



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

**Tuesday, August 22, 2023**

**Approved by the Executive Committee on October 20, 2023.**

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 Executive Committee Meeting  
 Tuesday, August 22, 2023

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**PRINCIPAL APPROVED MOTIONS**

Executive Committee Meeting

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<b>No. - Pg.</b>	<b>Motion</b>
1 – 3	The letter to members (ATTACHMENT C) regarding the use of AI for topic content generation be approved.

## ACTION ITEMS

Executive Committee Meeting

Tuesday, August 22, 2023

<b>No. - Pg.</b>	<b>Responsibility</b>	<b>Summary of Action</b>	<b>Status</b>	<b>Goal Date</b>
1 – 3	Littleton	Hand off the exploration of a new MOU with AIHA to Mr. McQuade.		
2 – 4	Reiniche	Reach out to TFBD guide contractors and the TFBD to communicate concerns regarding AI generated content.		
3 - 4	Staff	Ask SRC to consider the following – Can the BOD change a ROB that was the result of a member petition?		
4 - 5	Littleton	Request answers to Region XIV CRC motions related to GDPR from Society’s legal counsel and forward those responses to Region XIV DRC, Mahroo Eftekhari.		
5 – 7	Littleton	Determine who on staff will review items from the CRC roundtables and provide ExCom with an executive summary at the October ExCom meeting.		October 2023



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**

Tuesday, August 22, 2023

**MEMBERS PRESENT:**

Ginger Scoggins, President  
Dennis Knight, President-Elect  
Bill McQuade, Treasurer  
Billy Austin, Vice President  
Wade Conlan, Vice President  
Chandra Sekhar, Vice President  
Jeff Littleton, Secretary

**GUESTS PRESENT:**

Art Giesler	Heather Schopplein
Bryan Holcomb	Jim Arnold
Buzz Wright	Joe Sanders
Dru Crawley	John Constantinide
Kishor Khankari	Jonathan Smith
	Richie Mittal

**STAFF PRESENT:**

Candace DeVaughn, Sr. Manager - Board Services  
Chandrias Jolly, Manager - Board Services  
Vanita Gupta, Director – Marketing  
Lizzy Seymour – Director – Member Services  
Mark Owen, Director - Publications & Education  
Kirstin Pilot, Director - Development  
Stephanie Reiniche, Director - Technology  
Alice Yates, Director - Government Affairs  
Craig Wright, Director of Finance

**CALL TO ORDER**

The meeting was called to order at 9:00 a.m.

**CODE OF ETHICS**

Ms. Scoggins read the code of ethics commitment and advised that the full code of ethics statements and core values were available online.

**ROLL CALL/INTRODUCTIONS**

Roll call was conducted; members, guests, and staff were in attendance as noted above.

**REVIEW OF MEETING AGENDA**

Ms. Scoggins reviewed the meeting agenda. 'CRC Motions from Region VII and IX' was added to *New Business*.

**MOUs****UNEP MOU RENEWAL**

Mr. Littleton reported that UNEP has a new MOU process which requires Society to first register as a partner. UNEP also has a new MOU form that we will have to abide by. Society has had an MOU with UNEP for over 10 years; this renewal period requires that we now walk through UNEP's new process.

Tim Wentz has been leading this charge and the renewal steps are completed and will take about 90 days to finalize. Will have something for ExCom's review in the next few months. The renewed MOU will also include a work plan.

**AIHA (AMERICAN INDUSTRIAL HYGIENE ASSOCIATION) NEW MOU**

Mr. Littleton reported that AIHA contacted Society stating that they would like to enter into an MOU. Larry Sloan from AIHA sent Society a list of suggestions for the two organizations to collaborate. Mr. Littleton reviewed the suggested list, it was shown on screen, and is included in ATTACHMENT A.

Mr. Conlan reported that he received an email from Presidential Member Bill Bahnfleth soliciting members for the AIHA IAQ task force. Mr. Bahnfleth is currently a member of the task force and the request was forwarded to several other individuals to encourage ASHRAE members to participate, specifically members of Standard 241.

Mr. McQuade advised that a partnership with AIHA would align with the planned 2025-26 Society theme. He stated that he would be willing to have discussions to add more meat to the collaboration recommendations. He suggested that the two organizations could have specific task force collaborations or a joint conference.

Ms. Scoggins reminded the committee that the goal is to have MOUs of substance and ones that have accompanying work plans. She reported that over the years, ExCom has worked to curtail the number of MOUs that Society has. She stressed the importance of work plans and stated that an MOU without a work plan is just ceremonial.

Mr. McQuade expressed agreement with Ms. Scoggins. He stated that he would like the opportunity to see what opportunities for collaboration exist. He will recommend to not move forward if the partnership will not be meaningful or beneficial to Society.

Mr. Littleton will hand off the exploration of a new MOU with AIHA to Mr. McQuade.

**AI - 1**

### **AI and ASHRAE TECHNICAL DOCUMENTS**

Mr. Littleton reported that he shared a message with ExCom that ASTM sent to all their members, regarding the use AI. The message was shown on screen and is included in ATTACHMENT B. ASTM is the largest standards developer in the United States and the email warned members not to use AI to generate standards content.

Mr. Littleton asked if Society should issue a similar message.

He reported that Ms. Reiniche drafted a statement which was shown on screen and is included in ATTACHMENT C.

Mr. Knight stated that he was supportive of the message from ASTM. He suggested that it was acceptable to use AI tools for initial research but that it should not be used to generate content until Society understands how to site sources and fully understands where content comes from.

Mr. Knight moved and Mr. McQuade seconded that

1. The letter to members (ATTACHMENT C) regarding the use of AI for topic content generation be approved.

Mr. Crawley stated that once content is entered into AI, the creator can lose IP rights and can no longer control where that information goes. Copyrighted information is not controllable in AI platforms.

**MOTION 1 PASSED** (Unanimous Voice Vote, CNV).

Mr. Littleton reported that similar verbiage for contracts doesn't need a motion and a consensus motion from ExCom would be sufficient. He recommended that existing contracts not be amended but, if approved, language be added to new contracts.

