



**WHPA Chartering Committee
Teleconference Summary Notes
Wednesday, November 29, 2017
Scheduled for 11:00am – 12:00pm PST**

Call to Order

The WHPA Chartering Committee Chair (Chair), David Dias (JCEEP), called the meeting to order at 11:05 a.m. PST. The meeting was recorded for note purposes.

Roll Call

Wendy Worrell (WHPA Staff – InfoPlast) conducted roll call based on the current roster. As no voting panel has been assigned in favor of consensus voting, members are organized by voting eligibility status. 9 participants (or proxies) attended the meeting with a quorum (4+) of eligible members as indicated below:

P = Present at meeting A = Absent from meeting; if proxy has been assigned it will be noted below.				
Organization	First Name	Last Name	WHPA Category	Attendance
Voting Eligible				
ASHRAE	Ron	Jarnagin	Engineering Society	P
CALBO (California Building Officials)	Bob	Barks	Codes & Standards Official (Association or Jurisdiction)	P
IHACI (Institute of Heating and Air Conditioning Industries)	Bob	Wiseman	Contractor Association	P
JCEEP (Joint Committee on Energy and Environmental Policy)	David	Dias	Organized Labor	P (Chair)
NCI (National Comfort Institute)	Mel	Johnson	Educator, Trainer	P
SynergyNexGen	Barbara	Hernesman	Energy Efficiency Program Consultant	P
WHPA Staff				
Better Buildings, Inc.	Mark	Lowry	Other Stakeholder	P (WHPA Transition Lead) – Last 19 min
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)
Key SEO	Judy	Johnson	Other Stakeholder	P (Work Product)

Wendy Worrell (WHPA Staff – InfoPlast) noted that the [WHPA Chartering Committee webpage](#) is now up for notes and other documents.

AGENDA

The following agenda was distributed to the WHPA Chartering Committee roster by WHPA Staff prior to the meeting, along with meeting reference slides:

GENERAL REMINDERS

- Adherence to the WHPA **Code of Conduct** is required.
- Disclose any potential conflicts of interest as it relates to meeting content, particularly prior to any votes that may occur.
- Identify yourself prior to speaking, clarifying the organization on whose behalf you are speaking, or if you are making a personal comment.
- Mute yourself when not speaking. (*6 will take you on and off mute.)

AGENDA ITEMS

- 1) **Roll Call of Voting Members** – WHPA Staff (Wendy Worrell) – 5 min
- 2) **Chair’s Opening Comments** - Chair (David Dias, JCEEP) – 5 min
- 3) **501(c)(3) Overview** – Mark Lowry (WHPA Staff, BBI) – 15 min
- 4) **WHPA Vision, Mission & Goals Review & Discussion** – Chair (David Dias, JCEEP) - 30 min
Live Edits – Judy Johnson (WHPA Staff, Key SEO)
- 5) **Next Steps** – Chair (David Dias, JCEEP) - 5 min
 - a. Next Meeting: TBD
 - b. Next Agenda: TBD
- 6) **Adjournment** by 12:00am PST – Chair (David Dias, JCEEP)



WHPA Chartering Committee
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Chair's Opening Comments

The Chair welcomed the meeting participants and overviewed the above agenda.

501(c)(3) Overview

DECISION: There was general agreement to put the November 29, 2017 meeting slides on the WHPA Chartering Committee webpage rather than going through the 501(c)(3) overview information during the meeting.

WHPA Vision, Mission & Goals Review and Discussion

The Chair facilitated discussion about the Vision, Mission and Goals, particularly the redline edits suggested by WHPA Staff, which were made to reflect HSES recommendations to focus on California in general rather than specific legislation, documents, or programs.

VISION DISCUSSION

The Chair asked the group about additions for the Vision section.

