



MINUTES
BOARD OF DIRECTORS MEETING

Thursday, February 4, 2021

Approved by the Board of Directors on April 20, 2021.

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Board of Directors Meeting
Thursday, February 4, 2021

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PRINCIPAL APPROVED MOTIONS

Board of Directors Meeting
Thursday, February 4, 2021

No. - Pg.	Motion
1 - 2	<p>The Nominating Committee recommends to the Board of Directors that Rules of the Board 2.415.003 E be revised as indicated below:</p> <p>E. The Nominating Committee shall require a <u>self-certification letter annually from financial and criminal background check on</u> all society officer nominees. Background checks must be current within the last three years.</p>
2 - 3	<p>Members Council recommends to the Board of Directors that ROB 2.411.003.3 Board-Approved Awards Named for Individuals be revised as shown below.</p> <p>A. The following awards are established to continually honor and recognize the individuals for whom the awards are named.</p> <p>10. The Board approves the establishment of the <u>Milton W. Garland Commemorative Refrigeration Comfort – Process – Cold Chain Award for Project Excellence</u> to recognize a non-comfort-cooling-refrigeration comfort, process or cold chain application which highlights innovation and/or new technologies. (90-02-15-23/02-06-26-13)</p>
3 - 3	<p>Members Council recommends to the Board of Directors that ROB 2.411.003.4 Board Approved Awards Not Named for Individuals be revised as shown below.</p> <p>2.411.003.4 Board-Approved Awards Not Named for Individuals</p> <p><u>S. The Energy Genius Award is established to recognize excellence in the assessment of building energy performance.</u></p>
4 - 4	<p>Standards Committee recommends that BSR/ASHRAE Addendum a (<i>Clarifies Air Density adjustments are permitted not required</i>) to ANSI/ASHRAE Standard 62.1-2019, <i>Ventilation for Acceptable Indoor Air Quality</i>, be approved for publication.</p>
5 - 4	<p>Standards Committee recommends that BSR/ASHRAE Standard 207P, <i>Laboratory Method of Test of Fault Detection and Diagnosis for Air Economizers</i>, be approved for publication.</p>
6 - 5	<p>Standards Committee recommends that BSR/ASHRAE Addendum y (<i>addresses multifamily enclosed corridor ventilation</i>) to ANSI/ASHRAE Standard 62.2-2019, <i>Ventilation and Acceptable Indoor Air Quality in Residential Buildings</i>, be approved for publication.</p>
7 - 5	<p>The Executive Committee recommends that the Board of Directors approve the Rusty & Debbie Hoffman Family Scholarship to be awarded annually with the following criteria:</p> <p>Full-time undergraduate mechanical or architectural engineering student enrolled at one of the schools listed below and where at least one of the following criteria is met:</p>

	<p>1. The program is ABET-accredited or 2. The institution has an active ASHRAE student branch</p> <ul style="list-style-type: none"> • North Carolina State University • North Carolina A&T State University • East Carolina University • University of North Carolina Charlotte <p>If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full-time undergraduate engineering student that meets the ASHRAE criteria for an Undergraduate Engineering Scholarship. Candidates will be considered even if enrolled in an engineering program other than mechanical or architectural engineering and without regard to the geographic location of the educational institution.</p> <p>Selected candidate will have an opportunity for an internship with Hoffman & Hoffman, Inc.</p> <p>Contact Vice President of Human Resources, PO Box 77258 Greensboro, NC 27417-7258.</p>
8 - 7	Society Rules Committee recommends to the Board of Directors that the term for vice Presidents change from a one-year term to a two-year term.
10 - 9	The Proactive Diversity Task Group recommends to the Board of Directors the formation of a Diversity, Equity, and Inclusion Advisory Subcommittee of the Board to advise and engage the Board of Directors on Society matters relating to diversity, equity, and inclusion.

ACTION ITEMS

Board of Directors Meeting

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No. - Pg.	Responsibility	Summary of Action	Status
1 - 10	BOD Members	Email staff and Mr. Schwedler if they are interested in serving on the Diversity, Equity, and Inclusion Subcommittee.	



MINUTES

BOARD OF DIRECTORS MEETING

Thursday, February 4, 2021

MEMBERS PRESENT:

Chuck Gulledge, President
Mick Schwedler, President-Elect
Farooq Mehboob, Treasurer
Don Brandt, Vice President
Bill Dean, Vice President
Tim McGinn, Vice President
Bill McQuade, 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
Chris Gray, Region VII DRC

Tyler Glesne, Region IX DRC
Devin Abellon, Region X DRC
Russell Lavitt, Region XI DRC
Robin Bryant, Region XII DRC
Apichit Lumlertpongpana, Region XIII DRC
Andres Sepulveda, Region XIV DRC
Ahmed Alaa Eldin Mohamed, RAL DRC
Kelley Cramm, DAL
Wade Conlan, DAL
Ken Fulk, DAL
Katherine Hammack, DAL
Jaap Hogeling, DAL
Sarah Maston, DAL
Chandra Sekhar, DAL
Adrienne Thomle, DAL
Ashish Rakheja, DAL