Ms. Reiniche reported that contracts are handled by staff and verbiage regarding use of AI could be incorporated.

Mr. Owen reported that his team utilizes a plagiarism checker that is applied to all content. He stated that Society needs to learn more about the capabilities of the software as it relates to AI generated content.

ExCom agreed by consensus to include a contractual provision that prevents or limits the use of AI by contractors. An example of this provision was shown on screen and is included in ATTACHMENT C. There was consensus that moving forward, contracts should include similar language but not necessarily this exact verbiage.

Ms. Scoggins expressed concern with TFBD guidelines and AI. She stated that it would be worthwhile to talk to the TFBD about this issue and make sure that the contractors hired to write the TFBD guides are aware of our concerns.

Ms. Reiniche will reach out to TFBG guide contractors and the TFBG to communicate concerns regarding AI generated content.

**AI - 2**

### **IAQ QUESTIONS FOR ASHRAE MEMBERS**

Mr. Littleton reported that 20 or so years ago the Avery Petition was passed; this is a petition that included very specific language regarding the manner in which Standards can cover health issues. Since the COVID pandemic, Society has developed standards, specifically Standard 241, which does address these issues.

What is the purview of the BOD to change the ROB that was changed via petition and member ballot?

He suggested that on one hand, it doesn't make sense that the BOD could just overrule a member petition. On the other hand, the BOD should have dominion over the content of the policies of the Society and the Rules of the Board.

He suggested that one solution may be to issue a member ballot that isn't specific about what Society should or should not do, but to return the policy decision making to the BOD. The ballot could read, "Moving forward, the BOD is responsible for setting policies related to how Standards deal with health effects." This option would avoid the appearance of the BOD overruling a balloted motion from the members.

Mr. Knight stated that he remembers the original referendum. The BOD ultimately has responsibility to accept or reject what is in the referendum. The Bylaws read that referendums are to advise the BOD, but the buck stops with the BOD.

He suggested that the BOD should only be reviewing process. He expressed his opinion that the referendum never belonged in the ROB and the BOD doesn't have authority to make that determination because BOD members are not subject matter experts.

There was additional discussion, and a summary is provided below:

*What was the original goal of the referendum? If we understand what they were trying to do, may be able to find a different way to skin the cat.*

*Seem to recall that it came up when smoking bans and smoking rooms were a prominent issue.*

*This is a ROB and should be discussed by the BOD, not ExCom. Feel that the BOD should make the decision regarding the path forward.*

*EHC is planning to bring forward a motion to make this change.*

*The discussion of a path forward should take place when that motion is brought to the BOD.*

*Should this go to SRC before or after the motion from EHC comes forward?*

*Bigger question to SRC is, if there is a ROB approved by petition of members, does the BOD have the authority to change that ROB?*

Staff will ask SRC to consider the following – Can the BOD change a ROB that was the result of a member petition?

**AI - 3**



There was consensus that the BOD will wait for a motion from EHC before further discussion is had. The hope is that the discussion and decision on the EHC motion will resolve the situation. The goal is to have input and guidance from SRC at the time that the discussion is had.

#### **REGION XIV GDPR DISCUSSION**

Ms. Scoggins reported that members from Region XIV are concerned that ASHRAE may be protected, as it relates to GDPR, but that Region XIV members are not protected. The concern centers around having European information in a database that is not housed in Europe. What needs to be done to convince our members in Europe that they are protected?

Mr. Littleton reported that motions related to GDPR have come forward at the last several Region XIV CRCs. He expressed that he understood the region's concerns. Penalties for violating GDPR are severe, and the region is right to be cautious. He reviewed language from Society's legal counsel; it was shown on screen and is included in ATTACHMENT D.

Society's policies regarding contact data will protect members.

Ms. Gupta reported that she spent approximately four months with King and Spalding, which has a privacy policy division with a focus on GDPR. The privacy policy was updated in January 2023, following a very thorough review with King and Spalding. Confident that Society is in compliance.

If Region XIV, or other regions, are not feeling protected, Society may need to do a better job of communicating that the privacy policy was updated.

Mr. McQuade stated that if the region is following our policies and it has been vetted that Society is protected, what is the region doing that is not within our policies?

Ms. Scoggins stated that the concern is that members in the region have access to the database which includes names, addresses, and member numbers that they should not have access to. So, they feel that they are not protected. Should pose a simple question to our attorneys, "Are our members who reside in Europe protected under Society's privacy policy?"

Mr. Wright reported that staff will be conducting an impact assessment soon and the question above can be included in that assessment.

It was suggested that a call take place between Society's attorneys and the members from Region XIV that have concerns. This might eliminate the middleman and put this discussion to bed.

It was stated that the specific questions and concerns are included in the motions in ATTACHMENT D.

Staff will request answers to Region XIV CRC motions related to GDPR from Society's legal counsel and forward those responses to Region XIV DRC, Mahroo Eftekhari.

It was suggested that Society investigate how ISO handles this situation. Ms. Reiniche stated that she would follow up accordingly.

## **ROUNDTABLE DISCUSSION RESULTS**

Ms. Scoggins reported that roundtables are being conducted at most CRCs and a lot of data is being collected. What group in Society is the clearinghouse for these comments? If Society isn't planning on doing anything with the results, these forums should not continue.

Mr. Austin stated that he spoke with Mr. Gagnon, who runs the DRC Forum. The DRC Forum is currently responsible for directing the format of the CRC roundtables. Mr. Austin asked Mr. Gagnon to speak to the regions and ensure that the results of the roundtables are placed on the BOD Basecamp. The information gleaned from these roundtables is of interest to all the councils. Pub and Ed Council plans to pull that information from the BOD Basecamp and other councils may want to do the same.

