

**INTERNATIONAL  
BUILDING  
PERFORMANCE  
SIMULATION  
ASSOCIATION**

**ANNUAL GENERAL MEETING OF THE  
MEMBERS**

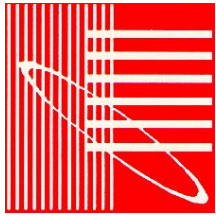
**12 September 2020**

**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 (due to the COVID19 Pandemic) will be held by Zoom Meeting on the 12th day of September, at 13.00 UTC, with the following agenda:

1. Call to order; determination of number of members present in person and by proxy.
2. Approval of agenda.
3. Approval to hold the meeting outside of Canada.
4. To announce results of the 2020 election of Directors.
5. To receive the Annual Financial Report of the Corporation for the financial year ended June 30, 2020 as shown in Attachment 2020-A and to consider, and if thought fit, pass Member Resolution 2020-1 (attached below) approving that report.
6. To consider, and if thought fit, pass Member Resolution 2020-2 (attached below) approving the appointment of the Public Accountant for the Corporation
7. To consider and, if thought fit, pass Resolution of Members 2020-3 (attached below) ratifying and confirming the past acts of the Directors and Officers of the Corporation.
8. To transact such other business as may properly come before the meeting or any adjournment or adjournments thereof.
9. Adjourn.



### ***Resolution of Members 2020-1***

#### APPROVAL OF FINANCIAL REPORT

RESOLVED THAT the financial report for the year ending 30 June 2020 (shown below as Attachment 2020-A) is received and approved.

### ***Resolution of Members 2020-2***

#### 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.

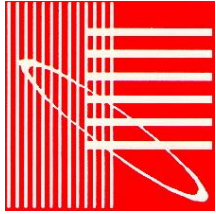
### ***Resolution of Members 2020-3***

#### 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 2020-B and are now or have been available to the Members;

are hereby ratified, sanctioned and approved.



**INTERNATIONAL  
BUILDING  
PERFORMANCE  
SIMULATION  
ASSOCIATION**

**ANNUAL GENERAL MEETING OF THE  
MEMBERS**

**12 September 2020**

**Attachment 2020-A**

# **Financial report for year ending June 30, 2020**

INTERNATIONAL BUILDING  
PERFORMANCE SIMULATION  
ASSOCIATION >

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# financial statements

>YEAR ENDED JUNE 30, 2020

MAC LLP  
CHARTERED PROFESSIONAL ACCOUNTANTS

INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

# financial statements

>YEAR ENDED JUNE 30, 2020

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unaudited - see review engagement report



Chartered Professional Accountants

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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 statement of financial position as at June 30, 2020, and the statements of operations, changes in net assets 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, 2020, 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 17, 2020

*MAC LLP.*

LICENSED PUBLIC ACCOUNTANTS  
CHARTERED PROFESSIONAL ACCOUNTANTS

INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

statement of  
financial position

>JUNE 30, 2020

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	2020	2019
		U.S. Funds
<i>assets</i>		
current		
Cash	\$ 171,965	\$ 168,308
Accounts receivable	19,377	-
Deposits paid	30,000	-
Loan receivable (Note 3)	<u>57,099</u>	<u>-</u>
	<u>\$ 278,441</u>	<u>\$ 168,308</u>
<i>liabilities</i>		
current		
Accounts payable and accrued liabilities	<u>\$ 3,572</u>	<u>\$ 2,776</u>
<i>net assets</i>		
Unrestricted net assets	<u>274,869</u>	<u>165,532</u>
	<u>\$ 278,441</u>	<u>\$ 168,308</u>

Approved on behalf of the board:

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

unaudited - see review engagement report

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INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

# statement of changes in net assets

>YEAR ENDED JUNE 30, 2020

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	2020	2019
	U.S. Funds	
<b>balance, beginning of year</b>	\$ 165,532	\$ 177,029
Excess of revenue over expenses for the year	<u>109,337</u>	<u>(11,497)</u>
<b>balance, end of year</b>	\$ <u>274,869</u>	\$ <u>165,532</u>

unaudited - see review engagement report

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INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

