**How do I find out whether a recommended member has been approved?**

The best way is to contact your SPLS Liaison as they will know the results of any membership votes. You should have your SPLS Liaison’s contact information before you submitted the Chair’s recommendation form. If you do not have your liaison’s information contact Staff via standards.section@ashrae.net or at MOS@ashrae.net.

The roster for your project committee with the contact information for the SPLS liaison and all previously approved members is available by logging in to your bio on the ASHRAE website. After logging in select the “committees” tab on the left hand side of the page. This will allow you to download a roster for any committee you are currently serving on.

It takes ASHRAE Staff approximately 30 days to process over 250 membership changes after each meeting and you may not hear back right after the meeting about the status of the membership recommendations. Please feel free to contact your SPLS liaison or staff and ask if the membership was approved.

**How do I do minutes and when are they due?**

We recommend that you use the template ASHRAE has developed that can be found at <https://www.ashrae.org/standards-research--technology/standards--guidelines/pc-chairs-toolkit> (scroll down to the heading labeled “Other Forms”).

Draft minutes must be submitted to ASHRAE Staff (either to sreiniche@ashrae.org, MOS@ashrae.net, or standards.secton@ashrae.net) **within 30 days** of the project committee meeting. Draft minutes must be clearly marked as “draft”.

Minutes that are done immediately are faster and easier because you are more likely to remember what occurred to supplement your notes.

Minutes are NOT verbatim notes but must include those in attendance (members and guests), motions (approved or failed), and actions items.

**What other templates are available for my use?**

ASHRAE has templates for letter ballots, agendas, meeting minutes, work plans, and to develop new standards. They are at <https://www.ashrae.org/standards-research--technology/standards--guidelines/pc-chairs-toolkit> (scroll down to “Other Forms”).

**How do I motivate committee members to start writing?**

The best way is to create a detailed outline of what must be in the document and review it with the committee (making changes as needed). Then assign each committee member to draft a section based on their individual expertise. People are more motivated to begin writing if they know something about the topic and can see how it fits into the overall plan.

Second best is to draft the document yourself and ask others to comment.

If you are revising an existing document, break it up into sections and assign members to review a section.

Your primary job as Chair of the committee is to get its members to do the work and to keep track of their progress (bugging them if you need to) (politely, of course),

**What are the plans for future Electronic & Physical Meetings at the Society Conferences and how do I request that support?**

Currently there are limited seats available. The system is in beta testing as there are limited staff resources available to start the “go to meeting”. Staff is investigating a way for members to start their own meeting but have not found a cost effective method.

 Announcements will be made prior to each Conference indicating that there are “go to meeting” seats available. There will be a form to submit. The form can be found here: (insert link).

New audio equipment that will be loaned out to PC Chairs for use in their E&P meetings is being tested. More information will be available soon.

Rules regarding E&P meetings can be found in the PC MOP.

You must notify the ASHRAE Manager of Standards. (MOS@ashrae.net) if you are planning on using any meeting software except that provided by ASHRAE. Because all meetings must be open to anyone, the details of the meeting and how to join must be provided in advance.

**How can I make suggestions to process changes, existing forms or new forms?**

The best way is to submit an email with your suggestion to standards.section@ashrae.org that way there will be a written record of your suggestion so that it is easier to act on and easier for someone to contact you in the event there is additional clarification required.

**Do I need to get copyright permission if I include items from ASHRAE documents or documents that are from other organizations?**

If you are using copyrighted material from ASHRAE just let ASHRAE staff know and we will we get the permission.

If you are using copyrighted material that does not belong to ASHRAE you MUST obtain copyright permission from that organization. If there is a cost please let staff know and we will work that out. Failure to get copyright permission may hold up public review and/or publication of your document.

**If a spreadsheet is necessary to comply with the standard how is that included?**

If a spreadsheet tool is needed please let Staff know and we will work with our publications department so that a CD can be included with the published standard.