GUESTS PRESENT:

David Underwood
Ginger Scoggins
Rachel Romero
Heather Schopplein
Steven Bushby
Michael Patton
Samir Traboulsi
Rachel Karg

Dennis Knight
Mike Moore
Gayathri Vijayakumar
Larry Fisher
Tom Phoenix
Craig Wray
Nohad Boudani
Don Colliver
Richie Mittal

Costas Balaras
Jonathan Smith
Darryl Boyce
Sheila Hayter
Richard King
Fabio Clavijo
Mark Hegberg
Kimberly Llewellyn
Van Baxter

Karine Leblanc
Art Giesler
Kay Thrasher
Madison Schultz
Doug Cochrane
Edward Tsui
Larry Smith
Mark Miller

STAFF PRESENT:

Candace DeVaughn, Manager - Board Services
Chandrias Jacobs, Coordinator - Board Services
Joyce Abrams, Director - Member Services
Vanita Gupta, Director - Marketing
Kim Mitchell, Chief Development Officer
Mark Owen, Director - Publications & Education
Stephanie Reiniche, Director - Technology
Craig Wright, Director - Finance & Admin. Services
Alice Yates, Director - Government Affairs
Eunice Njeru, Manager - eLearning
Margaret Smith, Development Manager - Foundation
Karen Murray, Manager - Professional Development

Lizzy Seymour, Manager - Conference Services
Jeanette McCray, Assistant Manager - Membership
Dustin Mason, Development Manager
Vickie Grant, Manager - Region Activities
Tanisha Meyers-Lisle, Procedures Administrator
Tony Giometti, Sr. Manager - Conference Programs
Daniel Gurley, Manager - Membership
Mary Kate McGowan, Managing Editor - Journal
Connor Barbaree, Sr. Manager of Standards
David Soltis, Group Mgr. - Electronic Products & Publishing Services
Heather Kennedy, Editor - Handbook
Kimberly Gates, Inventory & Subscription Manager

CALL TO ORDER

Mr. Gulledge called the meeting to order at 8:00 am.

CODE OF ETHICS

Mr. Gulledge read the code of ethics commitment and encouraged all in attendance to read the full code of ethics statement and core values online.

ROLL CALL/INTRODUCTIONS

Roll call was conducted. Members and guests in attendance as noted above.

REVIEW OF MEETING AGENDA

Mr. Gulledge reviewed the meeting agenda. There were no changes or additions.

OPEN SESSION - ADDRESSES TO THE BOARD OF DIRECTORS

Written comments were read into record by Mr. Schwedler and Mr. Mehboob. Written comments are included in ATTACHMENT A.

REPORT OF NOMINATING COMMITTEE

Ms. Hayter reported.

It was moved that

1. The Nominating Committee recommends to the Board of Directors that Rules of the Board 2.415.003 E be revised as indicated below:

E. The Nominating Committee shall require a self-certification letter annually from financial and criminal background check on all society officer nominees.
~~Background checks must be current within the last three years.~~

It was asked how well it was vetted that background checks are not obtainable in countries outside the U.S.

Ms. Hayter responded that background checks were difficult or impossible to obtain from certain parts of the world. The self-certification letter is thorough and was vetted by legal counsel.

MOTION 1 APPROVED (Via Unanimous Voice Vote, CNV).

SLATE OF OFFICER AND DIRECTOR NOMINEES FOR 2021-22

Ms. Hayter announced the 2021-22 slate of officers and directors. She stated that the Nominating Committee had really good discussion and there were very strong candidates. She and the Committee are looking forward to serving under the new leadership.

COUNCIL REPORTS**MEMBERS COUNCIL**

Mr. Schwedler reported on behalf of the council.

Mr. Schwedler moved that

2. Members Council recommends to the Board of Directors that ROB 2.411.003.3 Board-Approved Awards Named for Individuals be revised as shown below.

A. The following awards are established to continually honor and recognize the individuals for whom the awards are named.

10. The Board approves the establishment of the Milton W. Garland Commemorative Refrigeration Comfort – Process – Cold Chain Award for Project Excellence to recognize a ~~non-comfort cooling-refrigeration comfort, process or cold chain~~ application which highlights innovation and/or new technologies. (90-02-15-23/02-06-26-13)

MOTION 2 PASSED (Unanimous Voice Vote, CNV).

Mr. Schwedler moved that

3. Members Council recommends to the Board of Directors that ROB 2.411.003.4 Board-Approved Awards Not Named for Individuals be revised as shown below.

2.411.003.4 Board-Approved Awards Not Named for Individuals

- S. The Energy Genius Award is established to recognize excellence in the assessment of building energy performance.

