



**WHPA Chartering Committee
Teleconference Summary Notes
Monday, December 6, 2017
Scheduled for 11:00am – 12:30pm PST**

Call to Order

The WHPA Chartering Committee Chair (Chair), David Dias (JCEEP), called the meeting to order at 11:03 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. 8 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)	A
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)
InfoPlast	Wendy	Worrell	Other Stakeholder	P (Host/Scribe)
Key SEO	Judy	Johnson	Other Stakeholder	P (Work Product)

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** – Wendy Worrell (WHPA Staff, InfoPlast) – 5 min
- 2) **Chair’s Opening Comments** - Chair (David Dias, JCEEP) – 5 min
 - a. Transition Timeline Update Overview
- 3) **WHPA Vision, Mission & Overarching Goals Finalization for Bylaws Translation** – Chair (David Dias, JCEEP) - 30 min
Live Edits – Judy Johnson (WHPA Staff, Key SEO)
- 4) **Draft Bylaws and Articles of Incorporation Review and Development Discussion** – Mark Lowry, WHPA Staff, BBI) – 45 min
Live Edits – Judy Johnson (WHPA Staff, Key SEO)
 - a. Includes Discussion of Suggested Membership Category Reconfiguration based on the December 1st HSES Decision to “reduce the number of membership categories, reduce the number of IOU seats, and give each organization one vote.”
- 5) **Next Steps** – Chair (David Dias, JCEEP) - 5 min
 - a. Next Meeting (Proposed Options): Tuesday, December 12, 2017
 - i. Either from 10:00am – 11:30am PST
 - ii. Or from 3:30pm – 5:00pm PST
 - b. Next Agenda (Expected):
 - i. Bylaws Review and Discussion
 - ii. Articles of Incorporation Development
- 6) **Adjournment** by 12:30pm PST – Chair (David Dias, JCEEP)



WHPA Chartering Committee
Teleconference Summary Notes
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Chair's Opening Comments

The Chair welcomed the meeting participants, overviewed the above agenda and the updated timeline, including extension of incorporation document presentation to the WHPA Executive Committee to December 20, 2017, per [meeting slides](#) 3 – 5.

WHPA Vision, Mission & Overarching Goals Finalization for Bylaws Translation

The Chair reported that only the Vision, Mission, and Overarching Goals are needed for translation into the Bylaws, so the detailed Goal Strategies will be put on hold for now.

The Chair facilitated final vetting discussion of the Vision, Mission, and Overarching Goals while Judy Johnson (WHPA Staff – Key SEO) made viewable live edits.

VISION

The Chair read the Vision statement developed last meeting and asked for any questions or thoughts on it.

- Barbara Hernesman (SynergyNexGen) suggested removing the word “chase” in the last sentence so that it reads, “... impact the present, future, and the effects of the past.”
- The Chair commented that he assumed “change the effects of the past” alluded to past negative effects, but noted that the current wording does not indicate one way or the other.
- Barbara Hernesman (SynergyNexGen) voiced agreements that the statement should not make a judgment on the past and suggested removing all reference to the past.
- Mel Johnson (NCI) voiced agreement that what is being suggested makes sense. He clarified that the language he previously provided included opening sentences so in that context it made sense, but that with the current content, it makes the most sense to keep it brief.

Judy Johnson (WHPA Staff – Key SEO) revised the Vision to reflect the above comments.

VOTE: Barbara Hernesman (SynergyNexGen) motioned to approve the revised Vision. Ron Jarnagin (ASHRAE) seconded the motion. The motion carried by unanimous aye decision with no further discussion.

- The Revised Vision content reads, *“The Western HVAC Performance Alliance (WHPA) is an organization that will serve as a credible, reliable, influential, and effective resource for a broad-based community of HVAC stakeholders who have joined forces to transform the marketplace focused on the energy efficiency, environmental quality, and sustainability goals of California. Through stakeholder collaboration a united HVAC industry has the power to impact the present and the future.”*

MISSION

The Chair read the Mission statement and asked for any further comments on it.

VOTE: Mel Johnson (NCI) motioned to approve the existing Mission statement. Barbara Hernesman (SynergyNexGen) seconded the motion. The motion carried by unanimous aye decision with no further discussion.

