposed comprehensive IAQ standard was expressed.

Ms. Scoggins reported that she attended the DoD conference, and they expressed interest in Society's group pay option. She reported that they also expressed an interest in having a standing seat on some of our standards committees. They also requested guidance from Society in regard to A2L and A3 refrigerants.

The full report was attached to the agenda.

UNEP REQUESTS FROM SPRING MEETINGS

Ms. Scoggins reported that there are two requests of Society from UNEP:

1. Follow up on UNEP's request for *network office only* and *restricted access* to ASHRAE Standards/Guidelines for ten (10) regional offices and UNEP office.
2. Follow up on UNEP's request for *network officer subscriptions* to digital ASHRAE *Journal* for ten (10) regional offices and UNEP office.

Mr. Littleton stated that ExCom must first decide if Society will oblige this request. Mr. Owens' team can certainly make this happen if that is the will of ExCom. He expressed that access to all of Society's standards in digital format makes him uneasy. If the intent is to give access to UNEP staff and that access is only being used to encourage standards adoption in developing economies that would be fine; but if the intent is to make those standards available to people outside of UNEP, that would be an issue.

If it is the will of ExCom, *Journal* subscriptions can be set up on an ongoing basis.

Mr. Wentz reported that some of these requests and subsequent recommendations are included in his report. He reviewed UNEP's focus and advised that a UNEP report was attached to the agenda as an information item. He reported that the focus is to help countries comply with the Montreal Protocol.

He reported that 2024 is the first year, under the Kigali Amendment, where the transition begins. He reported that a new program was starting where UNEP MOUs are connected to ASHRAE volunteers. He expressed that the above requests were raised in that context. He expressed his opinion that it would benefit the MOUs to have access to Society standards and guidance. The overarching goal is to help with Kigali Amendment compliance and to get on a path to reduce and eventually replace HFCs.

Mr. Knight added, addressing Mr. Littleton's concerns, that the intent is for access to standards/guidelines to be purely used as reference.

Mr. McQuade reported that the Montreal Protocol has a multilateral fund that are parties to the treaties, and they have funds that are renewed on a three-year basis. He questioned why some of those funds weren't being used to purchase *Journal* subscriptions and standards access.

Ms. Scoggins responded that they were informed that the requests were made because of budget limitations.

Mr. Littleton suggested that Society could ask UNEP to enter into a contractual agreement that would restrict how they can use and access ASHRAE standards. If they are encouraging the adoption of ASHRAE standards that is a great thing, we just want to do it in a way where Society can control its intellectual property.

Mr. Owen will contact Jim Curlin at UNEP to determine how to move forward on the action items from UNEP.

Mr. Owen reported that Society sells the access described in the action items. He reported that there would be a cost to Society to provide UNEP with the requested access. He suggested that the scope could be narrowed as that would make fulfilling the request easier.

USE OF AI RECORDING TOOLS IN ASHRAE MEETINGS

Mr. Littleton reported that from a legal standpoint, it is best to not record meetings. Because of the possible legal issues, other organizations have banned the use of AI recording tools in meetings. There have already been instances where AI tools have been used in meetings with other organizations. For example, an AI bot will be invited to a virtual ASHRAE meeting.

He recommended that Society create a policy that if ASHRAE staff or volunteers are participating in a meeting, other parties are not allowed to bring AI recording tools into the meeting. Essentially, the policy would prohibit any AI tools from being used in ASHRAE meetings.

He reported that a lot of companies have implemented a similar ban.

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

There might be a compromise. Instead of an outright ban, could consider a policy that provides guidelines for when AI can and cannot be used.

Littleton clarified that his recommendation relates to committee meetings. Recorded trainings is different than a recording of meeting dialogue where policy is being made.

An AI bot can provide answers on the information based on what has been recorded.

Suggest that a policy be created that defines when recordings can and cannot be used.

Recommend that council chairs be reminded of Society's policy on AI to generate content.

Mr. Littleton will work with legal counsel to develop a policy on when AI and/or recordings can/cannot be used in meetings.

AI – 13

Council chairs will remind their councils and reporting committees of the prohibited use of AI in creating ASHRAE content.

AI – 14

MOU UPDATES

ASSOCIATION FOR DENTAL SAFETY (ADS)

Mr. Knight reviewed background information on ADS which was attached to the agenda. He reported that ADS is aware of Society, and he expressed his opinion that it is a good idea to get input from this group.

Ms. Scoggins asked if Society could work with this group without an MOU.

Mr. Knight suggested that a liaison could be a good option.

Mr. Littleton reported that it was previously suggested that that a representative from ADS be appointed to Standards. However, this is not a common practice.

Mr. Knight suggested that as opposed to an appointment to Standards, an ADS representative could be appointed as a reviewer.

Ms. Reiniche suggested that if ADS is interested in standards development, an MOU may not be the best path. She stated that connections can be made without an MOU and that there are multiple paths to get them engaged.

Staff will reach out to ADS (Association for Dental Safety) and discuss how to engage them in our standards process.

AI – 15

Mr. Knight will follow up with Mr. Bahnfleth on the plan to engage ADS (Association for Dental Safety) in Society's standards process.

AI – 16

WOMEN IN HVAC&R

Mr. Khankari reported that the draft MOU with Women in HVAC&R is well vetted, the current draft addressed suggestions from staff and is ready for ExCom consideration.

Mr. Littleton suggested that an expiration date be added to the draft MOU as well as a legal statement that states that the agreement is not legally binding.

Ms. Scoggins reported that ExCom previously conducted a straw poll and reached consensus that the new MOU should move forward. She expressed agreement with Mr. Littleton that a legal statement should be added.

Mr. Khankari stated that the recommended edits were editorial and did not change the spirit of the agreement and did not need to go back to the subcommittee for review.

Mr. McQuade asked where this organization would interface with Society. Was it going to be assigned to interface with Women in ASHRAE activities?

Ms. Scoggins responded that DEI Subcommittee was tasked with finding other organizations that are diverse in nature.

Ms. Schopplein added that the intent was to have more shared communications, additional scholarships, and greater member benefit. Interactions with Women in HVAC&R would be soft skill based interactions and the intent was for the DEI Subcommittee to facilitate those interactions.

Mr. Abellon stated that the work plan did not define responsible parties.

Mr. Khankari reported that the draft MOU was sent to Women in ASHRAE and MP. So, in that respect, the affinity group was directly involved.

Mr. Austin moved and Mr. Rakheja seconded that

5. ExCom recommends to the BOD that Society enter into an MOU with Women in HVAC&R.

MOTION 5 PASSED (Unanimously, CNV).

INTERNATIONAL FEDERATION OF HEALTHCARE ENGINEERING (IFHE)

Mr. Wentz provided an update on the proposed MOU with IFHE and presented his PAHO liaison report simultaneously. He reported that the relationship with PAHO was in somewhat of an abeyance because of the situation in Gaza, as PAHO is part of WHO. PAHO brought IFHE to Society's attention as they felt it would be a good partnership.

The preliminary MOU was attached to the agenda but had not yet been approved by IFHE. IFHE would review the draft MOU at their next council meeting.

Mr. Vernon, President-Elect of IFHE, addressed ExCom. He reported that IFHE is partners with WHO and supported them in the COVID pandemic; also, in conversations with WHO on global guidance of health facilities. He reported that the 2026 IFHE congress would be in New Orleans. He suggested that it would be interesting for IFHE and ASHRAE to partner in some way and focus on decarbonizing health facilities.

Mr. Littleton asked for clarification on the relationship between IFHE and ASHE. Mr. Vernon responded that IFHE was a congress of national organizations (35 countries) and ASHE was previously the US national representative to IFHE. ASHE stopped being the representative 10-15 years ago and AMFP became the US representative to IFHE. However, ASHE would like to be involved again. According to the bylaws there can only be one representative per country, so it is an ongoing conversation.

Mr. McQuade asked what the tie-in to the PAHO initiative was. Mr. Wentz responded that the MOU with PAHO had been approved by both organizations and that discussions of when to celebrate the signing were ongoing. The MOU with PAHO does reference a work plan that includes guidelines for ASHRAE/PAHO collaborations. The work plan includes collaborations focused on energy efficiency, decarbonization, IAQ, bio medical devices, and wastewater/waste treatment.

Mr. Littleton added that there was not a direct connection because Society was consciousness of proposed collaborations with PAHO.

Mr. Wentz added that the plan would be to develop materials with IFHE that PAHO has a need or desire for. If approved, a new work plan IFHE would be drafted.

Mr. Sekhar stated that in terms of connection to engineering healthcare, he had connections to that sector in Singapore. In that context, he would support an MOU with IFHE.

