



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

OMNI Hotel - Atlanta
Tuesday, January 15, 2019
2:00 – 6:00 pm

Note: These minutes are not the official record of minutes until voted on and approved by SRC.

Society Rules Committee Meeting
 January 15, 2019
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PRINCIPAL MOTIONS
Society Rules Committee Web Meeting
January 15, 2019

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- 1 – 4 that minutes from SRC meeting of October 29, 2018 be approved as amended.
- 2 – 5 that the changes to ROB 2.405.002.1 ECC, reducing the number of voting members from ten to eight with provision for two consultants be approved
- 3 - 5 that action on Motion 2 (reducing the number of voting members on ECC to eight) be postponed for two weeks until ECC is notified of this change to their ROB.
- 4 - 5 that the IAQA dual discount in ROB 3.200.001 be removed.
- 5 – 5 2.430.002.2 YEA Qualifications
Regional Vice Chairs and Members-at-Large (~~Voting members~~) of this committee shall be 35 years of age or younger at the onset of their term.

ACTION ITEMS
Society Rules Committee Web Meeting
Action Items
January 15, 2019

<u>No. - Pg.</u>	<u>Responsibility</u>	<u>Summary</u>	<u>Status</u>
1 - 4	Neme	Remove Ms. Keen's name from the attendee list of the October 29, 2018 SRC minutes.	Complete
2 - 5	Klock Hunt Giesler Macauley Fulk	Attachment B. PEC Revisions Attachment C. Training and Education Attachment D. Handbook Attachment E. Publications Resources Attachment F. Certification	_____
3 - 5	Neme	Enter into the SRC log removal of the IAQA discount.	_____
4 - 6	Brandt	Refer the Diversity policy back to Members Council for action.	_____
5 - 6	Hunt/Macauley	Research a more efficient way to improve the election process and make a recommendation to SRC.	_____
6 - 6	Markel	Reconcile comments received and a way forward for ROB 3.910 items with the three councils and post on basecamp.	_____
7 - 6	Markel	Repost ROB 2.200.006 Officer and Director MOP for additional comments	_____
8 - 6	Harrod	Send SRC wording for Honors and Awards ROB revisions to remove awards list.	_____
9 - 6	Harrod	MOP for Ethics Review wording will be sent to SRC.	_____

MINUTES

SOCIETY RULES COMMITTEE MEETING

January 15, 2019
2:00 – 6:00 pm

MEMBERS PRESENT: Don Brandt, Chair
Larry Markel, Vice Chair
Ken Fulk
Trent Hunt
Bill Klock
Dunstan Macauley
Art Giesler, Cons.
Leon Shapiro, Cons.
Julia Keen, CO

STAFF PRESENT: Claire I. Neme

GUESTS PRESENT: John Harrod
R. J. Hartman, Region III LeaDRs
Costas Balaras, DRC, Region XIV
Ahmed Abdel-Salam, Region II Leadership U
Stacey Chan, Region IX LeaDRs
David Underwood, Toronto

CALL TO ORDER

Chair Don Brandt called the meeting to order at 2:00 pm on Tuesday, January 15, 2019. Members attended as listed above. A quorum was present.

Code of Ethics

Members were reminded that ASHRAE operates under its Code of Ethics at every meeting. They were asked to review the code and become familiar with it.

REVIEW OF AGENDA

Chair Brandt asked if there were additions to or deletions from the agenda. Three items were added to the agenda under New Business: 1) Trent Hunt added an item regarding Board elections; Mr. Balaras added a revision in the ECC ROB; and; Mr. Macauley added a revision to the YEA ROB.

APPROVAL OF MINUTES

Mr. Brandt called for a motion to approve the SRC minutes from the October 29, 2018 SRC meeting. Staff was asked to remove Ms. Keen's name as an attendee since she did not attend. Mr. Hunt moved and it was seconded

AI 1

(1) that minutes from the SRC meeting of October 29, 2018 be approved as amended.

MOTION 1 PASSED (5-0-0-CNV)

NEW BUSINESS

Mr. Balaras presented a revision to ROB 2.405.002.1 which would reduce the number of voting members on ECC to eight with provision for the possibility of adding two consultants. Mr. Macauley moved and it was seconded

- (2) that the changes to ROB 2.405.002.1 ECC, reducing the number of voting members from ten to eight with provision for two consultants be approved

MOTION 2 PASSED (5-0-0-cnv)

Ms. Keen added there may be more changes coming regarding the role and scope of ECC and possible council changes. ECC would no longer only serve Publishing and Education Council but would serve all councils. These ideas will be discussed with ExCom. Also, since ECC was not made aware in advance of this change, Ms. Keen moved that action on this motion be postponed until after a conference call that is scheduled with ECC in two weeks. Mr. Markel agreed and moved

- (3) that action on Motion 2 (reducing the number of voting members on ECC to eight) be postponed for two weeks until ECC is notified of this change to their ROB.