- The Mission content reads, *“The WHPA will work as a guiding light for California stakeholders to educate and support present and future HVAC energy efficiency initiatives to benefit consumers. The organization will facilitate communication and action among a wide set of market actors through workforce education & training, emerging technologies, and industry-vetted HVAC programs.”*

GOALS

Per Chair request, Wendy Worrell (WHPA Staff – InfoPlast) read her Goal side note: *“As only the Overarching Goals are expected to be incorporated into the submitted Bylaws, I recommend ensuring Chartering Committee agreement on that section and perhaps the other Goal headings and then tabling the detailed Strategy discussion until after the Bylaws and Articles of Incorporation documents have been fully drafted and vetted. Perhaps the Chartering and/or HSES Committees might then develop a final draft of the Goals for further vetting and finalization at the Q1, 2018 In-Person meeting with whoever is invited as leadership of the organization.”*

DECISION: There was general agreement with the recommendation to focus on Overarching Goal Development rather than on specific Goal development to prioritize time toward development of the Bylaws and Articles of Incorporation, and for expectation that the Goals would be finalized during the Q1, 2018 In-Person meeting.



WHPA Chartering Committee
Teleconference Summary Notes
Monday, December 6, 2017
Scheduled for 11:00am – 12:30pm PST

Judy Johnson (WHPA Staff – Key SEO) reported that based on the discussion at the last Chartering Committee meeting and suggestion to follow the EBEE Action Plan format for listing goals, strategies, and sub-strategies, she assigned Strategy numbers to the Goals with understanding that any needed Sub-Strategies will be determined at some point in the future.

The Chair read the starting 3.1 Overarching Goals' content and asked for input.

- Barbara Hernesman (SynergyNexGen) suggested eliminating the phrase on (4) for “increased compliance, and”.
- Judy Johnson (WHPA Staff – Key SEO) reminded that it was clarified at the last meeting that compliance has broad range affecting all the goal areas, so it was recommended to include compliance in the overarching goals as well as have a specific compliance goal related to each goal section.
- Mel Johnson (NCI) suggested that the wording issues could be resolved by making it reference the vision and mission.
- The Chair suggested that (5) should more clearly state that the organization will drive market change.
- Judy Johnson (WHPA Staff – Key SEO) suggested that (5) is less of a goal than a mission statement. She commented that the message is that the organization recognizes change and will change with the market.

DECISION: There was general agreement to remove Overarching Goal (5) that read, “*act as an organization to continually change with the market and with market forces.*”

Barbara Hernesman (SynergyNexGen) asked if the other Goal category concepts (for 3.2 on) are visible in the Overarching Goals' section.

- The Chair commented that the silo goal references could be included in the Overarching Goals, but that there also needs to be notation that “these are the goals we have now, but that the goals are not limited to these”.

DECISION: There was general agreement on the revised language in the second paragraph of the Overarching Goals starting with, “The goals of the WHPA are...”

There was discussion about revising the order of the Overarching Goals.

- Judy Johnson (WHPA Staff - Key SEO) suggested that Overarching Goal (2) should be moved to (1).
- Barbara Hernesman (SynergyNexGen) suggested that if the Overarching Goals are being reorganized, item (2) starting with “identify specific” should be moved to the first item, (3) should be put to the second item, and (1) should be put below that as the new (3).
- The Chair voiced agreement with that suggestion.
- Mel Johnson (NCI) commented that with the current exercise, the Committee is ‘reverse engineering’ into the goals. He clarified that the goals should be a directive for accomplishing content in the vision and mission, but that the time needed for the group to “flush it out” is difficult. He added that the work on the overarching goals makes sense since it is about the vision and the mission to determine what WHPA will look like, but noted that review of Goal 3.2 on is too much to look at given the current time constraints.
- Wendy Worrell (WHPA Staff – InfoPlast) confirmed that the current plan (as referenced earlier in the meeting) is to focus on the overarching goals now and to push full review and goal decision to the expected Q1, 2018 In-Person Leadership (Board) meeting.
- Barbara Hernesman (SynergyNexGen) confirmed agreement that the Goal details are not being focused on now, but asked if the other Goal headings are represented in the overarching goals.
- The Chair clarified that the goals are proposed but not set in stone at this point.
- Mark Lowry (WHPA Staff – BBI) recommended that the Overarching Goals not be included in the Bylaws as “it is easier said than done to change things”. He clarified that the Bylaws and/or Articles of Incorporation require change at both the State and Federal levels, and that the Mission and the Vision statements are most important given the expedited timeline.
- Barbara Hernesman (SynergyNexGen) asked if the suggestion was to move to discussion of the Bylaws rather than focus on the organization at this point in the meeting.
- Mark Lowry (WHPA Staff – BBI) confirmed agreement to move to the Bylaws' discussion with notation that the Goals could further be discussed at a later date.
- Mel Johnson (NCI) commented that based on what he “sees in the product so far”, it is appropriate to proceed to discussion of the Bylaws.