Ms. Scoggins opened the floor to discussion. A summary of that discussion is below:

*Need a clearinghouse to review these on a periodic basis and generate action items or some sort of list to determine what group in Society should be reviewing items.*

*Bigger than Pub and Ed Council in terms of the responses received.*

*Regions III, IV, V, and IX did not conduct roundtables, but Regions I, XII, XIII, and XIV did. There are several entries in that Basecamp folder and Ms. Seymour has taken the lead to ensure that those entries are tracked.*

*Reviewing the responses from the roundtables is not currently under the purview of the DRC Forum.*

*Roundtables are also conducted at Society Conferences and other events.*

*For CRC motions there is a new process where staff funnels motions to the appropriate committee. The roundtable results are different as someone has to interpret the results; requires higher level interpretation of the results. Should be a higher body of members with a lot of experience.*

*Recommendation that the roundtable results go to the Planning Committee for discussion of future strategic planning.*

*Recommendation that a group or body meet at the Winter and Annual Conference to translate the items. Agree that the Planning Committee is the right body.*

*Strongly suggest that we are flexible, and that the information is at least available to the councils as opposed to waiting on Planning Committee.*

*Agree. Planning Committee would be a clearinghouse for items, but all of the councils should review the information. Planning Committee could do a report to each council as they have a liaison to each of the councils.*

*Great value in having ExCom involved, as they participate in the roundtables.*

*Don't think it should reside with Planning Committee for actionable items.*

*Based on what I heard at the Region X roundtable, there are short-term items that the councils could act upon immediately; there are also long-term items that could be incorporated into future strategic plans.*

*Recommendation that ExCom serve as the clearinghouse. Staff would be willing to make recommendations to ExCom via an executive summary.*

*Would suggest that if ExCom doesn't have the resources to dedicate to this that we investigate a staff solution.*

*The junior officers are vice chairs of the councils. A first step could be for the junior officers to compile notes in terms of actionable items.*

*May be aligned with the new Industry Advisory Group.*

There was consensus that staff would review the CRC roundtable notes and provide a summary report to ExCom. The first summary would be presented to ExCom at the October 2023 meeting.

Mr. Littleton will determine who on staff will review items from the CRC roundtables and provide ExCom with an executive summary at the October ExCom meeting.

AI - 5

Mr. Littleton reported that the first step will be to identify common elements from the roundtables, interpret and prioritize the items, and then make recommendations on actions that would go to councils and committees.

## **NEW BUSINESS**

### **CRC MOTIONS FROM REGION VII**

Mr. Littleton reported that there has been significant discussion of trying to get CRC motions to committees as early as possible to be responsive to the chapters and regions that made the motions.

He strongly recommended that ExCom not discuss Region VII CRC motions 2 and 4 (included in ATTACHMENT E). Except for Ms. Scoggins, all other members of ExCom would be impacted by the proposed motions and would have a conflict of interest in the discussion of these motions.

He reported that Ms. Scoggins decided that the motions will go directly to the BOD for discussion. He suggested that all members of ExCom, apart from Ms. Scoggins, recuse themselves and leave the room when these motions are addressed by the BOD in October.

Ms. Scoggins stated that any changes, if approved, would not go into effect until next Society Year, which is why she would not be impacted. She suggested that Region VII, motion 4 not be discussed by the BOD until/unless motion 2 is passed. Or motion 4 could be made as a contingent on motion 2 being passed.

It was clarified that the intent of the motion is not that all officers would be compensated. Only those officers that would lose wages as a result of their service to Society, would be compensated. Specifically, it was felt that many consulting engineers were precluded from serving due to lost wages and healthcare coverage.

There was consensus that only Region VII, CRC motion 2 be discussed by the BOD in October. Additionally, members of ExCom, except for Ms. Scoggins, will recuse themselves from the discussion.

#### **CRC MOTIONS FROM REGION IX**

Mr. Littleton expressed his concern regarding Region IX CRC motion 3 (ATTACHMENT F). He expressed that the fiscal impact seems excessive, and he was unsure if the juice is worth the squeeze from a financial standpoint.

Ms. Scoggins expressed her opinion that the motion should go to Members Council. She expressed her opinion that the fiscal impact is the cost of doing business and all regions should be treated equally.

Mr. Littleton expressed agreement with Ms. Scoggins. If approved, would this be money well spent?

Ms. Scoggins stated that if the motion passes at Members Council it should come to the BOD for a final decision as the fiscal impact is significant.

#### **UPCOMING MEETINGS**

It was decided that the monthly September ExCom call would be cancelled, and the October call will be shifted to a 9:00 a.m. start time.

#### **ADJOURNMENT**

The meeting adjourned at 10:57 a.m.

A handwritten signature in black ink, appearing to read 'J. Littleton', with a horizontal line extending to the right.

Jeff H. Littleton, Secretary

#### **ATTACHMENTS:**

- A. AIHA Collaboration Recommendations
- B. ASTM AI Email to Members
- C. Draft AI Statement to Members and Contractual Provision
- D. GDPR Motion Responses from Legal Counsel
- E. Region VII CRC Motions
- F. Region IX CRC Motion
- G. WebEx Chat Log

**From:** [Littleton, Jeff](#)  
**To:** [ashish.rakheja@aeonconsultants.in](mailto:ashish.rakheja@aeonconsultants.in); [Bill McQuade](#); [Billy Austin](#); [SEKHAR S.C.](#); [dknight](#); [Ginger Scoggins](#); [Wade Conlan](#)  
**Cc:** [Gupta, Vanita](#); [Littleton, Jeff](#); [Owen, Mark](#); [Pilot, Kirstin](#); [Reiniche, Stephanie](#); [Seymour, Lizzy](#); [Wright, Craig](#); [Yates, Alice](#)  
**Subject:** FW: [FOR YOUR REVIEW] ASHRAE-AIHA MOU Ideas (confidential)  
**Date:** Monday, August 14, 2023 5:16:23 PM

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We have been talking to AIHA (industrial hygienists) about a possible ASHRAE/AIHA MOU. The conversation was initiated by Don Weekes who is active in AIHA. I asked that they develop some ideas for specific work plan initiatives and sent them our MOU template. Below are the ideas they developed. Most are generic items picked up from the MOU template. I've highlighted below the specific work initiatives that are unique.