Ms. Scoggins stated that an MOU with IFHE was a work in progress. A straw poll was conducted and ExCom reached consensus that Society should continue working on a new MOU with IFHE.

WATERLOO FILTRATION INSTITUTE

Mr. McQuade reported that WFI focuses on air and water filtration. There are a number of WFI members that currently participate in EHC and a number of TCs.

He stated that with the potential of a comprehensive IAQ standard, he felt there were opportunities for collaboration in the development of technical materials and conferences.

Mr. Littleton reported that his sense was that WFI was ready to move forward with an MOU.

Mr. McQuade moved and Mr. Sekhar seconded that

6. ExCom recommends to the BOD that Society enter into an MOU with the Waterloo Filtration Institute (WFI).

MOTION 6 PASSED (Unanimously, CNV).

EXPIRED MOUs

Mr. Littleton reported that a list of 24 expired MOUs was attached to the agenda. What path would ExCom like to take to determine whether the expired MOUs should be renewed? He expressed that staff could review the list of expired MOUs and provide ExCom with a recommendation.

Mr. Littleton will review the list of expired MOUs and provide ExCom with a recommendation of which ones to renew and which to let expire.

AI – 17**CARBON OFFSET PURCHASES**

Mr. Littleton reported that staff had gone through the process of reviewing travel and purchasing carbon offsets. This activity was initiated because it aligned with the 2023-24 Society Theme. Should Society continue to purchase carbon offsets?

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

Suggest that the activity continue. Backing off the throttle would send the wrong message.

Purchasing carbon offsets is not currently included in the 2024-25 budget but it could likely be absorbed.

Get asked a lot who Society purchases carbon offsets from. Suggest publicizing that information more broadly.

What is currently budgeted for DL carbon offsets? Is this activity the best use of member's money?

It was reported that \$10,000 was budgeted for DL carbon offsets.

When looking at scope 3 emissions, one of the biggest is travel. If the goal is to reduce Society's emissions and carbon footprint, purchasing carbon offsets is the best method. Travel cannot easily be mitigated so purchasing offsets is something that can be done today to offset Society's carbon footprint.

Mr. Knight confirmed that the practice of purchasing carbon offsets would continue into the next Society year.

GWP100 POLICY PROPOSAL

Mr. Peterson reported that the 100-year GWP was most commonly used in international reporting and agreements; and the TFBF wrote a white paper to that point. The TFBF white paper was included as background to the recommendation that Society standardize GWP100 in Society guidelines and all standard project committees.

He reported that there was one 'no' vote from the TFBF and it was from Don Colliver because he felt that the motion should require use of the latest GWP100 calculation. Mr. Peterson expressed his opinion that the motion correctly addressed GWP100 and that the PCs could update values as needed.

He reported that this was being presented to ExCom as a heads up that would come before the BOD the next day.

The draft TFBD report to the BOD was attached to the agenda.

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

Society has a PD that clearly states Society's position and it will likely be revised soon. Is that a better place? Why is the TFBD recommending a change to the ROB?

Mr. Peterson agreed that the PD was clear and expressed that the proposed ROB edit falls under current PD. He reported that 240P had been having lots of discussions on the topic. He stated that the feedback from staff directors was that it did make sense to propose a ROB change.

The financial impact was not addressed in the motion.

Mr. Peterson reported that additional expenses were not anticipated.

Ms. Reiniche added that any additional expenses would be covered under standards expediting.

During the BOD discussion, it may be suggested that approving the ROB edit would go against ANSI procedures prohibiting the BOD from directing the actions of an SPC or SSPC. Suggest that, in this case, the BOD can create an overarching policy and expect SPCs and SSPCs to follow that policy. Even though it is not routinely done, it does not violate ANSI procedures.

Mr. Peterson reported that in his early years on the BOD, the BOD passed similar policies related to smoking.

Support the recommendation given that all other treaties are referencing GWP100. It is important to avoid confusion in the marketplace.

If approved, feel that there is still ambiguity as there are four different values for 134. Suggest indicating which value is the most valuable to use.

Mr. Peterson expressed that the ambiguity would likely not be an issue as standards tend to gravitate towards the newest versions.

Ms. Scoggins thanked the TFBD for their great work and thanked Mr. Peterson for the report.

K&L GATES ENGAGEMENT TEAM

Mr. Littleton reported that the BOD approved K&L Gates to develop a strategy for the national adoption of ASHRAE IAQ standards. To what degree does ExCom want volunteers to be involved in the development of that strategy moving forward?

Ms. Yates added that guidance was needed on the right oversight. Suggest that oversight be provided in a way that allows for speed and agility. Suggest that the organization of oversight also be developed quickly; as Society works on this strategy, contract legislation is already being developed. Who should be involved from an oversight perspective?

Mr. McQuade will organize an engagement team to provide oversight to the K&L Gates initiative.

PARTICIPATION IN NAT'L ACADEMIES HEALTH IN BUILDINGS ROUNDTABLE

Mr. Littleton reported that NAH was working to organize roundtables and Mr. Bahnfleth and Ms. Yates have been in discussions with NAH to allow Society to participate. Ms. Yates has negotiated Society's attendance and participation as a sponsor, without a fee. He expressed his opinion that this would be a high-level opportunity that aligns with Society's IAQ work.

Ms. Yates reported that NAH was looking for event sponsors. Appointments to the roundtable will be made once the organization has sufficient funds. Is it ExCom's will for Society to attend and support the initiative? If so, sharing news of that participation and support will help NAH build support.

There was a consensus from ExCom that Ms. Yates move forward with coordinating Society's participation in the NAH roundtable.

STRATEGIC ADVISORY PANEL

Ms. Scoggins reported that the BOD approved an organizational change in the creation of the Strategic Advisory Panel. Up to this point, have been unsuccessful finding members to populate this group. The goal was to go outside of the ASHRAE membership and have gotten very little response.

Mr. Littleton reported that the goal of the Strategic Advisory Panel was to obtain industry feedback; the new roundtables are one of the mechanisms to do that. Rather than creating this formal structure, does it make sense to make it a point to meet with a group of consulting engineering firms, ask what their priorities are, what they need, and how Society can support them?

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

Are funds currently budgeted for this group? It was confirmed that there were not.

It could go a long way for ExCom to identify initiatives that can be eliminated.

The purpose of this group was to better understand why more consulting firms and other stakeholders are not participating in Society. This may not be the mechanism to gain that information.

Agree that the roundtables are fulfilling that purpose.

Maybe we're straying too far from our typical member. This group was proposed in response to discussions on having non-members serve on the BOD in an advisory role. The goal was to have input on programs and products. It's discouraging that there hasn't been more movement.

Conducted interviews with consulting engineering firms in the past and agree that conversations on why these firms feel the way they do about Society participation are worthwhile.

Not just design engineering firms were contacted but there was more of a sense of urgency related to that community.

Agree that getting consulting engineers to the table would be very beneficial and engaging larger firms would bring them to the table.

Ms. Maston will determine next steps related to the Strategic Advisory Panel and provide recommendations to ExCom.

REPORTS OF BODIES REPORTING TO EXCOM

PEAC

Mr. Knight reported that the 2023-24 PEAC had completed their work. Society Theme initiatives were developed and PEAC will be transitioning to Mr. McQuade and his team on Tuesday.

AASA – U3ARC MEMBER APPLICATION

Mr. Littleton reported that U3ARC was a federation of African associations.

Mr. McQuade moved and Mr. Knight seconded that

7. The U3ARC AASA application be accepted.

Mr. McQuade stated that if Society wishes to grow in Africa, U3ARC has those connections and is eager to work with Society to grow our membership there.

Mr. Rakheja spoke in favor of the motion. He reported that U3ARC contacted Society about entering into an MOU and it was recommended that they join AASA. UNEP training that was previously discussed could also be an opportunity for collaboration.

MOTION 7 PASSED (Unanimously, CNV).

REPORTS OF OFFICERS' CRC AND INTERSOCIETY VISITS

CAMEE

Mr. Austin reported that the MOU with CAMEE had been approved and that an accompanying work plan was in progress. Society has a lot of synergies with CAMEE. Leadership has made visits to the US Capitol and met with Georgia senators with the organization.

He reviewed the full report which was attached to the agenda.

ACG/AABC/EMA

Mr. Conlan reported that Society essentially has an MOU with all three organizations. AABC has the greatest desire for engagement with Society. The MOU expires this year and will be discussing how to move forward and continue that relationship.

IGBC

Mr. Rakheja reported that there are three areas of cooperation with IGBC that are currently being considered. One is to invite ASHRAE senior officers to attend their annual conference and present the Society Theme. The organization has also expressed an interest in creating a joint PD on decarbonization.

