



Shaping Tomorrow's  
Built Environment Today

## **MINUTES**

**GRASSROOTS GOVERNMENT ADVOCACY COMMITTEE MEETING  
PALMER HOUSE HILTON HOTEL  
CHICAGO, ILLINOIS**

**SATURDAY, JANUARY 20, 2018**

**8:00 AM – 12:30 PM PDT (US)**

**Note: These minutes were approved by the Grassroots Government Advocacy Committee on June 4, 2018.**

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January 20, 2018

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## MINUTES

### GRASSROOTS GOVERNMENT ADVOCACY COMMITTEE MEETING

SATURDAY, JANUARY 20, 2018

8:00 AM – 12:30 PM PDT (US)

#### ATTENDANCE

##### Members Present

Jim Wolf, Chair  
David Underwood  
Chad Moore  
Robin Bryant  
Michael Bilderbeck  
Bill McQuade  
Dick Hayter  
Andy Manos  
Ron Gagnon  
Mike Witkowski  
Tim Ashby  
Jim Arnold  
Chad Powell  
Ryan Williams  
Chad Smith  
Dave Palty  
Jeff Hurd  
Nate Boyd  
Vorasan Leewattanakit  
Maged Fouad Hashem  
Vikram Murthy  
Jaap Hogeling  
Ng Yong Kong

##### Members Absent

Mo Hosni  
Mike Mueller  
Nick Meris  
Darryl Boyce  
Sheila Hayter

##### Guests

Tom Phoenix  
Rob Craddock  
Art Hallstrom  
Hugh Crowther  
Bill Klock  
Mike Wolf  
Chris Mathis  
Teresa Weston  
Doug Cochrane  
Andy Cheung  
Pat Marks  
Cole Stanton  
Brendan Hall  
Larry Spielvogel  
Rich Vehlow  
Randy Jones  
Jeremy Stockmans  
Keith Yelton  
Megan Judge  
Dimitris Charalambopolus  
Angelos Dalavouras

##### Staff

Jim Scarborough  
Alice Yates  
Jeremy Pollack

#### CALL TO ORDER, WELCOME AND ROLL CALL

Chair Jim Wolf called the meeting to order at 8:01 am CST. After welcoming the members, he asked Mr. Scarborough to conduct a roll call. A quorum was present.

#### ASHRAE CODE OF ETHICS

Mr. Wolf read the Code of Ethics.

#### REVIEW OF AGENDA

The Agenda was accepted as written.

**APPROVAL OF MINUTES FROM JUNE 24, 2017 ANNUAL MEETING**

**MOTION:** To approve the minutes as written.

Motion made by Mr. Gagnon and seconded by Mr. Hurd

**MOTION PASSED: 22-0-0 CNV**

**UPDATE ON ACTION ITEMS**

Updates on AIs is provided on Action Item List.

**REPORT FROM ASHRAE GOVERNMENT AFFAIRS OFFICE**

Staff provided a report.

**ACTION ITEM # 6: Ms. Yates will contact Ms. Abrams in the Atlanta office regarding the outreach between ASHRAE Chapters and AIA local chapters. DUE DATE: ASAP**

**REPORT ON BUILDING EQ PORTAL**

Mr. Wolf recognized Mr. Klock and Mr. Crowther to present on Building EQ. They distributed new brochures on Building EQ. One of those is specifically for contact with government officials. Ms. Yates said she would make sure the one-pager for government officials will be sent out to everyone. Mr. Gagnon is working on translating the document into French for use in Canada. Mr. Crowther noted Spanish is also going to be added. All of the grassroots committees will be contacted about the updates to Building EQ.

**MID-YEAR SUBCOMMITTEE AND AD HOC COMMITTEE REPORTS**

Mid-year reports were provided.

**GGAC Executive Subcommittee**

Mr. Wolf reported for the GGAC Executive Committee. The Subcommittee met yesterday. No new business was addressed.

