



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE WEB MEETING

**Wednesday, May 9, 2018
10:00 am – 12:00 pm**

Note: These minutes are not the official record of minutes until voted on and approved by SRC.

Society Rules Committee Web
Meeting
May 9, 2018
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Society Rules Committee Web Meeting
Action Items
Wednesday, May 9, 2018

No. - Pg.	Responsibility	Summary	Status
1 - 4	Klock/Keen	Ask PubEd Council if they wish to continue annual review of units policy or if they prefer to formalize dual units and discontinue the annual review.	<u>ongoing</u>
2 - 5	Schwedler	Ask that someone attend the next EHC meeting regarding a potential conflict in the ROB with ANSI section A 1.201.004.9 which limits what a project committee can do. ANSI may need to be consulted. This item will be deferred to the spring SRC conference call and tracked	<u>ongoing</u>
3 - 5	SRC	Review changes to ROB 1.130, sections 1-4 and send comments to Mr. Schwedler.	<u>ongoing</u>
4 - 5	SRC	Review ROB 2.200.008 and ROB 2.101.008 – regarding who should interpret the strategic plan – the Board or PLC. Send comments to Mr. Schwedler	<u>ongoing</u>
5 - 5	SRC	Review ROB 1.130.001.4 – wording sounds odd; send comments to Mr. Schwedler by February 15.	<u>ongoing</u>
6 - 5	Klock	Review changes to the SRC MOP and Reference Manual and bring a revision back to SRC.	<u>ongoing</u>
7 – 10	Staff	Add this motion to the log: <i>that the word "voting" be removed from ROB 2.415.002.1A</i>	_____
8 - 10	Staff	Defer the ROB 3.910 Staff Manual Review agenda item to Houston	_____
9 - 11	Staff	Send the Guidance Document for Councils and Committees to all new committee chairs and staff liaisons and incorporate it into the SRC Reference Manual.	_____
10 - 11	Staff	Defer the PubEd Review of Units Policy agenda item to the Houston agenda.	_____
11 - 11	Staff	Defer the Potential Conflict in ROB with ANSI section A 1.201.004.9 agenda item to Houston	_____
12 - 12	SRC	A reference should be made somewhere in the ROBs to the Mentoring Program mentioned in Volume 3.400, Appendix D on page 70. Mr. Markel asked for SRC input on where it should be referenced.	_____

MINUTES

SOCIETY RULES COMMITTEE WEB MEETING

Wednesday, May 9, 2018
10:00 am – 12:00 pm

MEMBERS PRESENT: Hugh D. McMillan III, Chair
Don Brandt, Vice Chair
Bill Klock
Larry Markel
Art Giesler, Cons.
Julia Keen, CO

MEMBERS ABSENT: Mick Schwedler

INCOMING MEMBERS: Dunstan Macauley
Ken Fulk

GUESTS PRESENT: Tom Watson

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Hugh McMillan called the meeting to order at 10:02 am on Wednesday, May 9, 2018. Members and guests attended as listed above. A quorum was present.

Code of Ethics

Members were reminded that ASHRAE operates under its Code of Ethics at every meeting. They were asked to review the code and become familiar with it.

REVIEW OF AGENDA

Chair McMillan asked if there were additions to or deletions from the agenda. The agenda is full so items 5A, 5D, 5F, 5I and new business item 7B-Standards Achievement Award will be discussed first to be sure they are covered.

APPROVAL OF MINUTES

Mr. McMillan called for a motion to approve the SRC minutes from the January 23, 2018 SRC meeting. Mr. Brandt moved and it was seconded

(1) that minutes from the SRC meeting of January 23, 2018 be approved as presented.

MOTION 1 PASSED (4-0-0-CV)

REVIEW OF ACTION ITEMS

4 – 5	Klock/Keen	Ask PubEdCouncil if they wish to continue annual review of the units policy or if they prefer to formalize dual units and discontinue the annual review.	Ongoing
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AI 1

6 – 5	Schwedler/Giesler	Ask that someone attend the next EHC meetings regarding a potential conflict in the ROB with ANSI section A 1.201.004.9 which limits what a project commit can do. Legal may need to be consulted before changes to go the Board.	Ongoing	AI 2
12 – 5	SRC members	Review changes to ROB 1.130 sections 1-4; send comments to Mr. Schwedler.	Ongoing.	AI 3
13 – 6	SRC members	Review ROB 2.200.008 and ROB 2.101.008 regarding who should interpret the strategic plan, the BOD or PLC and send comments to Mr. Schwedler.	Ongoing.	AI 4
14 – 6	SRC members	Review ROB 1.130.001.4 – wording sounds odd; comments to Mr. Schwedler.	Ongoing.	AI 5
17 – 7	Klock	Review changes to the SRC MOP and Reference Manual; bring a revision to SRC for review.	Ongoing.	AI 6

OLD BUSINESS

Review of Volumes 1-3 – Ethics Enforcement Review TG Changes

ROB Volume 1:

1.140 CODE OF ETHICS

The Code of Ethics includes but is not limited to, ethical conduct in all things we say or do.

