



Shaping Tomorrow's  
Built Environment Today

## **MINUTES**

### **SOCIETY RULES COMMITTEE CONFERENCE CALL**

**Tuesday, August 16, 2016  
9:00 -10:00 am**

*Note: These minutes were approved by SRC on December 21, 20016.*

**TABLE OF CONTENTS**  
Society Rules Committee Conference Call  
August 16, 2016

|   |          |
|---|----------|
| <b>CALL TO ORDER .....</b>  | <b>1</b> |
| <b>REVIEW OF AGENDA.....</b>  | <b>1</b> |
| <b>APPROVAL OF MINUTES.....</b>   | <b>1</b> |
| <b>REVIEW OF ACTION ITEMS .....</b>   | <b>1</b> |
| <b>NEW BUSINESS.....</b>  | <b>1</b> |
| Review of BOD Principal Motions from St. Louis Meeting with Comments added..... | 2        |
| 2016-17 Draft MBOs.....   | 2        |
| <b>ADJOURNMENT .....</b>  | <b>3</b> |

**ACTION ITEMS**  
 Society Rules Committee Minutes  
 August 16, 2016

| <b><u>No. -<br/>Pg.</u></b> | <b><u>Responsibility</u></b> | <b><u>Summary</u></b>  | <b><u>Status</u></b> |
|-----------------------------|------------------------------|--|----------------------|
| 1 - 1                       | Fly                          | Fly – send Charlie Curlin information about the scholarship Guildlines.  | _____                |
| 2 – 1                       | Graef                        | Send Ms. Townsend the list of names of the scholarships that should be relocated.  | _____                |
| 3 - 1                       | Graef/Markel                 | Write something about PPIBs to add to the ROB  | _____                |
| 4 - 2                       | McMillan                     | Let Tom Phoenix know that SRC added to the ROB the Members Council motions that were approved by the BOD; and if he wishes to refer the Nominating MOP changes back to Nominating Committee, he could do that. | _____                |
| 5 – 2                       | Markel                       | Share with Tom Phoenix other ways to address the issue of retaining more nominees for Nominating Committee.  | _____                |
| 6 - 2                       | SRC<br>Members               | Send Mr. Fly any ideas on 2016-17 MBOs.  | _____                |

# MINUTES

## SOCIETY RULES COMMITTEE CONFERENCE CALL

Tuesday, August 16, 2016  
9:00 – 10:00 am

MEMBERS PRESENT: Mark W. Fly, Chair  
Stephen D. Kennedy, Vice Chair  
Lawrence C. Markel  
Hugh D. McMillan III  
Paul E. Petrilli  
Patricia T. Graef, CO

MEMBERS ABSENT: William F. McQuade

STAFF PRESENT: Mary Dean Townsend  
Claire I. Neme

### CALL TO ORDER

Chair Fly called the meeting to order at 9:00 am on Tuesday, August 16, 2016. Members and staff attended as listed above. A quorum was present.

### REVIEW OF AGENDA

Chair Fly asked if there were additions to or deletions from the agenda. The agenda was approved as presented.

### APPROVAL OF MINUTES

Mr. Fly called for a motion to approve the SRC minutes from the June 28, 2016 SRC meeting. Mr. McMillan moved and it was seconded

(1) that minutes from the SRC meeting of June 28, 2016 be approved as presented.

**MOTION 1 PASSED UVV (3-0-1-CNV).** Mr. Markel abstained from the vote.

### 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. This item is complete.   | AI 1 |
|       |        | Mr. Fly took an action item to send Charlie Curlin information about the Scholarships. Mrs. Graef agreed to send Ms. Townsend names of the Scholarships.   | AI 2 |
| 4 – 2 | Graef  | Defer PPIBs issue to Technology Council. This is complete. Mrs. Graef contacted Technology Council and asked them to take PPIB out of their MOP; Mr. Markel and Mrs. Graef agreed to take an action item to write something to add to the ROB regarding PPIBs. | AI 3 |

### NEW BUSINESS

The BOD principal motions with comments added were reviewed for all four Volumes. After some discussion, all of the comments were approved by consensus.

Mr. McMillan will contact Mr. Phoenix about SRC's role which was only to add the Nominating Committee MOP wording of 2.415.002.3 Term of Service to the ROB after it was approved by the BOD. If Mr. Phoenix wishes to refer this item back to Nominating Committee and appoint an Ad Hoc to further study the issue, it is his prerogative to do that. AI 4

Mr. Markel agreed to contact Mr. Phoenix to discuss other ways he could address the issue of retaining more potential nominees on the Nominating Committee. AI 5

2016-17 MBOs

Mr. Fly asked SRC to review the MBOs and send him any input. AI 6

| <b>OBJECTIVE</b>  | <b>Planned Completion Date</b> | <b>Fiscal Impact</b> | <b>Primary Responsibility</b> | <b>Status</b>                         |
|---|--------------------------------|----------------------|-------------------------------|---------------------------------------|
| 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                 | Petrilli, Fly                 | 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

**ADJOURNMENT**

The meeting was adjourned at 9:59 am

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Dean Townsend".

Mary Dean Townsend, Secretary

cc: Board of Directors