



Shaping Tomorrow's  
Built Environment Today

## **MINUTES**

### **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*

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June 28, 2016

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**ACTION ITEMS**  
 Society Rules Committee Minutes  
 June 28, 2016

<b><u>No. - Pg.</u></b>	<b><u>Responsibility</u></b>	<b><u>Summary</u></b>	<b><u>Status</u></b>
1 - 1	Graef	Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know.	<u>Ongoing</u>
2 - 1	Fly/Townsend	Ask staff liaisons to review their MOPs and change all references to DAL to Directors and add "where applicable".	<u>Ongoing</u>
3 - 1	Graef	Send the draft YEA election schedule to Members Council for their consideration	<u>Ongoing</u>
4 - 2	Graef	Defer PPIBs issue to Technology Council	_____
5 - 2	Graef / McQuade	Add GGAC process to ROB in section 1.300 Position Documents	_____

# 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-CNV)**

### **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.

AI 4

AI 5

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.

OBJECTIVE	Planned Completion Date	Fiscal Impact	Primary Responsibility	Status
Assign Mentors for new members and make team volume assignments	7/31/2016	None	Fly	Draft Below for Discussion

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	

<b>Assignments</b>	<b>Primary</b>	<b>Secondary</b>
Volume 1	McQuade	Petrilli
Volume 2	Petrilli	Fly
Volume 3	Markel	Kennedy
Volume 4	McMillian	Markel
Member Council	McMillian	
Pub/Ed Council	McQuade	
Tech Council	Kennedy	

**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 AI 6 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