1.140.001 Ethical Conduct (74-06-23-28/86-06-22-23/07-01-31-16/13-01-30-61)

Commented [HM1]: LM - Delete

1.140.001.1 As members of ASHRAE or participants in ASHRAE activities, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct. We will avoid conflicts of interest, and behavior that is discriminatory and/or harassing.

Commented [HM2]: LM - Covered in E

All were in agreement with the above proposed changes.

K. Making unfounded malicious statements that are derogatory to a fellow member, staff, or the Society, or other participants in ASHRAE activities is an ethical violation.

Commented [HM3]: LM - What about making such statements about non-members?

1.201.007 Conflict of Interest Policy Ethics Review Board- ExCom

1.201.032 Discrimination and Harassment Policy Ethics Review Board - ExCom

Commented [HM4]: ExCom may be a better choice.

1.201.040 Whistleblower Policy ExCom

Ken Fulk and Bill Klock reviewed Volume 2 and presented the changes to ROB 2.433 Ethics Review Board. Following is a clean copy with all changes included:

ROB Volume 2:

2.433 Ethics Review Board

2.433.001 SCOPE AND PURPOSE

This Ethics Review Board (ERB) is responsible for investigating complaints about violations of the ASHRAE Code of Ethics, deciding whether the complaints are valid, and, when appropriate, recommending enforcement or disciplinary actions in response to confirmed violations of the ASHRAE Code Ethics to the Board of Directors (BOD) commensurate with the violation(s) encountered. The ERB shall establish an Investigative Panel (IP), consisting of a subset of ERB members, to investigate and adjudicate each individual complaint or alleged violation. If the IP determines that a violation has occurred, the ERB shall establish a Tribunal to recommend actions to be taken.

2.433.002 Membership

2.433.002.1 Composition

Members of the ERB shall be as follows:

- A. There shall be two (2) Ethics Review Board members and one (1) alternate selected from each region of the Society, elected annually by the Chapters Regional Committee (Delegates, Alternate Delegates and Regional Leaders (less the Director and Regional Chair) in Executive Session) from each region.
- B. The Chair and Vice Chair of the ERB shall be selected as described in section 2.433.003 C and D.
- C. ERB members shall be a pool from which Investigative Panel and Tribunal members are selected.
- D. No current Member of the Board of Directors shall be eligible to serve on the ERB.
- E. Members of each Investigative Panel and of each Tribunal shall be selected randomly from the ERB, as a group of three (3) members, to conduct their investigation (Panel) or to render judgment in cases of confirmed violations (Tribunal). Each Panel or Tribunal shall elect a chair from among their membership.
- F. The size of the Investigative Panel may be increased in size based upon a request of the Chair of the Panel.

2.433.002.2 Qualifications

- A. All members of the Ethics Review Board shall be current members of ASHRAE in good standing with a minimum of ten (10) years of continuous membership.
- B. Members shall have had no previous ethics disciplinary actions rendered against them and have no current open ethics investigations against them.

2.433.002.3 Term of Service

- A. Members and Alternates shall be elected annually for a single year of service and can be re-elected annually up to no more than eight (8) years of continuous service as a member or as an alternate.
- B. An alternate who has participated in processing a complaint (i.e., served on an Investigative Panel or on a Tribunal) is considered to have served one full year as a member of the Ethics Review Board.
- C. Interruption in service of two (2) or more years would allow a qualified individual to return to duty as an Ethics Review Board member or alternate for another eight (8) years of continuous service.