**Policy and Programs Subcommittee and MBOs # 1, 5, 6, 8, 11**

Mr. Underwood reported for the Policy and Programs Subcommittee. That report is attached. He did add a few details from yesterday's meeting. Mr. Wolf spent a few moments reviewing the GGAC Public Policy Priorities.

Mr. Underwood did bring forward a motion from the Policy and Programs Subcommittee relating to financial help for Day on the Hill (DOTH) visits outside the US.

**Motion:**

It is recommended to provide \$2000.00 US dollars, effective July 1, 2018 to any region with chapters outside of the United States for transportation expenses in coordinating Day on the Hill (DOTH) activities.

Motion made by Nate Boyd and seconded by Tim Ashby.

**Motion Passed by the Policy and Programs Subcommittee: 7-0-1 CNV**

**Background:**

ASHRAE does not provide government staff services employed full time for regions outside of the United States. This motion will allow and facilitate more activity of volunteers in the education of legislative officials as to ASHRAE's services in reducing energy consumption through regulation using our design standards and guidance. Often travel to legislatures may be more expensive to reach due to long distances to legislatures. Currently, without direct staff knowledge in government affairs in other countries prevents ASHRAE from radiating its knowledge base. This places ASHRAE members at a disadvantage for gaining the full services of membership outside of the US.

**Fiscal Impact:**

\$14,000 (\$2k per region)

Mr. Underwood brought this forward as a motion from the Subcommittee so it did not require a second at this meeting. There was discussion about this motion. Mr. Palty noted that a sunset clause could be added should ASHRAE ever have staff in some of these Regions or areas outside the US. Mr. Boyd noted that DOTH is a project of this Committee. The DRC would make a determination about who qualifies for the funds. Mr. McQuade noted he thinks this kind of funding will help with the momentum for the DOTH effort.

**MOTION PASSED: 22-0-0 CNV**

**Member Mobilization Subcommittee and MBOs # 2, 4, 7**

Mr. Moore reported for the Member Mobilization Subcommittee. Significant work has been done by the Subcommittee on PAOE Points recommendations. Mr. Moore did note that MBO#2 has been on hold waiting for Building EQ to prepare the online portal and the flyers for use with government officials. This is now complete and the subcommittee can move forward on this MBO. Mr. Smith asked if any incentives were discussed for DOTH participation for those Chapters not identified as the Chapter for the state capital. Mr. Witkowski pointed out that DOTH does not have to be at the state capital. This is about outreach to elected officials.

**MBO # 3 – Residential Issues**

Mr. Mathis, Chair of the ASHRAE Residential Committee, presented briefly as the liaison from the Residential Committee to GGAC. Mr. McQuade also made his report for MBO#3.

**MBO # 9 – Publications List**

Ms. Bryant reported for the MBO#9 Ad Hoc Committee.

**Motion:**

GGAC Subcommittee recommends that Society provide a searchable resource database of all published materials, inclusive of *Journal* articles for use by members and accessible through the ASHRAE website.

**Background:**

To the best of this committee’s knowledge there is not a master list of current published resources available for membership. In an effort to simplify access to the most current standards and position papers to be utilized for “Day on the Hill” events, GGAC developed a spreadsheet listing the most current version of the resources. These efforts identified the need for a central searchable library for member’s use.

**Fiscal Impact:**

Unknown

Motion was not made in the Ad Hoc Subcommittee so it was made during the Committee meeting by Ms. Bryant and seconded by Mr. Underwood.

There was discussion about this motion and what constitutes the type of documents. This motion was put on hold for a bit of reworking on the language of the motion.

The Background was amended to read:

**Background:**

To the best of this committee’s knowledge there is not a master list of current published resources, such as but not limited to, Standards, Guidelines, Handbooks, and Position Documents available for membership. In an effort to simplify access to the most current standards and position papers to be utilized for “Day on the Hill” events, GGAC developed a spreadsheet listing the most current version of the resources. These efforts identified the need for a central searchable library for member’s use.