Mr. Knight reported that the IGBC annual conference overlaps with Greenbuild.

Mr. Knight, Mr. McQuade, and Ms. Maston will discuss senior leadership's attendance at IGBC and Greenbuild.

AIRAH

It was reported that Ms. Scoggins and Mr. Littleton attended an AIRAH event. It was suggested that partnering with AIRAH could be an opportunity to improve ASHRAE's footprint in Australia and perhaps Society's first chapter in Australia.

RMI

Mr. McQuade reported that he would be meeting with RMI at this conference.

REHVA

It was reported that senior leaders had ongoing interactions with REHVA throughout the Society year.

LIAISON REPORTS

AIA

Mr. Boyce reported that Society's relationship with AIA has been a journey. AIA played a large role in Society's decarbonization conference.

He suggested that Society have a plan on how to continue the journey with AIA since there will not be a liaison group moving forward. He expressed his opinion that Society create a plan moving forward in that group's absence.

Mr. Knight thanked Mr. Boyce for his report and advised that he would take his recommendations under consideration.

CIBSE

Ms. Hayter reported that the CIBSE ASHRAE Working Group had been disbanded. The purpose of the group was to support ASHRAE and CIBSE leadership. The working group was formed in 2022 and met regularly; she expressed her opinion that the group was making progress.

The full report, attached to the agenda, celebrated the group's efforts. The report also included a bulleted list of items for CIBSE and ASHRAE leadership to consider.

NBI

Mr. Schwedler thanked staff for their help coordinating work. He reviewed takeaways from his report. The full report was attached to the agenda.

NEW BUSINESS

DISCUSSION OF ASHRAE GLOBAL TRAINING CENTER

Mr. Austin reported that there has been some discussion in Foundation ExCom to discontinue financial support of the Global Training Center. He expressed his opinion that it is Society's responsibility to provide training regarding constructing and designing buildings in the southern hemisphere. He suggested that Society find a way to support global training.

He reported that Larry Fisher presented a proposal to change the focus from an office in Dubai to providing virtual and in-person training to building professionals in the southern hemisphere.

EXECUTIVE SESSION

Executive session was called at 12:07 pm.

Open session reconvened at 12:55 pm.

ADJOURNMENT

The meeting adjourned at 12:56 pm.

Jeff Littleton

Jeff H. Littleton, Secretary

ATTACHMENTS:

- A. Treasurer's Report to the BOD
- B. Treasurer's Presentation to the BOD

REPORT TO BOARD OF DIRECTORS From Finance Committee April 5, April 26, June 7, and June 21, 2024

Recommendations for BOD Approval:

1. Motion: Finance Committee recommends to the Board of Directors that the 2024-25 draft budget for the General Fund, inclusive of council budgets, showing revenues of \$28,449,800 and expenses of \$28,442,200 be approved. **(Attachment A)**

Background: Finance Committee makes its recommendation based on a three-year budget cycle. Member programs can then be included in each budget year despite fluctuations in revenue streams. For 2022-23, 2023-24, 2024-25, the surpluses/(deficits) are \$194,900, (\$59,700), and \$128,400, respectively. The surplus/(deficit) for the three years combined nets a surplus of \$263,600. The committee will continue to look at the budgets in two to three-year increments watching trends and cycles to balance protection of Society's assets with providing member benefits. (Motion passed 6-0-0-1 CNV)

2. Motion: Finance Committee recommends to the Board of Directors that the 2024-25 draft budget for the Research Fund showing total revenues and expenses of \$3,928,000 be approved. **(Attachment B)**

Background: The Research Fund proposed budget includes a transfer of 4% of the Research Reserve Fund portfolio value of as of 5/31/24, based on the needs of Research Administration Committee. The Rules of the Board require a minimum transfer of 4% of the portfolio value, and the Finance Committee may recommend a higher percentage up to 10% of the Research Reserve Fund portfolio value provided that the assets in the Research Reserve Fund are at least equal to the annual Research Fund expenditures. (Motion passed 6-0-0-1, CNV)

3. Motion: Finance Committee recommends to the Board of Directors that they approve a discretionary capital expenditure budget of \$200,000 for fiscal year 2024-25.

Background: Historically includes ASHRAE HQ Expenditures for assets (computers, IT equipment, etc.). (Motion passed 6-0-0-1, CNV)

4. Finance Committee recommends to the Board of Directors (BOD) to reallocate the capital expenditure budget previously allocated for the Functional Group Evaluation and Activity project that was previously approved for \$125,000 (SY22-23) as a capital expenditure and allocate an additional capital expenditure amount of \$28,125 from the General Reserve Fund.

Background: Total Approved Capital Budget (SY 22-23): \$225,000
Additional Funding needed: \$153,125

The Board of Directors approved a capital budget in the amount of \$225,000 for the 22-23 SY to automate the research process. At the same meeting \$125,000 was approved for the automation of the Functional Group Evaluation and Functional Activity forms also as a capital expense. To date the Functional Evaluation Group Evaluation and Activity forms project has not been started. This is currently being managed in an excel spreadsheet by TAC. Currently, the final needs for use of those forms are not complete. Based on the way it is being used now, Technology Staff is of the opinion that the \$125,000 approved for this activity can be moved to complete the Research Automation Project. Technology Staff's opinion is that internal IT staff can develop a mechanism that will work for tracking the evaluation and activity forms for the Functional Groups and not that it be discontinued. (Motion Passed 6-0-0-1, CNV)

5. Motion: Finance Committee recommends to the Board of Directors (BOD) that Society create an additional reserve investment fund labeled the "Future Fund" and approve a General and Research Reserve Future Fund Investment Policy (**Attachment C**). The purpose of the fund is to create reoccurring revenues through strategic long-term investments.

Background - The purpose of this additional fund is different than the current reserve funds carried by Society. Current general reserve funds are a buffer for economic downturns, capital expenditures (assets/technology improvements) and emergent one-time expenses. The purpose of the Future Fund is to create an investment fund that will act like an endowment that provides an additional operating revenue from its annual returns as a way further diversify the organization's financial exposure and create a vehicle for fundraising efforts.

The initial principal for the fund shall be excess reserves beyond the 2/3 guidelines for reserves currently in the Finance Reference Manual. Additional principal for the fund will come from fundraising efforts within the Development department and from excess reserves which are reviewed on a regular basis. (Motion Passed 6-0-0-1, CNV)

Information Items:

The Finance Committee met on April 5, April 26, June 7, and June 21, 2024 and addressed the following items:

6. Finance Investment Subcommittee discussed reserve investment results in addition to changes in the General/Reserve Reserves Investment policy/strategy for the Futures Fund, if approved. The General Reserve Fund as of May 31, 2024, had total assets of \$23.2 million. The General Reserve Fund represents 135% of the average of the normalized General Fund total expenses for the last three years (2021-2022 through 2023-2024). The ROB targets a General Reserve Fund balance that is between 1/3 and 2/3 of a typical annual General Fund total expense. The Research Reserve Fund as of May 31, 2024 had total assets of \$7.3 million. There is no ROB target range established for the Research Reserve Fund. Over the last 12 months through May, the General and Reserve Funds are up 14.9% and 15.3%, respectively in value.
7. Finance Committee approved a motion to recommend requiring all U.S. based Chapters to use URS Compliance to ensure they are complying with all U.S. IRS requirements and regulations surrounding specifically fundraising and non-profit status. (Motion Passed 6-0-0-1, CNV). There is no fiscal impact as ASHRAE already pays for this service and many Chapters already utilize it. This motion will now go to Members Council for discussion and approval.
8. MBOs:
 - 1) Visual variance indicators – dashboards - Ongoing
 - 2) Financial Training – video was created to walk viewers through the Finance Dashboards but video on use of Project Valuation tool is ongoing
 - 3)
 - a) Dues Analysis – referred to Membership Models Ad-hoc
 - b) Group Pay – staff has created a way to have government agencies pay for employees that are ASHRAE members all at once. – Complete
 - 4) Feasibility Study – Foundation – Complete
 - 5) Quantify and rectify gaps in compensation created by pandemic – Complete.

9. Finance Committee also reviewed and discussed a referral motion from Development regarding originally sent to Membership Promotion to establish a fund to support individual Society memberships. Finance Committee determined this motion needs more analysis on actual implementation and referred it to the Membership Models Ad-Hoc Committee and will provide a response to Membership Promotion and Development.