# statement of operations

>YEAR ENDED JUNE 30, 2020

	2020	2019
	U.S. Funds	
<b>revenue</b>		
IBPSA Project I	\$ 5,000	\$ 11,760
Conference	141,037	-
Journal	30,381	36,271
Member dues	1,878	1,193
Interest	279	269
Unrealized foreign exchange loss	<u>(665)</u>	<u>(7,681)</u>
	<u>177,910</u>	<u>41,812</u>
<b>expenses</b>		
Awards	8,696	-
Bank charges and interest	357	190
Conference	15,305	20,000
Digital Object Identifier fees	275	555
Elections	1,269	2,341
Journals	11,893	11,893
IBPSA Project I	14,319	-
Meetings	9,723	10,708
Membership	648	540
Newsletter	2,859	3,924
Professional fees	3,080	3,158
Website	<u>149</u>	<u>-</u>
	<u>68,573</u>	<u>53,309</u>
<b>excess of revenue over expenses for year</b>	<u>\$ 109,337</u>	<u>\$ (11,497)</u>

unaudited - see review engagement report

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INTERNATIONAL BUILDING PERFORMANCE SIMULATION  
ASSOCIATION>

# statement of cash flows

>YEAR ENDED JUNE 30, 2020

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	2020	2019
		U.S. Funds
<b>operating activities</b>		
Excess of revenue over expenses for year	\$ <u>109,337</u>	\$ <u>(11,497)</u>
Adjustments for:		
Changes in non-cash working capital:		
Increase in accounts receivable	(19,377)	-
Increase in deposits paid	(30,000)	-
Increase in loan receivable	(57,099)	78,616
Increase in accounts payable and accrued liabilities	<u>796</u>	<u>-</u>
	<u>(105,680)</u>	<u>78,616</u>
Net change in cash for the year	3,657	67,119
Cash balance, beginning of year	<u>168,308</u>	<u>101,189</u>
<b>cash balance, end of year</b>	\$ <u>171,965</u>	\$ <u>168,308</u>

unaudited - see review engagement report

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# notes to financial statements

>JUNE 30, 2020

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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 earned.

**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 loan 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.

unaudited - see review engagement report

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# notes to financial statements

>JUNE 30, 2020

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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 amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the 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. loan receivable

Loan receivable consists of funds owed from the conference organizer. Amount is non-interest bearing and is to be paid by six instalments.

### 4. financial instruments

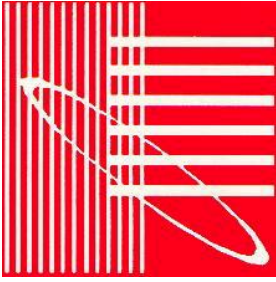
Risk Management - The significant risks to which the Organization is exposed are currency risk and liquidity risk. There has been no change to the risk exposures from the prior year.

Currency Risk - The Organization incurs approximately 14% of its expenses in foreign currency. Consequently, some assets and expenses are exposed to foreign exchange fluctuations. As at June 30, 2020, cash of \$13,833 (2019 - \$26,927) is denominated in Canadian dollars.

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.

unaudited - see review engagement report

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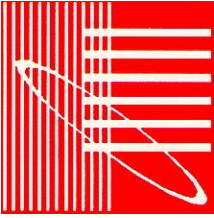
**INTERNATIONAL  
BUILDING  
PERFORMANCE  
SIMULATION  
ASSOCIATION**

**ANNUAL GENERAL MEETING OF THE  
MEMBERS**

**September 12, 2020**

**Attachment 2019-B**

# **Summary of Acts of the Directors and Officers 2019 - 2020**



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 2019 Annual Meeting of Members in Rome, Italy on 5 September 2019, 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, 5 September 2019, Rome, Italy***

