



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

**ORLANDO, FL**  
**Wednesday, February 5, 2020**

**Approved by the Board of Directors June 23, 2020.**

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Wednesday, February 5, 2020

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## PRINCIPAL APPROVED MOTIONS

Board of Directors Meeting  
Wednesday, February 5, 2020

No. - Pg.	Motion
1 - 3	That the Comfort Cooling Award for Project Excellence be discontinued and that the Refrigeration Committee consider merging the award into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence.
2 - 3	That Society institute a "Distinguished 75-Year Member Award," made available during the 2020-21 Society year.
3 - 3	That Society provide electronic invoices for membership renewal.
4 - 3	That the following changes to the Rules of the Board section 2.101.007 be approved: 2.101.007.3 ASHRAE shall publish and distribute <del>on-line</del> an electronic newsletter to its members. The <del>name of the</del> e-Newsletter <del>shall be Society Connections, and it</del> shall be an "official publication of the Society." 2.101.007.4 ASHRAE shall publish and distribute to subscribers a journal of archival-quality research. The name of the publication shall be <del>HVAC&amp;R Research to Science and Technology for the Built Environment</del> , and it shall be an "official publication of the Society."
5 - 4	That BSR/ASHRAE Addendum x (mechanical ventilation systems) to ANSI/ASHRAE Standard 62.2-2019, <i>Ventilation and Acceptable Indoor Air Quality in Residential Buildings</i> , be approved for publication.
6 - 4	That the Board of Directors approve the following consent motions: <ul style="list-style-type: none"> <li>○ That BSR/ASHRAE/ASHE Addendum b (<i>removes several spaces from Tables 7.1, 8.1 and 9.1</i>) to ANSI/ASHRAE/ASHE Standard 170-2017, <i>Ventilation of Health Care Facilities</i>, be approved for publication.</li> <li>○ That BSR/ASHRAE/ASHE Addendum c (<i>new Informative Appendix on Air Classifications</i>) to ANSI/ASHRAE/ASHE Standard 170-2017, <i>Ventilation of Health Care Facilities</i>, be approved for publication.</li> <li>○ That BSR/ASHRAE/ASHE Addendum i (<i>requirements for water in humidification</i>) to ANSI/ASHRAE/ASHE Standard 170-2017, <i>Ventilation of Health Care Facilities</i>, be approved for publication.</li> <li>○ That BSR/ASHRAE/ASHE Addendum p (<i>Design Parameters for Inpatient Spaces</i>) to ANSI/ASHRAE/ASHE Standard 170-2017, <i>Ventilation of Health Care Facilities</i>, be approved.</li> </ul>
7 - 5	That the Board of Directors approve the following consent motions: <ul style="list-style-type: none"> <li>○ That BSR/ASHRAE/ICC/USGBC/IES Addendum j (<i>Prescriptive Renewables</i>) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, <i>Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings</i>, be approved for publication.</li> <li>○ That BSR/ASHRAE/ICC/USGBC/IES Addendum p (<i>Section 7 Non-Core</i>) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, <i>Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings</i>, be approved for publication.</li> <li>○ That BSR/ASHRAE/ICC/USGBC/IES Addendum q (<i>Section 8 non-core requirements</i>) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, <i>Standard</i></li> </ul>

