



**MINUTES**  
**BOARD OF DIRECTORS MEETING**

**Wednesday, November 10, 2021**

**Approved by the Board of Directors on January 30, 2022.**

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Wednesday, November 10, 2021

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**PRINCIPAL APPROVED MOTIONS**

Board of Directors Meeting  
Wednesday, November 10, 2021

No. - Pg.	Motion
1 - 2	That the minutes from the June 24, 2021, July 1, 2021, August 3, 2021, and September 29, 2021 Board of Directors meetings be approved.
2 - 2	That Finance Committee recommends to the Board of Directors (BOD) a proposed due increase in Society Membership Dues for Year 2022-23 to be \$240.000 for Full Membership for one year. This includes all that are based on the percentage of Full Membership dues as well. Refer to ATTACHMENT A.
3 - 3	That Finance Committee recommends to the Board of Directors (BOD) that Society transition from its current advisor for investment accounts to Fiducient Advisors.
4 - 4	That Members Council recommends to the Board of Directors that Society reinstate the membership status for Lebanese members who could not pay dues starting Society year 2020 and waive Society dues till the end of the society year 2022-2023.
5 - 4	That MOTION 4 be amended as follows: Members Council recommends to the Board of Directors that Society reinstate the membership status for Lebanese members who could not pay dues starting Society year 2020 and waive <del>Society dues chapter</del> dues till the end of the society year 2022-2023.
6 - 7	That Members Council recommends to the Board of Directors that an updated policy on how COVID-related risks are disclosed and costs are being reimbursed by Society, beginning when authorization of members to travel for ASHRAE business resumed.
7 - 9	That the following consent motions be approved: <ul style="list-style-type: none"> <li>○ Standards Committee recommends that BSR/ASHRAE Addendum <i>aa</i> (<i>updates the indoor air quality procedure</i>) to ANSI/ASHRAE Standard 62.1-2019, <i>Ventilation for Acceptable Indoor Air Quality</i>, be approved for publication.</li> <li>○ Standards Committee recommends that BSR/ASHRAE Standard 105-2014R, <i>Standard Methods for Determining, Expressing, and Comparing Building Energy Performance and Greenhouse Gas Emissions</i>, be approved for publication.</li> <li>○ Standards Committee recommends that BSR/ASHRAE Addendum <i>a</i> (<i>Reducing the Release of Halogenated Refrigerants from Refrigerating and Air-Conditioning Equipment and Systems</i>) to ANSI/ASHRAE Standard 147-2019, <i>Reducing the Release of Halogenated Refrigerants from Refrigerating and Air-Conditioning Equipment and Systems</i>, be approved for publication.</li> </ul>
8 - 9	That Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new guideline project committee be formed: <b>TITLE:</b> Design and Construction Practices for Controlling Humidity in Residential Buildings <b>1. PURPOSE:</b>

	<p>The purpose of this guideline is to provide guidance and best practices for controlling moisture and humidity, in the design and construction of new residential buildings.</p> <p><b>2. SCOPE:</b>  This guideline is to assist in the design and construction of new residential dwellings (e.g., single family attached and detached, and multifamily). It covers all systems and spaces including attics, basements, crawl spaces, and common areas in multifamily housing and applies to all climate zones. The guideline is to address building performance testing and diagnostic considerations and best practices. The guideline excludes buildings with transient occupancies such as hospitality and dormitory facilities and the building operational phase. It does not incorporate guidance for testing/diagnostic or remediation/ restoration practices after the building is occupied.</p>
9 - 10	<p>That Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new standard project committee be formed:</p> <p><b>TITLE:</b> Schema-Based Building Data Model Protocols</p> <p><b>PURPOSE:</b> Define building data structures and conventions for data exchange among building performance and HVAC&amp;R software.</p> <p><b>SCOPE:</b> This standard applies to schema-based building data models.</p>
10 - 10	<p>That Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new standard project committee be formed:</p> <p><b>TITLE:</b> Testing, Evaluating, and Reporting of Phase Change Materials Performance</p> <p><b>PURPOSE:</b> To provide a test method to evaluate the performance of Phase Change Materials (PCMs). This standard also provides a method of reporting the performance of different phase change materials in a standardized way based on laboratory testing.</p> <p><b>SCOPE</b> 1. This standard covers the testing and evaluation of Phase Change Materials (PCM) thermal and life-cycle performance.</p> <p>2. This standard includes:</p> <ul style="list-style-type: none"> <li>• Uniform method of testing</li> <li>• Identification of testing equipment for performing such testing.</li> <li>• Identification of data required and calculations to be used.</li> <li>• Identification of reporting method to be used.</li> <li>• Criteria for determining the life cycle performance.</li> <li>• Definitions and Terminology</li> </ul> <p>3. This standard does not cover thermal energy storage system-level evaluation.</p>
11 - 11	<p>That Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new standard project committee be formed:</p> <p><b>TITLE:</b> Method of Testing In-Room Ultraviolet Devices and Systems for Microbial Inactivation on Surfaces in a Test Room</p> <p><b>PURPOSE:</b> This standard establishes a test method for evaluating the efficacy of ultraviolet disinfection systems for microbial inactivation on multiple surface locations in a test room.</p> <p><b>SCOPE:</b></p> <p>2.1 The standard applies to ultraviolet devices and systems using only germicidal ultraviolet energy for disinfection.</p> <p>2.2 The method of test specifies selected indicator microorganisms and defines procedures for inoculating test carriers in a room-scale test chamber.</p>