MOTION 3 PASSED (Unanimous Voice Vote, CNV).

Mr. Schwedler reported that CEC works hard year-round and the transition to a virtual Winter Conference added to the Committee's workload tremendously.

He continued that registration for the virtual Winter Conference is down, but some sponsorships have been received.

Mr. Schwedler announced that a Distinguished 75-Year Member Award was approved and will be awarded soon.

PUBLISHING AND EDUCATION COUNCIL

Mr. Dean reported that Pub and Ed Council had no recommendations for the BOD, information items only.

He reported that the Council considered four referrals from other committees and councils.

The Council discussed a referred motion which would allow people to view Standards online at no cost. The financial impact is estimated to be \$85,000 to \$100,000 annually for Standards not currently available to be posted online as read only documents. Currently, only about 2.8% of people who view Standards online are purchasing a Standard. The Council rejected this motion but is looking into the feasibility of making other Standards available online.

Mr. Dean reported that the Council's financial dashboard is included in the report. Revenues are down but expenses are down more and the net currently positive.

Mr. Hermans asked if there was a timeline or schedule to review the Standards issue?

Mr. Dean responded that the Council will review the issue by the next meeting and report back to the BOD.

TECHNOLOGY COUNCIL

Mr. McQuade reported that the Standards Analysis sheets are included as part of this agenda. He stated that the BOD is an important part of the Standards procedures action and process.

He stated that the publication motions presented below are addenda that have unresolved objectors, negative project committee votes with reason, or a threat of legal action. These motions are preceded by formally voted recommendations from the project committees and Standards Committee. The rules do not require a vote from Technology Council. Appeals procedures now allow for consideration of an appeal of a BOD standards action or inaction only if the negative vote or unresolved comment is based solely upon procedural grounds. A reminder to Board members - members are to review these motions for adherence to ASHRAE's Procedures for Standards Actions (PASA) and ANSI Essential Requirements and not technical content. If the BOD disapproves a Standards Committee Document for publication, please minute the detailed reason(s) for the record.

A summary of any unresolved commenters and/or negative project committee votes on these publication drafts is included in the analysis sheets that were distributed prior to the meeting. By default, all Standards Committee Documents will be 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.

Motions 4 and 5 have unresolved commenters or negative project committee votes but no negative votes by Standards Committee. The reasons for the negative votes were technical in nature with no alleged process violations subject to appeal. Please refer to the analysis sheets 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.

Mr. McQuade proposed that motions 4 and 5 be considered as a consent motion. Ms. Thomle asked that motion 5 be removed from the consent motion.

Mr. McQuade moved that

4. Standards Committee recommends that BSR/ASHRAE Addendum *a* (*Clarifies Air Density adjustments are permitted not required*) to ANSI/ASHRAE Standard 62.1-2019, *Ventilation for Acceptable Indoor Air Quality*, be approved for publication.

MOTION 4 PASSED (Unanimous Voice Vote, CNV).

Mr. McQuade moved that

5. Standards Committee recommends that BSR/ASHRAE Standard 207P, *Laboratory Method of Test of Fault Detection and Diagnosis for Air Economizers*, be approved for publication.

MOTION 5 PASSED (Voice Vote, CNV). Ms. Thomle abstained.

Mr. McQuade stated that motion 6 has unresolved commenters or negative project committee votes and negative votes by Standards Committee. The reasons for the negative votes from the project committee and the commenters were technical in nature along with alleged process violations and will be offered the right to appeal. Please refer to the analysis sheets 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.

Mr. McQuade moved that

6. Standards Committee recommends that BSR/ASHRAE Addendum y (*addresses multifamily enclosed corridor ventilation*) to ANSI/ASHRAE Standard 62.2-2019, *Ventilation and Acceptable Indoor Air Quality in Residential Buildings*, be approved for publication.

Mr. Schwedler recused himself due to a possible perceived conflict of interest. He stated that he works directly with a negative Standards voter.

Mr. Hogeling spoke against the motion and stated that he noticed a process failure due to lacking definitions. He felt that this process failure was reported but was disregarded by the majority of the Standards Committee. He stated that having clear definitions is a very important part of the Standards process.

Mr. Karg stated that he is the current Vice Chair of Residential Building Committee and a 14-year member of SSPC 62.2. He stated that he supported addendum y and felt that the committee followed the appropriate procedures.

MOTION 6 PASSED (28:1:0, CNV). Mr. Hogeling voted against the motion.

Mr. McQuade reported that Standards Committee is proposing the creation of a new standing committee to address the globalization of Standards. By process, this motion will go to ExCom for review. If approved by ExCom, will come before the BOD for consideration.

He stated that the 2021 research budget authorized expenditures of \$1.8 million for new projects. RAC continues to review and approve research projects but is putting them in a que; when the Society's financial situation improves, the Council has a plan to release them.

He reported that RAC and Publications are collaborating for streamlining the funding of publications.