June 21, 2024

Date

Bill McQuade

Chair



Financial Status and FY 23-24 Budget Presentation

Board of Directors

Bill McQuade, Treasurer

June 23, 2023

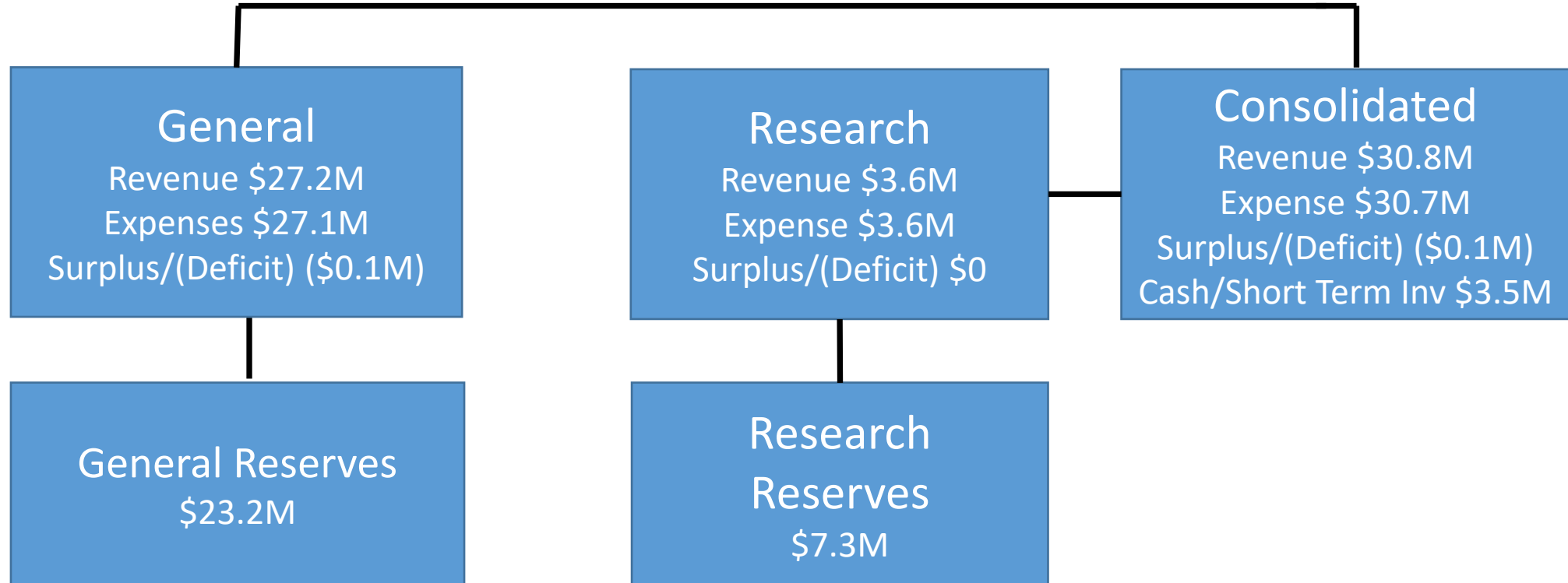
Annual Meeting – Indianapolis, IN

Financial Status

FY 23-24

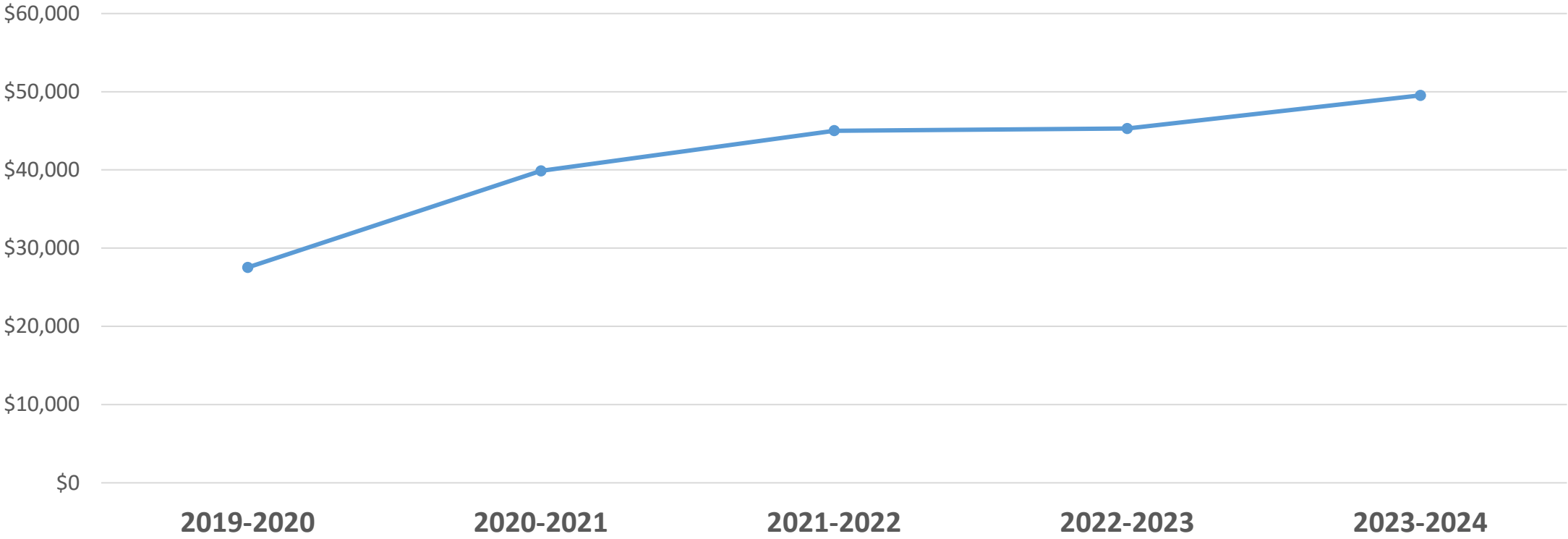


Fund Structure – FY23-24 Forecast



Consolidated Cumulative Net Assets

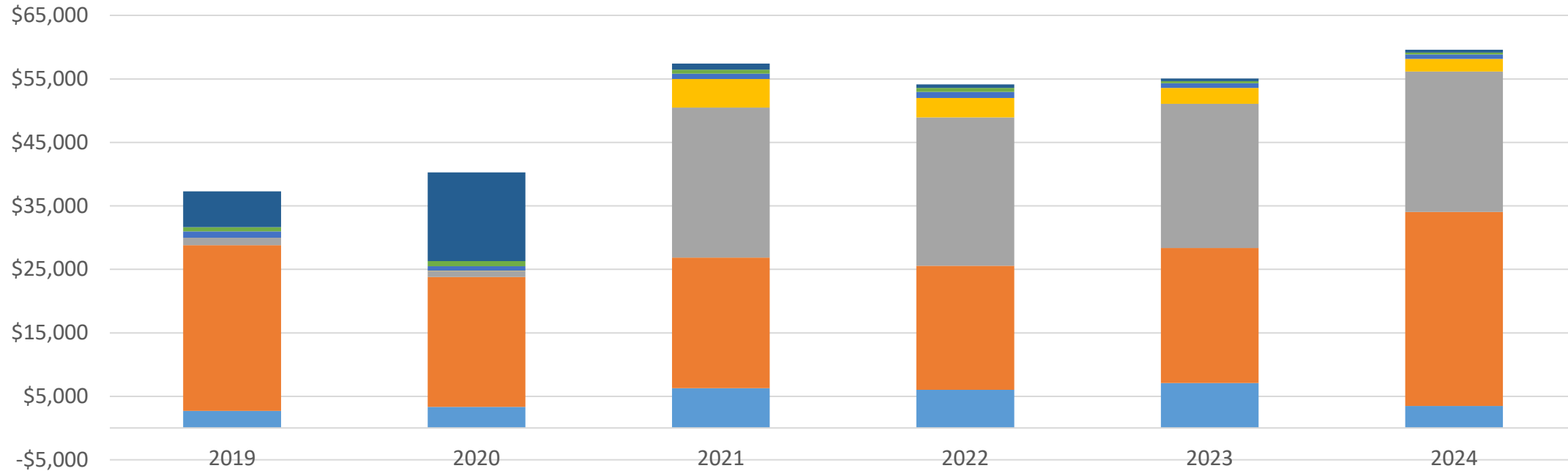
(in Thousands)



— Net Assets (Total Assets less Liabilities)



Composition of Assets – as of May 31, (in Thousands)