	<p>2.3 The method of test defines the test carrier quantity and positions in the test room.</p> <p>2.4 This standard provides a method for counting the number of viable microorganisms on the test carriers before and after ultraviolet inactivation.</p> <p>2.5 This standard establishes protocols and minimum requirements for the materials and equipment required to conduct the tests, defines methods of calculating and reporting results obtained from the test data, and establishes a reporting system to be applied to in-room devices and systems covered herein.</p> <p>2.6 This standard does not address the health and safety effects of operating devices and systems in an occupied room.</p>
12 - 11	That Technology Council recommends that the revised Position Document (PD), <i>Limiting Indoor Mold Growth and Dampness in Buildings Systems</i> , <b>(06C_A)</b> be approved.
13 - 13	That Finance Committee recommends to the Board of Directors (BOD) that they approve the addition of 4 positions plus 1 Contractor position.

## ACTION ITEMS

Board of Directors Meeting  
Wednesday, November 10, 2021

No. - Pg.	Responsibility	Summary of Action	Status	Goal Date
1 -	Littleton	Prepare a report on European membership growth, publications, training, and the impact of dealing with other organizations for ExCom review. (Carryover from March 22, 2019)		
2 -	Hermans, Sill, Zentz, Rekheja	Serve on a BOD Task Group that will investigate ways to better serve members who are in the operation and maintenance sector of the industry. During the investigation the goal of increasing membership from this group should be the primary focus. (Carryover from July 1, 2021)		
3 -	Brandt	Work with SRC to determine which rules related to BOD processes should be changed or eliminated.		
4 - 8	Brandt, Mehboob	Work with SRC and Members Council to develop a plan to update the Society Transportation Policy to address COVID related expenses.		
5 - 14	Littleton	Contact legal counsel to determine if there are any laws barring members of the BOD from receiving payments from Society.		



## MINUTES

### BOARD OF DIRECTORS MEETING

Wednesday, November 10, 2021

#### MEMBERS PRESENT:

Mick Schwedler, President  
Farooq Mehboob, President-Elect  
Ginger Scoggins, Treasurer  
Don Brandt, Vice President  
Dunstan Macauley, Vice President  
Sarah Maston, Vice President  
Tim McGinn, Vice President  
Jeff Littleton, Secretary  
Steven Sill, Region I DRC  
Ronald Gagnon, Region II DRC  
Mark Tome, Region III DRC  
Bryan Holcomb, Region IV RMCR  
Doug Zentz, Region V DRC  
Rick Hermans, Region VI DRC  
Randy Schrecengost, Region VIII DRC

Tyler Glesne, Region IX DRC  
Devin Abellon, Region X DRC  
Eileen Jensen, Region XI DRC  
Robin Bryant, Region XII DRC  
Apichit Lumlertpongpana, Region XIII DRC  
Andres Sepulveda, Region XIV DRC  
Richie Mittal, RAL DRC  
Wade Conlan, DAL  
Dru Crawley, DAL  
Ken Fulk, DAL  
Art Giesler, DAL  
Jaap Hogeling, DAL  
Kishor Khankari, DAL  
Adrienne Thomle, DAL

#### GUESTS PRESENT:

Chad Smith  
Jennifer Isenbeck  
Rob Risley  
Trent Hunt  
John Constantinide  
Chris Balbach  
Stephen Roth  
Wayne Thomann

#### STAFF PRESENT:

Candace DeVaughn, Manager - Board Services  
Chandrias Jolly, 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  
Alice Yates, Director - Government Affairs  
Annmarie Wilhoit, Interim Director of Finance

Lilas Pratt, Mgr. - Special Projects  
Heather Kennedy, Editor - Handbook  
Mary Kate McGowan, Managing Editor  
Greg Martin, Assoc. Publisher  
Karen Murray, Mgr. - Professional Development  
Eunice Njeru, Mgr. - eLearning  
Vickie Grant, Mgr. - Chapter Programs  
Connor Barbaree, Sr. Mgr. - Standards  
Steve Hammerling, Mgr. - Technical Services

**CALL TO ORDER**

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

**CODE OF ETHICS**

Mr. Schwedler read the code of ethics commitment. He reminded all in attendance that the full code of ethics statement and core values are available online.

**REVIEW OF MEETING AGENDA**

Mr. Schwedler reviewed the meeting agenda. 'Payments to Members' was added to *Old Business*.

**APPROVAL OF MINUTES**

It was moved and seconded that

1. The minutes from the June 24, 2021, July 1, 2021, August 3, 2021, and September 29, 2021 Board of Directors meetings be approved.

**MOTION 1 PASSED** (Unanimous Voice Vote, CNV).

**REVIEW OF ACTION ITEMS****JUNE 24, 2021**

The action item was reported as ongoing.

**AI - 1**

**JULY 1, 2021**

Action items 2 and 6 were reported as ongoing. All others were reported as complete.

**AI - 2-3**

**SEPTEMBER 29, 2021**

Both action items were reported as complete.

**FINANCE COMMITTEE**

Ms. Scoggins reported on behalf of the Finance Committee.

