



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**Palmer House Hilton Hotel
Chicago, IL
Tuesday, January 23, 2018
2:00 pm – 6:00 pm**

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

Society Rules Committee
Meeting
January 23, 2018
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PRINCIPAL MOTIONS
Society Rules Committee Meeting
January 23, 2018

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2 – 5 *that Society Rules Committee recommends to ExCom that the ASHRAE Executive Vice President review ROB 3.910 and if he agrees there is nothing to retain, eliminate it from the ROB.*

3 - 6 *that item 3 be removed from ROB 1.130.001.3 as follows:*

~~*this Strategic Plan identifies four principal strategic directions that define where ASHRAE will focus its efforts and resources in the next several years, in addition to its commitment to ongoing programs and services. The plan also contains supporting strategies for these directions and the organizational commitment necessary to achieve them. Grounded on ASHRAE's core values and consistent with its mission, the plan not only addresses the challenges and changes occurring in the current environment, but will move ASHRAE forward towards fulfilling its vision of a better future.*~~

4 - 6 ROB 2.424.002.2 Qualifications: *that item D be struck – and change wording to “at least two members shall be current Board members.”*

5 - 6 that the ROB 2.105.017 Smoking Policy be modified by adding “or vaping”.

2.105.017 Smoking Policy

(87-03-28-08)

The Chief Staff Officer shall establish a policy with regard to smoking or vaping in the Atlanta Headquarters and the Washington Office.

6 - 7 *that the Board approve changes made to ROB 2.432.002 by the bEQ Committee*

ACTION ITEMS
Society Rules Committee Meeting Minutes
Tuesday, January 23, 2018

<u>No. - Pn.</u>	<u>Responsibility</u>	<u>Summary</u>	<u>Status</u>
1 - 4	SRC	Review changes to Volumes 1-3 when Tom Watson's Ethics Enforcement Review Task Group sends them.	_____
2 - 4	SRC	Per Mr. Watson's request, review the ASME Code of Ethics to be sure it does not conflict with ASHRAE's Code of Ethics.	_____
3 - 4	Staff	Send a doodle poll to SRC and Ethics Enforcement Review Task Group members to schedule a web conference call to review changes to Volumes 1-3.	_____
4 - 5	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>
5 - 5	McMillan/Giesler	Review changes to Nominating Committee MOP; prepare a recommendation from SRC by February 15	<u>Ongoing</u>
6 - 5	Schwedler/Giesler	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>
7 - 5	Schwedler/Giesler	Consult Legal about the ANSI section A potential conflict with ROB 1.201.004.9	_____
8 - 5	McMillan/Giesler	Review changes in Nominating Committee MOP; prepare a recommendation from SRC and report at the next meeting.	_____
9 - 5	Volume Leaders	Review the changes to all Volumes by the next SRC meeting.	_____
10 - 5	Keen/SRC	Suggested Staff Manual needs potential changes/updating; eliminate dups in two areas; should not direct staff to review ROB.	_____
11 - 5	McMillan	Contact Mr. Littleton and ask him to review the Staff Manual	_____
12 - 5	SRC	Review changes to ROB 1.130, sections 1-4 and send comments to Mr. Schwedler.	_____
13 - 6	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	_____
14 - 6	SRC	Review ROB 1.130.001.4 – wording sounds odd; send comments to Mr. Schwedler by February 15.	_____
15 - 6	Townsend	When changes to the strategic planning sections are completed by SRC, make a note that SRC is recommending the changes to the BOD	_____
16 - 6	Staff	Add Smoking policy change ROB 2.105.017 to the log as editorial change.	_____
17 - 7	Klock	Review changes to the SRC MOP and Reference Manual and bring a revision back to SRC.	_____
18 - 7	SRC	Review changes to Volume 3 and send comments to Larry Markel	_____
19 - 7	McMillan	Prepare SRC Guidance Document regarding ROBS and MOPs for SRC review at the next meeting.	_____
20 - 7	Townsend	ROB changes will be sent to SRC for review before posting to the ASHRAE website. Documents will reflect changes made through the March 10, 2018	_____
21 - 7	Schwedler/Keen	Discuss with ExCom the whistleblower policy and harassment policy to make sure ASHRAE's volunteers and staff are protected.	_____
22 - 7	SRC	Update IRS Rules in the ROB's	_____

MINUTES

SOCIETY RULES COMMITTEE
MEETING
Palmer House Hilton Hotel - Chicago
Tuesday, January 23, 2018
2:00 – 6:00 pm

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

MEMBERS ABSENT: Leon Shapiro

GUESTS PRESENT: Tom Watson
John Harrod
David Arnold
Omar Rojas
Max Sherman
Pat Graef
Heather Schopplein
Douglas Cochrane

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Hugh McMillan called the meeting to order at 2:00 pm on Tuesday, January 23, 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. It will be added to the SRC agendas going forward.