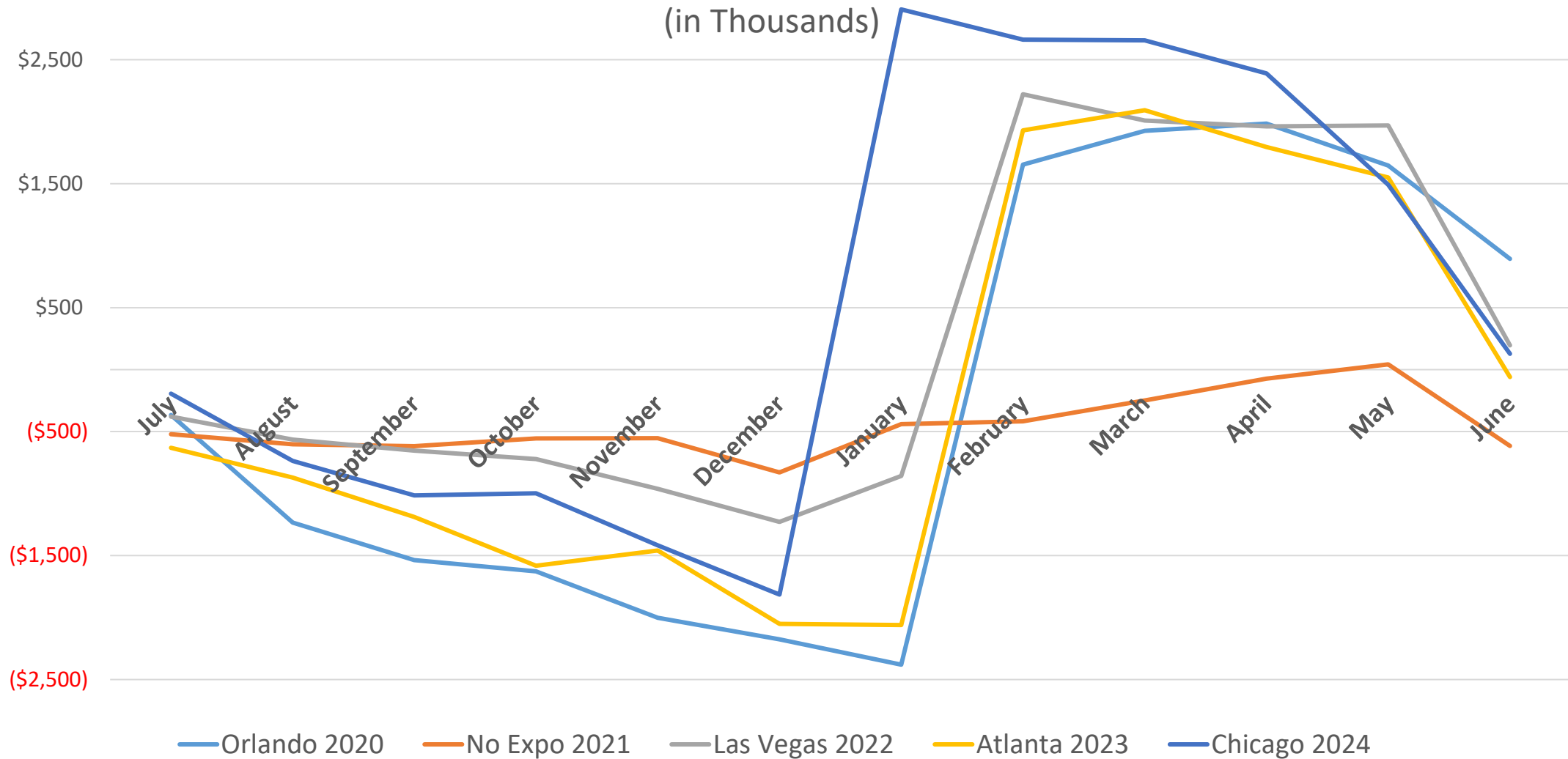


■ ST Investments/Cash
■ Property & Equipment
■ Accounts Receivable (net)

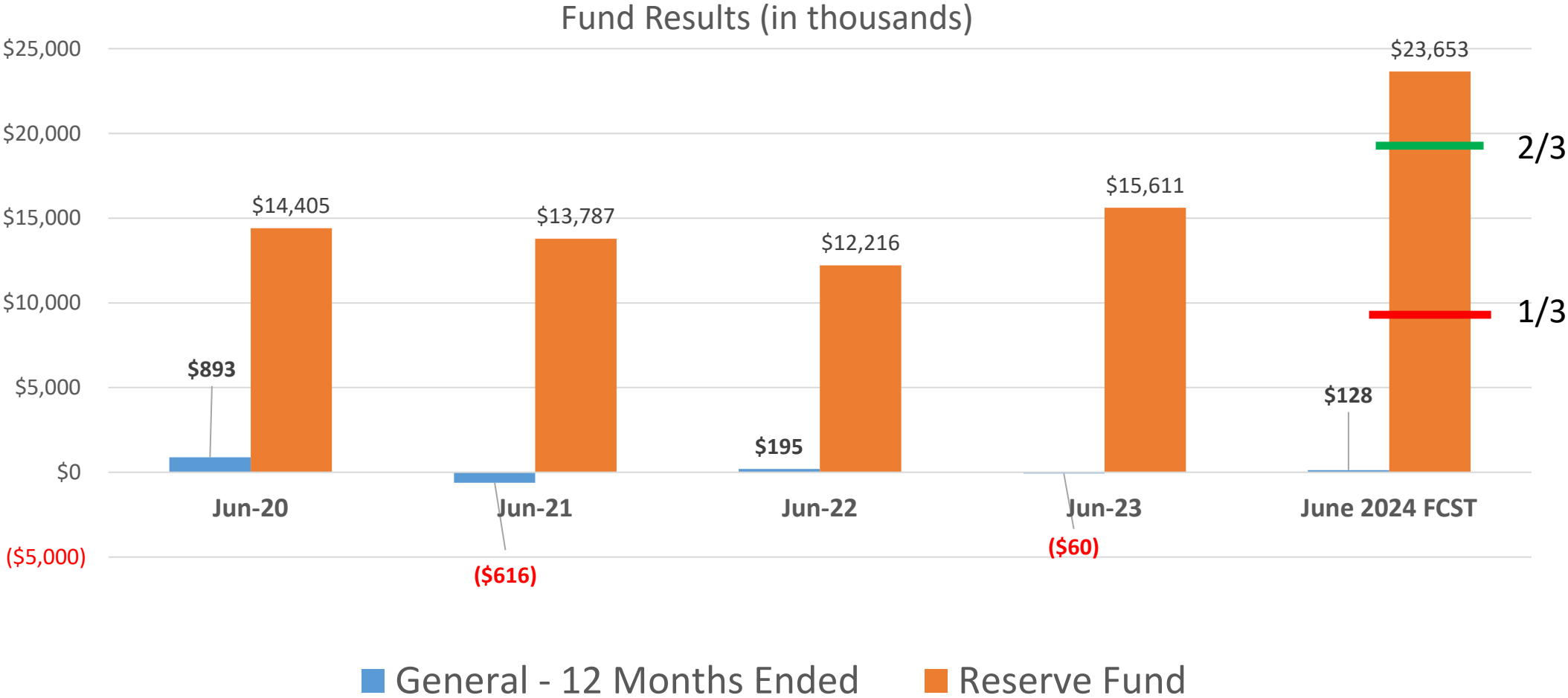
■ LT Investments (Reserves)
■ Contributions Receivable
■ Inventory