WHPA Chartering Committee
Teleconference Summary Notes
Monday, December 6, 2017
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DECISION: There was general agreement that the Chartering Committee has provided enough Goal content as a starting point for further development as appropriate.

ACTION: WHPA Staff to distribute the Draft Goals to the Chartering and HSES Committees for email input on the Compliance goal suggestions and review of existing content as desired with understanding that further direct Committee development is on hold until the Bylaws and Articles of Incorporation are finalized.

Draft Bylaws & Articles of Incorporation Review and Development Discussion

Mark Lowry (WHPA Staff – BBI) reported that the Bylaws’ task would be started during this meeting, but not finished as additional content was needed, including discussion of the membership categories. He further reported that the background documents initially distributed included a [model template for bylaws](#) (add link to reference template). He noted the assumption that filing will still be done in California since, even though it might be easier to incorporate in another state, filing somewhere other than in California might cause some “political issue”. For that reason, the draft content developed is for incorporation in California.

Mark Lowry (WHPA Staff – BBI) overviewed the suggested content in the draft Bylaws.

ARTICLE 1 CORPORATE NAME DISCUSSION

Mark Lowry (WHPA Staff – BBI) noted that **Section 1.1** clarifies the Corporate name as the Western HVAC Performance Alliance.

- No opposing views were voiced.

ARTICLE 2 OFFICES DISCUSSION

Mark Lowry (WHPA Staff – BBI) clarified that Article 2 covers how and where the **principal office (Section 2.1)** and **other offices (Section 2.2)** can be established using boiler plate language.

- No opposing views were voiced.

ARTICLE 3 PURPOSES DISCUSSION

Mark Lowry (WHPA Staff – BBI) reported that **Section 3.1 General Purpose** and **Section 3.2 Specific Purpose** are closest to the language in the agreed upon Vision and Mission, but was cleansed to be as general as possible for approval without the need to go back for change. He asked for input on the draft language.

- While he voiced general agreement that the Specific Purpose was good, the Chair asked how difficult it would be to add refrigeration later.
- Mark Lowry (WHPA Staff – BBI) confirmed that it would require new bylaws with submission “to the State and the Feds”.
- Mel Johnson (NCI) asked if the reference to “energy efficiency” covered emerging technology.
- Mark Lowry (WHPA Staff – BBI) clarified that technology, Workforce Education and Training (WE&T), “and everything” is included in energy efficiency without specifically being stated.
- Barbara Hernesman (SynergyNexGen) voiced agreement, but noted that many “other than us” do not understand what is fully covered in energy efficiency. She asked if there was any objection to including the phrase “emerging technology” after “energy efficiency” and before “environmental quality” in Section 3.2.
- Judy Johnson (WHPA Staff – Key SEO) asked if emerging technology is a goal or a means to a goal.
- Barbara Hernesman (SynergyNexGen) clarified that based on content coming from community colleges, etc. emerging technology is being regularly presented.
- The Chair commented that emerging technology is a means to a goal.
- Mark voiced agreement with the Chair’s statement. He noted that if existing technology was sufficient, new technologies would not continually be sought.
- Mel Johnson (NCI) reported that he and Barbara Hernesman (SynergyNexGen) are “picking up on where the market is with microgrid and renewables” and clarifying that “it won’t happen without emerging technologies”.
- Bob Wiseman (IHACI) noted that there are a lot of situations like that, including compliance, so it does not need to specifically be spelled out in the Bylaws.
- Ron Jarnagin (ASHRAE) commented that based on his experience, the best path is to keep it general the way it is. He clarified that it is important to talk it all through as the Committee is doing to cover all the range needed, but noted that the language should be kept as general as possible.
- Mel Johnson (NCI) agreed that broadness is needed. He suggested adding the word “outcome” in place of “goals”.
- Mark Lowry (WHPA Staff – BBI) suggested putting “goal based outcomes” instead.