	<p><i>for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings</i>, be approved for publication.</p> <ul style="list-style-type: none"> <li>○ That BSR/ASHRAE/ICC/USGBC/IES Addendum u (<i>Deletes Flashing</i>) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, <i>Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings</i>, be approved for publication.</li> <li>○ That BSR/ASHRAE/ICC/USGBC/IES Addendum an (<i>Dwelling Unit Lighting Controls</i>) to ANSI/ASHRE/ICC/USGBC/IES Standard 189.1-2017, <i>Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings</i>, be approved for publication.</li> </ul>
8 - 5	<p>That the Board of Directors approve the following consent motions:</p> <ul style="list-style-type: none"> <li>○ That the following Title, Purpose and Scope (TPS) be approved and that SSPC 170 be responsible for developing the guideline:</li> </ul> <p>TITLE: Operations Guideline for Ventilation of Health Care Facilities</p> <p>PURPOSE: The purpose of this guideline is to provide information and guidance for the operation of ventilation systems that provide environmental control in new and existing health care facilities.</p> <p>SCOPE:</p> <p>2.1 This guideline is intended for use by facility operators and those involved in the design, construction, installation, commissioning, management, operation, maintenance, accreditation, inspection, and service of health care facilities. This guideline applies to patient care areas, resident care areas, and related support areas within health care facilities.</p> <p>2.2 This guideline considers chemical, physical, and biological contaminants that can affect the delivery of medical care to patients and residents, the convalescence of patients and residents, and the safety of patients, residents, health care workers, and visitors.</p> <p>2.3 This guideline provides guidance for temperature and humidity.</p> <p>2.4 This guideline provides guidance for odor control and asepsis.</p> <p>2.5 This guideline provides guidance for ventilation rates including, but not limited to outdoor air, to serve health care facilities.</p> <p>2.6 This guideline provides guidance for thermal comfort.</p> <ul style="list-style-type: none"> <li>○ That the following Title, Purpose and Scope (TPS) be approved and that a new guideline project committee be formed.</li> </ul> <p>TITLE: Protecting Building Occupants from Smoke During Wildfire and Prescribed Burn Events.</p> <p>PURPOSE: The purpose of this guideline is to recommend building measures to</p>

	<p>minimize occupant health impacts caused by smoke from wildfire and prescribed burn events.</p> <p>SCOPE:</p> <p>2.1 This guideline applies to commercial buildings, institutional buildings, including healthcare facilities, and multi-unit residential buildings, as well as dedicated spaces within these building types intended for temporary human occupancy during a wildfire or prescribed burn event.</p> <p>2.2 This guideline addresses buildings expected to be occupied by potentially susceptible populations, including children and the elderly.</p> <p>2.3 This guideline provides recommendations related to the design, installation, commissioning, operation, and maintenance of building envelope ventilation, and air cleaning systems.</p>
<p>9 - 7</p>	<p>That the Board of Directors approve the following consent motions:</p> <ul style="list-style-type: none"> <li>○ That Procedures for ASHRAE Standards Actions (PASA) Section 7.3 Maintenance of Standards, be revised as shown:</li> </ul> <p>7.3 Maintenance of Standards</p> <p>ASHRAE Standards shall be maintained under periodic maintenance procedures except when use of continuous maintenance procedures has been voted by the Standards Committee. (See definitions of continuous maintenance and periodic maintenance in Annex. A.)</p> <p>When a PC does not exist, a designated subcommittee of StdC shall (a) form Interpretation Committees to respond to requests for interpretation, and (b) with the advice of the cognizant Technical Committee, Task Group, or Technical Resource Group, shall provide recommendations to the Standards Committee concerning the need for reaffirmation, revision based on updated references or adding a second system of units to a standard, thereby making the standard useable in either SI or IP units, withdrawal or the need to form a new project committee to revise a standard. (See TC, TG, and TRG, Annex. A.)</p> <p>When PC does exist, the PC is required to approve a motion to initiate a revision to the Standard or Guideline and send that recommendation to the Manager of Standards and the SPLS liaison so a PINS announcement can be made. Once the PINS has been announced, the PC may begin a revision process for a standard on periodic maintenance.</p> <ul style="list-style-type: none"> <li>○ That Procedures for ASHRAE Standards Action (PASA) Sections 4.2.2.6 Standards Reaffirmation Subcommittee (SRS), PASA 7.2.4.2, Numerical Requirements for Standards Action Votes, PASA 7.4.3, Balance and Interest Categories, PASA, Definitions be revised as shown in ATTACHMENT A.</li> <li>○ That Procedures for ASHRAE Standards Action (PASA) Sections 4.2.2.6, Standards Reaffirmation Subcommittee (SRS), and Standards Committee Manual of Procedures (StdC MOP), 6.2.6.1, Standards Reaffirmation</li> </ul>

Subcommittee Membership, and Standards Committee Reference Manual 13 (StdC RM), Standards Reaffirmation Subcommittee, be revised as shown in ATTACHMENT B.