We continue to struggle with MOU requests. My personal jury is still out regarding this specific request from AIHA. I think we can collaborate with AIHA, particularly on IAQ, but I'm not sure this relationship rises to the level of an MOU. I had a conference call with Larry last week and he mentioned that they have formed a new IAQ Committee. Legionella or other life safety standards are all potential points of intersection with AIHA.

According to AIHA's website, these are AIHA's focal points:

1. [Protecting Workers and the Public from Hazardous Noise Exposure](#)
2. [Protecting Workers and the Public from Thermal Stress](#)
3. [Strengthening the OEHHS Professional Pathway and Improving the Learning and Working Conditions of Schools](#)

AIHA and IBEC have collaborated on the [Commit2Care.org initiative](#), funded by a grant from CDC and NIOSH.

Candace, if it is not too late can you please include the list in the email below as an attachment to the ExCom agenda item related to the ASHRAE/AIHA MOU?

Thanks,  
Jeff

Jeff Littleton | Executive Vice President  
Extension: 1100

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**From:** Larry Sloan <[lsloan@aiha.org](mailto:lsloan@aiha.org)>  
**Sent:** Monday, August 14, 2023 8:04 AM  
**To:** Littleton, Jeff <[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)>  
**Cc:** Larry Sloan <[lsloan@aiha.org](mailto:lsloan@aiha.org)>  
**Subject:** [FOR YOUR REVIEW] ASHRAE-AIHA MOU Ideas

Good morning, Jeff

I hope you had a restful weekend.

We've pulled together this list of ideas that we feel would help support the case for a new MOU between our two organizations. Don Weekes provided some assistance. Please review and let me know if this seems like it might be supported by your Board. We are happy to refine as needed:

**1. Advocacy / Government Affairs**

- a. Work together on common public policy affairs and ideologies.
- b. Promote mutually beneficial positions on state and federal legislations.
- c. Collaborate and prepare joint education to legislators/regulators on issues of mutual importance.

**2. Membership / Publications:**

- a. Provide complimentary association memberships to AIHA CEO and ASHRAE Executive VP each year
- b. As a benefit of (a) (or instead of), provide one (1) complimentary subscription of each org's primary periodical (printed and/or digital access – AIHA's The Synergist and ASHRAE's Journal
- c. Cross-market each organization's publications where appropriate.
- d. Use periodicals to promote the other organization's events, publications, and other activities.
- e. Provide AIHA members with discounted pricing on ASHRAE standards (i.e., consider setting up AIHA as an ASHRAE standards distributor)
- f. Offer opportunities for thought leaders from each organization to be featured in the other organization's magazines and journals.
  1. The ASHRAE Journal includes a periodic column entitled, 'IAQ Applications'. We understand the current editor, Brenden Burley, is always looking for articles to publish. There are usually six articles per year. Extend an opportunity for AIHA to provide up to three (3) three articles per year.
  2. For the AIHA Synergist and the Journal of Occupational and Environmental Health (JOEH), extend ASHRAE a corresponding opportunity to submit articles from a mechanical engineering perspective.

**3. Education / Meetings**

- a. Cross-promote education of relevance to each other's organization
- b. Explore the idea of a periodic "ASHRAE track" at AIHA's annual conference (now known as "AIHA Connect"). Similarly, explore the idea of a periodic "AIHA track" at an ASHRAE annual meeting.
- c. Offer up to two (2) complimentary full-access registrations (consider earmarking for the CEO/Exec VP and Board Presidents) for one (1) annual event hosted by each organization.
- d. Offer one (1) complimentary standard-sized (e.g., 10x10) booth at the annual expos.
- e. Explore opportunities to co-develop webinars / new courses on topics of mutual interest

**4. Technical Activities**

- a. Offer opportunities for selected designees of each organization to participate in the other's technical committees, task forces, etc where interests align and intersect (if voting privileges cannot be extended, consider a "corresponding" member status as a minimum). This includes opportunities for each other's members to provide input and

peer review on reports, articles where appropriate.

- b. Related to (a), establish official AIHA liaison representatives on key ASHRAE and AIHA technical committees (e.g., for AIHA = IAQ Task Force and IEQ Committee; for ASHRAE = IAQ (62.1 - Commercial; 62-1 - Residential; Environmental Health Committee (EHC) where there would be interest in both memberships in participation.

### 1. **Local Component Collaboration**

- a. Provide opportunities for AIHA and ASHRAE members to speak at meetings of ASHRAE chapters and AIHA local sections.
- b. Explore opportunities to co-host joint meetings of domestic ASHRAE local chapters and AIHA local sections in selected metropolitan areas.

### 2. **Public Outreach / Communications**

- a. **Commit2Care.org** (focus on protecting workers and communities from airborne transmitted diseases)
  1. **Have ASHRAE be a non-paying Partner**
  2. Feature ASHRAE subject matter experts on future Commit2Care webinars, e-newsletter articles, blogs
- b. For other public-facing publications developed by each organization, communicate externally through various channels (e.g., e-newsletters, web, social media)

**Lawrence Sloan, MBA, CAE, FASAE** (he | him)

Chief Executive Officer

**AIHA**®

HEALTHIER WORKPLACES | A HEALTHIER WORLD

**Direct** +1 703-846-0760 | **Office** +1 703-849-8888

**NEW ADDRESS:** 3120 Fairview Park Drive, Suite 360, Falls Church, VA 22042 USA

**From:** [Littleton, Jeff](#)  
**To:** [ASHRAE Directors](#); [ashish.rakheja@aeonconsultants.in](mailto:ashish.rakheja@aeonconsultants.in); [Bill McQuade](#); [Billy Austin](#); [SEKHAR S.C.](#); [dknight](#); [Ginger Scoggins](#); [Wade Conlan](#)  
**Subject:** Artificial Intelligence - ASTM International Statement  
**Attachments:** [image001.jpg](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

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Following up I wanted to share the link below courtesy of Alice. In this LinkedIn post, someone provides step by step instructions on how to use Chat GPT to create a Standard 55 bot in less than 10 minutes: <https://www.linkedin.com/pulse/how-create-ashrae-55-bot-chatgpt-under-10-minutes-ben-bartling/>