2.433.003 OPERATION

- A. If travel is required for an investigation by an Investigative Panel or for a Tribunal to deliberate or to report its findings and recommendations to the BOD, then travel expenses will be reimbursed to Panel or Tribunal members upon request in accordance with the current ASHRAE travel reimbursement policy. It is not anticipated that Ethics Review Board members and alternates will need to travel to participate in Ethics Review Board activities other than those associated with an investigation and subsequent activity by a Tribunal.
- B. Investigative Panel or Tribunal members should generally not be from the region in which the alleged ethics violator is from and shall not have any conflict of interest with the case to be investigated or in which punishment is to be recommended.
- C. At the beginning of each year the ERB shall select a chair and vice chair from its membership. This chair and vice chair shall then become the chair and vice chair to represent the ERB for the remainder of that society year and into the next year until a new Chair and Vice Chair are elected.

- D. The ERB shall report directly to the BOD and shall communicate to the BOD as required. The designated chair, or vice chair when the chair is not available, of the Ethics Review Board shall generally report to the BOD in executive session at the winter and annual meetings on Ethics Review Board activity since the last meeting where a report was made. Interim reports may be made when requested by the Board or when circumstances dictate a more frequent need to report to the BOD.
- E. The ERB shall maintain a Manual of Procedures (MOP) that specifies in detail the procedures for investigating and adjudicating reported violations, making recommendations to the BOD on what actions should be taken, and appropriate reporting to law enforcement or regulatory organizations. The MOP shall be consistent with ROB 3.980. The MOP shall also cover requirements for keeping information confidential during and after investigations; such information includes the identities of complainants and of alleged violators of the Code of Ethics. ASHRAE's legal counsel shall review the ERB's MOP. ASHRAE's BOD shall have the responsibility for approving the ERB MOP.

3.980 Procedures for Dealing with Alleged Violations of the ASHRAE Code of Ethics

3.980.001 Every member and body of the Society is responsible for upholding, supporting and enforcing the Code of Ethics. It is the preference of the Society to resolve ethical issues in a collaborative, non-confrontational manner before a formal complaint is made.

Where such a less formal process is not appropriate or does not produce a satisfactory result, any member or body may initiate a formal written allegation requesting that the Ethics Review Board investigate a breach of ethics by a member or body. A formal complaint using the Ethics Complaint Form shall be forwarded to the Ethics Review Board (ERB) in care of the executive vice-president and chief staff officer (EVP). The complaint form shall clearly identify the complainant and must be signed by a member in good standing of ASHRAE who is filing the complaint. The complaint's submittal, details, and parties involved shall be kept confidential by the ERB. Staff members, if involved or knowledgeable in this process, shall be instructed that ethics complaints are treated confidentially. If the complaint involves a member of the BOD or the Ethics Review Board, that person shall be recused from all deliberations and actions concerning the complaint. Complaints filed against the EVP or other ASHRAE staff members shall be referred to the ASHRAE Manager of Human Resources.

3.980.002 The statement of allegations shall include:

3.980.002.1 The name and address of the member or body whose conduct is the subject of the complaint.

3.980.002.2 A statement which sets forth with specificity the alleged conduct of the member or body whose conduct is the subject of the complaint. The statement should describe any efforts made to resolve the ethical issue on an informal basis, or state reasons why informal efforts were not taken. Specifics that shall be included as a minimum are the dates, times, event details (seminar, technical, business, social, committee, communications (e-mail, webinar, telephone, memorandum), etc.), context of circumstances surrounding event, any previous contact(s) made, any subsequent contact(s) made, history of contact or relationship between the accused and complainant, any political or religious issues involved, alcoholic beverages being consumed or served, etc.

3.980.002.3 The specific provisions of the Code of Ethics which the conduct is alleged to have violated.

3.980.002.4 The names and addresses of persons believed to have direct, first-hand, and relevant knowledge pertaining to the subject of the complaint. In addition, names of the persons (if any) that assisted the complainant to write the formal complaint shall be disclosed.

3.980.002.5 The identification and location of documentation or materials upon which the complaint is based.

3.980.002.6 A statement from the member submitting the complaint pledging full confidentiality until such time as the formal investigation is completed and declaring that they will be present at any hearing at which the complaint is being considered if so requested by the deliberating body.

3.980.003 No complaint shall be considered if based on conduct more than five years prior to the complaint or more than two years after the complainant would have reasonably been made aware of the activity forming the subject of the complaint.

Commented [LM5]: Changed this because we're not only talking about "enforcement" of violations

Commented [LM6]: My concern is "informal" If the procedure is in ROB it isn't informal. Informal connotes ad hoc, not following rules. I'm rewording this and following language.

Commented [LM7]: Note that ERB must be added to the list of acronyms in the ROB

Commented [LM8]: Should we say what happens if the EVP is involved in the complaint?