He reported that the Council reaffirmed the filtration and air cleaning position document.

COMMITTEE REPORTS

EXECUTIVE COMMITTEE

January 28, 2021

Mr. Gullledge moved that

7. The Executive Committee recommends that the Board of Directors approve the Rusty & Debbie Hoffman Family Scholarship to be awarded annually with the following criteria:

Full-time undergraduate mechanical or architectural engineering student enrolled at one of

the schools listed below and where at least one of the following criteria is met:

1. The program is ABET-accredited or
2. The institution has an active ASHRAE student branch
 - North Carolina State University
 - North Carolina A&T State University
 - East Carolina University
 - University of North Carolina Charlotte

If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full-time undergraduate engineering student that meets the ASHRAE criteria for an Undergraduate Engineering Scholarship. Candidates will be considered even if enrolled in an engineering program other than mechanical or architectural engineering and without regard to the geographic location of the educational institution.

Selected candidate will have an opportunity for an internship with Hoffman & Hoffman, Inc. Contact Vice President of Human Resources, PO Box 77258 Greensboro, NC 27417-7258.

Mr. Hermans spoke in favor of the motion. He stated that the spirit of the motion is perfectly suited to the entire Hoffman and Hoffman organization.

Mr. Gulledge stated that Society has a number of scholarships that are targeted to specific geographic areas. This scholarship has the option that if a qualified candidate is not found the boundaries can be expanded, which is nice.

MOTION 7 PASSED (Unanimous Voice Vote, CNV).

Mr. Gulledge reported that Mr. Mehboob and the Finance Committee were assigned an action item to develop a holistic financial recovery strategy for the Society.

Mr. Schwedler reported that the President-Elect Advisory Committee (PEAC) reported that the 2021-22 Society theme will be 'Personal Growth, Global Impact: Feed the Roots.' Thrilled that the focus will be on individual growth. More details to come.

February 1, 2021

Mr. Gulledge reported that there are no recommendations for the BOD.

He reported that the post-COVID Subcommittee of the Planning Committee provided an update. He yielded the floor to Ms. Maston.

Ms. Mason reported that the subcommittee has conducted surveys to the members and have conducted interviews with leadership from Society as well as other organizations. Met with the ETF to discuss their continued work and how they might fit permanently into the Society's structure.

She continued that Council leadership is providing updates on assigned MBOs. Have received comments that MBO tracking is not the best way to track implementation of the strategic plan. If BOD members have other suggestions of how to track this, please send recommendations to Ms. Maston.

She stated that previously, many MBOs were dictated and there wasn't much buy-in. This time around, MBO creation was left entirely to the Councils and it was a little haphazard. Some councils took it up right away and some Councils took longer. Planning Committee is looking for feedback from BOD members and their perceptions as council members.

Ms. Maston reported that one important lesson from the 'Lessons Learned' exercise was the balancing act that both the BOD and Planning Committee have in the development of the strategic plan.

Mr. Mehboob stated that the Streamlining Ad Hoc is addressing planning at all levels.

SOCIETY RULES COMMITTEE

Mr. Fulk reported.

Mr. Fulk moved that

- 8.** Society Rules Committee recommends to the Board of Directors that the term for vice Presidents change from a one-year term to a two-year term.

Mr. Fulk stated that if approved, a Bylaws change would be required and the Committee has a motion prepared.

MOTION 8 PASSED (Unanimous Voice Vote, CNV).

Mr. Fulk moved that

- 9.** Society Rules Committee recommends to the Board of Directors that ASHRAE Bylaw section 5.1 Officers be revised to show that terms for the Vice-President position change from one year to two years as noted below:

Section 5.1 Officers. The officers of the Society shall be the President, President-Elect, Treasurer, Vice Presidents, and Executive Vice President acting as Secretary. The President-Elect ~~and Treasurer, and elected Vice Presidents~~ shall each be elected annually at the annual meeting of the Society. ~~and their terms of office shall continue until their successors have been elected and installed.~~ Vice Presidents shall be elected at the annual meeting to serve two (2) year terms with terms staggered so that only two (2) Vice Presidents are elected each year. All terms of office shall continue until successors have been elected and installed. Elected officers shall receive no salary, emolument, or compensation for services rendered to the Society as officers. The Treasurer and the Vice Presidents shall be eligible for re-election to the same office for one additional consecutive year. The President shall not be eligible to serve in the same office, and the President-Elect shall not be eligible for re-election to the same office, for an additional consecutive year.

Ms. Cramm stated that in the past there were situations where a Vice President needed to be removed. She asked if that if this motion passes, how would a similar situation be handled?

Mr. Brandt stated that any BOD member can be removed with a 2/3 vote at any time.

There was discussion that the motion needs to address when a Vice President can have another term.

Mr. Gullledge stated that he would entertain a motion to defer until SRC has an opportunity to clean up some granular aspects of the motion as well as a few editorial clean up items.

