**PLANNING, POLICY, AND INTERPRETATIONS SUBCOMMITTEE (PPIS)**

**MINUTES**

**Winter Meeting**

**Omni Hotel, Atlanta, GA**

**Teleconference**

**Meeting of February 3, 2023, and February 7, 2023**

NOTE: These draft minutes have not been approved and are the unofficial record by PPIS.

TABLE OF CONTENTS

[1. Call to Order/Introductions and Review of Agenda 3](#_Toc127353916)

[2. Chairman’s Report 3](#_Toc127353917)

[3. Staff Report 3](#_Toc127353918)

[4. Approval of Minutes 3](#_Toc127353919)

[5. Review of Action Items/Unfinished Business 3](#_Toc127353920)

[6. Planning – New Projects 4](#_Toc127353921)

[7. Policy – Procedural Changes 4](#_Toc127353922)

[8. Interpretations 5](#_Toc127353923)

[9. New Business 5](#_Toc127353924)

[10. Recess 5](#_Toc127353925)

[11. Call to Order/Introductions and Review of Agenda 5](#_Toc127353926)

[12. Chairman’s Report 5](#_Toc127353927)

[13. Staff Report 6](#_Toc127353928)

[14. Unfinished Business 6](#_Toc127353929)

[15. Planning – New Projects 6](#_Toc127353930)

[16. Policy – Procedural Changes 6](#_Toc127353931)

[17. Interpretations 6](#_Toc127353932)

[18. New Business 7](#_Toc127353933)

[19. Next Meeting 7](#_Toc127353934)

[20. Adjournment 7](#_Toc127353935)

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| ACTION ITEMS ASSIGNED WINTER MEETING 2023 |
| AI# | Action | Assigned To | Status |
| 1 | Update the PC Chairs Toolkit page with shorter training videos, checklists, updated procedures and forms. | Staff | Open |
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# 1. Call to Order/Introductions and Review of Agenda

## Call to Order/Chairman’s Report

The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on February 2, 2023, at 2:00 p.m. at the Omni Hotel.

## Introductions

Chairman Bill Walter greeted members.

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| PPIS MembersBill Walter, ChairSrinivas KatipamulaJulie MajurinKarl Peterman | PPIS Members AbsentCesar LimChris SeetonGuestsSusanna Hanson | Staff Tanisha Meyers-Lisle, *Procedures Administrator* |

# 2. Chairman’s Report

Chairman greeted guests and discussed the ASHRAE Code of Ethics, Anti-Trust Guidelines, and the prohibition of recording meetings.

# 3. Staff Report

Staff discussed the status of the 5 appeals received in response to the publication approval of BSR/ASHRAE Addendum j to ANSI/ASHRAE Standard 62.2-2022, *Ventilation and Acceptable Indoor Air Quality in Residential Buildings*. The Appeals Panel has requested a rebuttal statement to each appeal and a response to their questions. The rebuttal was received and the Panel will be meeting to deliberate.

PASA was reaccredited by ANSI on January 27, 2023 but will take a while to update the other documents.

# 4. Approval of Minutes

The PPIS Minutes from the Annual Meeting 2022 was presented to members for approval.

It was moved by Srinivas Katipamula and seconded by Julie Majurin:

1. That the amended PPIS Minutes from the Annual Meeting 2022 be approved as

written.

**MOTION 1 PASSED:** 4-0-0, CV

# 5. Review of Action Items/Unfinished Business

5A. Action Items

No action items listed.

# 6. Planning – New Projects

None.

# 7. Policy – Procedural Changes

It was moved by Srinivas Katipamula and Karl Peterman that:

**2** Standards Committee Reference Manual Sections 1.3.3, *Voting Rules for the Chair at a Meeting or by Letter Ballot*; Section 1.1.3 *Standards Committee Meetings*; Section 3.2 *StdC Support*; Section 8.12.6 *Negative Votes on Letter Ballot* be approved as shown below:

**1.3.3 Voting Rules for the Chair at a Meeting or by Letter Ballot.**

The Chair is a member of the committee and may voice their opinion and vote on any motion before his committee in accordance ~~with Roberts Rules of Order~~ ASHRAE Simplified Rules of Order-Quick Reference, following the ASHRAE practice as described below: The Chair of a meeting is a facilitator for the meeting, assuring that all the views of a motion are heard, and assuring that any motion is properly carried to a conclusion. An effective Chair does not use his position to intimidate members of the committee.

**1.1.3 Standards Committee Meetings**

The StdC shall have in person meetings in conjunction with the ASHRAE Winter and Annual Meetings and is authorized to hold ~~one~~ up to four additional in person meetings between each of the Society meetings, ~~up to four total~~ per year. Teleconference meetings are not limited for the committee and its subcommittees. Each member of the StdC is expected to attend all meetings of the StdC and the subcommittee(s) on which they serve. Transportation expenses will be reimbursed upon request.

**3.2 StdC Support**

The CO shall be available to the StdC for advice and assistance and shall report any problems to the President or the StdC Executive Committee. The CO should annually review the budget, the four-year plan and the objectives of the StdC and make recommendations to the President-Elect concerning size limitations, fiscal concerns and activities of the StdC. The purpose of such reviews is to optimize committee size and effectiveness and assure that each committee of the Society is useful and functioning in the manner described by the Rules of the Board. At StdC meetings, the CO does not count toward a quorum and shall not vote.

