



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**ASHRAE Winter Meeting
Las Vegas, NV
Tuesday, January 31, 2017
2:00 - 6:00 pm**

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

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January 31, 2017

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PRINCIPAL MOTIONS
Society Rules Committee Minutes
January 31, 2017

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2 – 2 that the Planning Committee MOP be approved as presented.

ACTION ITEMS
Society Rules Committee Minutes
Tuesday, January 31, 2017

<u>No. - Pg.</u>	<u>Responsibility</u>	<u>Summary</u>	<u>Status</u>
1 - 1	McQuade	Refer wording on PPIBs to GGAC for clarification – too vague.	_____
2 - 1	Markel	Share with Tom Phoenix ways to retain nominees for Nominating Committee	_____
3 - 2	Graef	Update SRC on what Finance Committee decides to do regarding the SRC recommendation to move ROB 3.200.001 Dues, Fees, Privileges to the Reference Manual because of annual changes in the amount of dues.	_____
4 - 2	Graef	Follow up with GGAC as to how these PPIBs should be used and enter the result into the log..	_____
5 - 2	Markel	Mr. Markel agreed to adding a reference to 3.100.002.4, paragraph D to clarify that this wording applies when publishing conference papers.	_____
6 - 2	Petrilli	Refer ROB 3.910.005.2 Expo Visitors and ROB 1.201.021.4 to JEPC for clarification as to the definition of a minor.	_____
7 - 2	Petrilli/Fly	Update Volume 2 on definition of "Meetings".	_____
8 - 2	Townsend	Publish when ROB updates will be available.	_____
9 - 3	Graef	Share SRC training materials with Mr. McMillan	_____

MINUTES

SOCIETY RULES COMMITTEE MEETING

Tuesday, January 31, 2017

2:00 – 6:00 pm

MEMBERS PRESENT: Mark W. Fly, Chair
Hugh D. McMillan III, Vice Chair
Jennifer Isenbeck
Lawrence C. Markel
William F. McQuade
Paul E. Petrilli
Patricia T. Graef, CO

GUEST PRESENT: Tim Kline
Max Sherman
Steve Bushby

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Fly called the meeting to order at 2:05 pm on Tuesday, January 31, 2017. Members, guests 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. Mr. Tim Kline requested SRC review the BBWG code of ethics to ensure it does not conflict with ASHRAE's code of ethics. This was added to the agenda.

Mr. Markel pointed out that the BBWG code says we must adhere to ASHRAE's code of ethics. If nothing in the code is contradictory to ASHRAE's code, it does agree. After some discussion, it was the consensus that the BBWG aligns (and does not conflict) with ASHRAE's Code of Ethics. This will be an information item.

APPROVAL OF MINUTES

Mr. Fly called for a motion to approve the SRC minutes from the December 21, 2016 SRC meeting. Mr. Petrilli moved and it was seconded

(1) that minutes from the SRC meeting of December 21, 2016 be approved as presented.

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

REVIEW OF ACTION ITEMS

2 – 1	McQuade	Refer PPIB wording in ROB 1.300.004.2 to GGAC for review; too vague. ongoing	AI 1
5 – 2	Markel	Share with Tom Phoenix other ways to retain more nominees for Nominating Committee. Ongoing.	AI 2

UNFINISHED BUSINESS

ASHRAE's Role in Globalization of Standards

ROB 1.201.034 - This is the international policy for standards. Mr. Markel made the motion and it was seconded

MOTION 1 that the proposed change to ROB 1.201.034 international policy for standards be approved.

MOTION 1 PASSED.

ROB 3.200.001 Dues, Fees, Privileges

Mrs. Graef reported that this rule was sent to the Finance Committee with a recommendation that it be moved to the Reference Manual because of annual changes in the amount of dues. The minutes of the Board meeting have the official dues included. It was also recommended that Finance Committee should decide on the correct terminology to add to the Reference Manual on this subject. Mrs. Graef will update SRC on the final outcome. AI 3

ROB 1.300.004.2 Public Policy Issue Briefs. It was agreed after some discussion that how these PPIBs should be used will be referred to GGAC. Mrs Graef agreed to follow up with GGAC on this issue. AI 4

ROB 3.100.002.7 Guidelines for Conferences

Proposed changes to the above rule were reviewed by SRC. After some discussion, it was agreed that the language needs to be clarified. Mr. Markel added a reference to 3.100.002.4, paragraph D to clarify that this wording applies when publishing conference papers. AI 5

ROB 3.910.004.1 C. – Fiscal Practice. Mr. Markel added wording of requirement if a paper receipt is required.

ROB 3.910.005.2 Expo Visitors and ROB 1.201.021.4. Refer to JEPC for clarification as to the definition of a minor. AI 6

Review of Motions from Members Council

From September 6, 2016 BOD Meeting -GGAC ROB 2,402.001 – After some discussion about the wording about contributions to PAC, it was agreed to send this motion back to GGAC and ask for clarification. It was agreed that it should be clear that we should not contribute to PACs. It should then be sent to ExCom for review. These changes will be considered editorial.

From September 6, 2016 BOD Meeting – ROB 2.430.002.1 YEA Composition – after some discussion, it was agreed that the wording “RVC shall reside in the region they represent” should be stated in the rule where the RVC is defined. This is an information item.

ROB 1.201.027.3 – Reimbursement for Travel to CRCs (Add what was done during the meeting)

ROB 3.400 MOP for Officers and Directors 4.5.19.2 Annual Expenses. Changes made to this ROB are editorial.

ROB 3.400 MOP for Officers and Directors 5.3.5 DRC attendance at CRCs. This motion is ok as is.

PLC MOP. After some discussion, Mr. Markel made a motion and it was seconded

that the Planning Committee MOP be approved as presented.

MOTION 2 PASSED (5-0-0 CNV).

ROB 2.105.001 Standing Bodies

There was discussion regarding the authorized number of face to face meetings allowed. The definition of meetings in Volume 2 should be clarified throughout the ROB's. Mr. Petrilli and Mr. Fly are assigned to update Volume 2. AI 7

Publishing Dates for Updates to ROBs

Mary Townsend was asked to publish when the ROBs will be updated.

AI 8

Training Materials for SRC.

Mrs. Graef agreed to share the training materials for SRC with Mr. McMillan.

AI 9

2016-17 MBOs Update

OBJECTIVE	Planned Completion Date	Fiscal Impact	Primary Responsibility	Status
Assign Mentors for new members and make team volume assignments	7/31/2016	None	Fly	Complete
Work with all committees established by BOD to ensure consistency between committees and their ROBs and MOPs	6/15/2017	None	Petrilli, Fly	Ongoing
Move Document Management and Communications to Basecamp	8/30/2016	None	Fly, Staff	Complete
Review Strategic Plan for changes needed in ROB	6/1/2017	None	All	Complete
Review and formalize schedule for publishing of rules	1/30/2017	None	Fly, Staff	Ongoing

Assignments**Primary****Secondary**

Volume 1	McQuade	Petrilli
Volume 2	Petrilli	Fly
Volume 3	Markel	Isenbeck
Volume 4	McMillian	Markel
Members Council	McMillian	
Pub/Ed Council	McQuade	
Tech Council	Isenbeck	

ADJOURNMENT

The meeting was adjourned at 5:10 pm.

Respectfully submitted,



Mary Dean Townsend, Secretary

cc: Board of Directors