Mr. Fulk withdrew the motion with no objection.

MOTION 9 WITHDRAWN.

Mr. Fulk reported that SRC will bring an updated motion before the BOD at the spring meeting.

Mr. Gulledge stated that the BOD will work with SRC to ensure that the revised motion is brought before the BOD at an appropriate time so that it can be announced at the next meeting of the members.

He reported that SRC has discussed removing volumes 3 and 4 of the ROB to clean up and streamline that document. The Committee is looking for direction from the BOD before formal recommendations are prepared.

There were no objections.

PRESIDENTIAL AD HOC COMMITTEE AND BOD TASK GROUP REPORTS

PROACTIVE DIVERSITY TASK GROUP

Mr. McGinn reported that a summary of the groups work was attached to the agenda. The ad hoc's presentation is included in ATTACHMENT B.

He reported that the task group was formed in June 2020. He thanked the members of the task group for all their efforts.

Mr. McGinn reported that after the August 2020 meeting it was clear that ASHRAE can and should do more to encourage diversity and inclusion. The task group met weekly for four months. One of their first tasks was to research like and unlike organizations to see what diversity, equity, and inclusion measures they have taken. He reported that the task group feels that Society is behind the diversity, equity, and inclusion efforts of other like organizations.

He reported that an Insights article was develop in November that introduced the task group to Society and outlined its role.

A member survey was also conducted. Around 500 responses were received and about 75% of those that responded were supportive of increasing the Society's diversity, equity, and inclusion efforts.

Mr. McGinn reviewed the task group's recommendations:

1. Form a Board of Directors DEI Advisory Subcommittee
2. Develop Chapter and Society programs
3. Expand ASHRAE's Discrimination and Harassment Policy
4. Establish a DEI program for employees
5. Institute a DEI member survey
6. Rename and rebrand YEA
7. Increase female membership

He reported that that task group is prepared to work on implementing a number of the recommendations. He stated that the group's work will not stop but the hope is that a permanent committee is formed to carry these efforts forward on an ongoing basis.

He continued that with the education that the group has planned, no major barriers are anticipated. The biggest barrier is ensuring that Society has an education process in place, explaining what we're doing and why it is important.

Mr. Macauley stated that a lot of work has been done by the task group. He expressed that he felt it was a great idea for the group to continue to do more research.

Mr. Macauley felt that one barrier is that member demographic information is not readily available. Investigation into other organizations has given the group some insight, but Society needs to understand where we are to understand what needs to be done.

Mr. Zentz stated that expansion of this group and their efforts is critical. He felt that it needs to be a part of the grassroots and chapters; this group needs to grow legs and have a connection to the chapters.

Mr. McQuade congratulated the task group for their great work. He felt that one area the Society should focus on is increasing the number of women and underrepresented minorities in the field of engineering in general, and the HVAC industry specifically. He continued that there is an opportunity at the chapter level to engage more students; if more students are engaged, all of the diversity, equity, and inclusion initiatives become easier because there are greater numbers of underrepresented groups in our Society.

Mr. McGinn stated that the task group has ideas to address diversity, equity, and inclusion efforts in PAOE. The group has plenty of ideas for the chapters and regions to build on as it relates to STEM.

Mr. McGinn continued that from the group's research, successful diversity, equity, and inclusion programs are driven from the top and are run at the BOD level.

Ms. Cramm moved and Mr. Lavitt seconded that

- 10.** The Proactive Diversity Task Group recommends to the Board of Directors the formation of a Diversity, Equity, and Inclusion Advisory Subcommittee of the Board to advise and engage the Board of Directors on Society matters relating to diversity, equity, and inclusion.

Mr. McGinn stated that the task group recognizes that change does not happen overnight. If approved, the task group would like to continue their work until the subcommittee is up and functioning.

Many of the task group's recommendations are based on standing committees established by CIBSE and the Royal Institute of Engineers.

Mr. McGinn reported that many of the programs recommended by the task group would be implemented by other standing committees within ASHRAE. The BOD's work wouldn't be as large as one might initially think, but having these initiatives driven from the top down means they would be effectively driven.

Mr. McGinn stated that the motion is to form the subcommittee, not implement the programs. The program budget is not included in the fiscal impact of this motion.

Mr. Zentz spoke in favor of the spirit of the motion. He stated that he felt that the subcommittee should be under Members Council. Members Council already has three subcommittees and diversity, equity,

and inclusion initiatives could be integrated into all three subcommittees. He added that the Council is also responsible for official manuals for the regions and chapters. Should be handled at the council, not the BOD level.

Mr. Macauley spoke in favor of the motion. Every recommendation that the task group came across said that for diversity, equity, and inclusion to be effective, the group overseeing those activities must report to the highest decision-making body. The intent is for this subcommittee to be involved in the diversity efforts of MP and Members Council. He stated that change can be more easily implemented if the group reports directly to the BOD.

