

**INTERNATIONAL
BUILDING
PERFORMANCE
SIMULATION
ASSOCIATION**

**ANNUAL GENERAL MEETING OF THE
MEMBERS**

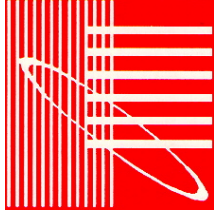
8 September 2018

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 at the Department of Engineering, Roma Tre University, Via Vito Volterra 62, Rome, Italy on the 8th day of September, at 08h30 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 2018 election of Directors.
4. To receive the Annual Financial Report of the Corporation for the financial year ended June 30, 2018 as shown in Attachment 2018-A and to consider, and if thought fit, pass Member Resolution 2018-1 (attached below) approving that report.
5. To consider, and if thought fit, pass Member Resolution 2018-2 (attached below) approving the appointment of the Public Accountant for the Corporation
6. To consider and, if thought fit, pass Resolution of Members 2018-3 (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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8 September 2018

Resolution of Members 2018-1

APPROVAL OF FINANCIAL REPORT

RESOLVED THAT the financial report for the year ending 30 June 2018 (shown below as Attachment 2018-A) is received and approved.

Resolution of Members 2018-2

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.

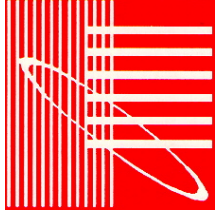
Resolution of Members 2018-3

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 2018-B and are now or have been available to the Members;

are hereby ratified, sanctioned and approved.



**INTERNATIONAL
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**ANNUAL GENERAL MEETING OF THE
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8 September 2018

Attachment 2018-A

Financial report for year ending June 30, 2018

INTERNATIONAL BUILDING
PERFORMANCE SIMULATION
ASSOCIATION >

financial statements

>YEAR ENDED JUNE 30, 2018

INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

financial statements

>YEAR ENDED JUNE 30, 2018

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INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of International Building Performance Simulation Association:

We have reviewed the accompanying financial statements of International Building Performance Simulation Association that comprise the balance sheet as at June 30, 2018, and the statements of income, retained earnings and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of International Building Performance Simulation Association as at June 30, 2018, and the results of its operations and its cash flows for the year then ended, in accordance with Canadian accounting standards for not-for-profit organizations.

Waterloo, Ontario
August 22, 2018

MAC LLP.

LICENSED PUBLIC ACCOUNTANTS
CHARTERED PROFESSIONAL ACCOUNTANTS


INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of financial position


>JUNE 30, 2018

	2018	2017
		U.S. Funds
<i>assets</i>		
current		
Cash	\$ 101,189	\$ 94,016
Advances receivable	<u>78,616</u>	<u>10,000</u>
	<u>\$ 179,805</u>	<u>\$ 104,016</u>
<i>liabilities</i>		
current		
Accounts payable and accrued liabilities	\$ 2,776	\$ 10,975
Deferred income	<u>-</u>	<u>5,000</u>
	2,776	15,975
<i>net assets</i>		
Unrestricted net assets	<u>177,029</u>	<u>88,041</u>
	<u>\$ 179,805</u>	<u>\$ 104,016</u>

Approved on behalf of the board:



Director



Director

INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of changes in net assets

>YEAR ENDED JUNE 30, 2018

	2018	2017
	U.S. Funds	
balance, beginning of year	\$ 88,041	\$ 103,172
Excess of revenue over expenses for the year	<u>88,988</u>	<u>(15,131)</u>
balance, end of year	\$ <u>177,029</u>	\$ <u>88,041</u>

INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of operations

>YEAR ENDED JUNE 30, 2018

	2018	2017
	U.S. Funds	
revenue		
Conference	\$ 146,619	\$ 1,006
Journal	37,425	17,562
Member dues	2,034	2,237
Interest	39	33
Unrealized foreign exchange gain	<u>(6,165)</u>	<u>-</u>
	<u>179,952</u>	<u>20,838</u>
expenses		
Awards	342	8,700
Bank charges and interest	261	170
Conference	63,373	-
Elections	1,968	1,863
Journals	11,893	12,753
Meetings	5,240	5,570
Membership	1,458	432
Newsletter	3,218	2,932
Professional fees	3,211	3,127
Website	<u>-</u>	<u>422</u>
	<u>90,964</u>	<u>35,969</u>
excess of revenue over expenses for year	<u>\$ 88,988</u>	<u>\$ (15,131)</u>

INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of cash flows

>YEAR ENDED JUNE 30, 2018

	2018	2017
	U.S. Funds	
operating activities		
Excess of revenue over expenses for year	\$ 88,988	\$ (15,131)
Changes in non-cash working capital:		
Decrease in accounts receivable	-	54,004
Increase in advances receivable	(68,616)	(629)
Decrease in accounts payable and accrued liabilities	(8,199)	6,042
Decrease in deferred income	<u>(5,000)</u>	<u>5,000</u>
Net change in cash for the year	7,173	49,286
Cash balance, beginning of year	<u>94,016</u>	<u>44,730</u>
cash balance, end of year	<u>\$ 101,189</u>	<u>\$ 94,016</u>

notes to financial statements

>JUNE 30, 2018

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, 2018

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.