- That Procedures for ASHRAE Standards Action (PASA) be revised as shown in ATTACHMENT C.
- That ROB 1.201.019, Policy for ASHRAE Special Projects be revised as shown below:

1.201.019 Policy for ASHRAE Special Projects  
(82-07-01-41/83-01-27-45/84-06-21-48/99-06-24-39/10-01-27-14)

#### 1.201.019.1 FOREWORD

~~A. This "Policy for ASHRAE Special Projects," and its companion document "Procedures for ASHRAE Special Projects" (Appendix A of the Technology Council Manual of Procedures), originated in "Policy and Procedures for ASHRAE Special Projects," formerly Appendix B of the Technology Council Board Approved Rules. In June 1999 this original document was revised and split into the policy document and procedures document listed above. In June 2005, additional revisions were made to include policies related to Fast Track Special Projects and Cooperative Special Projects and to retain only the policy-related material in this document, while moving all procedural material into the Technology Council MOP.~~

~~B. The original "Policy and Procedures for ASHRAE Special Projects" was developed by a presidential ad hoc committee consisting of Robert O. McDonald, Chair; David Levine; and Preston McNall; assisted by staff members J. Richard Wright and Steve Beckler and advised by Frank H. Faust. This policy replaced Rules of the Board 360-001-001 "Guidelines for Determining Compensation for Services and Expenses of ASHRAE Members and Representatives involved in ASHRAE Special Projects" adopted January 1979, and 360-001-002 "Policy for Solicitation and Acceptance of ASHRAE Special Projects" adopted June 1979.~~

#### 1.201.019.3 Scope

The scope of this policy includes the following: Definitions, including the different types of Special Projects; Character of Special Projects; Criteria for establishment, solicitation, negotiation and acceptance; and, Criteria for compensation of Special Project committees. Procedures for the management of Special Projects will be maintained by are specified in Appendix A of the Technology Council MOP.

#### 1.201.019.4 Definitions

##### A. ASHRAE Special Project

1. 1. An ASHRAE Special Project is a project, normally performed outside of the ASHRAE research program, that cannot be accomplished effectively or in a timely manner on a volunteer basis and, therefore, requires some form of direct support, compensation or expense

	<p>reimbursement for the project participants. Special Projects are normally funded in large part from outside sources but ASHRAE may fund or co-fund the project.</p> <p>...</p> <p>6. Administrative and financial oversight of all Special Projects is the responsibility of the ASHRAE Special Projects Subcommittee of Technology Council. Among other responsibilities (as described in the <u>Technology Council MOP Procedures for ASHRAE Special Projects</u>), this subcommittee approves the initiation of all Special Projects.</p> <p>B. Regular Special Project - A Regular ASHRAE Special Project is one conducted under normal time frames and without major involvement of multiple organizations that are characteristic of Fast Track Special Projects and Cooperative Projects as defined below. In addition, Regular Special Projects are conducted in a consistent manner involving the Special Projects Subcommittee of Technology Council, a Special Projects Committee and a Cognizant Committee as described in the <u>Procedures for ASHRAE Special Projects Technology Council MOP</u>. The other two types of Special Projects are conducted in a variety of manners depending on the circumstances and the organizations involved.</p> <p>o That ROB Section 2.420, Refrigeration, be revised as shown below.</p> <p><b>2.420 REFRIGERATION TECHNOLOGY COMMITTEE FOR COMFORT – PROCESS – COLD CHAIN</b></p> <p><b>SCOPE AND PURPOSE</b> The Refrigeration Technology Committee for Comfort, Process, and Cold Chain shall encourage application the broad advancement of refrigeration technology and its application.</p> <p><b>MEMBERSHIP</b> 2.420.002.1 Composition) (91-01-24-63/99-01-28-80/99-06-24-36/00-02-10-64B/06-01-26-29) The members of this committee are as follows A. Twelve (12) voting members, including a chair, and a vice chair, B. Non-voting members include a Board ex-officio member and Coordinating officer. C. Non-voting members from liaison associations shall be assigned by the Society President as appropriate. D. Chairs of ASHRAE Committees shall be assigned as non-voting members as appropriate.</p> <p>2.420.002.2 Qualifications (84-02-02-25/86-01-23-42/99-06-24-36) Committee members should be refrigeration - technology oriented persons from Comfort, Process, and Cold-Chain, areas of the industry and should include a cross-section of the refrigeration industry.</p>
10 - 9	That the MOU with Curiosity Labs (ATTACHMENT D) be approved.
11 - 9	That the MOU with DKV (ATTACHMENT E) be approved.

