



MINUTES

BOARD OF DIRECTORS MEETING

WEB MEETING

Monday, March 30, 2020

Note: These draft minutes have not been approved and are not the official record until approved by the Board of Directors.

TABLE OF CONTENTS

Board of Directors Meeting
Monday, March 30, 2020

CALL TO ORDER 2
CODE OF ETHICS 2
ROLL CALL/INTRODUCTIONS 2
REVIEW OF MEETING AGENDA 2
EXECUTIVE SESSION 2
PAOE ADJUSTMENTS 2
COVID-19 ACTIONS TO DATE 2-3
 DL SUSPENDED 2
 POSTPONED EVENTS 2-3
 EHC EPIDEMIC TASK FORCE 3
NEW BUSINESS 3-4
 LEGIONELLA GUIDELINE 12 3-4
 TEMPORARY ONLINE HANDBOOK ACCESS TO FACILITATE TELEWORK 4
 MEMBER MESSAGING ON COVID-19 4
UPCOMING MEETINGS 4
ADJOURNMENT 4

PRINCIPAL APPROVED MOTIONS

Board of Directors Meeting

Monday, March 30, 2020

No. - Pg.	Motion
1 - 3	That ASHRAE Guideline 12-2000R, <i>Managing the Risk of Legionellosis Associated with Building Water Systems</i> , be approved for publication.
2 - 4	That Society grant online Handbook access to paid members through June 30, 2020.



MINUTES
BOARD OF DIRECTORS MEETING

Monday, March 30, 2020

MEMBERS PRESENT:

Darryl Boyce, President
Chuck Gullede, President-Elect
Mick Schwedler, Treasurer
Bill Dean, Vice President
Dennis Knight, Vice President
Bill McQuade, Vice President
Farooq Mehboob, Vice President
Jeff Littleton, Secretary
Chris Phelan, Region I DRC
Jeff Clarke, Region II DRC
Dunstan Macauley, Region III DRC
Steve Marek, Region IV DRC
Doug Zentz, Region V DRC
Rick Hermans, Region VI DRC
Michael Cooper, Region VII DRC
Jon Symko, Region VIII DRC
Trent Hunt, Region IX DRC

Marites Calad, Region X DRC
Russell Lavitt, Region XI DRC
Robin Bryant, Region XII DRC
Apichit Lumlertpongpana, Region XIII DRC
Coastas Balaras, Region XIV DRC
Ahmed Alaa Eldin Mohamed, RAL DRC
Kelley Cramm, DAL
Van Baxter, DAL
Don Brandt, DAL
Katherine Hammack, DAL
Jaap Hogeling, DAL
Sarah Maston, DAL
Tim McGinn, DAL
Chandra Sekhar, DAL
Ashish Rakheja, DAL

GUESTS PRESENT:

Chris Gray
Randy Schrecengost
Tyler Glesne
Devin Abellon

Andres Sepulveda
Ken Fulk
Wade Conlan
Adrienne Thomle
Keisha Coleman

STAFF PRESENT:

Candace DeV Vaughn, Mgr. of Board Services
Chandrias Jacobs, Coord. of Board Services
Alice Yates, Director, Govt. Affairs
Lizzy Seymour, Mgr. of Conference Services
Joyce Abrams, Director - Member Services
Vanita Gupta, Director - Marketing

Mark Owen, Director - Pub & Education
Stephanie Reiniche, Director - Technology
Craig Wright, Director - Finance & Admin. Services

CALL TO ORDER

Mr. Boyce called the meeting to order at 9:00 am.

CODE OF ETHICS

Mr. Boyce read the ASHRAE Code of Ethics commitment and stressed that all ASHRAE meetings operate under this code. He encouraged all present to read and become familiar with the code.

ROLL CALL/INTRODUCTIONS

Roll call was conducted.

REVIEW OF MEETING AGENDA

The meeting agenda was reviewed, there were no changes or additions.

EXECUTIVE SESSION

Executive session was called at 9:06 am.

The open session meeting reconvened at 10:05 am.

PAOE ADJUSTMENTS

Mr. Boyce reported that it is of the utmost importance that Chapters be properly recognized for the great work done and events planned that had to be cancelled due to the pandemic.

Ms. Abrams reported that the PAOE Subcommittee will be reviewing recommended changes to the 2019-20 PAOE. Final recommendations will be sent to Mr. Boyce for review as soon as possible. Once updates are finalized, the Chapters will be notified.

COVID-19 ACTIONS TO DATE**DL SUSPENDED**

Mr. Boyce reported that DL transportation has been suspended. The DL program has begun to offer presentations electronically and a number of Chapters have taken advantage of it.