3.980.004 The EVP shall acknowledge receipt of the complaint within two weeks of receipt. Copies of the complaint shall be distributed only to members of the ASHRAE Ethics Review Board selected to investigate and evaluate the complaint (ROB 3.980.005 – 3.980.006). The member or body that is the subject of the complaint shall be given the legal definition of "due process" and shall be presumed, and treated as innocent until proven or adjudicated guilty by the process. The EVP shall log and keep record of all complaints, the ERB members selected to serve on any Investigative Panel or Tribunal formed and the final resolution of each complaint.

3.980.005 The Ethics Review Board (ERB) shall consist of 2 members and an alternate from each Region per ROB 2.433. The Ethics Review Board shall report directly to the ASHRAE Board of Directors. To investigate and evaluate ethics-related complaints or issues, at least three (3) members of the ERB shall be selected by lot as an Investigative Panel and, if needed, three (3) other members of ERB shall be selected by lot to form a Tribunal. The selection for Investigative Panel or Tribunal shall exclude any member named in the allegations, members from the same region of those being charged, member from the region of those making the allegations or any members with any other conflict of interest regarding the complaint. ERB members on the Investigative Panel shall not serve on the Tribunal for same complaint. If the breadth of the group for the complainant or the alleged violating party is so large as to not allow the exclusion of members from the same region, then they will be allowed as long as they are the not subject of or witness to the allegations or have other conflicts of interest with the parties represented. The EVP shall consult with ASHRAE legal counsel if there are questions about whether a conflict of interest exists for specific ERB members or staff.

3.980.006 The 3 member Investigative Panel will conduct a preliminary investigation. Once the Investigative Panel is formed, the responsibility for pursuing the complaint rests with the Panel, not the complainant. The Panel is encouraged to consult with ASHRAE's legal counsel for any questions about the methods or contacts to be employed in the investigation. During this investigation, the names of the complainant and the subject of the complaint will be kept confidential inside the Panel (i.e., to those individuals interviewed by the Investigative Panel) to the extent possible. The Investigative Panel will decide whether to terminate the complaint as unfounded, find the complaint frivolous and malicious, or find that the complaint is valid, based on their investigation.

3.980.007 The Investigative Panel may, at its discretion, terminate the complaint investigation process and report doing so to the BOD at any time if there is: (i) any disclosure of the complaint or its contents by the complainant prior to the complaint being referred to the BOD; or (ii) if the complainant fails to respond to a written request for further information within sixty days; or (iii) if the complainant has initiated legal proceedings based on the same or related circumstances underlying the complaint. Such unauthorized disclosure of the complaint by the complainant is in itself a violation of the ASHRAE Code of Ethics.

3.980.008 If terminated as unfounded, the Investigative Panel will forward a report to the EVP, and the complainant and the subject of the complaint will be notified in writing by the EVP, with a complete explanation of the Investigative Panel's action. The identity of the complainant shall not be disclosed to the subject of the complaint.

3.980.009 If the Investigative Panel finds the complaint frivolous and malicious, the EVP will be informed of the findings and a Tribunal will be selected by lot to evaluate the findings regarding the filer(s) of the complaint. The Panel will conduct a full detailed investigation of the filer of the allegations and their reasons to do so. Filing frivolous and malicious complaints is in and of itself an Ethics Violation and investigation will be conducted on those filing the complaint. A Tribunal shall be formed (ROB 3.980.005) and the Investigative Panel shall deliver all evidence they have collected to the Tribunal and be available to the Tribunal to answer any questions or perform further investigation.

3.980.010 If the Investigative Panel finds the complaint valid, the EVP will be informed of the findings and a Tribunal will be selected (ROB 3.980.005) to evaluate the findings and recommend appropriate actions. The Investigative Panel shall deliver all evidence they have collected to the Tribunal and be available to the Tribunal to answer any questions or perform further investigation.

3.980.011 As soon as the EVP is informed by the Investigative Panel that allegations have not been dismissed as unfounded, the EVP shall confidentially notify the accused and accusing parties that charges have been put forward, a Tribunal has been formed, and a detailed investigation is underway. They will be informed of the nature and detail of the complaint, if it was found frivolous and malicious, and that a detailed investigation is underway.

Commented [LM9]: 2.433 says "a minimum of 3" which I interpret as meaning the ERB can decide to appoint more than 3. I am making 3.980 consistent with 2.433

Commented [LM10]: I don't think we need this. Plus it now involves an additional person from Members Council

Commented [LES11]: Changes ore to make clear that these are 3 separate reasons for terminating the investigation.