**MOTION:** To accept the change to the Background information.

Motion made by Ms. Bryant and seconded by Mr. Underwood.

**MOTION PASSED: 22-0-0 CNV**

**MOTION:** To approve the motion with the amended background.

Motion made by Ms. Bryant and seconded by Mr. Palty.

**MOTION PASSED: 22-0-0 CNV**

**MBO # 10 – Maps Project**

Mr. Jones presented on the Maps Project. There was a motion from this Ad Hoc Subcommittee.

**Motion:**

The Maps Pilot Project will be open to other Regions on a voluntary basis, as long as the expansion is done on a voluntary basis and at no cost to ASHRAE. Further, the Maps would be made available only to Members (i.e., inside the firewall), with testing and evaluation conducted by Members.

**Motion made by Mike Witkowski and seconded by Isabelle Lavoie.**

**Motion Passed by the Maps Ad Hoc Subcommittee: 3-0-0-2**

**Background:**

The ASHRAE Maps pilot project included three Regions, and this project is moving to an evaluation phase. The testing of the maps and their usefulness can best be done with a broad number of participants, with input from RVCs. If other regions want to try the maps project, they should be able to do so, as long as it is done with zero cost, and by testing the maps inside the firewall.

**Fiscal Impact:**

No fiscal impact.

Mr. Jones brought this forward as a motion from the Subcommittee so it did not require a second at this meeting. There was discussion about this motion.

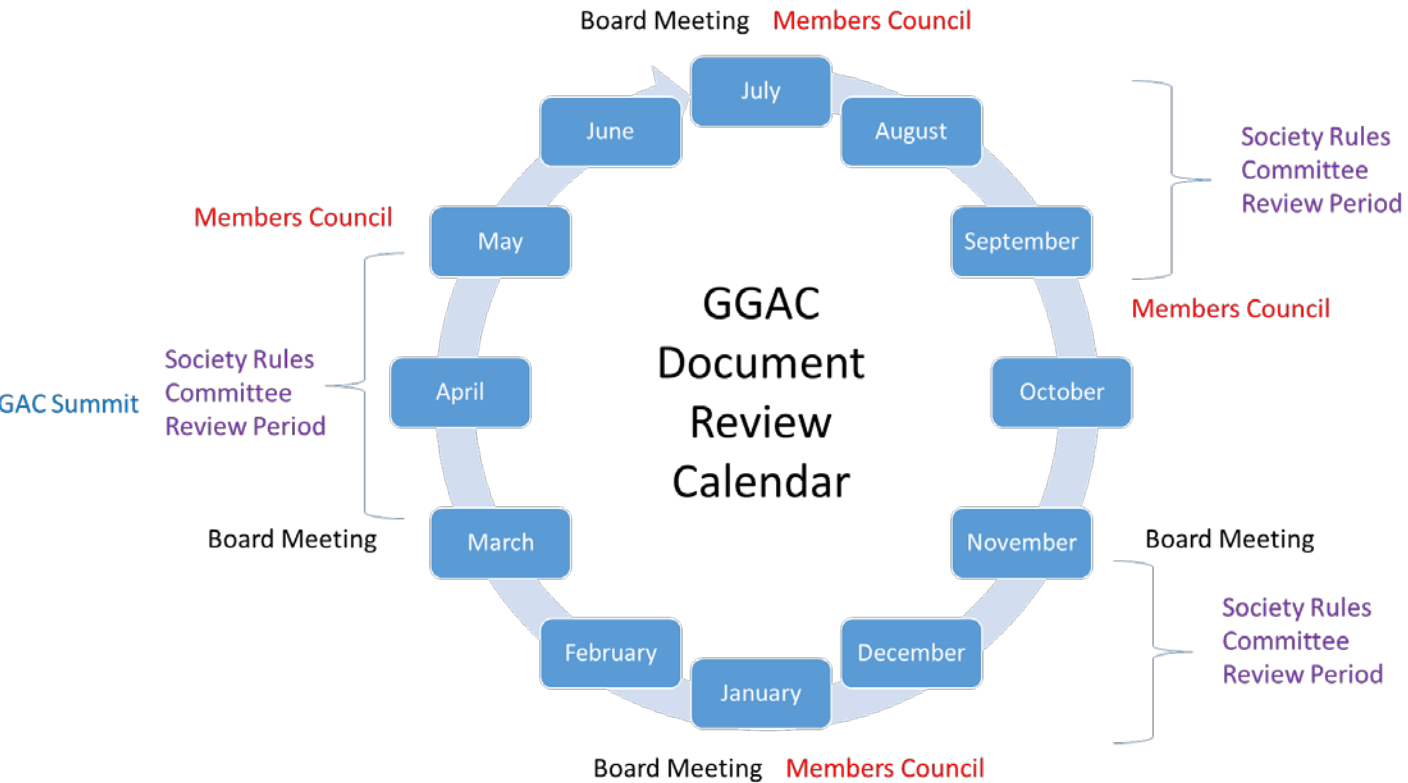
Mr. Underwood spoke in opposition to the motion. He thinks this pilot phase is to evaluate the program before allowing in other Regions.