POSTPONED EVENTS

Mr. Boyce reported that in-person education programs have been cancelled through May. There has been an increase in interest from individuals and companies in virtual programs and Society has been expanding promotion of these opportunities.

The Healthcare Facility Design course had over 114 registrations within two to three days of registration opening. Interest in this course has increased significantly because of the pandemic.

Spring CRCs will be postponed until the fall.

YEA Leadership Weekend has been cancelled.

The joint technical symposium with CIBSE has been postponed to September.

There has been a strong interest from the Chapters to use Society's GoToMeeting infrastructure to conduct virtual chapter meetings.

EHC EPIDEMIC TASK FORCE

Mr. Knight reported that the ASHRAE Epidemic Task Force was formed under the Environmental Health Committee. The task force is chaired by Bill Bahnfleth and is made up of nine voting members and about eight non-voting members. The non-voting members consist of BOD members, TAC Chair, Standards Committee Chair, and staff.

The group was formed to review and make necessary updates to documents on the COVID-19 webpage. The group will also screen all technical requests for response and guidance.

Policy issues and testimony requests will be put before ExCom and the BOD as necessary.

The task group will not speak publicly for the Society.

The task group is committed to doing the very best job to represent ASHRAE during this time.

Currently, communication is the number one priority. The webpage will be broken down to address different groups and use types. The group is also developing a way for grassroots members who are actively engaged in the pandemic to submit information that can be vetted and turned into public information and guidance.

The task group plans to meet virtually as much as necessary.

NEW BUSINESS

LEGIONELLA GUIDELINE 12

Mr. Knight moved that

1. ASHRAE Guideline 12-2000R, *Managing the Risk of Legionellosis Associated with Building Water Systems*, be approved for publication.

Mr. Knight reported that the publication motion presented has unresolved objectors or negative project committee votes with reason. This motion is preceded by a formally voted recommendation from the project committee and Standards Committee. The rules do not require a vote from Technology Council. Appeals procedures allow for consideration of an appeal of a BOD standards action or inaction only upon procedural grounds.

A summary of any unresolved commenters and/or negative project committee votes on this publication draft is included in the analysis sheet that was distributed prior to the meeting. By default, all Standards Committee Documents are processed by our ANSI Audited Designator procedures unless otherwise indicated by the Board. In all cases, the fiscal impact for publication drafts is within existing budgets.

This motion has unresolved commenters or negative project committee votes but no negative votes by Standards Committee. Please refer to the analysis sheet for the full detail on the reasons for negative votes and/or unresolved commenters and a summary of Project Committee responses that were distributed prior to the meeting.

MOTION 1 PASSED (Voice Vote, CNV). Mr. Gullledge abstained.

TEMPORARY ONLINE HANDBOOK ACCESS TO FACILITATE TELEWORK

Mr. Boyce reported that it has been suggested that online Handbook access be opened as a temporary response to help members work in this environment, as travel limitations could prevent access to printed Handbooks.

The cost would be approximately \$4,500 to create the infrastructure to provide online Handbook access to all members. There will be additional cost added to the estimate if a server upgrade is required.

If ten to fifteen new subscribers were to join ASHRAE, that would more than cover the expense.

This access could help to support a transition to an exclusively electronic Handbook.

Mr. Schwedler moved and Mr. Mehboob seconded that

2. Society grant online Handbook access to paid members through June 30, 2020.

Access to the online Handbook would be limited by member log in information. There would be nothing to prevent a member from sharing his/her log in with a non-member, granting them access to the online Handbook as well.

The intent of the motion was to include access to all member grades.

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

MEMBER MESSAGING ON COVID-19

Previous and planned messaging to members was discussed.

Mr. Knight reported that within the week, the Epidemic Task Force will have recommendations on a communication strategy. Standard 170 has put together a one-hour technical PowerPoint on the Standard's use during the pandemic. The presentation is being vetted now and could be made available for free on the COVID-19 webpage.

One of the Task Group's primary tasks is to review peer reviewed material and make recommendations on what should be shared. The group will then summarize and provide citations in a way that is accessible and understandable to the appropriate audiences. If BOD members have articles they would like reviewed, they should be sent to Dennis Knight, Bill Bahnfleth, or Steve Hammerling.

BOD members with additional thoughts or suggestions on future member messaging should contact Mr. Boyce.

UPCOMING MEETING

Dates and times for upcoming web meetings were reviewed.

ADJOURNMENT

The meeting adjourned at 10:37 am.



Jeff H. Littleton, Secretary