Scoggins moved that

2. Finance Committee recommends to the Board of Directors (BOD) a proposed due increase in Society Membership Dues for Year 2022-23 to be \$240,000 for Full Membership for one year. This includes all that are based on the percentage of Full Membership dues as well. Refer to ATTACHMENT A.

Ms. Scoggins reported that the Finance Committee looked at a range of proposed increases and decided upon a 5% increase.

Mr. Mehboob spoke in favor of the motion. He stated his opinion that the increase was fully justified.

**MOTION 2 PASSED** (Unanimous Voice Vote, CNV).



Ms. Scoggins moved that

3. Finance Committee recommends to the Board of Directors (BOD) that Society transition from its current advisor for investment accounts to Fiducient Advisors.

Ms. Scoggins reported that Oakbridge Partners have been Society's investment partner for a long time. The Finance Committee went through a detailed process with an independent consultant who helped to identify viable options.

She reported that Society is by far the largest investment that Oakbridge manages; most of their other investments are on a household scale.

During the search, the focus was on advisors that had experience working with nonprofits and Fiducient Advisors came out on top. She reported that Fiducient will be assisting Society with an investment plan, with an active management strategy.

It was asked if Society is currently under contract with Fiducient and what the terms are.

Ms. Scoggins responded that there is not a contract yet, as Fiducient has not officially been awarded Society's investment portfolio. She stated her understanding that Fiducient will begin managing assets as they currently are and move them into a more active strategy.

Mr. Littleton reported that, if approved, there will be written agreement to facilitate the transfer of Society's portfolio. The agreement has not yet been reviewed.

He reported that Fiducient works with dozens of not-for-profits. The proposed motion would only be relevant to Society's reserves as well as the research reserve and does not affect services provided to the Foundation.

Ms. Scoggins reported that terms of compensation were disclosed during the interview process and were reviewed by an independent facilitator. Fiducient came out on top in all areas.

Mr. Mehboob spoke in favor of the motion. He stated that during his time on the Finance Committee the group became aware that the return on Society's funds was far less than other organizations, to the order of three to five times less.

**MOTION 3 PASSED** (Unanimous Voice Vote, CNV).

Ms. Scoggins reported that Society has a strong cash position. The committee is currently discussing options for those funds.

#### **DEVELOPMENT COMMITTEE**

Ms. Maston reported that members of the BOD recently received an email from Jim Wolf regarding the BOD's support of Development efforts. She reported that full BOD support is an important part of the committee's ability to raise funds. The committee is not requesting a particular amount from BOD members, just that everyone contribute to Society during the current calendar year.

Mr. Schwedler reported that it was important for BOD members to understand that contributions to Society are not mandatory. This is a request from the Development Committee.

## **COUNCIL REPORTS**

### **MEMBERS COUNCIL**

Mr. Mehboob reported.

Mr. Mehboob moved that

4. Members Council recommends to the Board of Directors that Society reinstate the membership status for Lebanese members who could not pay dues starting Society year 2020 and waive chapter dues till the end of the society year 2022-2023.

Mr. Mehboob reported that electricity is off 16 hours a day in Lebanon, there was a massive bomb explosion, a pandemic, and an economic collapse. Those that can leave the country, have. He reported that the banking system has collapsed and there is no way for members to afford dues or remit them to Society.

Mr. Mehboob reported that members of the Lebanon Chapter do not want to apply for individual grants, as it would be humiliating in that culture. He reported that there is an opinion among some that Society has let the chapter down. The Lebanon Chapter has been a success story in RAL. Their membership has dropped by 2/3.

He reported that the vote on this motion by Members Council was 10:8:1:3, chair voting.

Mr. Macauley stated his belief that chapter dues are the responsibility of the individual chapter.

Mr. Littleton stated that the intent of the motion is that Society dues for the entire chapter be paid, not chapter dues.

Mr. Crawley spoke in favor of the motion. He stated that he has been a guest of the chapter three times. He encouraged the BOD to do anything possible to encourage the chapter during this very dire situation.

Mr. Giesler moved and Mr. Macauley that

5. MOTION 4 be amended as follows:

Members Council recommends to the Board of Directors that Society reinstate the membership status for Lebanese members who could not pay dues starting Society year 2020 and waive Society dues chapter dues till the end of the society year 2022-2023.

Mr. Hermans spoke in favor of the motion to amend.

**MOTION 5 PASSED** (Unanimous Voice Vote, CNV).

Ms. Bryant spoke against the motion. She stated that Society has a process in place to assist members experiencing hardships and many members are taking advantage of that. She reported that Region XII is facing the possibility of losing several chapters in South America for similar reasons, as they are experiencing the same devastation.

She expressed her opinion that, if approved, this motion would have a ripple effect, and will set a precedence moving forward. She stated that while she respects their culture, nobody likes to ask for a handout.

Mr. Brandt spoke against the motion. He expressed agreement with Ms. Bryant.

Ms. Mitchell asked if Society could establish a hardship fund. She suggested that a group within Society be tasked with reviewing requests for assistance. A hardship fund would allow the BOD to remove itself from any future requests.

Mr. Hermans spoke in favor of the motion. He stated that the BOD ought to assume that any chapter that is in dire straits should do this very same thing. He expressed that the BOD may need to set this precedence. He stated that if Society wants to be global, the BOD will have to be cognizant of the difficulties that go on around the world.

Mr. Littleton reported that Society granted 153 individual hardship waivers since the beginning of the pandemic.