Commented [LM12]: i don't think this is a violation of the COE

Commented [LM13]: Clarify - do you mean the Panel or the Tribunal will conduct this investigation of the filer of the malicious complaint? Wouldn't the Panel have already conducted such an investigation if it has determined the filing was malicious and has set up a Tribunal? Request the ad hoc committee consider this.

Commented [LM14]: This should be a new paragraph. And I am not sure what you mean. Do you mean that if it was found to be frivolous the complainant and the subject are informed? You need to clarify exactly what is your intent here.

3.980.0112 The Tribunal shall schedule a confidential hearing to allow the member or body charged to respond to the charges. The respondent shall be given thirty days' notice of the hearing before the Tribunal. The hearing may be in writing, electronic or face-to-face, at the option of the member or body charged. The hearing will be organized to minimize the cost and inconvenience to the complainant, respondent and members of the Tribunal. Based on their evaluation of the evidence and testimony of involved parties, the Tribunal shall determine the level of violation and recommend action(s) to be taken. The Tribunal may choose to recommend dismissal of the allegations as unfounded, counsel and educate the accused for a minor violation, recommend more severe action, or recommend other actions it deems appropriate. The Tribunal's disposition of the complaint shall be in the form of a complete report to the BOD, with recommendations for action. All deliberations of the Tribunal shall be in executive session.

Commented [LM15]: The Tribunal is only formed if the complaint is not terminated as unfounded.

3.980.013 The BOD shall consider the Tribunal's report and recommended action(s). The BOD may also request additional information from members of the Tribunal, the Investigative Panel, or other involved parties, consistent with advice from ASHRAE's legal counsel. By a simple majority of voting members, the BOD shall determine the action(s) to be taken in response to the complaint. The BOD may censure, warn, suspend or expel a member or members if they are found to have violated the Code of Ethics. Any action against members will be governed by the provisions for discipline in the Society Bylaws. All deliberations of the BOD shall be in executive session.

3.980.014 A copy of all ethics violation documentation will be held confidentially by the ASHRAE Human Resources Department for a period of five years. The records shall be available for review by future Investigative Panels and Ethics Tribunals, as well as by the BOD, for evaluating any future complaints involving the same member or body. The ASHRAE HR Department shall prepare a summary of the infraction and actions taken, with identities of participants removed; this shall be made available to future ERBs and BOD investigating or deliberating about similar infractions, in order to familiarize ERB and BOD with relevant precedent. As future ethics complaints are made, the EVP or, if the EVP has a conflict of interest or other involvement, the ASHRAE HR manager shall notify the ERB that there it has a report of a relevant/related ethics violation.

Chair McMillan called for a consent motion to approve changes to Volumes 1-3 as presented above.

Don Brandt made the motion and it was seconded

(2) that changes to ROB Volumes 1-3 be approved as presented.

MOTION 2 PASSED (5-0-0-CV)

Potential Conflict in ROB and Bylaws

Mr. Giesler felt the ROB was more restrictive in the number of members on Nominating Committee (22) versus the Bylaws.

2.415.002 MEMBERSHIP

2.415.002.1 Composition

(16-06-29-32/86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/
01-01-28-01/10-01-24-02/13-01-27-01)

A. This committee shall consist of at least twenty-two (22) voting members, including a chair and vice chair.
(SBL 7.6)

ByLaw

Section 7.6 Nominating Committee. This standing committee of the Society shall select candidates for elected officers and members of the Board of Directors. It shall consist of at least twenty-two members, each of whom shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least five years at the time of selection. Committee membership shall be comprised of the chair, the vice chair, one member and one alternate from each region of the Society selected by the Chapters Regional Committee of each respective region, and at least eight members and eight alternates selected by the Board of Directors.

Mr. Giesler indicated that in the ROB somehow the term voting member got added. The ByLaws describe that the Members include the members, alternates and Chair/VC.. Suggest we delete the term voting as an editorial change from the ROB.

After some discussion, all were in agreement. Mr. Brandt made the motion and it was seconded that the word "voting" be removed from ROB 2.415.002.1A.

MOTION 3 PASSED (4-0-0-CV)

Staff agreed to add this item to the SRC log.

