

**INTERNATIONAL  
BUILDING  
PERFORMANCE  
SIMULATION  
ASSOCIATION**

**ANNUAL GENERAL MEETING OF THE  
MEMBERS**

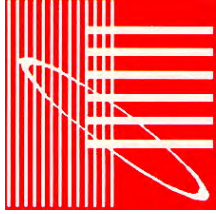
**9 August 2017**

**INTERNATIONAL BUILDING PERFORMANCE SIMULATION ASSOCIATION (IBPSA)**

**ANNUAL GENERAL MEETING OF THE MEMBERS**

The Annual General Meeting of the Members of the **INTERNATIONAL BUILDING PERFORMANCE SIMULATION ASSOCIATION (IBPSA)** is called for and will be held in conjunction with Building Simulation 2017 at the Hyatt Regency San Francisco, 5 Embarcadero Center, San Francisco, CA, USA on the 9th day of August, 2017, at 13h00 local time, with the following agenda:

1. Call to order; determination of number of members present in person and by proxy.
2. Approval of agenda.
3. To announce results of the 2017 election of Directors.
4. To receive the Annual Financial Report of the Corporation for the financial year ended June 30, 2017 as shown in Attachment 2017-A and to consider, and if thought fit, pass Member Resolution 2017-1 (attached below) approving that report.
5. To consider, and if thought fit, pass Member Resolution 2017-2 (attached below) approving the appointment of the Public Accountant for the Corporation
6. To consider and, if thought fit, pass Resolution of Members 2017-3 (attached below) ratifying and confirming the past acts of the Directors and Officers of the Corporation.
7. To transact such other business as may properly come before the meeting or any adjournment or adjournments thereof.
8. Adjourn.



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**9 August 2017**

### ***Resolution of Members 2017-1***

APPROVAL OF FINANCIAL REPORT

RESOLVED THAT the financial report for the year ending 30 June 2017 (shown below as Attachment 2017-A) is received and approved.

### ***Resolution of Members 2017-2***

APPOINTMENT OF PUBLIC ACCOUNTANT

RESOLVED THAT McClurkin Ahier & Company LLP are hereby appointed as the Public Accountant of the Corporation, to hold office until the next Annual Meeting of Members, at such remuneration as may be fixed by the Board of Directors of the Corporation, the Directors being hereby authorized to fix such remuneration.

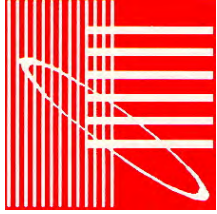
### ***Resolution of Members 2017-3***

RATIFICATION OF THE ACTS OF THE DIRECTORS AND OFFICERS

RESOLVED THAT those acts and omissions of each Officer and Director of the Corporation, which:

1. were within their respective scopes of authority;
2. did not constitute a breach of their respective duties to act honestly and in good faith with a view to the best interests of the Corporation and to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances; and
3. since the date of the last resolution of this nature, are referred or appear in or may be inferred from any resolution, minutes of meetings, financial statements, registers, records, reports or notices of or concerning the Corporation which are summarized in Attachment 2017-B and are now or have been available to the Members;

are hereby ratified, sanctioned and approved.



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**ANNUAL GENERAL MEETING OF THE  
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**9 August 2017**

**Attachment 2017-A**

**Financial report for year ending June 30, 2017**

INTERNATIONAL BUILDING  
PERFORMANCE SIMULATION  
ASSOCIATION >

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# financial statements

>YEAR ENDED JUNE 30, 2017

MAC LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

# financial statements

>YEAR ENDED JUNE 30, 2017

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## REVIEW ENGAGEMENT REPORT

To the Members of International Building Performance Simulation Association:

We have reviewed the statement of financial position of International Building Performance Simulation Association as at June 30, 2017 and the statements of operations, changes in net assets, and changes in financial position for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the organization.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

*MAC LLP.*

Waterloo, Ontario  
July 24, 2017

LICENSED PUBLIC ACCOUNTANTS  
CHARTERED PROFESSIONAL ACCOUNTANTS

INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

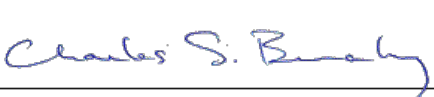
# statement of financial position


>JUNE 30, 2017

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	2017	2016
		U.S. Funds
<i>assets</i>		
current		
Cash	\$ 94,016	\$ 44,730
Accounts receivable	-	54,004
Advances receivable	<u>10,000</u>	<u>9,371</u>
	<u>\$ 104,016</u>	<u>\$ 108,105</u>
<i>liabilities</i>		
current		
Accounts payable and accrued liabilities	\$ 10,975	\$ 4,933
Deferred income	<u>5,000</u>	<u>-</u>
	<u>15,975</u>	<u>4,933</u>
<i>net assets</i>		
Unrestricted net assets	<u>88,041</u>	<u>103,172</u>
	<u>\$ 104,016</u>	<u>\$ 108,105</u>