12 - 10	That the establishment of the Prem Jain Memorial Scholarship Fund be approved.
13 - 10	<p>That the following revisions (noted in red) to the ASHRAE Code of Ethics Commitment statement be approved:</p> <p>ASHRAE Code of Ethics Commitment - In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, <u>integrity, inclusiveness</u> and respect for others, <u>which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity</u>, and shall avoid all real or perceived conflicts of interest.</p> <p>(Code of Ethics: <a href="https://www.ashrae.org/about/governance/code-of-ethics">https://www.ashrae.org/about/governance/code-of-ethics</a>)  (Core Values: <a href="https://www.ashrae.org/about/ashrae-s-core-values">https://www.ashrae.org/about/ashrae-s-core-values</a>)</p>
14 - 11	<p>That Appendix D of Volume 3.400 Manual and Procedures be removed and inserted into ROB section 2.105 Manuals of Procedures and Reference Manuals as Section 2.105.003.3 as follows:</p> <p><u>2.105.003 Mentoring Program. ASHRAE encourages implementation of a mentoring program for all standing bodies of the society as listed above. All MOPs should include a requirement for mentoring of new members as outlined herein.</u></p> <p><u>2.105.003.1 During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:</u></p> <p><u>2.105.003.2 Before the next meeting of the Board of Directors/Board of Governors, council or committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose. The mentor should make every effort to update the new member on:</u></p> <p><u>A.Board of Directors/Board of Governors, council, committee or chapter functions, focus and objectives.</u></p> <p><u>B.Review the applicable Rules of the Board (ROB), Manual of Procedures (MOP) and Reference Manual with the new member.</u></p> <p><u>C.Discuss the typical meeting format and overall member duties and responsibilities.</u></p> <p><u>2.105.003.3 The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:</u></p> <p><u>A.Member’s field of expertise and employer.</u></p> <p><u>B.Chapter and city of the new member.</u></p> <p><u>C.Former chapter, region and Society positions previously held by the new member.</u></p> <p><u>2.105.003.4 The new member should be sent a copy of the applicable bodies Rules of the Board (ROB), Manual of Procedures (MOP), Reference Manual and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.</u></p>



2.105.003.5 The chair of the Board of Directors/Board of Governors, council, committee or chapter shall have the following responsibilities:

A.Assign a mentor to each incoming new member of the group prior to the first meeting.

B.Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.

C.Assess at a later meeting the effectiveness of the mentor/new member relationship.

D.Provide any assistance to enhance the mentor/new member relationship.

2.105.003.6 The formal relationship and duties of the mentor terminates at the end of the new member's first year in the group.

2.105.003.7 A Process of Measurement at the Society and Regional Level shall be similar to the following:

<del>Measurement</del>	<del>Actual%</del>	<del>Tool</del>	<del>Responsible Party</del>
<del>1. Each Board of Directors/Board of Governors, council, or committee will include the mentoring program in their Manual of Procedures (MOP).</del>		<del>MOP</del>	<del>Committees/Council</del>
<del>2. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting.</del>		<del>MBO</del>	<del>Committees/Council</del>
<del>3. The mentoring program will be monitored to determine its effectiveness through the MBO process.</del>		<del>MBO</del>	<del>Council</del>
<del>4. The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program.</del>		<del>BOD Report</del>	<del>Council</del>