Mr. Mittal spoke in favor of the motion. He stated that last year, RAL provided funds to the Lebanon Chapter when they were facing hardship.

Mr. Gagnon stated that extraordinary situations require extraordinary action. He encouraged the BOD to take positive action on this motion.

Mr. Zentz spoke against the motion. He expressed concern that approval of the motion could have a ripple effect that would be bigger than the BOD intends. He stated that members should utilize the tools already in place.

Mr. Mehboob spoke in favor of the motion and applauded Mr. Hermans and expressed support of the BOD being humane to all chapters experiencing difficulties. He stated that the BOD should speak the truth and help the people who need it.

He stated that the BOD is pushing DEI and on the other hand is choosing to close chapters by not providing them assistance, while the Society has a \$4 million surplus.

Ms. Jensen spoke in favor of the motion. She stated that both Ms. Bryant and Mr. Hermans are correct. She stated that the motion is an opportunity for the BOD to address this issue or ask Members Council to address it in a consistent and fair way.

Mr. Littleton stated his understanding of the motion as referring to three years of Society dues. He stated his assumption that no refunds would be offered to members who were able to pay dues during those years, and that the motion only refers to those members who have not paid dues during those three Society years.

Ms. Maston spoke in favor of the motion. She expressed understanding of the concern over a trickledown effect, but that extraordinary times call for extraordinary measures. She stated that the BOD needs to support members and a chapter that has supported Society.

Mr. Glesne spoke in favor of the motion. He stated that this is a unique experience. He encouraged the BOD to act now and develop a policy based on the final decision.

Mr. Conlan spoke against the motion. He stated that a lot of areas around the world are facing a similar situation. He suggested that the BOD instead develop a plan and move forward quickly and help.

He stated that the fiscal impact of the motion will spread and increase.

Mr. Littleton expressed agreement that the fiscal impact of the motion is understated.

Mr. McGinn spoke in favor of the motion. He asked if the motion would provide retroactive membership benefits.

Mr. Schwedler reported that the motion on the floor only applies to dues and that anything else would have to be addressed separately.

Mr. Mehboob reported that no benefits were considered.

Ms. Thomle stated that she was undecided as to her vote of the motion on the floor. She stated that she did not feel that the fiscal impact is correct. She expressed her agreement with Ms. Bryant - what is done for one chapter will have to be done for a lot of others.

Ms. Scoggins spoke in favor of the motion. She stated that the BOD should not punish the Lebanese Chapter simply because others have not made a similar request. She suggested that the BOD develop a policy moving forward.

She stated that just because this is the first request doesn't make it bad; there may be other chapters that need assistance, and the BOD should deal with those as they come up.

Mr. Hogeling spoke in favor of the motion. He expressed concern that the fiscal impact of the motion was not correct.

Mr. Fulk spoke against the motion. He stated his opinion that the fiscal impact of the motion is about a 1/3 of what it should be. He stated that he would be open to addressing this on a year by basis but was opposed to something that would obligate future BODs.

Ms. Bryant asked if the motion only applies to the 25 individuals referenced in the motion or if additional members experiencing hardship will be supported as well?

Mr. Mehboob stated that the fiscal impact of the motion may not be accurate but in the larger view the motion is significant.

Mr. Macauley spoke against the motion. He stated that he is in favor of the spirit of the motion. He suggested that the BOD develop a comprehensive policy to apply to all chapters and regions. He expressed the opinion that this motion is not under the purview of the BOD and that it should be a Members Council discussion and decision. He stated that he did not think this BOD should obligate a future BOD. He stated that other chapters are in a similar position and more and more chapters will submit waiver requests.

Ms. Abrams reported that Members Council determined that this motion should come to the BOD as the ROB only allows Members Council to make decisions on individual hardship cases and this is a request for multiple people.

She reported that for the current and upcoming Society years, assisting 62 members would cost around \$30,000. If the BOD decides to assist the chapter based on area assigned members it would be 72 members, for a total of approximately \$36,000. She presented the argument that reduced fees are better than zero fees in the future.

Mr. Khankari stated that his heart goes out to these members. He expressed agreement that there is some cultural resistance to applying for assistance. Can Society help this chapter without bending the rules? Can future dues be waived?

Mr. McGinn stated that Society has already lost a substantial number of Lebanese members; he suggested that the fiscal impact would be whatever Society pays to service those members.

Mr. Fulk spoke against the motion. He stated his opinion that there are better solutions that the BOD should explore.

Mr. Abellon stated that he is undecided. He expressed agreement with Mr. McGinn. He stated that there are many unknowns - What will be done about the members that were lost due to this? If approved, would the motion waive dues for 62 members? Does the motion address all members who cannot pay? Will this action be retroactive to try to regain all lost members?

Mr. Giesler spoke against the motion as worded. He expressed appreciation for the intent of the motion.

Mr. Mehboob addressed the concerns of obligating future BODs, stating that nearly all actions taken by the BOD obligate future BODs. He submitted that the rules are not supposed to be made to imprison or chain members, but to facilitate. There have been many instances of waivers to the ROB. He suggested that the BOD follow principles rather than money.

He addressed the suggestion that this item is under the purview of Members Council, stating that no council is allowed to violate its budget or reallocate more than 5% of its budget without approval from the BOD.

He implored members of the BOD to be humane and to stand up to the principles of DEI. He stated that the group is an ASHRAE family.

