I. Call to Order
The 2017 Winter meeting of the ASHRAE Associate Society Alliance (AASA) was called to order at 4:30 pm by Chair, Tom Watson, in Florentine III & IV of Caesar's Palace. Introductions were made and those in attendance are listed in Attachment D.

II. Signing of UNEP ASHRAE Work Plan
Ayman El-Taloumy, Shamila Nair-Bedouel, & Tim Wentz

III. Society Announcements and Presentations
ASHRAE UNEP Coordination – Ayman Eltaloumy, Programme Officer
United Nations Environment Programme (UNEP)
Regional Office for West Asia (ROWA)
P.O. Box 10880
Manama, Bahrain
Ayman.eltaloumy@unep.org
Phone: 973 3604 4811 | Fax: 973 1782 5110

IV. Recently Approved AASA by BOD at 2017 Winter Conference
• Associação Brasileira de Facilities (ABRAFAC)

V. Approval of Draft Minutes from St. Louis
It was moved and seconded
1) That the minutes from the 2016-06-27 AASA Meeting in St. Louis be approved; minutes were unanimously approved

VI. Contact List of Organizations (Attachment B)

VII. CTTC Webcast
“Take Control: Using Analytics to Drive Building Performance” – Nathan Hart
20-April-2017; 1:00 – 4:00 PM EDT

VIII. Future of AASA – Bjarne Olesen
• Ad Hoc conducting RAL study to better serve members in Europe
IX. Subcommittee Updates
- Website – Mehboob (please send any suggestions to Farhan Mehboob)
  - AASA Meeting details added to website
  - Outdated content was removed
  - News tab updated with new conferences
  - Associate Society descriptions updates (18 completed updated questionnaires)

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- Honors and Awards – Reichert (please send any suggestions to Irene Reichert)
  - Gerald C. Groff received John F. James Award (nominated by AASA)
  - Samir Traboulsi is a member of the ASHRAE Honors & Awards Committee

X. Review of Action Items from St. Louis
Mr. Watson reported the status on the following action items:
- Action Item #1 – closed
- Action Item #2 - ongoing
- Action Item #3 to be closed in six months – Italy, Brazil, Colombia, Argentina (GoToWebinar)
- Action Item #5 – complete
- Action Item #7 – closed
- Action Item #10 – complete
- Action Item #11 - ongoing

XI. Presentations by Associate Societies

XII. Upcoming Events (Attachment D)

XIII. Other Business

XIV. Chair’s Remarks
Next AASA meeting will be at the ASHRAE 2017 Annual Conference – Long Beach, California

XV. Adjournment
Meeting adjourned at 6:05 p.m. by Chair, Tom Watson