2.105.003.8 Focus and measurement at the chapter level will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a

	<p>chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by member retention and the percentage in reduction for new members who have belonged to the Society for less than two (2) years. A Process of Measurement at the Chapter Level shall be similar to the following:</p>												
	<table border="1"> <thead> <tr> <th data-bbox="332 369 1000 489">Measurement</th> <th data-bbox="1000 369 1133 489">Actual%</th> <th data-bbox="1133 369 1313 489">Tool</th> <th data-bbox="1313 369 1507 489">Responsible Party</th> </tr> </thead> <tbody> <tr> <td data-bbox="332 489 1000 688">1. Percent of chapters having a mentoring program in place as reported by PAOE</td> <td data-bbox="1000 489 1133 688"></td> <td data-bbox="1133 489 1313 688">PAOE Report</td> <td data-bbox="1313 489 1507 688">Membership Promotion Committee</td> </tr> <tr> <td data-bbox="332 688 1000 827">2. Retention decrease of new members</td> <td data-bbox="1000 688 1133 827"></td> <td data-bbox="1133 688 1313 827">Membershi p-Report</td> <td data-bbox="1313 688 1507 827">Membership Promotion Committee</td> </tr> </tbody> </table>	Measurement	Actual%	Tool	Responsible Party	1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee	2. Retention decrease of new members		Membershi p-Report	Membership Promotion Committee
Measurement	Actual%	Tool	Responsible Party										
1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee										
2. Retention decrease of new members		Membershi p-Report	Membership Promotion Committee										
15 - 13	<p>That the following changes to Volume 3 ROB Section 3.100.003.3 Guidelines for ASHRAE Conferences be approved as follows:  3.100.003.3 Objectives - All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws and the Mission and Vision Statement of the Society. "The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (BL Sec 1.3)</p>												
16 - 14	<p>That the title of ROB Section 3, Operating Rules in Volume 3, Manuals and Procedures be revised as follows:</p> <p><b>3.3 Non-Discriminatory Basis of Selection</b></p> <p>3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.</p> <p>3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.</p> <p>3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.</p> <p>3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a</p>												

	<p>means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.</p> <p>3.3.5 No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees. (11-06-29-04)</p> <p>3.3.6 If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.</p> <p>3.3.7 A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.</p>
17 - 14	That the 167 engraved pavers currently installed on the patio of the headquarters building remain at the building and only the 24 new pavers not yet installed be moved and incorporated at the new headquarters building.
18 - 15	That ASHRAE dedicate a staff person (Coordinator) to spear head the development of custom codes and related services as detailed in the attached business case (ATTACHMENT F).
19 - 16	That MOTION 18 be amended as follows (amendment noted in red): That ASHRAE <del>add one additional</del> dedicate a staff person (Coordinator) <del>dedicated</del> to spear <del>heading</del> head the development of custom codes and related services in the next Society Year (20-21) as detailed in the attached business case (ATTACHMENT F).
20 - 16	That MOTION 18 be amended as follows (amendment noted in red): That ASHRAE dedicate a staff person (Coordinator) to spear head the development of custom codes and related services <del>in the next Society Year (20-21)</del> as detailed in the attached business case (ATTACHMENT F).
21 - 17	That Society provide lump sum payments to beneficiaries of the postretirement medical benefit plan at approximately 60% of the current value of the unfunded liability.
22 - 17	That the BOD support the motion from the Audit Committee in regard to payments at the beneficiaries of the postretirement medical plan with funding coming from the General Reserve Fund. Operating cost savings as a result from this plan payout are to be paid back into General Reserve Fund annually until the initial amount removed is repaid.
23 - 18	That ASHRAE engage an association secretariat service to continue the function of the European Office in SY 2021. This effort is to be supported by ASHRAE staff resource(s) with priorities defined by the Board of Directors for the European Office. The staff resource(s) for the European Office shall be phased-in based on recommendation from the Executive Vice President by the 2020 Annual Meeting.

## ACTION ITEMS

Board of Directors Meeting  
Wednesday, February 5, 2020

<b>No. - Pg.</b>	<b>Responsibility</b>	<b>Summary of Action Item</b>	<b>Status</b>
1 - 9	Littleton	Include the 'exchange' cost for new/renewed MOUs, to be included in the fiscal impact of future motions.	
2 - 11	Littleton	Ensure that minutes from the Building EQ Committee are up to date online	
3 - 16	Littleton	Report back to the BOD in the spring and provide recommendations on how to accomplish the reallocation of staff resources to support the development of custom codes and related services.	
4 - 18	Littleton	Keep the BOD updated on the status of hiring a secretariat to run the Brussels office.	