Cumulative Net Revenue and Expenses – General Fund

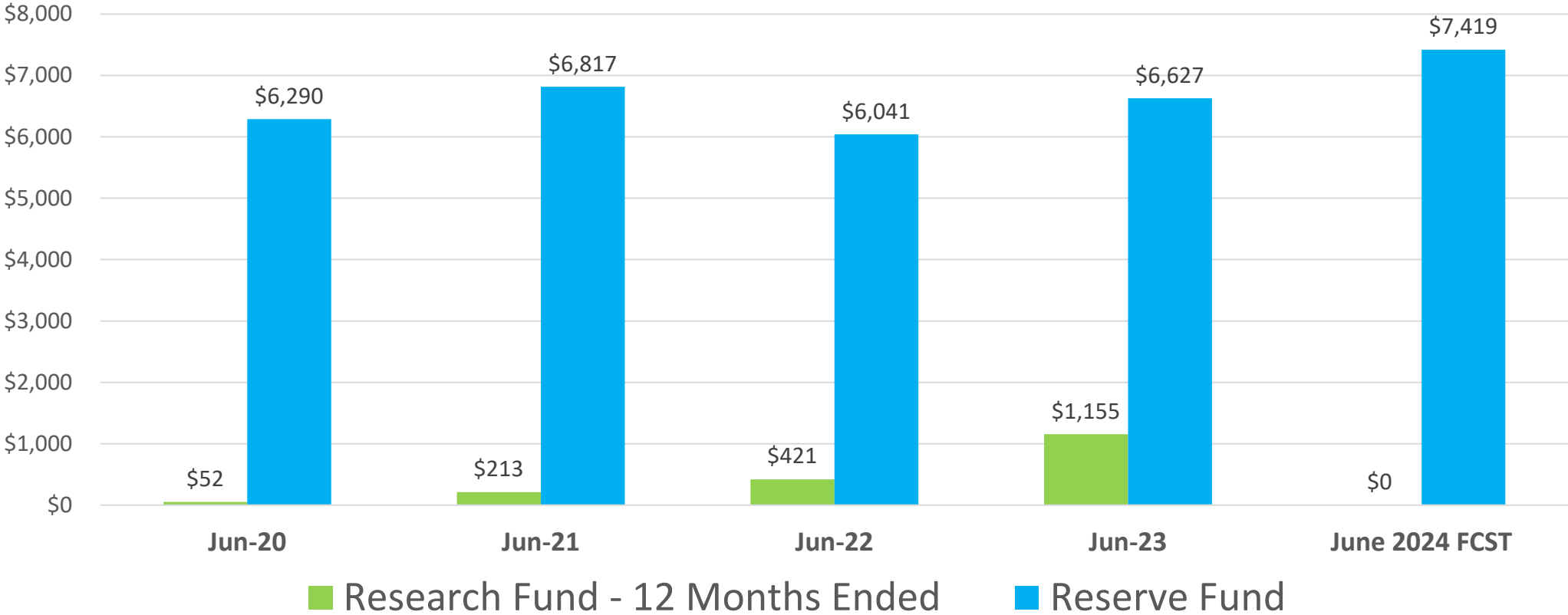


General Fund Performance and General Fund Reserves Balance

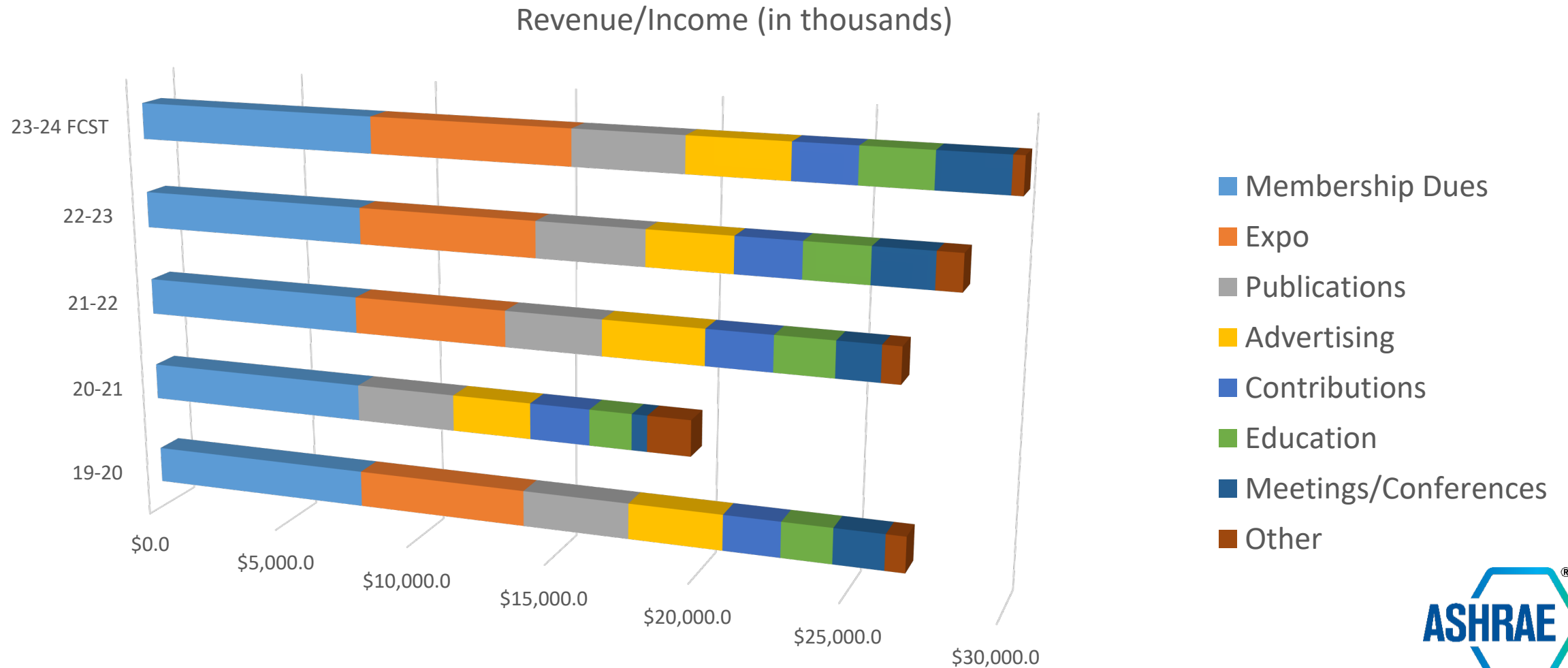


Research Fund Performance and Research Fund Reserves Balance

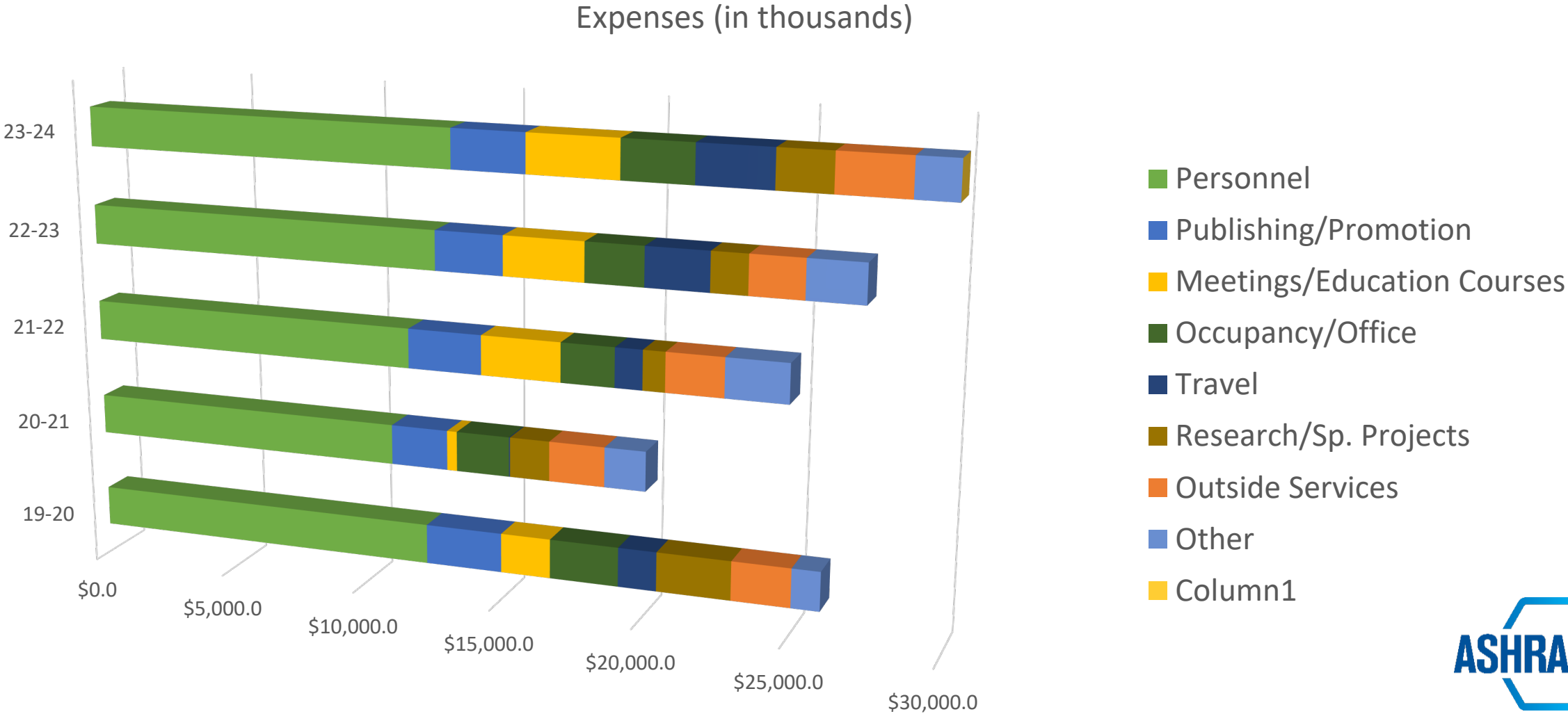
Fund Results (in thousands)