Approved on behalf of the board:

  
\_\_\_\_\_  
Director July 26, 2017

  
\_\_\_\_\_  
Director July 26, 2017

INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

# statement of changes in net assets

>YEAR ENDED JUNE 30, 2017

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	2017	2016
	U.S. Funds	
balance, beginning of year	\$ 103,172	\$ 66,524
Deficiency of revenue over expenses for the year	<u>(15,131)</u>	<u>36,648</u>
balance, end of year	<u>\$ 88,041</u>	<u>\$ 103,172</u>



INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
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# statement of operations

>YEAR ENDED JUNE 30, 2017

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	2017	2016
	U.S. Funds	
revenue		
Conference	\$ 1,006	\$ 49,148
Journal	17,562	16,631
Member dues	2,237	2,600
Interest	<u>33</u>	<u>16</u>
	<u>20,838</u>	<u>68,395</u>
expenses		
Awards	8,700	6,830
Bank charges and interest	170	95
Conference	-	2,851
Dues and fees	-	15
Elections	1,863	1,794
Journals	12,753	12,798
Meetings	5,570	-
Membership	432	432
Newsletter	2,932	3,237
Professional fees	3,127	3,530
Website	<u>422</u>	<u>165</u>
	<u>35,969</u>	<u>31,747</u>
deficiency of revenue over expenses for year	\$ <u>(15,131)</u>	\$ <u>36,648</u>

INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

# statement of cash flows

>YEAR ENDED JUNE 30, 2017

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	2017	2016
	U.S. Funds	
operating activities		
Deficiency of revenue over expenses for year	\$ (15,131)	\$ 36,648
Changes in non-cash working capital:		
Decrease in accounts receivable	54,004	(54,004)
Increase in advances receivable	(629)	629
Increase in accounts payable and accrued liabilities	6,042	529
Increase in deferred income	<u>5,000</u>	<u>-</u>
Net change in cash for the year	49,286	(16,198)
cash balance, beginning of year	<u>44,730</u>	<u>60,928</u>
cash balance, end of year	<u>\$ 94,016</u>	<u>\$ 44,730</u>

# notes to financial statements

>JUNE 30, 2017

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## 1. purpose of organization

The mission of International Building Performance Simulation Association, the "Organization", is to advance and promote the science of building performance simulation in order to improve the design, construction, operation, and maintenance of new and existing buildings worldwide. The Organization is incorporated under the Canada Not-For-Profit Corporations Act as a not-for-profit organization and is exempt from income tax for Canadian income tax purposes.

## 2. significant accounting policies

**Basis of Accounting** - These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

**Revenue Recognition** - The Organization follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue when received. Restricted contributions are recognized as revenue when the related expense is incurred.

Conference income is recognized in the period the conference occurs.

Journal income and member dues are recognized when received.

### **Financial Instruments**

**Measurement** - The Organization initially measures its financial assets and liabilities at fair value. The Organization subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash and advances receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Organization has not designated any financial asset or liability to be measured at fair value.

**Impairment** - Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized as operating cost. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is not greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized as income from operations.

**Contributed Services** - The Organization receives many hours of contributed services from the board members and volunteers. Because of the difficulty in determining their fair value, contributed services are not recognized in these financial statements.

# notes to financial statements

>JUNE 30, 2017

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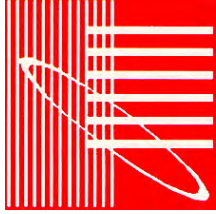
**Disclosure and Use of Estimates** - The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known.

Estimates are used when accounting for certain items such as revenues.