Mr. McGinn stated that, if approved, this would be a subcommittee of the BOD. He continued that there is no reason why the subcommittees at the Members Council level wouldn't stay in place to implement the grassroots initiatives from this new subcommittee. Many of the initiatives of the proposed new subcommittee are outside the purview of Members Council.

MOTION 10 PASSED (Unanimous Voice Vote, CNV).

Mr. McGinn stated that this approval will be referred to ExCom for appointment consideration. He thanked the BOD on behalf of the task group.

Mr. Gulledge thanked the task group for their work.

BOD members should email staff and Mr. Schwedler if they are interested in serving on the Diversity, Equity, and Inclusion Subcommittee.

AI - 1

VISION 2030 AD HOC

Ms. Hayter reported. The full report is included in ATTACHMENT C.

She reported that the ad hoc met regularly and also developed multiple subgroups. The ad hoc is currently working with the marketing team and content is being developed for the webpage.

Mr. Boyce stated that ongoing work may be needed to stay on top of this technology.

EXECUTIVE SESSION

Executive session was called at 10:30 am.

Open session reconvened at 11:46 am.

APPOINTMENTS UPDATE

Mr. Gulledge reported that updated standing committee and presidential appointments were attached to the agenda for the BOD's review.

UPCOMING MEETINGS

Mr. Gulledge reported that the next BOD conference call will be a two-hour meeting at the end of February.

ADJOURNMENT

The meeting adjourned at 11:50 am.

A handwritten signature in black ink, appearing to read 'J. Littleton', with a horizontal line extending to the right.

Jeff H. Littleton, Secretary

ATTACHMENTS:

- A. Addresses to the BOD - Written Comments
- B. Proactive Diversity Task Group Presentation
- C. Vision 2030 Ad Hoc Report



2 February 2021

ASHRAE Board of Directors
80 Technology Parkway NW,
Peachtree Corners, GA 30092

Re: ASHRAE 62.2 Addendum y

Dear ASHRAE Board of Directors:

Founded in 1955, the Home Ventilating Institute (HVI) is the premier international nonprofit association of the manufacturers of residential and light commercial ventilating products. HVI appreciates the opportunity to submit these comments on behalf of the participating companies, including 102 manufacturers of residential ventilation products representing over 138 brand names. Our manufacturer-members, located in North America, South America, Asia, and Europe, produce the majority of the residential ventilation products sold in the United States and Canada, including exhaust-only ventilation systems addressed by ASHRAE 62.2 Addendum y.

HVI supports Addendum y, as it bolsters the provision of outdoor air directly to the dwelling unit for “newly constructed attached dwelling units that open directly to an enclosed, common corridor.” By delivering outdoor air directly to dwelling units, occupants can have greater confidence that the quality of the ventilation air provided is not compromised by being transferred from attached, adjacent spaces – such as garages, enclosed corridors, adjacent dwelling units, etc. – that can be sources or conduits of indoor air pollution.

HVI also understands that Addendum y does not ban exhaust systems from being specified in any dwelling unit. Rather, it requires that when complying with ASHRAE 62.2’s prescriptive path, exhaust systems cannot be the *only* ventilation system used to provide outdoor air. Further, Addendum y still permits specification of exhaust-only systems for ventilation of such dwelling units where exhaust-only systems can be shown to provide equivalent ventilation using Section 4.6. For these reasons, HVI requests that ASHRAE’s Board of Directors upholds the ASHRAE 62.2 and Standards Committees’ motions to publish Addendum y.

Thank you for your consideration of the industry’s position in your deliberations.

Sincerely,

A handwritten signature in blue ink that reads 'Jacki Donner'.

Jacki Donner, CEO



Mike Moore
Stator LLC
5313 Fox Hollow Ct.
Loveland, CO 80537

February 3, 2021

ASHRAE Board of Directors
80 Technology Parkway NW,
Peachtree Corners, GA 30092

Re: Standards Committee's (StdC's) negative votes on publication of ASHRAE 62.2 Addendum y

Dear Board of Directors:

StdC voted 19-4-0 to recommend Addendum y for publication. For your reference and consideration, this letter provides a response to the reasons provided by StdC's negative voters. The reasons provided by the negative voters are characterized by two topics: lack of definitions and no "good faith" in attempts at resolution. Following is a summary; details are provided in the enclosed appendix.

Topic 1: Lack of Definitions

Most negative voters cited lack of definitions as the reason for opposing Addendum y. In compliance with PASA, during the resolution process, 62.2 debated and voted on modifying Addendum y to provide definitions for the terms of concern but determined that no definitions were needed based on their common meaning and context. Additionally, all terms used by Addendum y were vetted by California's Building Standards Office's (i.e., Title 24's) representative on the ASHRAE 62.2 committee as well as by a prior International Code Council senior technical staffer.