**WHPA Chartering Committee
Teleconference Summary Notes
Monday, December 6, 2017
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- Based on the above discussion, Judy Johnson (WHPA Staff – Key SEO) _drafted “goals and outcomes” to which all voiced agreement.

DECISION: There was general agreement to have the final content for Article 3, Section 3.2 “Specific Purpose” read as follows to avoid the need to undergo the bylaws submission process again when the timing is right to add refrigeration, but with understanding that the reference to refrigeration would not be enacted until an unspecified future timeframe:

- “The specific purpose of the Corporation shall include without limitation, serve as a credible, reliable, influential, and effective resource for a broad-based community of stakeholders who have joined forces to transform the Heating, Ventilation, Air Conditioning, and Refrigeration marketplace focused on energy efficiency, environmental quality, and sustainability goals and outcomes.”*

ARTICLE 4 LIMITATIONS DISCUSSION

Mark Lowry (WHPA Staff – BBI) noted that **Section 4.1 Political Activities** and **Section 4.2 Prohibited Activities** covered HSES Committee recommendations, so he suggested that the language not be changed.

- No opposing views were voiced.

ARTICLE 5 DEDICATION OF ASSETS DISCUSSION

Mark Lowry (WHPA Staff – BBI) reported that **Section 5.1 Property Dedicated to Nonprofit Purposes** and **Section 5.2 Distribution of Assets Upon Dissolution** was standard content, so he suggested no changes.

- No opposing views were voiced.

ARTICLE 6 MEMBERSHIPS DISCUSSION

Mark Lowry (WHPA Staff – BBI) reported that **Sections 6.1, 6.2, and 6.3** covers **Members, Classes and Eligibility of Membership, and Annual Dues**. For content development, Mark reported that he followed the EGIA membership format. He also noted that although the template recommends not having a voting membership, WHPA does intend to have voting members.

CONSOLIDATED MEMBERSHIP CATEGORIES DISCUSSION

Based on prior HSES Recommendation to consolidate the membership categories, Mark Lowry (WHPA Staff – BBI) suggested consolidating down to four (4) categories eligible for full membership (per the Membership Categories – 2018+ Chart to the right).

- Barbara Hernesman (SynergyNexGen) recommended reordering the suggested categories.
 - Mark Lowry (WHPA Staff – BBI) voiced agreement for the above recommendation and noted that he consolidated the categories based on the existing order of the historical WHPA categories mapped in the referenced chart. He further clarified that the chart is a map for what is proposed and where the current membership categories would fall, with suggestion that RENs would be included in the Utility category. He noted that the final content would not specify “California” as in the historical “California IOU” phrasing. He also noted that the “Industry/Consumer Organization” category covers overarching bodies. He commented that he was unsure if that category was the best location for organized labor.

(Scribe Note: Ron Jarnagin (ASHRAE) dropped off the call at 12:00pm during this discussion.)

- Following Barbara Hernesman’s (SynergyNexGen) comment about the “Utility” category being those who provide energy, Mark Lowry (WHPA Staff – BBI) suggested changing that category name to “Energy Resource Providers.”
- The Chair suggested that there might be a need to clarify more enforcement officials in the categorization.

Membership Categories – 2018+

Membership categories:

Utility	California IOU
	Publicly Owned Utility
	Regional Energy Network
Local/State/Federal Gov't Agency	CPUC
	Codes & Standards Official (Association or Jurisdiction)
	Government (Other Than CPUC)
Industry/Consumer Organization	Certifying Body
	Contractor Association
	Distributor Association
	Engineering Society
	HVAC Manufacturer Association
	Organized Labor
	Owner/Facility/Property Management Association
	Energy Efficiency Organization
	Research Organization
Direct Supply Chain/Market Actor	Contractor (Nonresidential)
	Contractor (Residential)
	Controls (Manufacturer or Distributor)
	Distributor
	Educator, Trainer
	Energy Efficiency Program Consultant
	HVAC Manufacturer
	Owner/Facility Management/Property Management Company
	Third Party Quality Assurance Provider
Associate	Emeritus
	Media
	Other Stakeholder