## 3. financial instruments

**Risk Management** - The significant risk to which the Organization is exposed is liquidity risk.

**Liquidity Risk** - Liquidity risk is the risk that the Organization will not be able to meet its obligations associated with financial liabilities. Cash flow from operations provides a substantial portion of the Organization's cash requirements



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## **Attachment 2017-B**

# **Summary of Acts of the Directors and Officers 2016 – 2017**

As specified in the by-law 2014-1 approved by the IBPSA membership on 21 September 2014, the business of the Association is conducted by the Board of Directors and its Executive Committee. In meetings held since the 2016 Annual Meeting of Members in Newcastle-upon-Tyne, UK on 11 September 2016, the following actions were taken by the Board of Directors and its Executive Committee. Full meeting minutes are available upon request.

### ***Board of Directors Meeting, 11 September 2017, Newcastle-upon-Tyne, UK***

Present: Charles Barnaby, Lori Mc Elroy, Pieter De Wilde, Michael Wetter, Ian Beausoleil-Morrison, Matthias Haase, Christina Hopfe, Drury Crawley, Christoph van Treeck, Veronica Soebarto, Vincenzo Corrado, Yoshiyuki Shimoda, Wanda Zuo, Malcolm Cook, Paul Strachan, Rajan Rawal, Ala Hasan, Andrea Gasparella, Jon Hand, Francesco Babich (observer), Lubo Jankovic (observer)

Discussed:

- Outcome of BOD election, confirmation of officers, approval of minutes of meeting in Hyderabad, action items, president's report, financial report, election report, conference committee report, publications committee report, communications committee and website report, IPBPSA projects, awards and fellows committee report, membership and regional affiliate development committee report, education committee report, college of fellows report, futures committee report, budget, and meeting planning.

Motions:

1. That the agenda of the meeting is accepted (carried unanimously)
2. That the current officers continue in their roles: Charles Barnaby as president; Lori McElroy as vice-president; Pieter de Wilde as Secretary. Further, that Wangda Zuo is appointed as treasurer (carried unanimously)

3. That the minutes of the BOD meeting from 10 December 2015 in Hyderabad, India, are accepted (carried unanimously)
4. That the minutes of the ExCom meetings that have taken place in between the meetings in Hyderabad, India (10 December 2015) and Newcastle-upon\_Tyne, UK (11 September 2016) are approved by the members of ExCom (carried unanimously)
5. That the final report by the conference committee on BS2015 is accepted (carried unanimously)
6. That hosting BS2019 is awarded to IBPSA-Italy for their bid to organize the conference in Rome (9 votes in favour, 2 abstain; 2 voting members having left the room)
7. That the conference committee is asked to enter into negotiations with IBPSA-NVL in order to find out whether they would be willing to submit an exclusive bid for hosting BS2021, on the basis of the bid submitted for BS2019, with only doing an update of the finances to reflect the different date. The team is to remain the same; if accepted an MOU is to be signed as soon as feasible. (9 votes in favour, 2 abstain; 2 voting members having left the room)
8. That the budget as presented by Michael Wetter (outgoing treasurer) is accepted (carried unanimously)

### ***Executive Committee Teleconference, 13 October 2016***

Present: Charles Barnaby, Pieter de Wilde, Wangda Zuo, Paul Bannister, Andrea Gasparella, Christina Hopfe, Veronica Soebarto, Michael Wetter, Matthias Haase, Vincenzo Corrado, Raul Ajmat

#### Discussed:

- Minutes of the full BOD meeting in Newcastle on 11 September – to be approved by full Board rather than ExCom
- Preparations for BS2017 and related AGM
- Supporting membership scheme
- IBPSA Projects
- Affiliate development

#### Decisions and actions:

1. Barnaby and Strachan to liaise about announcement of BS2019 and BS2021
2. Barnaby, McElroy and Wilson to discuss income generation via education webinars

#### Motions:

1. That Wangda Zuo, Charles Barnaby and Lori McElroy should have signing authority on the IBPSA bank accounts held at RCB Bank, Stillwater, Oklahoma, USA. The signature of any one (1) of those named is sufficient to authorize payments and other bank actions (carried unanimously)

### ***Executive Committee Teleconference, 8 December 2016***

Present: Charles Barnaby, Pieter de Wilde, Andrea Gasparella, Christina Hopfe, Michael Wetter, Drury Crawley, Vincenzo Corrado, Rajan Rawal

Discussed:

- Update on BS2017 preparations, including details of how to handle the modelling competition.
- Progress on review of nominations for the 2017 Class of Fellows.
- Projects, webinars, affiliate developments.