- Barbara Hernesman (SynergyNexGen) recommended that the suggested be consolidated into one (1) statement with about 5-6 sentences as “it is too choppy otherwise”. She further suggested removing the paragraph starting with “Blackouts and strains...” as it no longer applies. She reminded of her suggestion last meeting that the content from Goal 3.1 stating to “*Serve as a credible, reliable, influential, and effective resource for the broad-based community of stakeholders who have joined forces to transform the HVAC marketplace*” should be moved to either the Vision or the Mission.
- Bob Barks (CALBO) commented that the “gist” of what the Vision should be is embedded in the statement Barbara Hernesman (SynergyNexGen) referenced.
- Barbara Hernesman (SynergyNexGen) clarified that the Vision would be what she suggested, but that the Mission would address “how to do it”.
- The Chair commented that the “transform” could be good or bad.
- Bob Barks (CALBO) suggested that the idea needs to be to bring those involved up to new standards in the state. He recommended that some of the Committee work on workforce certifications needs to be building into the systems of the future. He reported that others have dealt with standards for how they affect the market and standards in marketplace equipment.
- The Chair suggested that reference to “indoor environmental quality” needs to be made instead of just to “indoor air quality” and specified that this would be a comprehensive approach.
- Barbara Hernesman (SynergyNexGen) noted that the comments under the Vision for “HVAC products and services...” should be included in the Mission and noted that the Vision should be short.
 - The Chair voiced agreement.
- Mel Johnson (NCI) commented that he was onboard with what was written so far, but that he “thinks the California sensitivity to environmental impacts is important. He noted that the MOU2 that the government is part of is very climate driven and AB32 for climate change is also important. He suggested that the content might not be the final product but that it “has the right ingredients for the soup”.
- Judy Johnson (WHPA Staff – Key SEO) clarified that the yellow highlights onscreen were what was left of the Vision.

DECISION: There was general agreement that the Vision should be a short paragraph and that the Mission should clarify how to achieve the Vision.

DECISION: There was general concept agreement that the Vision should reflect that, “*The organization will serve as a credible, reliable, influential, and effective resource for the broad-based community of HVAC stakeholders who have joined forces to transform the marketplace focused on the energy, environmental quality, and sustainability goals of California.*”

MISSION DISCUSSION

The Chair asked if consumers should be added to the Mission.

- Judy Johnson (WHPA Staff – Key SEO) clarified that consumers are a stakeholder but have not been involved in the past.
- Bob Barks (CALBO) noted that all in California are stakeholders.
- Barbara Hernesman (SynergyNexGen) agreed with the Chair that “we want to get stakeholders to the table”. She suggested calling out consumers in the Mission statement.
- Bob Barks (CALBO) voiced agreement to move them into the Mission or the Goals.



WHPA Chartering Committee
Teleconference Summary Notes
Wednesday, November 29, 2017
Scheduled for 11:00am – 12:00pm PST

- Wendy Worrell (WHPA Staff – InfoPlast) asked for clarification on if recommendation was being made to add consumers as a category or if education would be done by the existing WHPA stakeholder categories toward the consumer.
 - Judy Johnson (WHPA Staff – Key SEO) reminded that the HSES recommendation was for membership as the organization and not the individual.
- Mel Johnson (NCI) suggested that consumers need to be included in the Mission as the consumer will be the recipient of the actions done.
- Barbara Hernesman (SynergyNexGen) commented that if it is not in the Mission, it should be in the Goals.
- There was suggestion to include Bob Bark’s (CALBO) above comments from the Vision into the Mission.
- The Chair suggested the Mission should start with the transformation idea.
- Mel Johnson (NCI) suggested that focus needs to be on “intervention, strategies, and tactics” and that the Mission should “have more meat to it, but shouldn’t be exhaustive”.
- The Chair noted the need for “Standards, Technology, Compliance, Training and Education, Intervention Strategies and Tactics”.
- Barbara Hernesman (SynergyNexGen) noted the idea of “conditioning the marketplace for the transformation”.
- Bob Barks (CALBO) voiced agreement that it is a key concept and that, “We are trying to educate, inform, and condition the marketplace for the changes that are coming. Condition, educate, inform the market for the changes that are coming.”
- The Chair noted that the view is typically from the cost perspective, but suggested that concentration be on the best way to do it and then back it down to determine if it is cost effective. He commented that the recent presentation from Rob Falke on ASHRAE 221 clarifying that only about 50% of equipment is working was “an eye opener”.
- Mel Johnson (NCI) commented that the Mission is a “how”, and that many who need to know how, do not, so they need to be brought together to make it happen. “Bring the market actors together”.
- The Chair suggested that reference to communication should also be included.
- Barbara Hernesman (SynergyNexGen) reminded that the Mission should be somewhat narrow and just slightly more detailed than the Vision. She commented that much of the above conversation could be moved into the Goals. “Keep the Mission broad and then provide specifics for who, what, where.”
- All voiced agreement to Judy Johnson’s (WHPA Staff – Key SEO) suggestion to use proposed language about working “as a guiding light for the State of California HVAC markets” in the Mission.
- All voiced agreement to Mel Johnson’s (NCI) comment that, “We need to learn from history and ensure inclusivity”.