**MOTION PASSED: 18-1-3 CNV**

**MBO # 12 – GGAC Governing Documents**

Mr. McQuade presented for MBO#12. He provided a report which included a graphic. This was put into the draft MOP so these changes could be incorporated at this time. This report was made concurrently with the MBO#13 report. The recommendations of this Ad Hoc Subcommittee were included in the proposed changes to the MOP. This completes the work of this Ad Hoc Subcommittee. Chair Wolf thanked Mr. McQuade and the Ad Hoc Subcommittee for its work.

**Calendar for Document Review:**



**MBO # 13 – GGAC Structure**

Mr. Craddock presented for MBO#13. First he went through the proposed changes to the ROB.

**MOTION:** The Grassroots Government Advocacy Committee recommends to Members Council that the changes to the GGAC Rules of the Board be approved.

Motion made by Mr. Underwood and seconded by Mr. Boyd.

**MOTION PASSED: 22-0-0 CNV**

Next, Mr. Craddock went through the proposed changes to the MOP.

**MOTION:** The Grassroots Government Advocacy Committee recommends to Members Council that the changes to the GGAC Manual of Procedures be approved.

Motion made by Mr. Underwood and seconded by Mr. Palty.

**MOTION PASSED: 22-0-0 CNV**

This completes the work of this Ad Hoc Subcommittee. Chair Wolf thanked Mr. Craddock and the Ad Hoc Subcommittee for its work.



**EXO REPORT**

Mr. Ng said he had nothing new from the BOD.

**REPORTS FROM REGIONAL VICE CHAIRS**

The RVCs present provided their reports, which are attached.

**Region I**

Mr. Manos reported for Region I.

**Region II**

Mr. Gagnon reported for Region II. Mr. Underwood thanked Mr. Gagnon for his work on the DOTH in Ottawa last June.

**Region III**

Mr. Witkowski reported for Region III.

**Region IV**

Mr. Ashby reported for Region IV.

**Region V**

Mr. Arnold reported for Region V.

**Region VI**

Mr. Powell reported for Region VI.

**Region VII**

Mr. Williams reported for Region VII.

**Region VIII**

Mr. Smith reported for Region VIII.

**Region IX**

Mr. Mueller was not present so there is no report from Region IX.

**Region X**

Mr. Palty reported for Region X.

**Region XI**

Mr. Hurd reported for Region XI.

**Region XII**

Mr. Boyd reported for Region XII.

**Region XIII**

Mr. Leewattanakit reported for Region XIII.

