



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE WEBINAR

**Thursday, November 13, 2014
2:00 pm – 3:00 pm**

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Society Rules Committee.

TABLE OF CONTENTS
Society Rules Committee Meeting
November 13, 2014

| | |
|---|----------|
| CALL TO ORDER | 1 |
| REVIEW OF AGENDA..... | 1 |
| APPROVAL OF MINUTES..... | 1 |
| REVIEW OF ACTION ITEMS | 1 |
| UNFINISHED BUSINESS | 1 |
| ASHRAE 2014 Organizational Chart..... | 1 |
| Placement of ASHRAE Strategic Plan in the ROB..... | 1 |
| Status of combining Advocacy and Grassroots Government Activities Committees..... | 2 |
| NEW BUSINESS..... | 2 |
| ASHRAE Position on Recording of Meetings..... | 2 |
| BOD Principal Motions-Directors and ExOs to be Assigned by Councils..... | 2 |
| Member Assignments..... | 2 |
| NEXT MEETING..... | 3 |
| ADJOURNMENT..... | 3 |

PRINCIPAL MOTIONS
Society Rules Committee Minutes
November 13, 2014

No.- Page Motion

None

ACTION ITEMS
Society Rules Committee
November 13, 2014

| <u>No. - Pg.</u> | <u>Responsibility</u> | <u>Summary</u> | <u>Status</u> |
|-------------------------|------------------------------|---|----------------------|
| 1 - 1 | Giesler | Clean up additional changes made to the Tech Council MOP and send revisions back to Technology Council. | <u>Ongoing</u> |
| 2 - 1 | Townsend | If a ROB indicates a reporting structure to ExCom or to the BOD, it should be reflected in the organizational chart. If not, it should be removed from the organizational chart | <u>Ongoing</u> |
| 3 - 1 | Townsend | Send the current 2014 ASHRAE Organizational Chart to SRC members for their review. | _____ |
| 4 - 2 | Brandemuehl | Have the recommendations on combining Advocacy and Grassroots Committees ready to add to the ROB's by spring of 2015. | _____ |
| 5 - 2 | Brandemuehl | Send Mrs. Townsend your recommendations on combining Advocacy and GGAC. | _____ |
| 6 - 3 | Townsend | Send wording for the combining of the two committees to our attorney before placing it in the ROB. | _____ |
| 7 - 2 | Giesler | Add a statement to chapter manuals and region operating manuals such as "open comments made by ASHRAE members are not necessarily the policy of ASHRAE". | _____ |
| 8 - 2 | Mescher | Begin rewriting the PEAC ROB to include changes in the role of directors and changes to PEAC. | _____ |
| 9 - 2 | Fly | Begin review of Volume 2 and add recommended changes to the role of directors and changes to PEAC. | _____ |
| 10 - 2 | McMillan | Begin review of Volume 3 and add recommended changes to the role of directors and changes to PEAC. | _____ |
| 11 - 2 | Townsend | Send Mr. Mescher, Mr. fly and Mr. McMillan the BOD motion on the role of directors and PEAC. | _____ |
| 12 - 2 | SRC Members | Update your assignments on the spreadsheet posted on the SRC ftp site by January 1, 2015. | _____ |

MINUTES

SOCIETY RULES COMMITTEE WEBINAR

Thursday, November 13, 2014

2:00 pm – 3:00 pm

MEMBERS PRESENT: Kirk Mescher, Chair
Charles H. Culp III
Mark W. Fly
Hugh McMillan III
Michael Brandemuehl, Consultant
Charles E. Gullledge III, CO

MEMBERS ABSENT: James R. Fields
Arthur L. Giesler

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Mescher called the meeting to order at 2:02 pm on Thursday, November 13, 2014. Members and staff attended as listed above. A quorum was present.

REVIEW OF AGENDA

Chair Mescher asked if there were additions or deletions from the agenda. The agenda was approved as written.

APPROVAL OF MINUTES

Mr. Mescher called for a motion to approve the minutes from the July 31, 2014 SRC webinar. Mr. Culp made the motion and it was seconded

- (1) that the minutes of the July 31, 2014 Society Rules Committee webinar be approved.

