

**INTERNATIONAL
BUILDING
PERFORMANCE
SIMULATION
ASSOCIATION**

**ANNUAL GENERAL MEETING OF THE
MEMBERS**

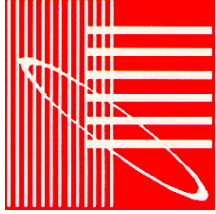
11 September 2016

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 Room G21, Devonshire Building, University of Newcastle, Newcastle-upon-Tyne, UK on the 11th day of September, 2016, at 09h00 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 2016 election of Directors.
4. To receive the Annual Financial Report of the Corporation for the financial year ended June 30, 2016 as shown in Attachment 2016-A and to consider, and if thought fit, pass Member Resolution 2016-1 (attached below) approving that report.
5. To consider, and if thought fit, pass Member Resolution 2016-2 (attached below) approving the appointment of the Public Accountant for the Corporation
6. To consider and, if thought fit, pass Resolution of Members 2016-3 (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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Resolution of Members 2016-1

APPROVAL OF FINANCIAL REPORT

RESOLVED THAT the financial report for the year ending 30 June 2016 (shown below as Attachment 2016-A) is received and approved.

Resolution of Members 2016-2

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.

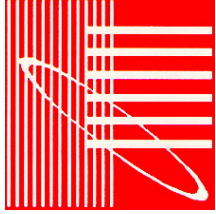
Resolution of Members 2016-3

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 2016-B and are now or have been available to the Members;

are hereby ratified, sanctioned and approved.



**INTERNATIONAL
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MEMBERS**

11 September 2016

Attachment 2016-A

Financial report for year ending June 30, 2016

INTERNATIONAL BUILDING
PERFORMANCE SIMULATION
ASSOCIATION >

financial statements

>YEAR ENDED JUNE 30, 2016

MAC LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

financial statements

>YEAR ENDED JUNE 30, 2016

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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, 2016 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 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
August 4, 2016

LICENSED PUBLIC ACCOUNTANTS
CHARTERED PROFESSIONAL ACCOUNTANTS

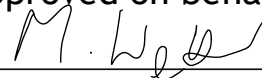
INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of financial position

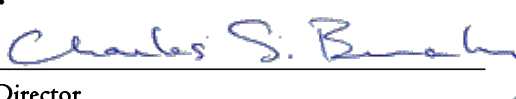
>JUNE 30, 2016

	2016	2015
		U.S. Funds
<i>assets</i>		
current		
Cash	\$ 44,730	\$ 60,928
Accounts receivable	54,004	-
Advances receivable	<u>9,371</u>	<u>10,000</u>
	\$ <u>108,105</u>	\$ <u>70,928</u>
<i>liabilities</i>		
current		
Accounts payable and accrued liabilities	\$ 4,933	\$ 4,404
<i>net assets</i>		
Unrestricted net assets	<u>103,172</u>	<u>66,524</u>
	\$ <u>108,105</u>	\$ <u>70,928</u>

Approved on behalf of the board:



Director



Director

INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of changes in net assets

>YEAR ENDED JUNE 30, 2016

	2016	2015
	U.S. Funds	
balance, beginning of year	\$ 66,524	\$ 111,411
Prior period adjustment (Note 3)	<u> -</u>	<u> (15,804)</u>
balance, as restated	66,524	95,607
Excess of revenue over expenses for the year	<u> 36,648</u>	<u> (29,083)</u>
balance, end of year	<u>\$ 103,172</u>	<u>\$ 66,524</u>

INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of operations

>YEAR ENDED JUNE 30, 2016

	2016	2015
	U.S. Funds	
revenue		
Conference	\$ 49,148	\$ -
Journal	16,631	16,044
Member dues	2,600	2,234
Interest	<u>16</u>	<u>20</u>
	<u>68,395</u>	<u>18,298</u>
expenses		
Awards	6,830	-
Bank charges and interest	95	51
Conference	2,851	-
Dues and fees	15	-
Elections	1,794	1,644
Journals	12,798	12,779
Meetings	-	11,077
Membership	432	-
Newsletter	3,237	3,365
Professional fees	3,530	18,096
Website	<u>165</u>	<u>369</u>
	<u>31,747</u>	<u>47,381</u>
excess of revenue over expenses for year	<u>\$ 36,648</u>	<u>\$ (29,083)</u>