Nominating Committee MOP- Attachment A

Mr. Giesler indicated the final changes to the Nominating Committee MOP were reviewed by John Harrod and he agreed with them. Mr. Brandt made the motion and it was seconded that the changes to the Nominating Committee MOP are approved as presented

MOTION 4 PASSED (4-0-0 CV)

Nominating Committee ROB

After some discussion, Mr. Giesler suggested removing background checks from the Nominating Committee ROB:

~~2.415.003.1E- The Nominating Committee shall require a financial and criminal background check on all society officer nominees. Background checks must be current within the last three years.~~

Mr. Brandt made the motion and it was seconded

that the background checks wording in ROB 2.415.003.1E be deleted from the Nominating Committee ROB.

MOTION 5 PASSED (4-0-0 CV)

Whistleblower Policy

Mr. Brandt asked the group if Audit Committee is the correct cognizant committee for the Whistleblower policy; should issues that are only fiscal-related be referred to Audit; Where should it go after Audit (Ethics Review Board, ExCom?)

After some discussion it was agreed that if the matter is fiscal related, it should go to Audit; if not, then it should be referred to the Ethics Review Board.

Mr. Brandt made the motion and it was seconded

that whistleblower policy issues will be referred to Audit Committee if they are fiscal-related; all other whistleblower matters will be referred to the Ethics Review Board.

MOTION 6 PASSED (4-0-0 CV)

ROB 3.910 Staff Manual Review

Should the Staff Manual be removed from the ROB? Mr. Littleton made several recommendations after reviewing the Staff Manual. Due to limited time left on the web call, it was decided to move this item to the Houston meeting agenda for further discussion. Staff agreed to do so.

ROB on MOPS

Mr. McMillan pointed out there was no timing for reviewing or revising MOPs in the ROB

AI 7

AI 8

2.105.002. He asked the group if it should be recommended that they be reviewed every three years? After some discussion, it was agreed to leave the ROB as it is written.

Mr. McMillan presented a Guidance Document for Councils and Committee – Attachment B - he developed for input from the group. After some discussion, Mr. Brandt moved and it was seconded

that the Guidance Document for Councils and Committees be approved as presented

MOTION 7 PASSED (4-0-0 CV)

Mr. McMillan asked how the Guidance Document for Councils and Committees should be distributed. It was agreed that staff would send it to all new committee chairs and staff liaisons. It also will be incorporated into the SRC Reference Manual.

AI 9

PubEd Review of Units Policy

Mr. Klock indicated that this item is ongoing. It will be added to the Houston agenda.

AI 10

Potential Conflict in ROB with ANSI section A 1.201.004.9

This item will be added to the Houston agenda.

AI 11

Standards Achievement Award

SRC agreed to add an “s” to the word “recipients” as an editorial change.

Mr. Brandt moved and it was seconded

to add an “s” to the word “recipients” in the Standards Achievement Award rule as an editorial change.

MOTION 8 PASSED (4-0-0 CV)

RULES VOLUME REVIEW through March 10, 2018

Mr. Brandt moved and it was seconded to have a consent agenda to approve posting Volumes 1-4 as approved by the Board through March 10, 2018 to the ASHRAE web site as presented.

MOTION 9 PASSED (4-0-0 CV)

MBO Status Review

No.	Objective	Planned Completion Date	Fiscal Impact	Responsibility	Status
1	New Member Training	August 1, 2017	none	Giesler, Graef	Complete
2	Review and recommend changes to New Member Training materials. Include in SRC Reference Manual when complete.	June 26, 2018	none	Brandt, Giesler	Ongoing-Poll will be sent late July to complete this
3	Review SRC Reference Manual and recommend additions, revisions and deletions.	January 23, 2018	none	Markel, Shapiro	Ongoing

4	Review SRC MOP and recommend any updates needed. If none, change review date on MOP.	January 23, 2018	none	Schwedler, Klock	Ongoing
5	Council liaisons make introduction to Council Chair and Vice-Chair (where applicable) and offer SRC assistance for proposed rule reviews, MOP changes, etc.	Fall Conference Call 2017	None	Members – Brandt PubEd – Klock Tech - Schwedler	Complete
6	Complete first review of ROB volumes and report to SRC.	Fall Conference Call 2017	none	Vol 1 – Schwedler Vol 2 – Klock Vol 3 – Markel, Shapiro Vol 4 - Brandt	Complete

Mentoring Program:

Mr. Markel suggested that a reference be made somewhere in the ROB's to the Mentoring Program mentioned in Volume 3.400, Appendix D on page 70. He asked SRC for input on where it should be referenced.

AI 12

ADJOURNMENT

The meeting was adjourned at 11:53 am.

Respectfully submitted,



Mary Dean Townsend

cc: Board of Directors