**AMMENDED MOTION 4 PASSED** (16:9:0, CNV).

Mr. Littleton asked for clarity on implementation of the motion. Does the motion include three years of dues - 2020-21, 2021-22, and 2022-23?

Mr. Schwedler agreed with Mr. Littleton's interpretation of the motion.

Mr. Mehboob moved that

6. Members Council recommends to the Board of Directors that an updated policy on how COVID-related risks are disclosed and costs are being reimbursed by Society, beginning when authorization of members to travel for ASHRAE business resumed.

Mr. Mehboob reported that Members Council felt that there was insufficient clarity in Society's policies with regard to reimbursing the cost of COVID testing. The council also felt there were some criteria for DLs that wasn't clear if it pertained to all members.

It was asked what body would be responsible for updating the policy.

Mr. Mehboob responded that the BOD decides who to assign work to and that it would be the prerogative of the President to assign the task if the motion is approved.

It was asked how far a new policy would go.

Mr. Mehboob responded that Members Council has no particular view on this point. The council's intention is that a group will develop a uniform policy for all of Society. The intent of the motion is not to craft a policy, but to request a policy.

Mr. Hermans spoke against the motion; he stated that it was vague and somewhat out of order. He requested that the Chair assign an action item to update the Society travel policy.

Ms. Scoggins stated that an updated policy would need to be bigger than testing. What about expenses associated with required quarantining? What happens if a member gets sick while traveling on Society business? She expressed agreement that a policy should be defined.

**MOTION 6 PASSED** (14:10:0, CNV).

Mr. Brandt and Mr. Mehboob will work with SRC and Members Council to develop a plan to update the Society Transportation Policy to address COVID related expenses.

**AI - 4**

Mr. Mehboob reported that Members Council approved the charters of five new international student branches.

He stated that the topic of developing a corporate membership continues to come up. He asked that BOD members think about this topic further.

Mr. Mehboob reported that Members Council did an analysis of motions coming to Members Council from the CRCs and only about 12% of chapters send motions and most motions come from the same two to three chapters. Leadership may want to consider ways to increase participation and interest in Society's governance structure.

#### **PUBLISHING AND EDUCATION COUNCIL**

Mr. Brandt reported that the council had no recommendations for the BOD's consideration.

He reported that advertising activity and revenue continues to increase compared to last year. All committees reporting to the council have met at least once.

Training and education have new products, including three ALI courses on decarbonization. Publication Committee has application guides coming out and eLearning has dramatically increased.

Mr. Brandt reported on the Handbook of Fundamentals issue. The full report is included in ATTACHMENT B. The report shows what corrections have been made as well as remedial steps implemented. If BOD members have questions, they should email Mr. Brandt and Mr. Owens.

## TECHNOLOGY COUNCIL

Mr. McGinn reported on behalf of the council.

He stated that the publication motions presented 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 BOD 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.

The consent motions below 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. McGinn moved that

7. The following consent motions be approved:

- Standards Committee recommends that BSR/ASHRAE Addendum *aa* (*updates the indoor air quality procedure*) to ANSI/ASHRAE Standard 62.1-2019, *Ventilation for Acceptable Indoor Air Quality*, be approved for publication.
- Standards Committee recommends that BSR/ASHRAE Standard 105-2014R, *Standard Methods for Determining, Expressing, and Comparing Building Energy Performance and Greenhouse Gas Emissions*, be approved for publication.
- Standards Committee recommends that BSR/ASHRAE Addendum *a* (*Reducing the Release of Halogenated Refrigerants from Refrigerating and Air-Conditioning Equipment and Systems*) to ANSI/ASHRAE Standard 147-2019, *Reducing the Release of Halogenated Refrigerants from Refrigerating and Air-Conditioning Equipment and Systems*, be approved for publication.

**MOTION 7 PASSED** (Unanimous Voice Vote, CNV).

Mr. McGinn moved that

8. Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new guideline project committee be formed:

**TITLE:** Design and Construction Practices for Controlling Humidity in Residential Buildings

**1. PURPOSE:** The purpose of this guideline is to provide guidance and best practices for controlling moisture and humidity, in the design and construction of new residential buildings.

**2. SCOPE:** This guideline is to assist in the design and construction of new residential dwellings (e.g., single family attached and detached, and multifamily). It covers all systems and spaces including attics, basements, crawl spaces, and common areas in multifamily housing and applies to all climate zones. The guideline is to address building performance testing and diagnostic considerations and best practices. The guideline excludes buildings with transient occupancies such as hospitality and dormitory facilities and the building operational phase. It does not incorporate guidance for testing/diagnostic or remediation/ restoration practices after the building is occupied.

Ms. Thomle spoke in favor of the motion. She stated that the current PD on the subject only considers commercial buildings. The new guideline would also have a residential document that could be included in a PD for GAC.

**MOTION 8 PASSED** (Unanimous Voice Vote, CNV).

Mr. McGinn moved that

- 9.** Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new standard project committee be formed:

**TITLE:** Schema-Based Building Data Model Protocols

**PURPOSE:** Define building data structures and conventions for data exchange among building performance and HVAC&R software.