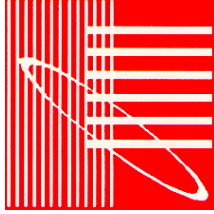
3. financial instruments

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

4. commitments

The Organization is obligated to advance \$20,000 USD to the organizer of the 2019 Building Simulation Conference, which will be held September 2019.



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8 September 2018

Attachment 2018-B

Summary of Acts of the Directors and Officers 2017 – 2018

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 2017 Annual Meeting of Members in San Francisco, USA on 9 August 2017, 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, 10 August 2017, San Francisco, USA

Present: Charles Barnaby, Lori Mc Elroy, Pieter De Wilde, Wangda Zuo, Paul Bannister, Andrea Gasparella, Drury Crawley, Christina Hopfe, Veronica Soebarto, Michael Wetter, Liam O'Brien, Jørgen Erik Christensen, Vincenzo Corrado, Jyotirmay Mathur, Christoph Nytsch-Geusen, Wim Plokker, Yoshiyuki Shimoda, Etienne Wurz, Da Yan, Gerhard Zweifel, Malcolm Cook, Ardeshir Mahdavi, Cheol-Soo Park, Rajan Rawal, Paul Strachan, Phil Haves, Ralph Muehleisen

Discussed:

- Outcome of BOD election, confirmation of officers, approval of minutes of meeting in Newcastle, action items, president's report, treasurer's report, election report, publications committee report, awards and fellows committee report, IPBPSA projects, communications and website committee report, conference committee report, membership and regional affiliate development committee report, education committee report, college of fellows report, futures committee / development / planning report, budget, old and new business, 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, Wangda Zuo as treasurer (carried with 16 out of 20 votes)

3. That the minutes of the BOD meeting in Newcastle-upon-Tyne, UK on 11 September 2017 are accepted (carried unanimously)
4. That a URL is registered by IBPSA-World if required so that all conference proceedings could be assigned an ISSN, including back issues [name and structure of URL subject to approval by ExCom] (carried unanimously)
5. That the publication committee is allowed to spend up to US\$2000 to obtain DOIs for all past conference papers, and US\$275 per annum thereafter (carried unanimously)
6. That IBPSA endorses the book Building Performance Analysis by Pieter de Wilde (carried unanimously)
7. That students are to be eligible for an STA whether or not they are supported by their Regional Affiliate (carried unanimously)
8. That Michael Wetter is given the permission to change the license for the software developed in IBPSA Project one to BSD (Berkeley Software Distribution) or MIT as required (carried unanimously)
9. That the revised workflows for the project proposal and project running phase, as developed by the Project Committee, are approved (carried unanimously)
10. That the reworded policy for use of the IBPSA logo is approved (carried unanimously)
11. That IBPSA Project 2 on Accreditation is approved, subject to IP belonging to IBPSA (carried unanimously)
12. That the budget for the financial year running from 1 July 2017 to 30 June 2018 is approved (carried unanimously).

Executive Committee Teleconference, 02 October 2017

Present: Charles Barnaby, Lori Mc Elroy, Pieter de Wilde, Wangda Zuo, Michael Wetter, Andrea Gasparella, Vincenzo Corrado, Veronica Soebarto, James O'Donnell

Discussed:

- Minutes of ExCom meeting 24 July 2017
- Minutes of BOD meeting 10 August 2017
- Building Simulation 2017 Debrief
- Inclusivity Committee
- Other Committee Reports
- ASHRAE Standard 209P
- Membership System Requirements
- File Sharing
- Dates for Rome 2018 meeting

Decisions and actions:

1. Communication committee and membership committee to liaise on the issue of sponsor logos and corporate membership in order to clarify the position.
2. LM and DC to liaise over IBPSA involvement in ASHRAE 209P.
3. CH to explore collaboration with SimAUD, possibly in the form of a MOU.
4. PdW to send out SimAUD 2018 call for papers through IBPSA mailing list.

