SOCIETY RULES COMMITTEE MEETING
St. Louis, MO

Tuesday, June 28, 2016
2:00 -6:00 pm

Note: These minutes are not approved until voted on and approved by the SRC.
Approved – August 16, 2016 SRC Conference Call
# Society Rules Committee Meeting

## June 28, 2016

### CALL TO ORDER

Code of Ethics Reminder

### REVIEW OF AGENDA

### APPROVAL OF MINUTES

### REVIEW OF ACTION ITEMS

### UNFINISHED BUSINESS

- Clarification of PEC Content of Websites
- PEC MOP
- Clean-up of ROBs Re Advocacy and Public Policy Issue Briefs
- Status of Notification of ROB Changes
- YEA Election Schedule
- 2015-16 Workbook and MBOs

### NEW BUSINESS

- PEC Contents of Websites ([Attachment A](#))
- 1.201.010 Policy/Procedure for Format of Internet Sites ([Attachment B](#))
- Discrimination and Harassment Policy Incorporated into ROB
- ASHRAE-IAQA Dues Discount ([Attachment C](#))
- EHC ROB Changes ([Attachment D](#))
- Development Committee MOP and ROB ([Attachment E](#))
- Residential Buildings Committee ROB ([Attachment F](#))
- 2.105.001-Standing Bodies/Nominating Committee ([Attachment G](#))
- Developing Economies Consultants

### NEXT MEETING

### ADJOURNMENT
<table>
<thead>
<tr>
<th>No. - Pg.</th>
<th>Responsibility</th>
<th>Summary</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 1</td>
<td>Graef</td>
<td>Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>2 – 1</td>
<td>Fly/Townsend</td>
<td>Ask staff liaisons to review their MOPs and change all references to DAL to Directors and add “where applicable”.</td>
<td>Ongoing</td>
</tr>
<tr>
<td>3 – 1</td>
<td>Graef</td>
<td>Send the draft YEA election schedule to Members Council for their consideration</td>
<td>Ongoing</td>
</tr>
<tr>
<td>4 - 2</td>
<td>Graef</td>
<td>Defer PPIBs issue to Technology Council</td>
<td>________</td>
</tr>
<tr>
<td>5 – 2</td>
<td>Graef / McQuade</td>
<td>Add GGAC process to ROB in section 1.300 Position Documents</td>
<td>________</td>
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</table>
MINUTES
SOCIETY RULES COMMITTEE MEETING
St. Louis, MO
Tuesday, June 28, 2016
2:00 – 6:00 pm

MEMBERS PRESENT: Arthur L. Giesler, Chair
Mark W. Fly, Vice Chair
Stephen D. Kennedy
Hugh D. McMillan III
William F. McQuade

MEMBERS ABSENT: Patricia T. Graef

INCOMING MBRS. ABS: Lawrence C. Markel

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

GUESTS PRESENT: T. David Underwood

CALL TO ORDER
Chair Giesler called the meeting to order at 2:00 pm on Tuesday, June 28, 2016. Members, guests and staff attended as listed above. A quorum was present.

Code of Ethics Reminder
Mr. Giesler reminded members that we follow the ASHRAE code of ethics in our work.

REVIEW OF AGENDA
Chair Giesler asked if there were additions to or deletions from the agenda. New items included document retention and a change in Publishing and Education Council membership.

APPROVAL OF MINUTES
Mr. Giesler called for a motion to approve the SRC minutes from the January 26, 2016 SRC meeting. Mr. McMillan moved and it was seconded

(1) to approve the SRC minutes from the January 26, 2016 SRC meeting.

MOTION 1 PASSED UVV (4-0-0-CN)

REVIEW OF ACTION ITEMS
1 – 2 Graef Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know

1 - 2 Graef Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know. Ongoing AI 1

12 – 3 Fly/Townsend Ask staff liaisons to review their MOPs and change all references to “DALs” to “directors” and add “where applicable” Ongoing AI 2

14 – 3 Graef Send draft YEA election schedule to Members Council for their consideration AI 3
UNFINISHED BUSINESS

Clarification of PEC Content of websites and contacts

Mr. McQuade reported that this item is complete.

PEC MOP

Mr. Fly reported that this item was cancelled.

Clean up of ROBs regarding Advocacy Committee and Public Policy Issue Briefs

This item is complete.

Status of Membership Notification of ROB Changes

This item is complete.

Proposed YEA Election Schedule

This item is outstanding and will be deferred to a future SRC meeting.

2015-16 SRC Workbook and MBOs

Mr. Giesler reported that these items are complete.

NEW BUSINESS

GGAC ROB Update

This item will be discussed after the Board meeting on Wednesday.

PPIBs

Mr. Giesler reported that this is not an issue to be reviewed by SRC. This will be deferred to Technology Council. Mrs. Graef and Mr. McQuade were requested to add this item to the ROB in section 1.300 Position Documents. Mrs. Townsend was requested to add the process to the ROB.

To-Do lists from the three Volumes have been compiled in section 1.140.003.

The SRC log was updated and will be attached to the SRC Report to the BOD. The updated ROBs are posted to the ASHRAE.ORG web site.

2016-17 MBOs

Mr. Fly presented proposed 2016-17 SRC MBOs.

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>Planned Completion Date</th>
<th>Fiscal Impact</th>
<th>Primary Responsibility</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign Mentors for new members and make team volume assignments</td>
<td>7/31/2016</td>
<td>None</td>
<td>Fly</td>
<td>Draft Below for Discussion</td>
</tr>
</tbody>
</table>
Work with all committees established by BOD to ensure constancy between committees in their ROB and MOP’s 6/15/2017 None Volume Team Letter to all committees sent ongoing

Move Document Management and Communications to Basecamp 8/30/2016 None Fly, Staff Ongoing

Review Strategic Plan for changes needed in ROB 6/1/2017 None All

Review and formalize schedule for publishing of rules 1/30/2017 None Fly, Staff

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume 1</td>
<td>McQuade</td>
<td>Petrilli</td>
</tr>
<tr>
<td>Volume 2</td>
<td>Petrilli</td>
<td>Fly</td>
</tr>
<tr>
<td>Volume 3</td>
<td>Markel</td>
<td>Kennedy</td>
</tr>
<tr>
<td>Volume 4</td>
<td>McMillian</td>
<td>Markel</td>
</tr>
<tr>
<td>Member Council</td>
<td>McMillian</td>
<td></td>
</tr>
<tr>
<td>Pub/Ed Council</td>
<td>McQuade</td>
<td></td>
</tr>
<tr>
<td>Tech Council</td>
<td></td>
<td>Kennedy</td>
</tr>
</tbody>
</table>

New member mentor McMillian -> Markel

NEXT MEETING:
The next SRC meeting will be scheduled after the next BOD meeting. Staff was asked to send a Doodle poll 8/30/2016 None Fly, Staff Ongoing when Mr. Fly determines optional dates for the poll.

ADJOURNMENT
The meeting was adjourned at 4:48 PM.

Respectfully submitted,

Mary Dean Townsend, Secretary

cc: Board of Directors