**SCOPE:** This standard applies to schema-based building data models.

**MOTION 9 PASSED** (Unanimous Voice Vote, CNV).

Mr. McGinn moved that

- 10.** Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new standard project committee be formed:

**TITLE:** Testing, Evaluating, and Reporting of Phase Change Materials Performance

**PURPOSE:** To provide a test method to evaluate the performance of Phase Change Materials (PCMs). This standard also provides a method of reporting the performance of different phase change materials in a standardized way based on laboratory testing.



**SCOPE:**

1. This standard covers the testing and evaluation of Phase Change Materials (PCM) thermal and life-cycle performance.
2. This standard includes:
  - Uniform method of testing
  - Identification of testing equipment for performing such testing.
  - Identification of data required and calculations to be used.
  - Identification of reporting method to be used.
  - Criteria for determining the life cycle performance.
  - Definitions and Terminology
3. This standard does not cover thermal energy storage system-level evaluation.

**MOTION 10 PASSED** (Unanimous Voice Vote, CNV).

Mr. McGinn moved that

- 11.** Standards Committee recommends that the following Title, Purpose and Scope (TPS) be approved and that a new standard project committee be formed:

**TITLE:** Method of Testing In-Room Ultraviolet Devices and Systems for Microbial Inactivation on Surfaces in a Test Room

**PURPOSE:** This standard establishes a test method for evaluating the efficacy of ultraviolet disinfection systems for microbial inactivation on multiple surface locations in a test room.

**SCOPE:**

- 2.1 The standard applies to ultraviolet devices and systems using only germicidal ultraviolet energy for disinfection.
- 2.2 The method of test specifies selected indicator microorganisms and defines procedures for inoculating test carriers in a room-scale test chamber.
- 2.3 The method of test defines the test carrier quantity and positions in the test room.
- 2.4 This standard provides a method for counting the number of viable microorganisms on the test carriers before and after ultraviolet inactivation.
- 2.5 This standard establishes protocols and minimum requirements for the materials and equipment required to conduct the tests, defines methods of calculating and reporting results obtained from the test data, and establishes a reporting system to be applied to in-room devices and systems covered herein.
- 2.6 This standard does not address the health and safety effects of operating devices and systems in an occupied room.

**MOTION 11 PASSED** (Voice Vote, CNV). Mr. Hermans abstained.

Mr. McGinn moved that

- 12.** Technology Council recommends that the revised Position Document (PD), *Limiting Indoor Mold Growth and Dampness in Buildings Systems*, **(06C\_A)** be approved.

Mr. Khankari spoke in favor of the motion. He stated that the way it is written the PD can be used as a template for future PDs. The purpose of PDs is for non-technical people to understand ASHRAE's position and technology.

**MOTION 12 PASSED** (Unanimous Voice Vote, CNV).

Mr. McGinn reported that there are no active appeals that require action from Society. He reported that there was a successful defense of addendum y.

He reported that there is a formal complaint against 62.2 and the TC has until November 30 to respond. A recommendation from the Tiger Team will be considered and acted upon at the next meeting.

**COMMITTEE REPORTS****JEPC**

Mr. Brandt reported that masks will be required at the 2022 AHR Expo and there will be people on the floor monitoring to ensure that masks are worn. This policy is in full compliance with both Clarke County and the City of Las Vegas. It was decided that vaccinations would not be required.

It was asked if a color-coded lanyard system to inform others of individual comfort levels for social distancing would be used at the Expo.

Mr. Littleton reported that the group is not currently planning to use that type of system at the Expo.

**BUILDING EQ**

Mr. Risley reported that for the last year, BEQ voluntarily took a budget cut, limiting its expenses to only the cost to operate and maintain the portal. He expressed his gratitude to work with such highly dedicated members.

He reported that groups have been reaching out to BEQ to initiate collaboration:

- CTTC - Developed a Tech Hour that goes beyond benchmarking. CTTC also forwarded a letter to CTTC Chapter Chairs highlighting available resources.
- Honors and Awards - Launched the Energy Genius Award; first submissions are due in December of this year and will be awarded in February 2022.
- SAC - Developing student competition of student use of the BEQ portal. Winners will be announced in August 2022.
- GAC - Developed resources and tool kits. GAC reference BEQ in responses to government entities. Other grassroots initiatives. Work with outside organization like GBI.

Mr. Balbach reported that the ability to have API will allow the committee to scale ability to deliver services. Determining how to leverage those services and infrastructure is the committee's next step.

Mr. Macauley thanked the committee for their work. He asked for the projected return of investment on new initiatives. He asked if the committee had projected out any revenue from a business case.

Mr. Risley reported that the committee expects to see revenue over the next several years. Building EQ fully expects work from 18-24 months ago to come to fruition.

He reported that the committee has not done a review of the business case recently.

Mr. Macauley suggested that the business case be reviewed in the near future.

**EXCOM**

SEPTEMBER 14, 2021

Mr. Schwedler reported that ExCom is working to become more strategic and trying to not focus on operational matters.

ExCom wants to start identifying organizations that are deemed most strategic to the members and that provide benefits to members.

He reported that MOUs “cost” staff time as well, with some of the current MOUs becoming more demanding. ExCom is working to reevaluate MOUS with respect to the full cost to Society.

OCTOBER 14-15, 2021

Mr. Schwedler reported that ExCom met in person in La Crosse, WI for a meeting and team building. He stated that he is looking forward to being together with the full BOD next week.

He reported that the senior officers also met to share lessons learned.