Motions:

1. That the Minutes of the previous meeting of 13 October 2016 are approved (carried unanimously)
2. That any variations on the modelling competition, as developed by the local conference hosts of Building Simulation, will fall under the Awards & Fellows Committee remit (carried unanimously)
3. That the recommendation to award FIBPSA to the 15 nominees for whom the review is completed is taken over by BOD (carried unanimously)

### ***Executive Committee Teleconference, 16 February 2017***

Present: Charles Barnaby, Pieter de Wilde, Ian Beausoleil-Morrison, Andrea Gasparella, Christina Hopfe, Drury Crawley, Veronica Soebarto, Vincenzo Corrado, Jyotirmay Mathur, Cheol-Soo Park, James O'Donnell

Discussed:

- Completion of transfer of treasurer role from Wetter to Zuo
- Further FIBPSA nominations
- Progress on BS2017, IBPSA Project 1 and project management procedures
- JBPS contract with Taylor & Francis
- MOU with ISHRAE, the Indian counterpart of ASHRAE
- Education and affiliates progress

Decisions and actions:

1. Barnaby to contact new FIBPSAs and their nominators of outcomes
2. MOU with ISHRAE to be signed by IBPSA India

Motions:

1. That the Minutes of the previous meeting of 8 December 2016 are approved (carried unanimously)
2. That the recommendation to award FIBPSA to full slate of 17 nominees taken over by BOD (carried unanimously)
3. That ExCom approves the new contract with T&F (carried unanimously)

### ***Executive Committee Teleconference, 13 April 2017***

Present: Charles Barnaby, Lori McElroy, Pieter de Wilde, Wangda Zuo, Ian Beausoleil-Morrison, Drury Crawley, Michael Wetter, Jørgen Erik Christensen, Vincenzo Corrado, Malcolm Cook, José Luis Jaspeado Escalona, Jyotirmay Mathur, Cheol-Soo Park, Rajan Rawal

Discussed:

- Contract for JBPS with T&F has been signed, with some small improvements for IBPSA.
- Review of nominations for Honorary Awards
- Progress on preparations for BS2017, including non-paper presentations, visa issues, and IBPSA having a booth
- Project and project management
- Publication committee updates.

Decisions and actions:

1. Crawley to ask van Treeck to include Vietnam in website, and ensure board members of IBPSA Vietnam are invited to attend BS2017.
2. Beausoleil-Morrison to arrange the 2017 Board Election using TrueVote.

Motions:

1. That the Minutes of the previous meeting of 16 February 2017 are approved (carried unanimously)
2. That Vietnam is approved to become the 32nd Regional Affiliate of IBPSA (carried unanimously)
3. That the Board accepts the recommendations of the Awards and Fellows Committee for 2017 recipients of the three Honorary Awards (Distinguished Achievement Award, Innovative Application Award, Outstanding Young Contributor Award) - carried with 6 votes in favour, one abstain due to closeness to a nominee

### ***Executive Committee Teleconference, 15 June 2017***

Present: Charles Barnaby, Lori McElroy, Pieter de Wilde, Wangda Zuo, Paul Bannister, Ian Beausoleil-Morrison, Drury Crawley, Christina Hopfe, Veronica Soebarto, Michael Wetter, Raul Ajmat, Liam O'Brien, José Luis Jaspeado Escalona, Matthias Haase, Cheol-Soo Park, Paul Strachan

Discussed:

- BS2017 preparations and status, in significant detail and including financial projections.
- Progress on the 2017 Election
- AGM Preparation and proxies
- Project 1 and project management
- IBPSA-USA Membership map
- Affiliates development and membership administration

Decisions and actions:

1. Crawley, Barnaby and de Wilde to look into and new membership administration system, preferably one that also can handle voting.



Motions:

1. That the Minutes of the previous meeting of 13 April 2017 are approved (carried unanimously)
2. That the Publication Committee can purchase a banner for a cost of up to US\$300, while checking with Bannister whether an existing one is available that may be reused (carried unanimously)

***Executive Committee Teleconference, 24 July 2017***

Present: Charles Barnaby, Lori McElroy, Pieter de Wilde, Wangda Zuo, Ian Beausoleil-Morrison, Andrea Gasparella, Christina Hopfe, Christoph van Treeck, Michael Wetter, Cheol-Soo Park

Discussed:

- Draft financial report for the financial year ending 30 June 2017
- Outcomes of the 2017 BOD Election
- BS2017 final preparations.

Motions:

1. That the Minutes of the previous meeting of 15 June 2017 are approved (carried unanimously)
2. That the Draft Financial Report for the financial year ending 30 June 2017 is approved (carried unanimously)