REVIEW OF AGENDA

Chair McMillan asked if there were additions to or deletions from the agenda. Tom Watson will present results of work done by the Ethics Enforcement Review Task Group he is chairing. As a result, this item was added to the agenda.

Mr. Watson presented the results of meetings held by the Ethics Enforcement Review Task Group he is chairing. As a result of their work, changes to Volumes 1-3 of the Rules of the Board will be submitted to SRC for review and approval. Mr. Watson will send these proposed changes to SRC for their approval. AI 1

Mr. Watson asked SRC to review wording in the ASME code to be sure it does not conflict with ASHRAE's Code of Ethics. AI 2

Mr. Watson asked that a Doodle poll be sent to SRC and the ethics Enforcement Task Group to set up a webinar to discuss changes to the three Volumes. Staff agreed to send the poll in the next few weeks. AI 3

APPROVAL OF MINUTES

Mr. McMillan called for a motion to approve the SRC minutes from the November 29, 2017 SRC meeting. Mr. Schwedler moved and it was seconded

(1) that minutes from the SRC meeting of November 29, 2017 be approved as presented.

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

REVIEW OF ACTION ITEMS

3 – 6	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	AI 4
8 - 6	McMillan/Giesler	Review changes in Nominating Committee MOP; prepare a recommendation from SRC and review by February 15.	Ongoing	AI 5
9 – 7	Schwedler	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. ANSI may need to be consulted. This item will be deferred to the spring SRC conference call and it will be tracked. Legal may need to be consulted before changes to go the Board.	Ongoing	AI 6 AI 7

OLD BUSINESS

Nominating Committee MOP Changes

After some discussion, it was agreed that Mr. Giesler and Mr. McMillan will make further edits to the Nominating Committee MOP and bring it back to SRC. AI 8

ROB Volume To-Do Lists

Volume leaders were asked to review the ROB volumes and finalize the to do lists by the next SRC meeting. AI 9

Staff Manual Update

Mrs. Keen notified ExCom that this manual needs updating; SRC was asked to review it and send a recommendation to ExCom on suggested changes to be made. Mrs. Keen suggested elimination of duplicates in two locations. This manual should not direct staff to review the ROB. After some discussion, it was decided to ask Jeff Littleton for his input and review. AI 10

Mr. Markel made the motion and it was seconded

that Society Rules Committee recommends to ExCom that the ASHRAE Executive Vice President review ROB 3.910 and if he agrees there is nothing to retain, eliminate it from the ROB.

MOTION 2 PASSED (4-0-0-CNV)

Mr. McMillan agreed to contact Mr. Littleton and ask him to review the ROB AI 11

RULES VOLUME REVIEW

Volume 1 – Mr. Schwedler reviewed Volume I and found duplications in the vision and purpose. Planning AI 12

Committee added edits to Volume 1 which was a direct cut and paste from the 2006 strategic plan. This section has now been rewritten; SRC was asked to review ROB 1.130, sections 1-4. Some other issues to review are whether the Board or PLC should be the ones to interpret the strategic plan (see ROB 2.200.008 and ROB 2.101.008).

AI 13

Mr. Giesler indicated the wording in ROB 1.130.001 sounded odd. ROB 1.130.001.4 was found elsewhere and should be deleted. (See ROB 1.130.001.4 below) Mr. Schwedler asked for all edits to be sent to him by mid-February.

AI 14

ROB 1.130.001.4 The Strategic Plan will be maintained on a continuous basis by annually incorporating feedback from councils, standing committees, technical committees, standards project committees, members, allied societies, and governmental organizations thus assuring the strategic plan never becomes outdated, but is kept relevant by adjusting the current capabilities of ASHRAE, with current and anticipated social, technical and economic realities.