**Region XIV**

Mr. Meris was not present so there is no report from Region XIV.

**Region at Large**

Mr. Hashem reported for the Region at Large.

**REPORTS**

There were several additional reports.

**COMMUNICATIONS REPORT**

Mr. Murthy provided the Communications Report.

**MARKETING REPORT**

Ms. Walters was not present due to illness but her report was included in the Agenda packet.

**OTHER REPORTS**

- Mr. Marks reported as the liaison from Membership Promotion.
- Mr. Stanton made a report as the liaison from IAQA to GGAC.

**OTHER BUSINESS**

There was a small amount of other business.

**Motions from Members Council**

There was a motion from Region II through Members Council for ASHRAE to join the Canadian Energy Efficiency Alliance. Without objection, this is recommended by GGAC.

**EXECUTIVE SESSION: GGAC Award**

The Committee went into Executive Session to consider a motion from the Member Mobilization Subcommittee to confer the GGAC Award to the nominee. This came forward from the Subcommittee so it does not require a second here.

**MOTION PASSED: 22-0-0 CNV**

**NEXT COMMITTEE CONFERENCE CALL**

Chair Jim Wolf will send out a Doodle Poll when a GoToMeeting is needed.

**ADJOURN**

Chair Wolf adjourned the meeting at 12:44 pm CST (US).

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jim Scarborough", written over a horizontal line.

Jim Scarborough, Staff Liaison

**ASHRAE Code Of Ethics**

(Approved by ASHRAE Board of Directors January 30, 2013)

1.140.001.1 As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

- A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.
- B. Members and organized bodies of the Society shall be good stewards of the world’s resources including energy, natural, human and financial resources.
- C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.
- D. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.
- E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.
- F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.
- G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.
- H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.

**Grassroots Government Advocacy Committee**

**2017-18 MBOs**

*Jim Wolf, Chair*

| Objectives  | Responsibility   | Due Date            | Status   |
|---|--|---------------------|--|
| <p>1. Expand support to Chapter and Regional levels on public policy issues of interest to ASHRAE and on how to become involved with government officials through development of model presentation(s) for DLs and others. Identify DLs, current GGAC members, and other ASHRAE members willing to make presentations at Chapters and CRCs.</p> | <p>Policy and Programs Committee</p>                     | <p>January 2018</p> | <p>A report was brought to the GGAC Policy and Programs Subcommittee at the Winter Meeting and will be discussed during the next Subcommittee conference call.</p>   |
| <p>2. Develop and implement programs to promote awareness and use of Building EQ</p>  | <p>Member Mobilization Subcommittee + Boyd, Co-Chair</p> | <p>Ongoing</p>      | <p>This MBO has been on hold while the Building EQ Committee completed its work on the online portal and created new marketing documents. Those documents were provided to GGAC at this meeting and the Subcommittee will be working on disseminating that information to Chapter GGAC Chairs.</p> |

|   |   |   |   |
|---|---|---|---|
| <p>3. Develop implementation plan for promoting the document created last year on ASHRAE in Residential Codes and Construction</p>    | <p>Ad Hoc Committee – Chaired by McQuade</p>  | <p>January 2018</p>   | <p>This Ad Hoc Subcommittee met once between the Annual Meeting in June 2017 and this meeting. Work continues on a implementation plan and will be done in conjunction with the ASHRAE Residential Committee.</p> |
| <p>4. Develop and implement a program to emphasize awareness of Public Safety issues</p>  | <p>Member Mobilization Subcommittee</p>   | <p>Ongoing – Awaiting appointment of Resiliency Committee</p> | <p>This Subcommittee has submitted some materials to the Resiliency Committee and is waiting for a response.</p>  |
| <p>5. Develop implementation plan for the report of the Subcommittee about Global issues</p>  | <p>Nate Boyd, Chair<br/>Ad Hoc Subcommittee on Implementation Plan for Global Issues Report</p> | <p>Ongoing</p>  | <p>This Ad Hoc Subcommittee continues to review and make recommendations on issues that were brought to the committee two years ago.</p>  |
| <p>6. Expand Day On The Hill (DOTH) including development of new training materials to include documents, videos and case studies</p> | <p>Policy and Programs Subcommittee</p>   | <p>Ongoing</p>  | <p>The Committee continues to create new documents and is also seeking feedback from Chapters that have held DOTH visits</p>  |