**MINUTES**

**BOARD OF DIRECTORS MEETING**

Wednesday, February 5, 2020

**MEMBERS PRESENT:**

- Darryl K. Boyce, President
- Charles E. Gullledge III, President Elect
- Michael C.A. Schwedler, Treasurer
- K. William Dean, Vice President
- Malcolm Dennis Knight, Vice President
- William F. McQuade, Vice President
- Farooq Mehboob, Vice President
- Christopher Phelan, Region I DRC
- Jeff Clarke, Region II DRC
- Dunstan Laurence Macauley III, Region III DRC
- Steven A. Marek, Region IV DRC
- Douglas F. Zentz, Region V DRC
- Richard D. Hermans, Region VI DRC
- Michael P. Cooper, Region VII DRC
- Jonathan L. Symko, Region VIII DRC
- Trenton S. Hunt, Region IX DRC

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

**GUESTS PRESENT:**

- Tim Wentz
- Sarah Toy
- Shaun Nienhuer
- Chris Krieps
- Simona Tsvetkova
- Vanessa O'Connor
- Danielle Passaglia
- Atila Biyikoglu
- M. Baris Ozerdem
- Brendan Hall
- Mark Tome
- Mark Miller

- John Constantidine
- Doug Cochrane
- Billy Austin
- Eileen Jensen
- Art Hallstrom
- Carlos Lisboa
- Sherif Omran
- Francis Mills
- Jesus J. Lopez
- Richie Mittal
- Ade Awujoola
- Marcus Osindero

- Chris Gray
- Tim Dwyer
- Vikram Murthy
- Nelson Ajuwahan
- Kehinde Adebara
- Stephen Gill
- Aleksandar Andejelkovic
- Michael Woodford
- Steve Rosenstock
- Dimitris Charalambopoulos
- Don Gariepy
- Badri Patel

**STAFF PRESENT:**

- Vanita Gupta - Director, Marketing
- Mark Owen - Director, Pub & Education
- Kim Mitchell - Chief Development Officer
- Alice Yates - Director, Govt. Affairs
- Craig Wright - Director, Finance & Admin Services
- Vickie Grant - Manager, Region Activities
- Steve Ferguson - Sr. Manager, Standards

- Joyce Abrams - Director, Member Services
- Sarah Foster - Editor
- Stephanie Reiniche - Director, Technology
- Lilas Pratt - Manager, Special Projects
- Tony Giometti - Sr. Mgr., Conference Programs
- Mike Vaughn - Sr. Mgr., Research & Tech Services
- W.S. Comstock - Mgr., Business Development
- Ayah Said - Mgr., Global Training Center

**CALL TO ORDER/OPENING REMARKS**

Mr. Boyce reconvened the meeting at 2:02 pm.

**CODE OF ETHICS**

Mr. Boyce read the ASHRAE Code of Ethics commitment and stressed that all ASHRAE meetings operate under this code.

**INTRODUCTIONS**

Members and guests introduced themselves.

**OPEN SESSION**

The Board of Directors was addressed by:

- Vanessa O'Connor thanked the BOD for the opportunity to attend the conference and expressed that it was an honor to see the Society function behind the scenes. She continued that she was looking forward to bringing information back to the Chapter and co-workers.
- Brendan Hall, Government Affairs Chair for the Central New York Chapter reported that New York state has recently taken energy efficiency goals and turned them into law; the goal is to transition the state to carbon neutral. He expressed a desire to assert ASHRAE as the leader in education and technical training. He thanked members and staff for all of their assistance; government affairs is doing great work. He thanked the Society and the BOD for the continued support.

**REPORT OF 2020 WINTER CONFERENCE**

Mr. Littleton reported that the conference has been successful, with lots of energy. Conference registration is up from Atlanta but is down from the preceding three conferences. Mr. Littleton expressed that the coronavirus impacted attendance.

Education had the second highest participation in fee-based courses in 10 years; 1,141 individuals participated in fee-based courses.

The bookstore has a combined projected income of \$117,489 and is projected to be even with what was sold in Orlando in 2016. The new bookstore format in the hotel has been very attractive to members.

Mr. Littleton led a discussion of the AHR Expo. ASHRAE and IEC developed a policy in response to the coronavirus; any exhibitors that had to cancel because of coronavirus will have their fee credited towards the next Expo. As a result of the coronavirus, 7,940 square feet worth of space sold was cancelled from China.

RFID technology was utilized during the Expo to collect the exact number of attendees. Those numbers are not available yet but will be shared with the BOD when finalized. The ASHRAE booth scanned close to three times the visitors as in Atlanta.

**COUNCIL REPORTS****MEMBERS COUNCIL**

Mr. Gulledge moved

1. That the Comfort Cooling Award for Project Excellence be discontinued and that the Refrigeration Committee consider merging the award into the Milton W. Garland Commemorative Refrigeration Award for Project Excellence.