DECISION: There was general concept agreement that the Mission should reflect that, *“This organization will work as the guiding light for the state of CA HVAC stakeholders to condition, educate, and inform the marketplace and to benefit the consumers. We will continue our history of bringing together resources and facilitate communications among a wide set of market actors in inclusive action. The consumer is the recipient of these actions.”*

Mel Johnson (NCI) encouraged the need to bring forward thinking language into the Mission Statement that looks at the history, the current state, and what is expected going forward, but noted the difficulty in doing that in the limited turnaround timeframe.

- Barbara Hernesman (SynergyNexGen) commented that by having inclusivity through WHPA, all in in the industry are a bit clearer on how to get there.
- Bob Barks (CALBO) analogized that 30 years ago everyone worked on their own cars, but that now there is so much technology, including pending self-driving vehicles, so others who have specific knowledge and training do the work. He noted that buildings are going in the same direction with advanced technology. “We are basically putting it inside a box with a computer. Understanding of how to handle those takes specific knowledge, and all the technology needs to work together.”
- Mel Johnson (NCI) commented that it is an upscaling of the technology.
- Barbara Hernesman (SynergyNexGen) commented that, “We are trying to figure out how to blend the mindset of skills to create this new environment.” She suggested that this discussion should be included in the Goals.

ACTION: Mel Johnson (NCI) to further wordsmith the Vision and Mission content to reflect the meeting content about emerging technology, climate change, etcetera.

GOALS DISCUSSION

The Chair suggested the need for a different subject matter for each Goal.



WHPA Chartering Committee
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- Barbara Hernesman (SynergyNexGen) suggested capturing the above meeting content into the Goals to provide better clarity. She commented that the question of how to do “xyz” needs to be answered and noted that the goals are more specific.

ACTION: WHPA Staff to distribute the meeting recording and redline version of the Vision, Mission and Goals for Chartering Committee review and comments.

3.1 Overarching Goals

The Chair read the suggested edits to the Overarching Goals and noted that specific California legislation and the California Energy Efficiency Strategic Plan (CEESP) emphases were removed per prior agreement to cleanse for broader perspective.

- Barbara Hernesman (SynergyNexGen) suggested that stakeholders should be put first in the first bullet, so it would read, “Assist stakeholders, utilities, policymakers, and others to implement, assess, prioritize,”

ACTION: Barbara Hernesman (SynergyNexGen) confirmed she would look at the Goals from the WE&T perspective.

(Scribe Note: Mel Johnson (NCI) and Barbara Hernesman (SynergyNexGen) left the call at 12:00pm PST during this part of the discussion.)