Thanks,  
Jeff

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**From:** Littleton, Jeff <JLittleton@ashrae.org>  
**Sent:** Thursday, August 10, 2023 8:53 AM  
**To:** ASHRAE Directors <ashrae\_directors@ashrae.org>; Ashish Rakheja <ashish.rakheja@aeonconsultants.in>; Bill McQuade <wmmcquade@comcast.net>; Billy Austin <baustin@shultzeg.com>; Chandra Sekhar <bdgscs@nus.edu.sg>; Dennis Knight <dknight@wholebuildingsystems.com>; Ginger Scoggins <gscoggins@engineereddesigns.com>; Wade Conlan <wconlan@hanson-inc.com>  
**Subject:** Artificial Intelligence - ASTM International Statement

Thanks for the feedback! We will draft something and circulate it for comment. I do think we should exploit AI to accelerate the creation of ASHRAE documents, but we need to be thoughtful about how it is used. It would be unfortunate to get content from an AI tool that we later find is copyrighted to another organization.

Thanks,  
Jeff

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**From:** SEKHAR S.C. <[bdgscs@nus.edu.sg](mailto:bdgscs@nus.edu.sg)>  
**Sent:** Wednesday, August 9, 2023 6:34 PM  
**To:** dknight <[dknight@wholebuildingsystems.com](mailto:dknight@wholebuildingsystems.com)>; Littleton, Jeff <[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)>  
**Cc:** [ashish.rakheja@aeonconsultants.in](mailto:ashish.rakheja@aeonconsultants.in) <[ashish.rakheja@aeonconsultants.in](mailto:ashish.rakheja@aeonconsultants.in)>; Bill McQuade <[wmmcquade@comcast.net](mailto:wmmcquade@comcast.net)>; Billy Austin <[baustin@shultzeg.com](mailto:baustin@shultzeg.com)>; Ginger Scoggins <[gscoggins@engineereddesigns.com](mailto:gscoggins@engineereddesigns.com)>; Wade Conlan <[wconlan@hanson-inc.com](mailto:wconlan@hanson-inc.com)>; Gupta, Vanita <[VGupta@ashrae.org](mailto:VGupta@ashrae.org)>; Owen, Mark <[mowen@ashrae.org](mailto:mowen@ashrae.org)>; Pilot, Kirstin <[KPilot@ashrae.org](mailto:KPilot@ashrae.org)>; Reiniche, Stephanie <[sreiniche@ashrae.org](mailto:sreiniche@ashrae.org)>; Seymour, Lizzy <[LSeymour@ashrae.org](mailto:LSeymour@ashrae.org)>; Wright, Craig <[CWright@ashrae.org](mailto:CWright@ashrae.org)>; Yates, Alice <[AYates@ashrae.org](mailto:AYates@ashrae.org)>  
**Subject:** Re: Artificial Intelligence - ASTM International Statement

I too agree. I support what Dennis is proposing that we should do.



Regards  
**Chandra**

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**From:** Dennis Knight <[dknight@wholebuildingsystems.com](mailto:dknight@wholebuildingsystems.com)>  
**Date:** Wednesday, 9 August 2023 at 6:15 PM  
**To:** Littleton, Jeff <[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)>  
**Cc:** [ashish.rakheja@aeonconsultants.in](mailto:ashish.rakheja@aeonconsultants.in) <[ashish.rakheja@aeonconsultants.in](mailto:ashish.rakheja@aeonconsultants.in)>, Bill McQuade <[wmmcquade@comcast.net](mailto:wmmcquade@comcast.net)>, Billy Austin <[baustin@shultzeg.com](mailto:baustin@shultzeg.com)>, SEKHAR S.C. <[bdgscs@nus.edu.sg](mailto:bdgscs@nus.edu.sg)>, Ginger Scoggins <[gscoggins@engineereddesigns.com](mailto:gscoggins@engineereddesigns.com)>, Wade Conlan <[wconlan@hanson-inc.com](mailto:wconlan@hanson-inc.com)>, Gupta, Vanita <[VGupta@ashrae.org](mailto:VGupta@ashrae.org)>, Owen, Mark <[mowen@ashrae.org](mailto:mowen@ashrae.org)>, Pilot, Kirstin <[KPilot@ashrae.org](mailto:KPilot@ashrae.org)>, Reiniche, Stephanie <[sreiniche@ashrae.org](mailto:sreiniche@ashrae.org)>, Seymour, Lizzy <[LSeymour@ashrae.org](mailto:LSeymour@ashrae.org)>, Wright, Craig <[CWright@ashrae.org](mailto:CWright@ashrae.org)>, Yates, Alice <[AYates@ashrae.org](mailto:AYates@ashrae.org)>  
**Subject:** Re: Artificial Intelligence - ASTM International Statement

- External Email -

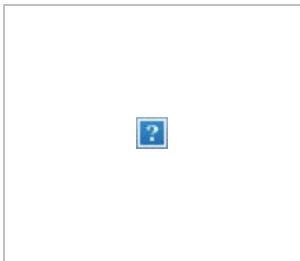
I agree. We should probably craft a similar message for our project committees, TCs and functional groups.

On Wed, Aug 9, 2023 at 12:57 PM Littleton, Jeff <[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)> wrote:

Eileen Jensen shared with me this note from ASTM. Very interesting **highlighted** section below

Most of these concerns are driven by intellectual property rights. We do need to be cautious about using AI to generate content for ASHRAE technical documents.

Thanks,  
Jeff



[ashrae.org](http://ashrae.org)

**Jeff Littleton**  
**Executive Vice President**

180 Technology Parkway  
Peachtree Corners, GA 30092  
Tel: 678-539-1100  
[JLittleton@ashrae.org](mailto:JLittleton@ashrae.org)

[ashrae.org/newhq](http://ashrae.org/newhq)





----- Forwarded message -----

From: **Dan Smith** <[dsmith@astm.org](mailto:dsmith@astm.org)>

Date: Wed, Aug 9, 2023 at 8:38 AM

Subject: Artificial Intelligence - ASTM International Statement

To: [nesnejen@gmail.com](mailto:nesnejen@gmail.com) <[nesnejen@gmail.com](mailto:nesnejen@gmail.com)>



Dear ASTM Members,

As you are likely aware, generative artificial intelligence (GAI) is a hot topic, and tools for generating content are readily accessible. GAI presents a number of issues, such as validity, reliability, and bias. It also presents several legal challenges, not the least of which is in the copyright arena.