NOVEMBER 9, 2021

Mr. Mehboob reported that ExCom discussed identifying, developing, and promoting the “high-fliers” in the Society. The committee developed a set of bullet points.

Mr. Schwedler thanked Mr. Mehboob for chairing the meeting. He stated that the purpose is not for ExCom to make decisions, but to start strategic discussions. Looking forward to strategic BOD discussions next week.

**REPORT OF THE PRESIDENT**

Mr. Schwedler reported that the report provided is through September. Mr. Schwedler traveled to 21 different chapter events and attended 9 virtual events.

The President has also been asked to make virtual comments to other groups and it is expected that will continue.

**EXECUTIVE SESSION**

Executive session was called at 10:42 am.

Open session reconvened at 11:29 am.

**FINANCE COMMITTEE**

Mr. Brandt moved that

13. Finance Committee recommends to the Board of Directors (BOD) that they approve the addition of 4 positions plus 1 Contractor position.

Ms. Scoggins reported that the proposed additions are included in the charts provided by the Finance Committee.

**MOTION 13 PASSED** (Unanimous Voice Vote, CNV).

**OLD BUSINESS****PAYMENTS TO MEMBERS**

Mr. Mehboob reported that the BOD previously had a discussion as to the appropriateness of payments to members during service on the BOD, and there were views expressed on both sides. He stated that posting payments to members and officers online along with a request for members to avail the opportunities and serve ASHRAE could help member recruitment and retention while also allowing members to augment their incomes.

He stated that this issue is about providing contractor services and suggested that if staff contract with a member that this information be posted online.

Mr. Khankari stated that he is in favor of disclosing all member contractors without the dollar amount paid to them.

Mr. Zentz stated that he is struggling with soliciting members to apply. Members are selected because of their specialty and knowledge.

Ms. Bryant stated that members are not knocking down the door to provide these services and the current member contractors have dedicated a lot of time. She suggested that a threshold be set and only members that meet or exceed that threshold be posted online.

She stated that implementing obstacles to this participation could be a detriment to Society.

Mr. Littleton reported that there are about 100 members who receive non-expense reimbursement payments. Of those, 20 receive publication reimbursements for publication royalties, which range from \$10,000 to \$50,000; payments to meeting and ALI speakers range between \$9,000 and \$26,000; payments for special project grants range from \$700 to \$6,000; members also receive payments for developing eLearning courses.

Mr. Schwedler suggested that members of the BOD have hallway discussions at the in-person fall meeting and provide feedback to Mr. Mehboob.

Mr. Mehboob stated that he is open to hallway discussions. He asked if a legal opinion had been obtained on payment to BOD members. He stated that figures for last year's payments were grossly low and that payments of \$75,000 to one member have been seen in the past.

He stated that in a Society this large, the BOD needs to take a realistic approach; the 100 members from North America that are receiving payments are not the only ones who can provide these services.

Mr. Mehboob expressed that the perception of payments to BOD members is bad and stated that unimpeachable transparency is needed.

He stated that he will work with directors to determine consensus. He stated that if he feels he wants to be on the record as having made a motion on the matter that gets defeated, he will bring forth such a motion.

Mr. Littleton will contact legal counsel to determine if there are any laws barring members of the BOD from receiving payments from Society.

**ACTION ITEM REVIEW**

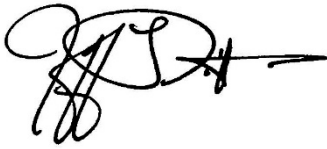
Mr. Schwedler reviewed action items assigned at this meeting.

**UPCOMING MEETINGS**

Mr. Schwedler reviewed upcoming BOD meetings.

**ADJOURNMENT**

The meeting adjourned at 11:51 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. Membership Dues Report
- B. Publishing and Education Council Report to the BOD

## Membership Dues

	FY 2021-22 (Current)	FY 2022-23	Increase 5%
<b><u>Full/Associate/Fellow Grade</u></b>			
Regular	\$ 230	\$ 240	
Developing Economy	\$ 135	\$ 155	<b>65.0% of Full Member Dues</b>
<b>Already approved by the BOD Winter Meeting 2020</b>			
<b><u>Affiliate Grade</u></b>			
<b>Regular</b>			
Year 1	\$ 60	\$ 60	25.0% of Full Member Dues
Year 2	\$ 85	\$ 90	37.5% of Full Member Dues
Year 3	\$ 115	\$ 120	50.0% of Full Member Dues
<b>Developing Economy</b>			
Year 1	\$ 35	\$ 40	25.0% of Dev. Eco. Member Dues
Year 2	\$ 50	\$ 60	37.5% of Dev. Eco. Member Dues
Year 3	\$ 70	\$ 80	50.0% of Dev. Eco. Member Dues
<b><u>Student Grade</u></b>			
Regular	\$ 25	\$ 25	10.0% of Full Member Dues
Developing Economy	\$ 15	\$ 15	50.0% of Student Member Dues
<b><u>Student Transfer Program (SmartStart)</u></b>			
<b>Regular</b>			
Year 1	\$ 25	\$ 25	100.0% of Student Member Dues
Year 2	\$ 85	\$ 90	37.5% of Full Member Dues
Year 3	\$ 115	\$ 120	50.0% of Full Member Dues
<b>Developing Economy</b>			
Year 1	\$ 15	\$ 15	100.0% of DE Student Grade Member Dues
Year 2	\$ 50	\$ 60	37.5% of Dev. Eco. Member Dues
Year 3	\$ 70	\$ 80	50.0% of Dev. Eco. Member Dues
<b><u>Retired</u></b>			
Regular	\$ 35	\$ 35	15.0% of Full Member Dues
Developing Economy	\$ 20	\$ 20	50.0% of Retired Member Dues