- Bob Barks (CALBO) suggested including language to specify, “outreach, education of consumers and support efforts to provide the consumer with the most energy efficient, technologically appropriate systems to serve their needs for their comfort and health”. He clarified that there is a need to support the consumer, so they understand what products are available, the benefits, and the programs they can receive.
- The Chair noted that hospitals now have 2019 T24 requirements where they previously did not.
- Bob Barks (CALBO) voiced agreement that more consumer groups will be included into the mix. He noted that the process to inform them and support their needs is not in place, but does need to be developed. “A big goal for WHPA over the next 10 years is on how to help with that transition.”
- Bob Wiseman (IHACI) summarized that discussion is about transformation within the state, but also about transforming the consumer.
- Bob Barks (CALBO) added that the workforce also needs to be educated and transformed so they can properly educate consumers to help them make informed decisions. “We need a more informed and educated consumer, as well as the workforce necessary to make this happen.”
- Bob Wiseman (IHACI) asked if market transformation should be further defined.
 - The Chair replied that it does, but that this will also need to be somewhat of a living document.
- Bob Barks (CALBO) comments that it being a “living document” is a good description. He suggested that the content captured in the past five (5) minutes needs to be wordsmithed into a goal.
 - Judy Johnson (WHPA Staff – Key SEO) suggested that it was more of a deliverable goal instead of an overarching goal.
- The Chair suggested that some of the comments Judy Johnson (WHPA Staff – Key SEO) captured during the meeting may need to be moved to the other specific deliverable goals.
- Bob Barks (CALBO) reported that he needs to further review the captured content offline.
- The Chair commented that he “liked” the work already done to generalize the goals, particularly the removal of the California Energy Efficiency Strategic Plan and the broader focus.
- Mark Lowry (WHPA Staff – BBI) clarified that the intention was to not limit it so that it could be covered under whatever types of guideline basis might arise.

Next Steps

Those on the call reported the dates and times they could meet the week of December 4, 2017 for future scheduling.

ACTION: WHPA Staff to send calendar meeting notices for Mon Dec 4th from 11am – 12:30pm PST and Wed Dec 6th from 11am – 12:30pm PST.

The Chair asked WHPA Staff for input on how specific the work product needs to be for presentation to the Executive Committee (EC).



**WHPA Chartering Committee
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- Mark Lowry (WHPA Staff – BBI) clarified that the focus is on getting the basics for the formative documents, but noted that there are some specifics needed for inclusion in the Bylaws and Articles of Incorporation, such as clarification that there is an annual membership meeting, when/how voting takes place, plus identification of the Officers, etcetera. He clarified that general content will be provided, but that the initial incorporating documents may not necessarily include very specific details. Things that might require a vote later would be kept more general now.

Adjournment

The Chair adjourned the meeting at 12:16 p.m. PST.

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Summary of Action Items and Key Decisions (from above)

ACTION ITEMS

- **ACTION:** Mel Johnson (NCI) to further wordsmith the Vision and Mission content to reflect the meeting content about emerging technology, climate change, etcetera. (DONE)
- **ACTION:** WHPA Staff to distribute the meeting recording and redline version of the Vision, Mission and Goals for Chartering Committee review and comments. (DONE)
- **ACTION:** Barbara Hernesman (SynergyNexGen) confirmed she would look at the Goals from the WE&T perspective.
- **ACTION:** WHPA Staff to send calendar meeting notices for Mon Dec 4th from 11am – 12:30pm PST and Wed Dec 6th from 11am – 12:30pm PST. (DONE)

KEY DECISIONS

- **DECISION:** There was general agreement to put the November 29, 2017 meeting slides on the WHPA Chartering Committee webpage rather than going through the 501(c)(3) overview information during the meeting.
- **DECISION:** There was general agreement that the Vision should be a short paragraph and that the Mission should clarify how to achieve the Vision.
- **DECISION:** There was general concept agreement that the Vision should reflect that, *“The organization will serve as a credible, reliable, influential, and effective resource for the broad-based community of HVAC stakeholders who have joined forces to transform the marketplace focused on the energy, environmental quality, and sustainability goals of California.”*
- **DECISION:** There was general concept agreement that the Mission should reflect that, *“This organization will work as the guiding light for the state of CA HVAC stakeholders to condition, educate, and inform the marketplace and to benefit the consumers. We will continue our history of bringing together resources and facilitate communications among a wide set of market actors in inclusive action. The consumer is the recipient of these actions.”*