ASTM senior management is studying these and other **issues surrounding the use of GAI in developing standards, embedding GAI in standards, use of GAI in meeting standards, and use of GAI in developing programs surrounding standards. Other standards organizations, as well as NIST, are engaging in the same assessment.**

During this assessment period, and until we get more information, **ASTM asks that its Technical Committees do not use GAI to create, edit, modify or revise ASTM standards, and refrain from embedding GAI requirements in our standards. We also request that you do not use GAI in developing all other non-standard products such as journal articles, manuals, technical reports, etc.**

If you have any questions or concerns, please do not hesitate to contact me at [dsmith@astm.org](mailto:dsmith@astm.org). Thank you and we will continue to keep you advised on our assessment results.

Dan Smith  
Vice President, Technical Committee Operations

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Helping our world work better

—  
100 Barr Harbor Drive, PO Box C700  
West Conshohocken, PA 19428-2959,  
USA

tel +1.610.832.9727  
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United States

Your privacy is important to us. View our [Privacy Statement](#) for more information.

You are receiving this email because you are an active member of ASTM International.

--

*Eileen*  
Eileen Jensen  
Region XI DRC

--

M. Dennis Knight, P.E., FASHRAE  
Founder & Principal  
**Whole Building Systems, LLC**  
P.O. Box 1845  
Mt. Pleasant, SC 29465  
Phone: 843-437-3647  
Email: [dknight@wholebuildingsystems.com](mailto:dknight@wholebuildingsystems.com)  
Website: [www.wholebuildingsystems.com](http://www.wholebuildingsystems.com)

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Important: This email is confidential and may be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. Thank you.

Dear Council, Standing Committee, Functional Group and Project Committee Members,

Generative Artificial Intelligence(GAI) is an emerging topic affecting society as a whole. Many of you are aware of the many tools that are readily available to create GAI content. The availability of GAI will transform the way we conduct business. This new technology also presents challenges especially as it relates to validation, reliability and bias. It also brings with it legal implications especially in the area of copyright.

ASHRAE's leadership realizes the importance of GAI will play in the future of the built environment. A multi-disciplinary task group is being consider under Technology Council to tackle this issue. This new Generative AI for HVAC Industry will work towards the developments of tools, research and standards in GAI. Other organizations, such as ASTM and NIST, are also looking at these challenges as well.

While this MTG is reviewing the challenges and benefits to the use of GAI, ASHRAE leadership asks that its Functional Groups and Project Committees not use GAI to create, edit, revise or modify ASHRAE products. This includes, but is not limited to, Standards, Guidelines, Guides, handbooks, educational materials, and journal articles.

If you have any questions or concerns, please send your inquires to ????. Thank you for your understanding and we commit to keeping you informed as we develop the policies and tools for GAI in ASHRAE.

Sincerely,

Ginger Scoggins  
2023-2024 ASHRAE Society President

Potential Contract language. This is a sample I found online. It's my opinion that we're going to have to have multiple versions and we will need to develop an ASHRAE policy for both members and staff.

Prohibition of Generative AI use. The Contractor will not, without the prior consent of ASHRAE in writing, utilize any generative artificial intelligence software, tools, or technologies, including, natural language processing, deep learning algorithms, or machine learning models ("Generative AI") directly or indirectly in the performance of the Services or the creation of any Work. The Contractor represents and warrants that all Work will be the result of the Contractor's independent, original efforts without any unapproved Generative AI assistance, and will not incorporate or be based upon any output or contribution generated, in whole or in part, by Generative AI except strictly in accordance with Company policy.

See word doc for further notes on motions below:

[GDPR Review.docx](#)