Motions:

1. That the Minutes of the previous ExCom meeting of 24 July 2017 are approved.

Executive Committee Teleconference, 21 December 2017

Present: Charles Barnaby, Lori Mc Elroy, Pieter de Wilde, Wangda Zuo, Ian Beausoleil-Morrison, Drury Crawley, Michael Wetter, José Luis Jaspeado-Escalona, Annie Marston, Liam O'Brien, Paul Strachan

Discussed:

- Minutes of ExCom 24 July 2017
- Bank account changes
- BS2017 Aftermath
- Inclusivity Committee
- Affiliates Committee Report
- IBPSA Projects
- ASHRAE Standard 209P
- Infrastructure

Decisions and actions:

1. CB to form a group with PS, RR and someone from IBPSA-USA to explore the idea of a video library in further detail.
2. AM to do a rough rating of the inclusivity of IBPSA, based on the Royal Academy of Engineering, and to report back at a next meeting.

Motions:

1. That the Minutes of the previous ExCom meeting of 02 October 2017 are approved.
2. That ExCom authorizes the treasurer of IBPSA, Wangda Zuo, to open a new account for IBPSA at the Bank of Montreal, Canada.
3. That BigLadder software is given Corporate Membership of IBPSA in formal recognition for the software work that will index all papers.
4. That Singapore is re-established as Regional Affiliate of IBPSA.
5. That Turkey is re-established as Regional Affiliate of IBPSA.
6. That Russia is approved to become the 33rd Regional Affiliate of IBPSA

Executive Committee Teleconference, 15 February 2018

Present: Charles Barnaby, Pieter de Wilde, Wangda Zuo, Drury Crawley, Andrea Gasparella, Christina Hopfe, Veronica Soebarto, Michael Wetter, James O'Donnell, Ivan Oropeza-Perez, Rajan Rawal

Discussed:

- Minutes of ExCom 21 December 2017
- Affiliates Committee Report
- IBPSA-USA video rights
- Officer succession
- IBPSA foreign visits policy
- Inclusivity
- 2018 Election committee
- ASHRAE Standard 209P
- IBPSA Projects
- Bank account status

- Infrastructure/file sharing

Motions:

1. That the Minutes of the previous ExCom meeting of 21 December 2017 are approved.
2. That Spain re-established as Regional Affiliate of IBPSA.
3. That IBPSA sets up an agreement with IBPSA-USA to post the BS2017 recordings on a website.
4. That IBPSA gives LBNL the permission to distribute the Modelica IBPSA Library, as part of the Modelica Buildings library with the paragraph "You are under...." removed.

Executive Committee Teleconference, 5 April 2018

Present: Charles Barnaby, Pieter de Wilde, Wangda Zuo, Drury Crawley, Michael Wetter, Raul Ajmat, Michaël Kummert, Anderson Letti, Liam O'Brien, James O'Donnell, Ivan Oropeza-Perez, Rajan Rawal, Vincenzo Corrado, Jyotirmay Mathur

Discussed:

- Minutes of ExCom 14 February 2018
- 2018 Elections
- Officer Succession
- Expense policy for Rome meeting
- Affiliate Committee Report
- Awards and Fellows Committee Report
- Conference Committee Report
- IPBSA Projects
- ASHRAE Standard 209P

Decisions and actions:

1. DC, LME and CB to start seeking intentions for attendance in Rome; decision to be made at the June teleconference.
2. DC to discuss options with ASHRAE regarding involvement of IBPSA in ASHRAE 209P

Executive Committee Teleconference, 7 June 2018

Present: Charles Barnaby, Lori Mc Elroy, Pieter de Wilde, Wangda Zuo, Ian Beusoleil-Morrison, Drury Crawley, Andrea Gasparella, Christina Hopfe, Veronica Soebarto, Michael Wetter, James O'Donnell, Danielle Monfet

Discussed:

- Minutes of ExCom 14 Feb and 5 April 2018
- 2018 Board Election
- Officer Succession
- Rome AGM and Board Meeting
- General Data Protection Regulation (GDPR)
- Affiliates Committee Report
- IBPSA Projects
- ASHRAE Standard 209P

Decisions and actions:

1. Ad-hoc committee with LME, DC and CvT to look at GDPR, membership data and the website. Website management to be discussed in Rome.

Motions:

1. That the Minutes of the previous ExCom meeting of both 14 February and 5 April 2018 are approved.

Executive Committee Teleconference, 22 August 2018

Present: Charles Barnaby, Wangda Zuo, Ian Beausoleil-Morrison, Drury Crawley, Andrea Gasparella, Veronica Soebarto, Michael Wetter, Iván Oropeza Pérez

Discussed:

- Minutes of ExCom 07 June 2018
- 2018 Financial report

Motions:

1. That the Minutes of the previous ExCom meeting of the 07 June 2018 meeting are approved.
2. That the Draft Financial Report for the financial year ending 30 June 2018 is approved