MOTION 3 PASSED (5-0-0-CNV)

Ms. Keen also pointed out changes to Historical Committee are still under discussion. A restructuring of Publishing and Education Council is being studied as shown in the presentation made by the PEC Ad Hoc Committee in **Attachment A**. This restructuring and changes to the ROB will require Board approval. Five Word documents with proposed changes were sent to SRC for review with a deadline to return to Ms. Keen by the end of February. The following SRC members were asked to review these documents:

- **Attachment B** (PEC): Bill Klock
- **Attachment C** (Training and Education): Trent Hunt
- **Attachment D** (Handbook): Art Giesler
- **Attachment E** (Publications Resources): Dunstan Macauley
- **Attachment F** (Certification): Ken Fulk

AI 2

IAQA Dual Discount – ROB 3.200.001 Removal from the ROB

After a brief discussion, Mr. Hunt moved and it was seconded

- (4) that the IAQA dual discount in ROB 3.200.001 be removed.

MOTION 4 PASSED (5-0-0-CNV)

This action will be entered into the SRC log.

AI 3

YEA Issue

Mr. Macauley presented proposed changes to the YEA ROB 2.430.002.2.

- (5) to update section 2.430.002.2 YEA Committee qualifications of the ASHRAE Rules of the Board, effective immediately as follows:

2.430.002.2 Qualifications

Regional Vice Chairs and Members-at-Large (~~Voting members~~) of this committee shall be 35 years of age or younger at the onset of their term.

MOTION 5 PASSED (5-0-0-CNV)

Diversity/Inclusion Policy

Membership Promotion asked SRC to review their proposed diversity/inclusion policy. After some discussion, SRC will recommend that this proposed policy receive a legal review and that in the last paragraph, the “Executive Vice President” should be removed. This will be referred to Members Council for action. AI 4

Board Election

Mr. Hunt suggested the election rule could be a more effective and efficient procedure. He agreed to work with Mr. Macauley to conduct some research and bring a report back to SRC. AI 5

Society Rules Committee Performance Review / Job Description

Ms. Keen conducted the performance review for SRC this year. It was pointed out that the SRC job description posted on the ASHRAE.ORG web site would require the committee to make an annual review to be sure it correctly identifies the work of the committee.

OLD BUSINESS

ROB 3.910 Items

ROB 3.910 items to be reassigned to councils and cognizant committees. Some items may be lost once removed from the ROB if they are not captured and possibly put into MOPs. Mr. Markel has had little response to the request made to councils and committees to review this ROB and respond if there are items they would like to keep in their MOPs. After some discussion, Mr. Markel agreed to reconcile comments received and make a recommendation for all three councils to finalize this item and post the revisions on SRC basecamp. AI 6

Officer and Director MOP Comments

Mr. Markel reported that ROB 2.200.006 Officer and Director MOP comments is ongoing. He will repost it on basecamp for additional comments. AI 7

Honors and Awards List

Mr. Harrod followed up on this item and agreed to send the wording changes to staff. AI 8

MOP for Ethics Review

Ken Fulk postponed this item until after the conference call to discuss the MOP. Mr. Harrod will send SRC the wording changes proposed for the Officers and Directors MOP. AI 9

MBOs Update

No.	Objective	Planned Completion Date	Fiscal Impact	Responsibility	Status
1	New Member Training	August 15, 2018	none	Giesler, Brandt	Complete
2	Review and recommend changes to New Member Training materials. Include in SRC Reference Manual when complete.	August 1, 2018	none	Brandt, Giesler	Complete

3	Review SRC Reference Manual and recommend additions, revisions and deletions.	January 16, 2019	none	Markel, Shapiro	Ongoing
4	Review SRC MOP and recommend any updates needed. If none, change review date on MOP.	January 16, 2019	none	Fulk, Macauley	Ongoing
5	Council liaisons make introduction to Council Chair and Vice-Chair (where applicable) and offer SRC assistance for proposed rule reviews, MOP changes, etc.	Fall Conference Call 2018	none	Members – Dunstan/Trent PubEd – Bill Tech – Markel/Ken	Complete
6	Complete first review of ROB volumes and report to SRC.	Fall Conference Call 2018	none	Vol 1 – Klock Vol 2 – Hunt Vol 3 – Fulk Vol 4 - Macauley	Complete
7	Mentor Program	Continuous	none	Mentor: Larry-Ken Bill-Dunstan Don - Trent	Continuous

ADJOURNMENT

Mr. Markel moved and it was seconded to adjourn the meeting at 4:43 pm.

Respectfully submitted,



Claire Neme, Staff Liaison

Attachments: A. PEC Structure Presentation
 B. PEC ROB
 C. Training and Education
 D. Handbook
 E. Publications Resources
 F. Certification

cc: Board of Directors