Rounded up/down to closest 0 or 5

**REPORT TO THE BOARD OF DIRECTORS**  
**From the Publishing and Education Council**  
**As of November 10, 2021**

**Recommendations for Board Approval:**

(None)

**Information Items:**

1. The council held new member training on September 10, 2021, in a virtual meeting.
2. Certification presented a webinar with Region IX on October 28 and with the Brazil Chapter/IBPSA on November 4 to promote ASHRAE Certifications.
3. Advertising activity and revenue continues to increase. Combined print/nonprint advertising revenue is above the budget YTD by \$56k and ahead of LYTD by \$190k. Print revenue for the December issue is above the month budget by \$49k and ahead of last December by \$33k.
4. Training and Education Committee met in October, with the following actions for completion by Winter Conference:
  - Develop questions for marketing survey and to determine/select/develop new Learning Pathways.
  - Create model to evaluate courses based on the means to meet budget and ASHRAE brand quality.
  - Create a comprehensive educational dashboard.
  - Add up to 3 new TFBD courses to the ALI course catalog before the Toronto meeting (hold several at the meeting).
  - Add course(s) on Application Guide to the ALI course catalog.
  - Work with eLearning to establish valuable course bundles.
  - Review existing course topics, quality and integrity of courses. Ensure courses are current. Be an objective observer.
  - Establish agreement for revision of HC Loads Self-Directed Learning (SDL) course book.

ASHRAE Learning Institute (ALI) is working with New York State Energy Research and Development Authority (NYSERDA) to present a series of 17 webinars on Community Heat Pumps. The first three webinars have had 2286 attendees. In-company training has also been presented for GSA, NIH, and NAVFAC, with more planned for the year ahead.

5. ASHRAE eLearning reported October revenue of \$23.4k, the highest for October in five years.
6. A report on the status of remedial measures for issues with the 2021 Fundamentals Handbook is Attachment A.

10 November 2021  
Date

Don Brandt  
Chair

## 2021 Fundamentals Handbook Status Report

3 November 2021

The following is a status update on the Board-approved plan for dissemination of properly revised chapters for the 2021 *ASHRAE Handbook—Fundamentals*:

- **A corrected PDF of the 2021 Handbook will be distributed to all members.** Status: *Complete*. All identified missing revisions have now been incorporated into the relevant chapters, approved by the TCs, and posted in the ASHRAE Technology Portal for download by members and purchasers. A Revision Supplement PDF that includes the affected chapters and a preface explaining the issues is also downloadable from the Technology Portal as a single file. Members were notified on September 1 that the PDFs were available in the Technology Portal.
- **PDFs with the complete content of chapters with missing revisions added will be posted online for download for those members that want to print it and keep it with their physical Handbook.** Status: *Complete*. From August 30 to October 12, 461 users have downloaded the entire volume from the Technology Portal, 144 users have downloaded at least one chapter, and 51 users have downloaded the Revision Supplement containing the affected chapters.
- **All members will be provided comp access to ASHRAE Handbook Online for one year.** Status: *Complete*. The properly updated individual chapters have been incorporated into ASHRAE Handbook Online. The new content went live on September 27.
- **All TC author contributors will receive a physical copy of the corrected Handbook.** Status: *Pending*. Replacement print copies for the TC Contributors (authors) have been printed and are awaiting the cover materials for final binding. The delay in the cover materials is due to a combination of paper industry and supply chain issues. The copies should be bound and ready for mailing in early December.
- **Remaining print inventory of the 2021 Handbook will continue to be sold. Purchasers will receive a notice pointing to the downloadable replacement chapters. Purchasers will also receive access to the PDF of the fully revised Handbook.** Status: *Complete*.

Remedial steps (with status noted) to prevent recurrence of the omissions in the future include but are not limited to the following:

- **Add or transfer editorial staff.** Status: *Pending*. Awaiting approval of staffing proposal to reinstate an editorial position eliminated last year in pandemic austerity measures.
- **Identify and deploy project management software.** Status: *Ongoing*. Under investigation now that revisions completed.
- **Revise content organization in Authoring Portal.** Status: *Complete*.
- **Make use of the Authoring Portal mandatory.** Status: *Pending*. Handbook Committee considering.
- **Send final chapter PDFs to all TCs for approval.** Status: *Pending*. Will be implemented for 2022 Refrigeration volume.
- **Improve version control: Work exclusively in one file location.** Status: *Ongoing*. For each volume.
- **Sequester and protect editing time to avoid jumping from one project to another repeatedly and to maintain focus on a given chapter's revisions.** Status: *Pending*. Will be affected by decision on approval of staffing proposal.
- **Hard deadlines for submission of revision content from TCs to avoid last-minute scramble.** Status: *Pending*. Handbook Committee considering.
- **Triple confirmation of file version.** Status: *Ongoing*. For each chapter as revisions completed.

Don Brandt, Society VP and Action Team Chair  
Mark Owen, Director of Publications and Education  
3 November 2021