|  |   |              |  |
|--|---|--------------|--|
|  |   |              | on what other materials they need.   |
| 7. Develop additional incentives for Chapter GGAC Chair recognition (i.e.: Regional Awards and others)                   | Member Mobilization Subcommittee                      | January 2018 | A survey is being created to be sent to the Chapter GGAC Chairs on what awards are currently given at the Chapter level.       |
| 8. Develop program for initiating contacts with national political elected/appointed officials at local/district offices | Policy and Programs Subcommittee                      | January 2018 | Information has been obtained about locations of these local offices and more discussion is to be held on making those visits. |
| 9. Establish annual list of updated standards, publications, etc.  | Ad Hoc Committee: Members - Bryant, Hosni, Bilderbeck | January 2018 | A motion was made by this subcommittee to ask the Society to create an online database of materials for members to use.        |
| 10. Monitor implementation of Maps Project and evaluate for possible expansion   | Ad Hoc Committee – Randy Jones, Chair                 | June 2018    | This is still in the Pilot Program phase and will likely extend into the next Society year.                                    |

|   |   |                     |  |
|---|---|---------------------|--|
| <p>11. Develop and plan to expand international engagement</p>    | <p>Ad Hoc Subcommittee – Jaap Hogeling, Chair and Nate Boyd, Vice Chair</p>   | <p>January 2018</p> | <p>This Ad Hoc Subcommittee continues to meet and develop recommendations.</p>   |
| <p>12. Conduct annual maintenance of GGAC governing documents</p> | <p>Ad Hoc Committee – Bill McQuade and Dick Hayter, Co-Chairs, Jim Arnold</p> | <p>June 2018</p>    | <p>This Ad Hoc Subcommittee created a report that has been incorporated into the proposed changes to the GGAC MOP. This Ad Hoc has completed its work.</p> |
| <p>13. Complete evaluation of GGAC Structure</p>                  | <p>Ad Hoc Subcommittee on GGAC Structure</p>                                  | <p>January 2018</p> | <p>This Ad Hoc Subcommittee has drafted proposed changes to the GGAC ROB and MOP. This Ad Hoc has completed its work.</p>                                  |



**Grassroots Government Advocacy Committee**  
**2017-18 Public Policy Priorities**

*Jim Wolf, Chair*

2017-18 Public Policy Priorities Tracking\*

A. Energy Utilization

1. Building Design Criteria (90.1, AEDGs, etc.)
  - a. What has been updated, what can be shared with government officials
- 2. EE in existing buildings**
  - a. Building EQ
3. Codes and Standards
  - a. Adoption of Current Versions

B. Public Safety

1. Legionella
  - a. Promotion of Standard 188
2. Licensure issues
  - a. Response to state efforts to implement MOE or to abolish state licensing boards
- 3. Refrigerant safety**
  - a. Educate officials on updated Standards on flammable refrigerants in commercial/industrial settings

C. IEQ

1. Building Design Criteria (62.1, 55)
  - a. What has been updated, what can be shared with government officials
2. Codes and Standards
  - a. Updated list
- 3. Air-borne and Water-borne hazards**
  - a. Legislative issues at the state and local levels

D. Residential Construction

1. Codes and Standards
  - a. Update government officials on 90.2 when complete
- 2. Residential Refrigerants Safety**
  - a. Educate officials on updated Standards on flammable refrigerants in residential settings

\*-**bold** equals area of primary emphasis