Present: Lori Mc Elroy, Drury Crawley, Pieter De Wilde, Wangda Zuo, Charles Barnaby, Ian Beausoleil-Morrison, Andrea Gasparella, Matthias Haase, Veronica Soebarto, Michael Wetter, Martin Bartak, Vincenzo Corrado, Jørgen Erik Christensen, James O'Donnell, Ivan Oropeza-Perez, Cheol-Soo Park, Wim Plokker, Roman Rabenseifer, Christoph Settler, Gülsu U. Harputlugil, Da Yan, Malcolm Cook, Michaël Kummert, Rajan Rawal, Paul Strachan, Liam O'Brien, Enrico Fabrizio, Jyotirmay Mathur, Gerhard Zweifel, Joe Clarke

Discussed:

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

Motions accepted:

1. That the four incumbent officers – LME (President), DC (Vice-president), PdW (Secretary) and WZ (Treasurer) continue in their roles
2. That the minutes of the BOD meeting in Rome on 8 September 2018 are approved
3. A. That the Board authorizes a full review of the draft of the book "Numerical Methods for Diffusion Phenomena in Building Physics" by Nathan Mendes et al., to be carried out by Cook and Beausoleil-Morrisson  
B. That the Board authorizes a full review of the draft of the book "Fundamentals of building performance simulation" by Ian Beausoleil-Morrison, to be carried out by Kolderup and Choudhary
4. To direct the Communications Committee to explore setting up a Memorandum of Understanding with the IEA-EBC" which endorses projects but does not steer towards joint projects
5. To add a Building Performance Award to the honorary awards, which is to include the use of measured data to prove that a simulated building performance is truly achieved
6. A. That any nominees for Fellow of IBPSA are required to be Member of IBPSA  
B. That contributions to IBPSA will become part of the assessment of nominees for Fellow of IBPSA

7. To change the existing Supporting Member categories to:
  - Supporting Member with subscription to the Journal of Building Performance Simulation and discount on the Building Simulation conference
  - Supporting Member without subscription to the Journal of Building Performance Simulation but with discount on the Building Simulation conference
8. To encourage that all future candidates for IBPSA Director, both At-Large and Affiliate Representative, as well as candidates for committee chair roles. Become Supporting Member of IBPSA by June 30, 2020
9. To approve the budget for 2019-2020 as presented by the IBPSA Treasurer'
10. To double the amount of money reserved for Student Travel Awards from US\$5k to US\$10k for 2021

### ***Executive Committee Teleconference, 21 October 2019***

Present: Lori Mc Elroy, Pieter de Wilde, Wangda Zuo, Charles Barnaby, Michael Wetter, Andrea Gasparella, Matthias Haase, Christina Hopfe, Daniele Monfet, Anderson Letti, Laurent Mora, Malcolm Cook, Raul Ajmat, Victoria Mercado

Motions accepted:

1. That IBPSA endorses the CityLearn competition
2. That IBPSA endorses the book "Numerical Methods for Diffusion Phenomena in Building Physics" by Nathan Mendes et al.

### ***Executive Committee Teleconference, 19 November 2019***

Present: Lori Mc Elroy, Pieter de Wilde, Wangda Zuo, Charles Barnaby, Michael Wetter, Andrea Gasparella, Matthias Haase

Motions accepted:

1. That the minutes of the ExCom meeting on 21 October 2019 are approved
2. That ExCom signs the MoU with SimAUD
3. That ExCom signs the MoU with eCAADe

### ***Executive Committee Teleconference, 23 January 2020***

Present: Lori Mc Elroy, Drury Crawley, Pieter de Wilde, Wangda Zuo, Charles Barnaby, Ian Beausoleil-Morrison, Andrea Gasparella, Matthias Haase, Christina Hopfe, Letti Anderson, Danielle Monfet, Steve Kardinal Jusuf, Ivan Oropeza-Perez, Paul Strachan

Motions accepted:

1. That the minutes of the ExCom meeting on 19 November 2019 are approved

### ***Executive Committee Teleconference, 16 March 2020***

Present: Lori Mc Elroy, Drury Crawley, Pieter de Wilde, Wangda Zuo, Ian Beausoleil-Morrison, Christina Hopfe, Ruchi Choudhary, Vincenzo Corrado, Lieve Helsen, Jyotirmay Mathur, Danielle Monfet, Steve Kardinal Jusuf, Ivan Oropeza-Perez, Paul Strachan, Wim Boydens

Motions accepted:

1. That the minutes of the ExCom meetings on 23 January 2020 are approved

### ***Executive Committee Teleconference, 27 April 2020***

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

Motions accepted:

1. That the minutes of the ExCom meetings on 16 March 2020 are approved
2. That the summary report on BS2019 in Rome is approved
3. That the Board agrees to the request by Symposia to pay IBPSA in 6 instalments over 6 months
4. To allow committees to use the IBPSA Zoom subscription to conduct IBPSA committee business online

### ***Executive Committee Teleconference, 20 May 2020***

Present: Lori Mc Elroy, Drury Crawley, Pieter de Wilde, Wangda Zuo, Charles Barnaby, Ian Beausoleil-Morrison, Andrea Gasparella, Matthias Haase, Christina Hopfe, Veronica Soebarto, Michael Wetter, Raul Ajmat, Ruchi Choudhary, James O'Donnell, Steve Kardinal Jusuf, Michaël Kummert, Danielle Monfet, Ivan Oropeza-Perez, Yoshiyuki Shimoda, Paul Strachan

Motions accepted:

1. That the minutes of the ExCom meetings on 27 April 2020 are approved
2. That the hosting of BS2023 is awarded to Shanghai/IBPSA-China

### ***Executive Committee Teleconference, 25 June 2020***

Present: Lori Mc Elroy, Drury Crawley, Pieter de Wilde, Wangda Zuo, Charles Barnaby, Ian Beausoleil-Morrison, Andrea Gasparella, Christina Hopfe, Veronica Soebarto, Michael Wetter, Ruchi Choudhary, Malcolm Cook, Vincenzo Corrado, James O'Donnell, Steve Kardinal Jusuf, Michaël Kummert, Jyotirmay Mathur, Danielle Monfet, Piotr Narowski, Massimo Palme, Ivan Oropeza-Perez, Paul Strachan, Da Yan

Motions accepted:

1. That the minutes of the ExCom meetings on 20 May 2020 are approved



2. That the 2020 Off-year Board of Directors meeting and AGM will take place as a digital meeting
3. That ExCom approves the purchase of the Awards extension for ConfTool, to be tested by the Awards and Fellows committee in the current round of Award
4. That ExCom approves the formal endorsement by IBPSA of the book by IBM on 'Fundamentals of Building Performance Simulation'
5. That ExCom approves an expenditure of up to \$5000 to implement and test the Word Press extension to manage IBPSA membership

***Executive Committee Teleconference, 04 August 2020***

Present: Lori Mc Elroy, Drury Crawley, Pieter de Wilde, Wangda Zuo, Charles Barnaby, Ian Beausoleil-Morrison, Christina Hopfe, Vincenzo Corrado, Steve Kardinal Jusuf, Danielle Monfet, Ivan Oropeza-Perez, Paul Strachan, Da Yan

Motions accepted:

1. That the minutes of the ExCom meetings on 25 June 2020 are approved
2. That the Board supports the desire of the BS2021 hosting committee to hold a face-to-face conference rather than a virtual conference
3. That the Board provides the BS2021 hosting committee with the option to postpone the BS2021 conference with one year to 2022, if they so desire

***Executive Committee Teleconference, 17 August 2020***

Present: Lori Mc Elroy, Drury Crawley, Pieter de Wilde, Wangda Zuo, Andrea Gasparella, Christina Hopfe, Veronica Soebarto, Danielle Monfet, James O'Donnell, Ivan Oropeza-Perez, Da Yan

Motions accepted:

1. To approve the financial report for the year ending June 30th, 2020, as prepared by MAC LPP