REG	CRC Motion #	Chapter	Motion	Status	Response	Notes
XIV	33	Hellenic Chapter	That each member be able to choose the options on how ASHRAE, the Region and the Chapter can make contact.	<a href="#">Assign to ASHRAE Staff (Unrein; Kline)</a>	When Members join a chapter the nature of the relationship is such that Chapters, and by extension Regions, per GDPR (Art. 6, 1.b See related Notes) may use Member's data to make contact. Section 4 of ASHRAE's privacy policy supports this data use by ASHRAE. Therefore, because ASHRAE already is compliant with GDPR in this respect, <b>ASHRAE declines to take further action on this Motion.</b>	Hellenic Ch. Motion #5 Art. 6 GDPR "Lawfulness of processing" Processing shall be lawful only if and to the extent that at least one of the following applies: 1.b. <i>processing is necessary for the performance of a contract to which the data subject is party.</i>
XIV	34	Hellenic Chapter	That ASHRAE limit a member's data available for download by chapter and regional officers, to those necessary.	<a href="#">Assign to ASHRAE Staff (Unrein; Kline)</a>	Background in support of Hellenic Chapter Motion 6 states that "Sensitive and fiscal data that are not necessary to a chapter or regional officer, should not be downloadable." ASHRAE agrees, which is why neither sensitive nor fiscal data is provided in chapter reports. Further to this, ASHRAE neither collects nor asks Members to provide "sensitive data" (see Notes), nor does ASHRAE retain credit card information. Therefore, <b>ASHRAE declines to take further action on this Motion.</b>	The following personal data is considered 'sensitive' and is subject to specific processing conditions: personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs; trade-union membership; genetic data, biometric data processed solely to identify a human being; health-related data; data concerning a person's sex life or sexual orientation. References: Article 4(13), (14) and (15) and Article 9 and Recitals (51) to (56) of the GDPR  Source: <a href="https://commission.europa.eu/law/law-topic/data-protection/reform/rules-business-and-organisations/legal-grounds-processing-data/sensitive-data/what-personal-data-considered-sensitive_en">https://commission.europa.eu/law/law-topic/data-protection/reform/rules-business-and-organisations/legal-grounds-processing-data/sensitive-data/what-personal-data-considered-sensitive_en</a>
XIV	35	Hellenic Chapter	According to existing European laws (GDPR), a Member must be notified of the current controller and processor of his personal data.	<a href="#">Assign to ASHRAE Staff (Unrein; Kline)</a>	Per ASHRAE attorney, Polsinelli, ASHRAE is not required to proactively notify all individuals of current controllers and processors. Therefore, because ASHRAE already is compliant with GDPR in this respect, <b>ASHRAE declines to take further action on this Motion.</b> Article 13 is relevant here. In response to the motion, in its upcoming annual audit in August ASHRAE will review its privacy policy to ensure its Article 13 obligations are met.	Hellenic Chapter Motion #7.
XIV	36	Hellenic Chapter	That a member should be able to choose if the personal data can be available on a Regional or Chapter level.	<a href="#">Assign to ASHRAE Staff (Unrein; Kline)</a>	When Members join a chapter, the nature of the relationship is such that Chapters, and by extension Regions, per GDPR (Art. 6, 1.b) may use Member's data to make contact as the relationship is contractual. Section 4 of ASHRAE's privacy policy supports this data use by ASHRAE. Therefore, because ASHRAE already is compliant with GDPR in this respect, <b>ASHRAE declines to take further action on this Motion.</b>	Hellenic Chapter Motion #8 Art. 6 GDPR "Lawfulness of processing" Processing shall be lawful only if and to the extent that at least one of the following applies: 1.b. <i>processing is necessary for the performance of a contract to which the data subject is party.</i>
XIV	37	Hellenic Chapter	That ASHRAE hosting for Region XIV websites must be within the European Union, and ASHRAE must implement this directive according to existing European laws (GDPR).	<a href="#">Assign to ASHRAE Staff (Unrein; Kline)</a>	A review of GDPR regulations, including Articles 44 - 50, does not indicate a requirement that a website serving EU citizens must be hosted within the EU. Therefore, <b>ASHRAE declines to take further action on this Motion.</b>	Hellenic Chapter Motion 9. In 2020, in a case known as Schrems II, the European Court of Justice (ECJ) invalidated the EU-USA Privacy Shield agreement, the purpose of which in part was to "enable US companies to more easily receive personal data from EU entities." Since ASHRAE always has strove for compliance under GDPR rules, and not Privacy Shield rules, the Schrems II decision appears not to impact ASHRAE in this way.
XIV	38	Hellenic Chapter	That ASHRAE must examine the ways of storing all data of the E.U. citizens within the European Union borders.	<a href="#">Assign to ASHRAE Staff (Unrein; Kline)</a>	A review of GDPR rules does not indicate a requirement that all data collected on EU citizens must be stored in the EU. Therefore, <b>ASHRAE declines to take further action on this Motion.</b>	Hellenic Chapter Motion 10. Nevertheless, "a transfer can take place through the provision of appropriate safeguards and on condition that enforceable rights and effective legal remedies are available for individuals. Such an appropriate safeguard includes ... contractual arrangements with the recipient of the personal data," which would include ASHRAE's data processing agreement. Source: <a href="https://commission.europa.eu/law/law-topic/data-protection/reform/rules-business-and-organisations/obligations/what-rules-apply-if-my-organisation-transfers-data-outside-eu_en">https://commission.europa.eu/law/law-topic/data-protection/reform/rules-business-and-organisations/obligations/what-rules-apply-if-my-organisation-transfers-data-outside-eu_en</a>

			ASHRAE must take into account that Region XIV – EU Regional members and chapters cannot be added to a larger district as this contradicts EU laws.	<p>Per GDPR's own guidance, it is essential for international trade and cooperation to be able to transmit data to third countries. <a href="https://gdpr-info.eu/issues/third-countries/#:~:text=The%20third%20countries%20which%20ensure,these%20countries%20is%20expressly%20permitted">https://gdpr-info.eu/issues/third-countries/#:~:text=The%20third%20countries%20which%20ensure,these%20countries%20is%20expressly%20permitted</a>. Examining the legitimacy of such a transfer is done in two stages.</p> <p>First, the data transfer itself must be legal. In addition to consent, Art. 6 of the GDPR sets forth further authorization reasons, such as fulfilling a contract. When a Member joins ASHRAE and a chapter, the Member consents to having their data processed, which ASHRAE does in order to fulfill the Membership contract.</p> <p>Second, if there is no adequacy decision for a country, then this does not rule out any data transfer to this country. A controller or processor may transfer personal data to a third country or an international organization if the controller or processor has provided appropriate safeguards, and on condition that enforceable data subject rights and effective legal remedies for data subjects are available (Art. 46). Appropriate safeguards may be provided without requiring any specific authorization from a supervisory authority via a legally binding and enforceable instrument between public authorities or bodies. ASHRAE's data processing agreement with chapters fulfills this requirement.</p> <p>Therefore, because ASHRAE already is compliant with GDPR in this respect, <b>ASHRAE declines to take further action on this Motion.</b></p>	Hellenic Chapter Motion #11
XIV	40	Hellenic Chapter	That ASHRAE, in order to avoid future legal problems, must fully comply with GDPR rules as soon as possible.	<p><a href="#">Assign to ASHRAE Staff (Unrein; Kline)</a></p> <p>ASHRAE agrees that compliance with GDPR rules is essential, so beginning in 2018 it has undertaken measures to obtain and maintain compliance with these rules. Periodic reviews of related processes will continue. As staff believe ASHRAE to be in compliance with GDPR regulations, <b>ASHRAE will continue to conduct further efforts to ensure compliance as needed.</b> To ensure ongoing GDPR compliance, ASHRAE staff <b>annually</b> will conduct an <b>internal audit</b> using two GDPR-provided tools: the "GDPR checklist for data controllers" <a href="https://gdpr.eu/checklist/">https://gdpr.eu/checklist/</a> which addresses the key areas of lawful basis and transparency, data security, accountability and governance, and privacy rights, and the "GDPR compliance checklist for US companies" <a href="https://gdpr.eu/compliance-checklist-us-companies/">https://gdpr.eu/compliance-checklist-us-companies/</a> which focuses on requirements unique to American organizations." This internal audit appears as a recurring annual meeting on the calendars of the ASHRAE IT Manager, Certification Manager and Senior Manager, Marketing Communications.</p>	Hellenic Chapter Motion #12