Topic 2: No Good Faith Effort Made to Resolve Commenter's Objections

One negative voter stated, "I do not believe that a good faith effort was made to resolve the commenters objections. Simply discussing issues without attempting to resolve objections does not comply with the spirit of PASA." 62.2's efforts to resolve negative commenters included voting and issuing multiple versions of the addendum in response to and collaboration with unresolved commenters occurring across seven committee meetings since January of 2018, in compliance with PASA.

Thank you for taking these responses into consideration.

Sincerely,



Mike Moore

ASHRAE 62.2 Vice Chair
Stator LLC
mmoore@statorllc.com

Encl: Appendix: Supporting Information

Appendix: Supporting Information

Definitions: In StdC’s discussion, StdC’s negative voters flagged three terms as confusing, highlighted in the following sentence from Addendum y: “Exhaust-only ventilation systems are not permitted for newly constructed attached dwelling units that open directly to an enclosed, common corridor.”

Following is the rationale supporting 62.2’s determination that no definitions were needed for these terms, based on their common meaning and context.

Exhaust-only: 62.2 has definitions for exhaust system and supply system. Within this context, an exhaust-only system can be understood to be a ventilation system that has no supply system component. This use is also consistent with industry-wide use of this term. For example, the *ASHRAE Design Guide for Low- to Mid-Rise Multifamily Residential Buildings*, published in 2020, references “exhaust-only” in Table 11-1. Dr. Sherman, an unresolved objector, did offer a definition of “exhaust-only” to resolve all his comments. The committee discussed and voted on Dr. Sherman’s proposed definition; however, the definition was not aligned with ASHRAE or industry and was ultimately rejected by 62.2.

Enclosed, common corridor: The term “corridor” is used by 62.1, 62.2, and 90.1 without definition because it is widely understood, especially in the model codes, where it is defined by the IBC as “an enclosed exit access component that defines and provides a path of egress travel.” The use of “common” as a modifier to “corridor” in 62.2 pre-dates Addendum y without definition, and no interpretation requests have been submitted to request clarification of its meaning. Similarly, the well-understood term “enclosed” is used as a modifier hundreds of times across 62.1, 90.1, the IMC, and the IBC without definition. Thus, the meaning of “enclosed, common corridor” can be clearly understood within context and when referenced by model codes.

Open directly: “Open directly” is used in the IBC to refer to doors of rooms that “open directly” to corridors. This phraseology is consistent with, and enforceable by model code.

Good faith effort: Following are examples of 62.2’s good faith effort to resolve commenters:

1. Issuing two versions of the addendum: Addendum o, discontinued and modified in direct response to comments from two of Addendum y’s unresolved commenters, and Addendum y, which replaced Addendum o with a reduced scope and expanded compliance options.
2. Developing and voting on a third version of the addendum: In response to negative comments on Addendum y, the proponents of Addendum y worked with unresolved commenters to draft a compromise proposal to resolve their comments. The compromise contained many concessions and was extensively debated by 62.2 but did not garner sufficient votes for approval, despite being a joint effort of proponents and opponents “in the spirit of PASA.”
3. In addition to PC deliberations/discussions on Addendum o and y (Jan 2018, Jan 2019, June 2019, Jan 2020, and then 7 additional virtual meetings in 2020), multiple attempts at resolving commenters occurred via email and phone calls and are documented in the submittal package.

Gayathri Vijayakumar
Principal Mechanical Engineer
Steven Winter Associates, Inc.
61 Washington St
Norwalk, CT 06854

February 3, 2021

ASHRAE Board of Directors
80 Technology Parkway NW,
Peachtree Corners, GA 30092

Re: Statement of support for ASHRAE 62.2 Addendum y

Dear Board of Directors:

I am writing in support of Addendum y. I submitted one of the 11 positive comments on this Addendum. Like many of the other positive commenters, I have worked in the multifamily building sector for most of my career and welcome this change to 62.2 that specifically addresses the design considerations for ventilation of multifamily dwelling units. In my brief time serving on your Residential Buildings Committee, we actively conducted outreach in order to increase engagement with key residential stakeholders, like the ones who submitted positive public comments. By far, 62.2 is the standard most referenced by that group of stakeholders, and Addendum y is a great step in making the standard more relevant to the multifamily building sector – which accounts for about 40% of new residential construction.

Given the evidence that efforts at compromise and resolution were indeed taken, including two negative commenters ultimately voting to support the Addendum, I urge your support of the Actions of the PC and Standards Committee to approve Addendum y for publication.

Sincerely,

A handwritten signature in black ink that reads "Gayathri Vijayakumar". The signature is written in a cursive, flowing style.

Diversity Equity and Inclusion in ASHRAE

INCLUSION IS NOT A MATTER OF POLITICAL
CORRECTNESS; IT IS A KEY TO GROWTH.