Mr. Klock moved and it was seconded

that item 3 be removed from ROB 1.130.001.3 as follows:

this Strategic Plan identifies four principal strategic directions that define where ASHRAE will focus its efforts and resources in the next several years, in addition to its commitment to ongoing programs and services. The plan also contains supporting strategies for these directions and the organizational commitment necessary to achieve them. Grounded on ASHRAE's core values and consistent with its mission, the plan not only addresses the challenges and changes occurring in the current environment, but will move ASHRAE forward towards fulfilling its vision of a better future.

MOTION 3 PASSED (4-0-0 CNV)

When changes to the strategic planning sections are ready to present to the BOD, please note that this was voted on by SRC as a recommended change to the Board.

AI 15

Volume 2 – Bill Klock made the motion and it was seconded

ROB 2.424.002.2 Qualifications: that item D be struck – and change wording to “at least two members shall be current Board members.”

MOTION 4 PASSED (4-0-0 CNV)

ROB 2.105.017 Smoking Policy

Mr. Klock made the motion and it was seconded

that the ROB 2.105.017 Smoking Policy be modified by adding “or vaping”.

2.105.017 Smoking Policy (87-03-28-08)
The Chief Staff Officer shall establish a policy with regard to smoking or vaping in the Atlanta Headquarters and the Washington Office.

MOTION 5 PASSED (4-0-0 CNV)

This item will be added to the SRC log as an editorial change.

AI 16

ROB 2.432.002 BEQ Membership (Attachment A)

Mr. Klock made the motion and it was seconded

that the Board approve changes made to ROB 2.432.002 by the bEQ Committee

MOTION 6 PASSED (4-0-0 CNV)

SRC MOP and Reference Manual Changes

Mr. Klock will review changes to the SRC MOP and Reference Manual and bring a revision back to SRC.

AI 17

Volume 3 – Mr. Markel presented changes to ROB 3.400 and 3.900, it was agreed that Mr. Klock will review the changes. Mr. McMillan will discuss ROB 3.900 with the Executive Vice President as discussed earlier.

Volume leaders were asked to review Volume 3 document changes and send input to Larry Markel.

AI 18

Volume 4 – Mr. Brandt indicated there were no changes to Volume 4.

NEW BUSINESS

Mr. McMillan has agreed to develop a guidance document regarding ROBs and MOPs for SRC and will submit it for review.

AI 19

The next SRC conference call will be scheduled in April.

ROB changes will be sent to SRC for review before posting to the ASHRAE website. Documents will reflect changes made through the March 10, 2018 BOD meeting.

AI 20

Mr. Schwedler and Mrs. Keen will discuss with ExCom the whistleblower policy and harassment policy to make sure ASHRAE's volunteers and staff are protected.

AI 21

Update IRS rules in the ROBs.

AI 22

ADJOURNMENT

The meeting was adjourned at 5:00 pm.

Respectfully submitted,



Mary Dean Townsend

cc: Board of Directors

Building EQ Report Attachment:**2.432 BUILDING ENERGY QUOTIENT COMMITTEE****2.432.001 SCOPE AND PURPOSE**

(12-06-24-10)

This committee is responsible for the business planning, training and marketing of the programs of this enterprise. This committee has the overall responsibility to determine technical developments that are required to support these activities. This committee has the responsibility for directing the development of marketing programs to determined target audiences.

2.432.002 MEMBERSHIP

(12-06-24-10)

2.432.002.1 Composition

The members of this committee shall be as follows:

A. Eight (8) voting members, including a chair and a vice chair

~~B. Voting membership shall include one member representing each council and three (3) members at large.~~

C. Non-voting members include the coordinating officer and consultants as required.

2.432.002.2 Qualifications

A. Either the chair or vice chair shall be current or past members of the Board of Directors.

~~B. Council representatives shall be current or past members of the representative councils. Part of their role is to liaise with and report back to the respective councils.~~

C. Voting Members-at-large should be considered for their broad business and marketing experience as well as required technical expertise to guide the development and support of the enterprise. Familiarity with the BEAP and BEMP certifications is also encouraged.

D. Consultants should be included for specific technical expertise as needed as well as their representation of building owners and/or government agencies.

2.432.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.432.003 OPERATION

(12-06-24-10)

2.432.003.2

This committee is responsible for the operation of the Building EQ enterprise as determined by the Board and for coordinating the activities of all three councils regarding the ASHRAE Building Labeling program.

2.432.003.3

This committee is responsible for the business planning, training and marketing of the programs of this enterprise. This committee has the overall responsibility to determine technical developments that are required to support these activities. This committee has the responsibility for directing the development of marketing programs to determined target audiences.