Revenue Trends – General and Research Funds



Expense Trends – General and Research Funds



Major Variations (FY23-24 Forecast vs. Budget) Revenue - General Fund

	12 Months Ended		Difference		Explanation
	Forecast FY 2023	Budget FY 2024	\$\$	%	
REVENUES					
31 Membership Dues	\$8,417.8	\$8,222.8	\$ 195.0	2%	Actual Dues are trending higher through May
32 Publication Sales	3,802.3	3,910.7	(108.4)	-3%	Lower standards sales versus budget due to off-year for new editions of major standards (90.1, 62.1). Expected some sales of Standard 240 (Decarb). Mitigated somewhat by strong sales of Standard 241 (Infectious Aerosols). YOY largely flat in total.
34 Advertising Income - Print	2,202.9	2,352.0	(149.1)	-6%	Continued gradual slide in print spending versus budget, offset and more by large gains on nonprint side. YOY print up ~\$80k.
34 Advertising Income - Non-Print	1,215.0	1,050.0	165.0	16%	HPB Revenue (\$150K) inadvertently not included in FY23-24 Budget; \$130K Forecasted
35.1 Meetings/Conferences Registration	2,312.6	2,241.3	71.3	3%	Higher attendance than expected for Decarbonization conference
35.2 Certification Registration	340.0	280.0	60.0	21%	Strong application numbers due to new Certified Decarbonization Professional (CDP) plus critical mass of interactive study guides (member benefit choice) and promotion. Low Winter and Annual Conference course registrations offset by strong HVAC Design I/II in FY Q3,Q4. Budget set too high for In-Company/Chapter training based on previous banner year, with this year returning to historical levels.
35.3 Education Registration	2,010.5	2,083.0	(72.5)	-3%	
38 Contribution Income	41.8	41.8	0.0	0%	
41.1 AHR Exposition Income	6,817.3	6,400.0	417.3	7%	Original Estimate NSF - 500,000; Actual NSF - 521,380
41.2 Contributions and Matching Gifts	(1,346.0)	(1,359.6)	13.6	-1%	
41.3 Exposition Income - Other Countries	232.0	225.0	7.0	3%	Original Estimate NSF - \$81,500; Actual NSF sold - 81,960
44 Reserve Transfers	219.3	0.0	219.3	100%	TFBD Reserve Transfers (approved by BOD); \$79K for Certification course development
46 Miscellaneous Income	958.1	951.8	6.3	1%	
TOTAL REVENUES	27,223.6	26,398.8			



Major Variations (FY23-24 Forecast vs. Budget) Expenses - General Fund

	12 Months Ended		Difference		Explanation
	Forecast FY 2023	Budget FY 2024	\$\$	%	
EXPENSES:					
51 Salaries	9,690.3	9,814.3	(124.0)	-1%	More turnover/open positions than budgeted assumption in first six months
52 Payroll Taxes, Benefits, Personnel	2,844.0	2,770.0	74.0	3%	
61 Publishing	1,273.5	1,360.1	(86.6)	-6%	Publications Sales Forecast projected lower than Budget
62 Promotion (All Depts)	1,313.8	1,335.9	(22.1)	-2%	
64 Meetings/Conferences	2,615.4	2,446.5	168.9	7%	Topical Meeting Costs higher due primarily to greater than expected attendance
64 Education Courses/Trainings	547.2	697.0	(149.8)	-21%	Fewer In-Company/Chapter trainings
66 Travel	2,443.2	2,033.2	410.0	20%	ExCom Travel and travel costs, notably flights overseas, much higher than budgeted
68 Awards, Certif, Logo Cost of Goods Sold	178.6	164.0	14.6	9%	
71 Research Projects & Grants	164.4	182.7	(18.3)	-10%	
73 Special Projects	150.0	0.0	150.0	100%	TFBD Projects
76 Public Relations	74.9	74.9	0.0	0%	
78 Occupancy & Insurance	880.0	881.0	(1.0)	0%	
82 Office Expense and Organizational Dues	1,525.7	1,560.8	(35.1)	-2%	
84 Outside Services	2,478.4	2,302.6	175.8	8%	Grant Proposal firm (final charges) and Iron Mountain exit charges (bring boxes back to HQ, destruction of boxes, etc.)
88 Other Expenses	883.9	792.5	91.4	12%	
90 Depreciation	871.6	871.6			
91 Allocation of Overhead & BOD	(839.8)	(781.0)			
TOTAL EXPENSES	27,095.1	26,506.1			
SURPLUS (DEFICIT) before reserve income	128.5	(107.3)			



Draft Budget

Fiscal Year 2024 – 2025



FY 2024-25 General Fund Budget (in Thousands)

	Budget (FY24-25)	Forecast (FY24-25)
Revenues	\$28,449.8	\$27,223.6
Expenses	<u>28,442.2</u>	<u>27,095.1</u>
Operating Surplus/(Deficit)	\$ 7.6	\$ 128.5



FY 2024-25 General Fund Detailed Budget - Revenue (in Thousands)

	Forecast FY 2024	DRAFT Budget FY 2025	Difference Budget vs. Forecast	
REVENUES				
31 Membership Dues	\$8,417.8	\$8,844.3	\$ 426.50	5.1%
32 Publication Sales	3,802.3	4,063.6	261.3	6.9%
34 Advertising Income - Print	2,202.9	2,343.0	140.1	6.4%
34 Advertising Income - Non-Print	1,215.0	1,250.0	35.0	2.9%
35.1 Meetings/Conferences Registration	2,312.6	2,217.9	(94.7)	-4.1%
35.2 Certification Registration	340.0	350.0	10.0	2.9%
35.3 Education Registration	2,010.5	2,040.0	29.5	1.5%
36 Grant Income	0.0	939.2	939.2	100.0%
38 Contribution Income	41.8	43.8	2.0	4.8%
41.1 AHR Exposition Income	6,817.3	6,500.0	(317.3)	-4.7%
41.2 Contributions and Matching Gifts	(1,346.0)	(1,178.0)	168.0	-12.5%
41.3 Exposition Income - Other Countries	232.0	0.0	(232.0)	-100.0%
44 Reserve Transfers	219.3	130.0	(89.3)	
46 Miscellaneous Income	958.1	906.0	(52.1)	-5.4%
TOTAL REVENUES	27,223.6	28,449.8		



FY 2024-25 General Fund Detailed Budget - Expenses (in Thousands)

	Forecast FY 2024	DRAFT Budget FY 2025	Difference Budget vs. Forecast	
EXPENSES:				
51 Salaries	9,690.3	10,768.8	1,078.5	11.1%
52 Payroll Taxes, Benefits, Personnel	2,844.0	3,371.9	527.9	18.6%
61 Publishing	1,273.5	1,271.8	(1.7)	-0.1%
62 Promotion (All Depts)	1,313.8	1,302.7	(11.1)	-0.8%
64 Meetings/Conferences	2,615.4	2,654.9	39.5	1.5%
64 Education Courses/Trainings	547.2	700.5	153.3	28.0%
66 Travel	2,443.2	2,208.0	(235.2)	-9.6%
68 Awards, Certif, Logo Cost of Goods Sold	178.6	140.4	(38.2)	-21.4%
71 Research Projects & Grants	164.4	174.7	10.3	6.3%
73 Special Projects	150.0	0.0	(150.0)	-100.0%
76 Public Relations	74.9	60.5	(14.4)	-19.2%
78 Occupancy & Insurance	880.0	840.1	(39.9)	-4.5%
82 Office Expense and Organizational Dues	1,525.7	1,442.2	(83.5)	-5.5%
84 Outside Services	2,478.4	2,781.2	302.8	12.2%
88 Other Expenses	883.9	725.9	(158.0)	-17.9%
90 Depreciation	871.6	897.7	26.1	3.0%
91 Allocation of Overhead & BOD	(839.8)	(899.1)		
TOTAL EXPENSES	27,095.1	28,442.2		
SURPLUS (DEFICIT) before reserve income	128.5	7.6		



Council Budget Requests for FY24-25 since Chicago

- Board of Directors
 - PEAC
 - Decarb Challenge – continued funding (consistent with FY23-24)
 - Member Resource Groups – Meeting Space (Annual/Winter Meetings)
 - Industry Summit – held in conjunction with Decarb Conference in NYC
 - Presidential Initiatives Budget – \$50K
 - DEI Committee
 - \$57K Budget
 - Carryover of \$19K from FY23-24 is INCLUDED in the \$57K
 - Additional trainings for members/staff, Forum speaker, and Cultural Mixer at 2025 Winter Meeting
 - Line-item detail presented as separate attachment
- Members Council
 - YEA
 - 20% or \$40K Increase in Meeting/Travel expenses – Leadership Weekends (\$200K Total Budget)
 - GAC
 - Fund SME travel to Government Outreach Events - \$3,500