WHPA Chartering Committee
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- In reply to inquiry, Wendy Worrell (WHPA Staff – InfoPlast) clarified that the Contractors State License Board (CSLB) is currently covered under “Government (Other than CPUC)”.
- The Chair suggested that the Consumer Protection Agency might be needed.
- Mark Lowry (WHPA Staff – BBI) reminded that the “Government (Other than CPUC)” category is in the current structure, but that in the future structure, those member organizations would fall into the “Local/State/Federal Government Agency” category, in which more than one organization is allowed.
- Judy Johnson (WHPA Staff – Key SEO) reported that the chart shows mapping from the current to the proposed membership categories.
 - Mark Lowry (WHPA Staff – BBI) confirmed that going forward, the existing WHPA categories would not be shown.
- Although there was general agreement to simplify membership categories to those suggested as revised during the meeting, Mel Johnson (NCI) asked for clarification on where private schools, public schools, and consumer input be put.
 - Mark Lowry (WHPA Staff – BBI) clarified that they would be in the “Direct Supply Chain/Market Actor” category.
- Barbara Hernesman (SynergyNexGen) asked about private and public trainers and educators.
 - Mark Lowry (WHPA Staff – BBI) clarified that going forward, the “trainer/educator” category would not specifically be “spelled out”. He noted that he sees it as having direct participation in the supply chain. He also commented that the “Owner” in the current paradigm refers to the owner of the equipment.
- Judy Johnson (WHPA Staff – Key SEO) asked if “consumer” should specifically be stated to match the Vision and Mission.
 - Barbara Hernesman (SynergyNexGen) asked if that was covered in the “Industry/Consumer Organization” category.
 - Mark Lowry (WHPA Staff – BBI) clarified that the referenced category would be more focused toward the associations than the individual end-users. He suggested that the “Direct Supply Chain/Market Actor” have “End User” added to clarify that it is the individual end user rather than an association.
- Bob Wiseman (IHACI) commented that he “struggled with ‘educator/trainer’ in the ‘industry/consumer organization’ category rather than as the ‘supply chain’.” He noted that he sees the HERS rater as being in the supply chain.
 - Mark Lowry (WHPA Staff – BBI) commented that he sees Third Party Quality Assurance Providers like CalCERTS as an “Industry/Consumer Organization”, but the HERS Raters themselves as part of the “Direct Supply Chain”.
- Per Mark Lowry’s (WHPA Staff – BBI) request, Judy Johnson (WHPA Staff – Key SEO) italicized the additional categories for mapping to clarify changes from the existing WHPA membership structure.
- Mel Johnson (NCI) commented that “Educator/Trainer” should be in the “Industry/Consumer Organization” category.
 - Mark Lowry (WHPA Staff – BBI) asked if that category header should be expanded to include “Educational” to read, “Industry/Consumer/Educational Organization”.
- In reply to the Chair’s inquiry about if the task is to only finalize the consolidated category headers, Mark Lowry (WHPA Staff – BBI) confirmed that it is, but that the mapping is needed “to sell it in future HSES and EC meetings”.
- In reply to Bob Wiseman’s inquiry (IHACI) about if the private school reference was to “where they own equipment that is cooling their school as opposed to where they are providing education, Mark Lowry (WHPA Staff – BBI) confirmed that it refers to an owner situation.
- It was noted that consulting organizations would probably be in the “Industry/Consumer Organization” category, but not directly in the supply chain.
- Mark Lowry (WHPA Staff – BBI) noted that he included Energy Efficiency Program Consultants in the “Supply Chain” category as those who help guide the project from front end design.
 - Mel Johnson (NCI) commented that there are various consultants that affect the supply chain.
- Mark Lowry (WHPA Staff – BBI) reiterated that he was defining mapping for existing categories and looking for any that were missed. He clarified that some consultants are program administrations noting that they need “a home in the future”. He asked if those consulting firms when acting as a third-party implementer part of the supply chain.
 - Bob Wiseman (IHACI) replied that “no more so than a Utility”.
 - Mel Johnson (NCI) clarified that it is tough question because of how the roles are defined. He noted that in the future it could be REN because of where they are transacting. He added that RENs do not provide power themselves, so they should be moved to another area.
 - Barbara Hernesman (SynergyNexGen) suggested moving RENs to “Industry/Consumer/Educational” category.
 - All voiced agreement that the above suggestion was a better fit.