MOTION 1 PASSED (5-0-0-CNV)

REVIEW OF ACTION ITEMS

- | | | | | |
|-------|----------|---------|--|------|
| 1 – 1 | Giesler | Ongoing | Clean up additional changes made to the Tech Council MOP and send revisions back to Technology Council. | AI 1 |
| 2 - 1 | Townsend | Ongoing | If a ROB indicates a reporting structure to ExCom or to the BOD, it should be reflected in the organizational chart. If not, it should be removed from the organizational chart. | AI 2 |

UNFINISHED BUSINESS

Organizational Chart

Further review will be made of the latest 2014 ASHRAE organizational chart which Ms. Townsend will send to SRC members AI 3

Placement of ASHRAE Strategic Plan in the ROB

Mr. Fly reported that he has started to work on determining where to place the ASHRAE Strategic Plan in the ROBs. It is important not to quote from the Strategic Plan in ROBs but to provide a link to it that will be automatically updated when changes are made to the plan. This will ensure that the ROB has the current Plan information.

ROB 1.201.034 – Mr. Fly suggested taking out specific reference to the ASHRAE Strategic Plan.
ROB 4.100.012 – Cites Attachment A from the PLC report to the Board. Mr. Fly tagged a link to the ASHRAE Strategic Plan at that point in the report and remove ROB 100.012.1 through 100.012.4.

The link that should be added to the ROBs should include the following:

“ASHRAE is governed by a Strategic Plan located on the following link: http://_____”

Status of Combining Advocacy Committee and Grassroots Government Activities Committee

Mr. Brandemuehl reported he and Mark Ames are working on recommended changes that may occur when the two committees are combined. The BOD revised the initial motion to combine the two committees. They voted to have the new committee report to Members Council rather than to the BOD. Since the name “Public Policy Committee” was not acceptable to some, the BOD also voted that the name would be decided by members of the new committee.

Mr. Brandemuehl mentioned his concern for the revised motion because public policy priority list will be developed by the new committee for ExCom and currently, the ROB says the list is to be “approved” by Ex Com and the BOD. The motion should simply say that the list will be submitted to ExCom, with no mention of it being approved or not. This would be left up to ExCom. After a question was raised about who would submit the public policy priority list, Mr. Mescher indicated it would be submitted to the BOD by Members Council and not by the new committee. Mr. Mescher thanked Mr. Brandemuehl for his work on this subject and asked if the recommendations could be ready to be added to the ROBs in spring of 2015. Mr. Brandemuehl agreed. Mr.Brandemuehl also agreed to send Mrs. Townsend his recommendations.

AI 4
AI 5

NEW BUSINESS

ASHRAE Position on Recording of Meetings

Mr. Mescher gave a brief overview of ASHRAE’s position on recording of meetings. Statements made by members during ASHRAE meetings are not necessarily the policy of ASHRAE. It is important to avoid recording of statements at any meetings, including CRCs or chapter meetings, that might be misconstrued to be ASHRAE policy. Mr. Mescher indicated that Mr. Giesler suggested a statement about this be placed in Volume I of the ROB. Mrs. Townsend suggested this wording should be passed along to our attorney before it is placed in the ROB. Mr. Mescher will ask Mr. Giesler to add a statement such as the following to chapter manuals and region operating manuals: “Open comments made by ASHRAE members are not necessarily the policy of ASHRAE”. Mr. McMillan thought this recording ban would be difficult for CRC members who are not familiar with ASHRAE and who normally record minutes.

AI 6
AI 7

BOD Motion – Directors and ExOs to be Assigned by Councils

Mr. Mescher opened the discussion as to how we will deal with PEAC and what will the new roles of directors be since the BOD motion. The BOD voted that the President-Elect will assign three directors to each council to be used as the council sees fit to use them. This will give councils control of their committee membership. The role of PEAC will be as an advisory body to the President-Elect. Committee evaluations will be handled by councils and coordinating officers will no longer serve on committees.

Mr. Mescher agreed to begin rewriting the PEAC ROB to include recommended role changes that will occur within PEAC. Mr. Fly will review Volume 2 and add recommendations; Mr. McMillan agreed to review Volume 3.

AI 8
AI 9
AI 10

Mrs. Townsend will send Mr. Mescher, Mr. Fly and Mr. McMillan the BOD motion.

AI 11

Member Assignments

Mr. Mescher asked SRC members to update the assignments on the spreadsheet posted on the SRC ftp site by January 1, 2015.

AI 12

NEXT MEETING:

The next SRC web meeting will be held on Thursday, January 8, 2015 from 2:00 – 3:00 pm EST.

ADJOURNMENT

The meeting was adjourned at 2:49 pm.

Respectfully submitted,



Mary Dean Townsend, Secretary

cc: Board of Directors
Staff Directors