FY 2024-2025 General Fund Budget

- Initial DRAFT Budget – May Meeting (**\$240.6K**)
 - Additional operational savings (staff) - \$40.4K
 - Program Review Ad-Hoc unanimously approved potential savings/revenue generated – \$119.1K
 - Additional Council Level cost reductions approved for proposed budget - \$88.7K
- Revised DRAFT Budget –\$7.6K



Program Review and Council Level Approved Cost Reductions/Revenue Opportunities

	Item	Expense Savings	New Revenue Generated
1	Reduce Companion Programs at Winter/Annual Meetings	\$ 20,000	\$ -
2	Optimize Staff Travel to Annual/Winter Meetings	\$ 12,500	\$ -
3	Membership Tenure Pin Program - Shift to Requesting Pins versus Automatically Sending	\$ 17,000	\$ -
4	K-12 Stem Kits Purchased by Region or Chapter instead of Society	\$ 4,250	\$ -
5	PAOE Certificates to be Provided via Digital	\$ 500	\$ -
6	Group Pay Launching (Government and Large Company bulk purchase, no discount)	\$ -	\$ 20,000
7	Membership Renewal Mailings and Kits - Reduce from 6 mailings to 2 mailings	\$ 43,000	\$ -
8	Winter and Annual Freight - Use Box Truck instead of 18-wheeler	\$ 12,000	\$ -



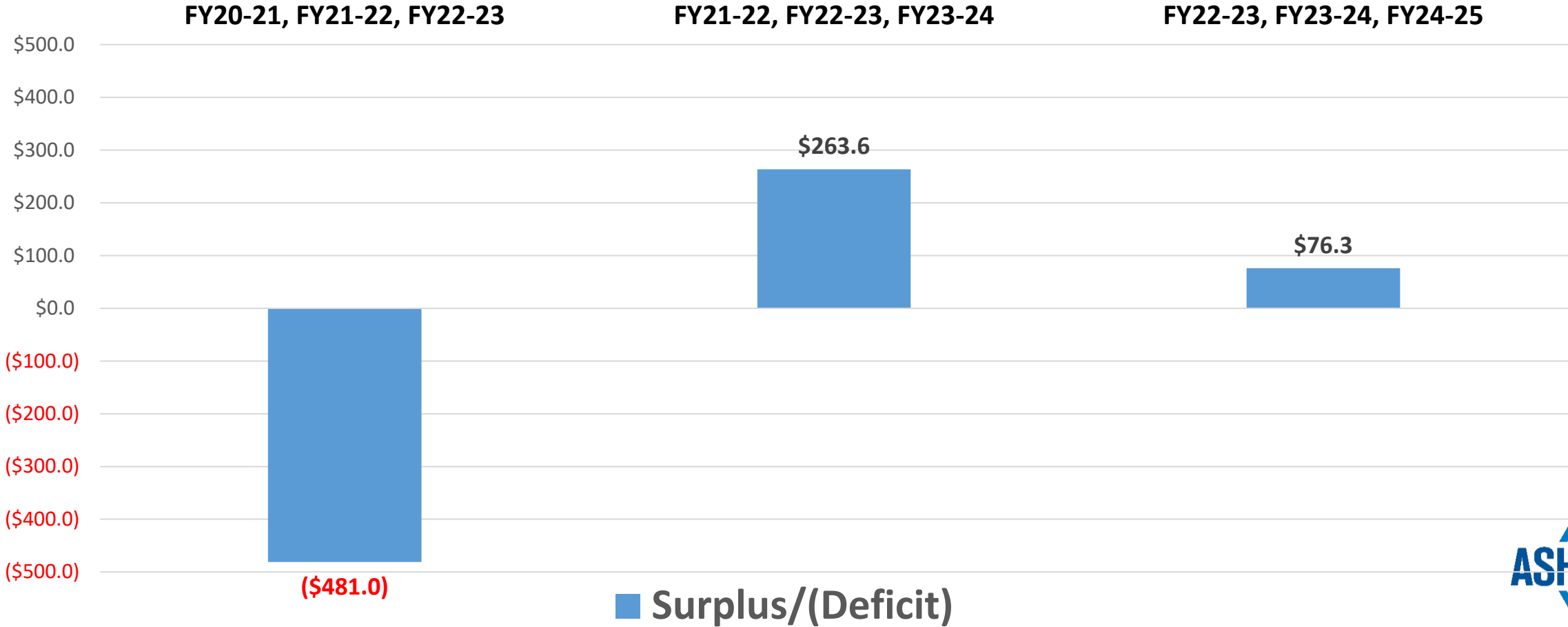
Program Review and Council Level Approved Cost Reductions/Revenue Opportunities, continued

	Item	Expense Savings	New Revenue Generated	
9	Ordering Plaques for 50yr/75yr Distinguished Member Awards only for those who acknowledge the Award.	\$ 1,000	\$ -	
10	Professional Development Fund - Use of Interest on Fund Freeing up Budget for other items	\$ -	\$ 6,750	
11	Sunset Historical Committee and Use a Staff/Honararium Individual Post	\$ 11,000	\$ -	
12	Replace ASHRAE Global Training Center (Dubai) with on-line or Chapter-sponsored in-person courses	\$ 19,000	\$ -	
13	Sunset Building EQ	\$ 25,600	\$ -	
14	Foundation Fund to Expedite Standards be shifted to automatically get credited to Tech Council	\$ -	\$ 12,500	
15	ANSI - Surrender TAG Administration for BIM TAT to another organization	\$ 2,700	\$ -	
		<u>\$ 168,550</u>	<u>\$ 39,250</u>	<u>\$ 207,800</u>



General Fund Surplus/(Deficit) over Three-Year Cycles (in Thousands)

3-Year Cumulative Total Results (Fiscal Years-Starting/Ending)



FY 2024-25 Research Fund Budget (in Thousands)

	Budget (FY24-25)	Forecast (FY24-25)
Revenues	\$3,928.0	\$3,582.2
Expenses	<u>3,928.0</u>	<u>3,582.2</u>
Surplus/(Deficit)	\$0	\$0



FY 2024-25 Research Fund Detailed Budget (in Thousands)

	Forecast FY 2024	DRAFT Budget FY 2025	Difference Budget vs. Forecast	
REVENUES				
31 Membership Dues	\$172.2	\$180.3	\$ 8.1	4.7%
38 Contribution Income	1,910.0	1,967.7	57.7	3.0%
41.2 Contributions and Matching Gifts	1,500.0	1,500.0	0.0	0.0%
44 Reserve Transfers	0.0	280.0	280.0	100.0%
46 Miscellaneous Income				
TOTAL REVENUES	3,582.2	3,928.0		
EXPENSES:				
51 Salaries	614.9	633.4	18.5	3.0%
52 Payroll Taxes, Benefits, Personnel	179.0	184.4	5.4	3.0%
61 Publishing	6.6	6.8	0.2	3.0%
62 Promotion (All Depts)	10.2	10.5	0.3	2.9%
64 Meetings/Conferences	45.5	21.0	(24.5)	-53.8%
66 Travel	145.7	97.3	(48.4)	-33.2%
68 Awards, Certif, Logo Cost of Goods Sold	39.4	16.2	(23.2)	-58.9%
71 Research Projects & Grants	1,555.4	1,909.1	353.7	22.7%
76 Public Relations	0.3	0.3	0.0	0.0%
82 Office Expense and Organizational Dues	68.0	70.1	2.1	3.1%
88 Other Expenses	77.5	79.8	2.3	3.0%
91 Allocation of Overhead & BOD	839.7	899.1		
TOTAL EXPENSES	3,582.2	3,928.0		
SURPLUS (DEFICIT) before reserve income	0.0	0.0		



FY 2024-2025 Capital Expenditures Budget

- Annual Budget Request - \$200K
 - Historically includes ASHRAE HQ Expenditures for assets (computers, IT equipment, etc.)
- Additional Funding Request - \$28,125
 - RAC Automation Project originally approved for FY22-23 - \$225,000
 - Additional Funding needed to complete project - \$153,125
 - Also approved for FY22-23 – Functional Evaluation Group and Activity Forms for TAC - \$125,000 – Project has not started and is no longer needed to outsource
 - Apply \$125,000 to additional funding for RAC – difference is \$28,125.



QUESTIONS?