C  
CRC MOTION

(mark one):  Regional Motion  Society Motion

Motion ID No. Region No. Motion No. Date  
(Region No., Motion No., Date) 7 2 7/29/2023

Moved By: New Orleans Chapter

Seconded By: Mobile

**Motion:**

Section 5.1 of the bylaws to be edited to allow for elected officers to receive compensation if funded by the Society. Specifically beginning at line 11 **remove** "shall receive no", and **insert** "may receive"

**Background Information:**

The premise of the motion is to potentially allow for a compensation package for Society officers as deemed appropriate by the Board. It will enable more individuals to move forward and serve. Due to some positions being full time there are limited individuals able to move forward and place a hiatus on their career if not company supported.

**Fiscal Impact:**

Will vary based upon approval of compensation levels.

**Staff Impact:**

None.

**Vote Count:**

For 11 Against 1 Abstained 0 Absent: 2

Chair Voting? Yes  No

Passed:  Failed:  Withdrawn  Referred To: \_\_\_\_\_





# CRC MOTION

(mark one):     **Regional Motion**             **Society Motion**

<b>Motion ID No.</b>	<b>Region No.</b>	<b>Motion No.</b>	<b>Date</b>
(Region No., Motion No., Date)	<u>7</u>	<u>4</u>	<u>7/29/2023</u>

Moved By: New Orleans Chapter

Seconded By: Bluegrass

**Motion:**

That the society officers may be provided an honorarium to compensate for lost wages and provide an allowance for healthcare costs.

**Background Information:**

The premise of the motion is that by having a basic compensation package for the Society President it will enable more individuals to move forward and serve. Due to the position being full time there are limited individuals able to move forward and place a hiatus on their career if not company supported.

1. Benefits would include all standard benefits provided to staff at that time. E.g. Health Insurance, PTO, 403b, etc.
2. The president would become an employee of ASHRAE.

**Fiscal Impact:**

Will vary based upon annual review. The approximate impact to the society assuming a 30% burden rate is Ninety-Seven Thousand Five Hundred Dollars and zero cents (\$97,500).

**Staff Impact:**

None.

**Vote Count:**

For 10      Against 1      Abstained 1      Absent: 2

Chair Voting?      Yes       No

Passed:       Failed:       Withdrawn       Referred To: \_\_\_\_\_



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**MANUAL FOR CHAPTER OPERATIONS**

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**Appendix 7C: Sample Format for CRC Motions**

(check one):     Regional Motion     Society Motion

**Motion Identification No.**

(Region No., Motion No., Date)

**Moved By:** Nebraska Chapter – Dave Kros

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**Motion:**

That the Region Operations Manual (ROM) Appendix D, Section II be modified as follows:

“A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region **(annually) or at the ASHRAE headquarters (triennially)** to plan their upcoming year's activities for the following individuals:

“D. The DRC has the option to invite the region’s presidents elect for President Elect Training to the Regional Planning Meeting **however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B. utilizing allocated regional discretionary visits.**

The **chapter** visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.”

## MANUAL FOR CHAPTER OPERATIONS

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### Background Information:

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#### *Section A Edits:*

Adding the option to host the planning meeting (and President Elect training) at ASHRAE headquarters offers all regions the chance to showcase the incredible ASHRAE facility, enlivens the training, invigorates the regional leadership and incoming presidents, and exposes volunteer leaders to the larger ASHRAE Society. A facility funded by many members who also serve as volunteers within the organization.

For North American regions, there is a potential regional cost savings opportunity compared to the historical approach of costly hotel venues (when a good, negotiated room rate is not available) or other retreat location. Offering headquarters as a location, only adds travel costs to the few participants who may have been located in the area hosting the planning meeting and/or president elect training.

#### *Section D Edits:*

President Elect Training has proven to be the most effective tool used for preparing chapter presidents for a successful year. President elects have historically been allowed to use regional allocated travel visits for this training. This updates the manual to reflect this usage.

---

**Fiscal Impact:** *Allocated regional visits:* No change  
*Transportation costs:* vary by region should they choose to host at the ASHRAE headquarters.

- North American Regions: Increase of 500-1500USD per region (triennially).
- Non-North American Regions: Increase of 1500-2000USD per person in attendance per region (triennially).

*Headquarters rental income:* \$2000 increase (avg - annually)

**Staff Impact:** Staff assistance to secure reservations to headquarters spaces.

### Vote Count:

For: 13 Against: 0 Abstained: 0 Chair Voting: N

Passed: X Failed:  Withdrawn:

**From:** [Jolly, Chandrias](#)  
**To:** [DeVaughn, Candace](#)  
**Subject:** Chat from todays Meeting - ExCom (Aug. 22)  
**Date:** Tuesday, August 22, 2023 10:59:26 AM

---

Hi Candace,

Please see below the brief chat from today's ExCom meeting.

Thanks,  
Chandrias

---

from Art Giesler to everyone: 9:40 AM

The motion from the members was because of liability of consulting engineers.

from Dennis Knight to everyone: 9:41 AM

I'd suggest after

from Wade Conlan to everyone: 9:51 AM

BRB

from Craig Wright to everyone: 9:55 AM

and money

from Wade Conlan to everyone: 9:55 AM

Back

from Dennis Knight to everyone: 10:12 AM

Agree!!

from Chandra Sekhar to everyone: 10:18 AM

agree with Billy and Wade. Planning can have oversight. But Leadership of the three councils having a dedicated meeting at Winter and Annual conferences seems to be the way to go.

Chandrias Jolly | Manager - Board Services  
Extension: 1215