**8.12.6 Negative Votes on Letter Ballot**

Negative votes should be explained in writing. If the vote passes with one or more negative votes, the results shall be held in abeyance until the negative vote comments are transmitted to all eligible voters and they are given an opportunity to change their votes. If a reason is not provided for a negative vote, the eligible voters are informed of the negative vote – noting that no reason was given – by distribution of the letter ballot results.

The Chair of the cognizant PC voting by letter ballot may offer rebuttal to the comments of the negative voters. After the eligible voters have had opportunity (minimum seven days) to change their votes, the results shall be final. If negative votes with comments are received on the second round, all eligible voters will be informed but no further opportunities to change votes will occur. The comments of the negative voters shall be transmitted with the results of the votes to ILS.

**BACKGROUND:** These changes offer updates to align with current ASHRAE practice and clarification of procedures.

 **MOTION 2 PASSED:** 4-0-0, CV

# 8. Interpretations

 None.

# 9. New Business

1. A request to update our procedures was received from Jason Glazer that would suggest rules relating to quorum for ASHRAE project committees be modified so that if a member is on maternity or paternity leave, it does not effect quorum. PPIS discussed this suggestion and agreed in principle to accept this suggestion but notes the issues it could have with balance. PPIS acknowledges this rule can also apply to all extended leaves of absences. PPIS member, Karl Peterman was assigned an action item to draft language to address the issue.
2. Jonathan Humble submitted a PowerPoint that recommends a process for evaluating proposals or CMPs. PPIS agrees that this information should be shared with liaisons and PC Chairs. Bill Walter will draft a checklist/ flow chart that includes a process for CMPs.

# 10. Recess

PPIS adjourned at 12:35 pm.

**11. Call to Order/Introductions and Review of Agenda**

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| The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on Tuesday, February 7, 2023, at 2:00 pm, via in person at the Omni Hotel and teleconference. Chairman Bill Walter greeted members and guests were introduced.

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| PPIS MembersBill WalterSrinivas KatipamulaCesar LimJulie MajurinKarl PetermanChris Seeton | PPIS Members AbsentGuestsCraig Wray | Staff Connor Barbaree, *Sr. MOS*Tanisha Meyers-Lisle, *Procedures Administrator* |

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**12. Chairman’s Report**

None.

**13. Staff Report**

None.

**14. Unfinished Business**

None.

**15. Planning – New Projects**

**3** It was moved by Cesar Lim and seconded by Chris Seeton that that the following Title, Purpose and Scope (TPS) be approved and that a new Standard Project Committee be formed:

**TITLE**: ASHRAE Standard 241P, Control of Infectious Aerosols

**1.PURPOSE:**

The purpose of this standard is to establish minimum requirements for control of infectious aerosols to reduce risk of disease transmission.

 **2. SCOPE:**

**2.1** This standard defines requirements for ventilation, filtration, and air-cleaning system design, installation, commissioning, operation and maintenance to reduce exposure to infectious aerosols.

**2.2** This standard applies to occupiable space in new buildings, existing buildings, and additions to existing buildings.

**2.3** This standard does not address infection transmission by modes other than exposure to infectious aerosols.

**BACKGROUND:** This TPS will also have to be approved by the Technology Council. This TPS was submitted by William Bahnfleth for reconsideration at the Winter PPIS meeting. PPIS assigned the Environmental Health Committee as the cognizant committee. William Bahnfleth was recommended as the Chair of the proposed new project committee. There are at least five members willing to volunteer.

**MOTION 3 PASSED:** 5-0-0, CV

**Secretary’s Note:** Karl Peterman was not present for the vote.

**16. Policy – Procedural Changes**

None.

**17. Interpretations**

None.

**18. New Business**

1. A suggestion and proposal were brought to PPIS for consideration regarding accommodation of leaves of absence for PC voting members, such as maternity leave or medical leave. After further discussion and concerns surrounding HIPPA laws, additional workloads for Staff and SPLS; PPIS determined the PC Chair could choose a path that is best for their committee. A member could either abstain or resign depending on their length of absence. PPIS agreed to provide PC Chairs limited direction in the PC Guide to PASA addressing leaves of absences. These changes will come forward at our next meeting.
2. Jonathan Humble submitted a PowerPoint that recommends a process for evaluating proposals or CMPs. PPIS agrees that this information should be shared with liaisons and PC Chairs. Bill Walter drafted a checklist that will provide a process for CMPs. [See Attachment A](#AttA). Staff will work to update our trainings on the website and include this checklist along with other process flow charts .

**19. Next Meeting**

Spring Meeting

TBD

**20. Adjournment**

PPIS adjourned at 11:50 am.

**ATTACHMENT A:**

New CMP Submitted

* Assigned to PC member or Working Group (WG)
* Proposal is complete (if not contact proponent)
* Proposal is within scope of standard
* Materially affected parties contacted
	+ User, General Interest, Producer
	+ Trade groups
	+ Owner representative groups
	+ Other standards development organizations
	+ Government agencies
	+ National and international organizations
	+ Other ASHRAE project committees or technical committees
	+ ASHRAE Staff
* Draft response
	+ Accept without modification
	+ Accept with modification
	+ Accept for further study (7 months to change response)
	+ Reject