INTERNATIONAL BUILDING PERFORMANCE SIMULATION
ASSOCIATION>

statement of cash flows

>YEAR ENDED JUNE 30, 2016

	2016	2015
		U.S. Funds
operating activities		
Excess of revenue over expenses for year	\$ 36,648	\$ (29,083)
Changes in non-cash working capital:		
Increase in accounts receivable	(54,004)	-
Decrease in advances receivable	629	(10,000)
Increase in accounts payable and accrued liabilities	<u>529</u>	<u>(11,400)</u>
Net change in cash for the year	(16,198)	(50,483)
cash balance, beginning of year	<u>60,928</u>	<u>111,411</u>
cash balance, end of year	<u>\$ 44,730</u>	<u>\$ 60,928</u>

notes to financial statements

>JUNE 30, 2016

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, accounts receivable 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, 2016

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.

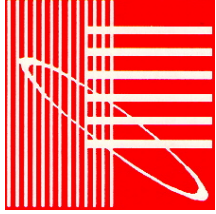
3. prior period adjustment

During the 2015 year, the Organization adjusted opening net assets by \$15,804 for prior year conference expenses. As a result, 2014 conference expenses and opening accounts payable increased by \$15,804 each.

4. 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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11 September 2016

Attachment 2016-B

Summary of Acts of the Directors and Officers 2015 – 2016

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 2015 Annual Meeting of Members in Hyderabad, India on 7 December 2015, 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 December 2015, Hyderabad, India

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, Raul Ajmat, Nathan Mendez, Da Yan, Martin Bartak, Etienne Wurtz, Christoph Nytsch-Geusen, Rajan Rawal, Donal Finn, Vincenzo Corrado, Yoshiyuki Shimoda, Gerhard Zweifel, Malcolm Cook, Joe Clarke, Dariusz Hein, Paul Strachan, Rajan Rawal, Cheol-Soo Park, Jyotirmay Mathur, Andrea Gasparella, Karel Kabele, Vishal Garg

Discussed:

- Confirmation of officers, communications committee report, futures committee report, financial report, president's report, awards and fellows committee report, membership and regional affiliate development committee report, website committee report, education committee report, conference committee report, college of fellows report, publications committee report, IBPSA projects, budgets, schedule of upcoming meetings.

Motions:

1. That the current officers continue in their roles (carried unanimously)
2. That the minutes of the previous full Board of Directors meeting (teleconference on 9 February 2015) are accepted (carried unanimously)
3. That the Board of Directors approves and undersigns the MoU with REHVA (carried unanimously)
4. That for future communications about elections, only the names of elected candidates will be published. Full details will be made available on request (carried unanimously)
5. That the biennial Student Modeling Competition is positioned under the umbrella of the Awards and Fellows Committee (carried unanimously)
6. That the making of Best Paper and Best Poster Awards is positioned under the umbrella of the Awards and Fellows Committee based on the decision of the scientific committee (carried unanimously)
7. That IBPSA moves to establish a central membership management system (carried unanimously)
8. That the Board of Directors of IBPSA approves of an MoU with IBPSA-USA on BS2017 based on the financial agreement as suggested in the revised MoU as presented by the Conference Committee (carried unanimously)
9. That IBPSA endorses the start of IBPSA Project 1: BIM/GIS and Modelica framework for building and community energy system design and operation in June 2017, operated by van Treeck and Wetter, for the duration of 5 years (motion accepted with 18 votes in favour, 2 abstain)
10. That the budgets for the next two six month periods, as prepared and presented by the Treasurer, are approved (carried unanimously)

Executive Committee Teleconference, 4 February 2016

Present:

Charles Barnaby, Lori Mc Elroy, Pieter de Wilde, Michael Wetter, Ian Beausoleil-Morrison, Drury Crawley, Veronica Soebarto, Matthias Haase, Christina Hopfe, Christoph van Treeck, Cheol-Soo Park, Malcolm Cook, Rajan Rawal, Paul Strachan, Jyotirmay Mathur, Raul Ajmat, Ivan Oropeza-Perez, Da Yan

Discussed:

- Review of BS2015 Conference in Hyderabad, India
- Preparations for BS2017 Conference in San Francisco, USA
- Call for proposals for hosting BS2019
- Planning, priorities and development of IBPSA
- Committee reports
- Face-to-face meeting of the Board in 2016

Motions:

1. That the advance paid to hosts for BS2019 and following conferences, and the liability of IBPSA for these, is increased to US\$20k. Also, that hosts are asked to impose a fee of

US\$100 per regular delegate and a fee of US\$50 for student delegates that will be paid directly to IBPSA (carried unanimously)

2. That the BOD will meet face-to-face at BSO2016 in Newcastle, UK (carried unanimously)

Executive Committee Teleconference, 7 April 2016

Present: Charles Barnaby, Lori Mc Elroy, Paul Bannister, Ian Beausoleil-Morrison, Kwang Woo Kim, Matthias Haase, Paul Strachan, Jyotirmay Mathur, Yoshiyuki Shimoda, Ivan Oropeza-Perez, Veronica Soebarto, Vincenzo Corrado, Yin Xin Zhu

Discussed:

- Approval of minutes of the 4 February 2016 web meeting
- Urban Transitions Conference Partnership
- 2016 Board of Directors Election
- Strategic planning
- IBPSA Project procedures
- Affiliate committee report
- Conferences committee report
- Face-to-face meeting in 2016

Decisions:

- In relation to strategic planning: to be frugal and expand membership; to increase efforts to expand membership; to support membership publicity campaign.

Motions:

1. That the Minutes of the previous meeting of 04 Feb 2016 were approved (carried unanimously)
2. That IBPSA endorses the motion to be a supporting partner in the Urban Transitions Conference and that in so doing we request an opportunity to promote BS17 (carried unanimously)
3. That Indonesia is approved to become the 31st Regional Affiliate of IBPSA (carried unanimously)

Executive Committee Teleconference, 9 June 2016

Present: Charles Barnaby, Pieter de Wilde, Michael Wetter, Paul Bannister, Ian Beausoleil-Morrison, Drury Crawley, Matthias Haase, Christina Hopfe, Veronica Soebarto, Liam O'Brien, Ivan Oropeza-Perez, Malcolm Cook, Rajan Rawal, Paul Strachan

Discussed:

- Approval of minutes of the 7 April 2016 web meeting
- 2016 BOD Election preparations
- Proposals for Supporting Membership
- Conference committee update
- IBPSA Project Procedures update
- Face-to-face meetings at BSO 2016, Newcastle, UK
- Officers succession planning
- Board email list

Decisions:

- Creation of an ad-hoc committee to work on IBPSA Magazine
- Creation of an ad-hoc committee to link at incentives to grow the Supporting Membership base

Motions:

1. That the minutes of the previous meeting of 7 April 2016 are approved (carried unanimously)
2. That detailed proposals by Michael Wetter on how to run IBPSA Projects are approved (motion carried by 5 votes out of 9)
3. That the ExCom approves the standard reimbursement for BOD members travelling to NCL, which is the cost of a economy airfare as per Expedia or similar minus US\$200, provided the total cost fits within the budget set for the face-to-face meeting (carried unanimously)

Executive Committee Teleconference, 8 August 2016

Present: Charles Barnaby, Lori Mc Elroy, Paul Bannister, Drury Crawley, Veronica Soebarto, Matthias Haase, Christina Hopfe, Raul Ajmat, Ivan Oropeza-Perez, Wim Plokker, Jyotirmay Mathur, Vincenzo Corrado, Nick Kelly, Paul Strachan

Discussed:

- Approval of minutes of the 9 June 2016 web meeting
- Board of Directors election status
- Financial Report 1 July 2015 – 30 June 2016 (Canadian law)
- Endorsement procedures for Building Simulation Conference
- Progress on Membership growth initiative
- Status of BS2015, BS2017 and BS2019 conferences
- Education webcast update
- Affiliate development
- New Board email lists

- Face-to-face meeting at BSO2016
- Officer succession planning

Motions:

1. That the Minutes of the previous meeting of 9 June 2016 were approved (carried unanimously)
2. That the Financial Report over 2015-2016 is approved (carried unanimously)
3. That IPBSA endorses and helps to promote the SimAUD 2017 conference, in exchange for SimAUD doing the same for BS2017 (carried unanimously)