Jessie Jackson

Proactive Diversity Task Group (formed June 2020)

Tim McGinn (Chair)

Robin Bryant

Sheila Hayter

Russell Lavitt

Dunstan Macauley

Tanisha Myers-Lisle

Andres Sepulveda



Methodology

- BOD session August 2020
- Regular bi-weekly meetings
- Research on other organizations for best practices
- Insights article soliciting member input
- Member survey
- Upcoming Insights article
- Develop recommendations & present to BOD

Task Group Goals

1. Communicate a compelling rationale for diversity, equity and inclusion (DEI)
2. Develop an understanding of the diversity profile of those in engineering, the HVAC&R industry and ASHRAE
3. Understand and remove barriers through programs, education, and advocacy
4. Identify metrics to measure and report
5. ASHRAE leads the way in demonstrating good DEI in practice.



Recommendations

1. Form a Board of Directors DEI Advisory Subcommittee
2. Develop Chapter and Society Programs
3. Expand ASHRAE's Discrimination and Harassment Policy
4. Establish a DEI Program for employees
5. Institute DEI Member Survey
6. Rename and Rebrand YEA
7. Increase Female Membership



Recommendations

8. Require Demonstration of DEI Initiatives for MOU's
9. Establish Requirements for ASHRAE Research Bidders
10. Enact a Purchasing Policy
11. Incentivize DEI Chapter and Regional Programs through PAOE
12. Develop Partnerships with Other Organizations
13. Form an Industry DEI Leadership Group
14. Expand ASHRAE Nominating Committee's Role and Responsibilities



Program Budget

	Recommendation	Yr 1	Yr 2	Yr 3	Total	Notes
1	Form a Board of Director DEI Advisory Subcommittee					Absorbed under existing budget
2	Develop Chapter and Society Programs	\$12,500	\$12,500	\$5,000	\$30,000	Phased rollout of programs
3	Expand ASHRAE's Discrimination and Harassment Policy					Volunteer time
4	Establish a DEI Program for Employees	\$15,000	\$5,000	\$5,000	\$25,000	Outside consultant fees only
5	Institute DEI Member Survey	\$15,000			\$15,000	Outside consultant fees only
6	Rename and Rebrand YEA	\$3,000	\$2,000		\$5,000	Allowance for reprinting select materials
7	Increase the Female Membership					Initiatives funded through existing MP budgets; positive revenue anticipated
8	Require Demonstration of DEI initiatives for MOU Partners					Cost to implement anticipated to be negligible
9	Establish Requirements for ASHRAE Research Bidders					Cost to implement anticipated to be negligible
10	Enact a Purchasing Policy	\$3,000			\$3,000	Staff time to initiate, competitive process expected to render cost neutral results
11	Incentivize DEI Chapter and Regional Programs through PAOE					Volunteer time
12	Develop Partnerships with Other Organizations					Volunteer time
13	Form an Industry DEI Leadership Group					Volunteer time
14	Expand ASHRAE Nomination Committee's Role and Responsibilities	\$5,000	\$5,000	\$5,000	\$15,000	Budget to deliver programs
	Total	\$53,500	\$24,500	\$15,000	\$93,000	

Thank you



REPORT TO THE BOARD OF DIRECTORS
From the Vision 2030 Ad Hoc Committee
As of February 3, 2021

Recommendations for Board Approval:

No motions for consideration by the BOD

Information Items:

1. Vision 2030 Ad Hoc Committee developed the following statement describing the built environment in 2030.

As a global society, ASHRAE guides and shapes the built environment for the advancement of human wellbeing through education, research, and standards advancements for our modern world.

Technology will improve every aspect of the built environment with an integrated community of buildings and the energy systems that support our daily lives. Our built environment will be adaptable and resilient to best serve the occupants with efficient, healthy, safe, and secure, indoor environments. The data-driven buildings industry, through innovation and ingenuity, will drive our buildings to increasingly higher performance. Integrating intelligent design, construction, and operation will transform tomorrow's built environment.

ASHRAE is committed to lead, serve, and provide all professionals in the buildings industry the resources and knowledge to continually drive the innovative and strategic improvements needed during this revolution of our built environment.

2. The Vision 2030 Ad Hoc Committee is working towards developing a web presence on ashrae.org that will become a dynamic environment for sharing knowledge and resources to help ASHRAE members and interested stakeholders understand the changes that are occurring and be leaders in the industry.
3. The Vision 2030 Ad Hoc Committee has met bi-weekly since late July 2020. In addition, ad hoc committee subgroups are also meeting regularly to discuss the following challenges facing our industry in the years to come.
 - Data and Integration
 - Connected Communities
 - Team Process
 - Member Services
 - Built Environment
4. For the remainder of the 2020-21 Society Year, The Vision 2030 Ad Hoc Committee will continue developing content for the Vision 2030 webpage as well as develop recommendations for BOD consideration for integrating the Vision 2030 discussions within the existing ASHRAE structure and assigning responsibilities for developing new resources supporting the vision.

Date

Chair