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- Wendy Worrell (WHPA Staff – InfoPlast) asked if students would be added to the membership structure, perhaps in the “Associate” category.
 - Mark Lowry (WHPA Staff – BBI) confirmed that students would be included in the “Associate” category. He reported that the membership categories listed above the “Associate” category would have voting rights, but that the “Associate” category would be non-voting.
 - All voiced agreement to Mark Lowry’s (WHPA Staff – BBI) suggestion to reverse the order of the proposed membership categories.

DECISION: There was general agreement that the consolidated membership categories for 2018+ should be:

- Direct Supply Chain/Market Actor/End User
- Industry/Consumer Organization
- Local/State/Federal Government Agencies
- Energy Providers

In reply to Mel Johnson’s (NCI) inquiry on how much more there was to review for the Bylaws, Mark Lowry (WHPA Staff – BBI) clarified that the last big pieces are the Board of Directors and Officers of the Corporation.

Next Steps

The Chair noted that an additional meeting was proposed for Tuesday, December 12, 2017 from either 10:00am – 11:30am PST or from 3:30pm – 5:00pm and asked for input on availability for those options.

Based on input received during the meeting, the next Chartering Committee meeting was confirmed for Tuesday, December 12, 2017 from 3:30pm – 5:00pm with the agenda to include continued Bylaws and Articles of Incorporation development.

ACTION: WHPA Staff to distribute a calendar meeting notice for December 12, 2017 from 3:30pm – 5:00pm PST.

Adjournment

The Chair adjourned the meeting at 12:32 p.m. PST.

* * * * *

Summary of Action Items and Key Decisions (from above)

ACTION ITEMS

- **ACTION:** WHPA Staff to distribute the Draft Goals to the Chartering and HSES Committees for email input on the Compliance goal suggestions and review of existing content as desired with understanding that further direct Committee development is on hold until the Bylaws and Articles of Incorporation are finalized. (DONE)
- **ACTION:** WHPA Staff to distribute a calendar meeting notice for December 12, 2017 from 3:30pm – 5:00pm PST. (DONE)

KEY DECISIONS

- **VOTE:** Barbara Hernesman (SynergyNexGen) motioned to approve the revised Vision. Ron Jarnagin (ASHRAE) seconded the motion. The motion carried by unanimous aye decision with no further discussion.
 - The Revised Vision content reads, *“The Western HVAC Performance Alliance (WHPA) is an organization that will serve as a credible, reliable, influential, and effective resource for a broad-based community of HVAC stakeholders who have joined forces to transform the marketplace focused on the energy efficiency, environmental quality, and sustainability goals of California. Through stakeholder collaboration a united HVAC industry has the power to impact the present and the future.”*
- **VOTE:** Mel Johnson (NCI) motioned to approve the existing Mission statement. Barbara Hernesman (SynergyNexGen) seconded the motion. The motion carried by unanimous aye decision with no further discussion.
 - The Mission content reads, *“The WHPA will work as a guiding light for California stakeholders to educate and support present and future HVAC energy efficiency initiatives to benefit consumers. The organization will facilitate communication and action among a wide set of market actors through workforce education & training, emerging technologies, and industry-vetted HVAC programs.”*



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- **DECISION:** There was general agreement with the recommendation to focus on Overarching Goal Development rather than on specific Goal development to prioritize time toward development of the Bylaws and Articles of Incorporation, and for expectation that the Goals would be finalized during the Q1, 2018 In-Person meeting.
- **DECISION:** There was general agreement with the revised language in the second paragraph of the Overarching Goals starting with, “The goals of the WHPA are...”
- **DECISION:** There was general agreement that the Chartering Committee has provided enough Goal content as a starting point for further development as appropriate.
- **DECISION:** There was general agreement to have the final content for Article 3, Section 3.2 “Specific Purpose” read as follows to avoid the need to undergo the bylaws submission process again when the timing is right to add refrigeration, but with understanding that the reference to refrigeration would not be enacted until an unspecified future timeframe:
 - *“The specific purpose of the Corporation shall include without limitation, serve as a credible, reliable, influential, and effective resource for a broad-based community of stakeholders who have joined forces to transform the Heating, Ventilation, Air Conditioning, and Refrigeration marketplace focused on energy efficiency, environmental quality, and sustainability goals and outcomes.”*
- **DECISION:** There was general agreement that the consolidated membership categories for 2018+ should be:
 - Direct Supply Chain/Market Actor/End User
 - Industry/Consumer Organization
 - Local/State/Federal Government Agencies
 - Energy Providers