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

Mr. Gulledge moved

2. That Society institute a “Distinguished 75-Year Member Award,” made available during the 2020-21 Society year.

This award will provide an additional level of recognition. There are currently eight members that would be eligible for this award.

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

Mr. Gulledge moved

3. That Society provide electronic invoices for membership renewal.

It was discussed that electronic invoices will not replace traditional paper invoices; members will receive an email first and paper invoices will follow. The proposed new process will eliminate the practice of mailing multiple paper invoices.

Electronic invoices will also allow members to fulfill the invoice sooner.

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

Mr. Gulledge reported that two new Chapters, two new Sections and 16 new Student Branches were approved.

**PUBLISHING AND EDUCATION COUNCIL**

Mr. Mehboob moved

4. That the following changes to the Rules of the Board section 2.101.007 be approved:

2.101.007.3

ASHRAE shall publish and distribute ~~on-line~~ an electronic newsletter to its members. The ~~name of the e-Newsletter shall be Society Connections, and it~~ shall be an “official publication of the Society.”

2.101.007.4

ASHRAE shall publish and distribute to subscribers a journal of archival-quality research. The name of the publication shall be ~~HVAC&R Research to~~ *Science and Technology for the Built Environment*, and it shall be an “official publication of the Society.”

**MOTION 4 PASSED** (Via Unanimous Voice Vote, CNV).

Mr. Mehboob reported that revenue is up and expenses are down compared to this time last year.

Education courses have attracted 1,123 registrants, the second highest number in ten year.

Certification applications are up 20% due, large part, to the new Certified HVAC Designer (CHD) certification.

Mr. Wentz reported on behalf of the Pub and Ed Council Strategic Business Development Ad Hoc. The ad hoc's charge was to investigate ways to increase Council revenues. The ad hoc looked at where the Council is now, where they want to be and how they are going to get there.

The goal is for the Council to have \$12 million in revenue and a gross margin of 20%, which would represent a \$3 million increase.

The ad hoc will continue its work over the next six months and will have a more complete report in Austin.

### **TECHNOLOGY COUNCIL**

Mr. Knight reported on behalf of Technology Council.

The publication motions presented below are addenda that have unresolved objectors, negative project committee votes with reason or have 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. Appeal 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.

Mr. Knight moved

5. That BSR/ASHRAE Addendum x (mechanical ventilation systems) to ANSI/ASHRAE Standard 62.2-2019, *Ventilation and Acceptable Indoor Air Quality in Residential Buildings*, be approved for publication.

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

Mr. Knight moved

6. That the Board of Directors approve the following consent motions:
  - That BSR/ASHRAE/ASHE Addendum b (*removes several spaces from Tables 7.1, 8.1 and 9.1*) to ANSI/ASHRAE/ASHE Standard 170-2017, *Ventilation of Health Care Facilities*, be approved for publication.
  - That BSR/ASHRAE/ASHE Addendum c (*new Informative Appendix on Air Classifications*) to ANSI/ASHRAE/ASHE Standard 170-2017, *Ventilation of Health Care Facilities*, be approved for publication.
  - That BSR/ASHRAE/ASHE Addendum i (*requirements for water in humidification*) to ANSI/ASHRAE/ASHE Standard 170-2017, *Ventilation of Health Care Facilities*, be approved for publication.



- That BSR/ASHRAE/ASHE Addendum p (*Design Parameters for Inpatient Spaces*) to ANSI/ASHRAE/ASHE Standard 170-2017, *Ventilation of Health Care Facilities*, be approved.

**MOTION 6 PASSED** (Via Voice Vote, CNV). Mr. Hermans and Mr. Gulledge abstained.

Mr. Knight moved

7. That the Board of Directors approve the following consent motions:

- That BSR/ASHRAE/ICC/USGBC/IES Addendum j (*Prescriptive Renewables*) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings*, be approved for publication.
- That BSR/ASHRAE/ICC/USGBC/IES Addendum p (*Section 7 Non-Core*) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings*, be approved for publication.
- That BSR/ASHRAE/ICC/USGBC/IES Addendum q (*Section 8 non-core requirements*) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings*, be approved for publication.
- That BSR/ASHRAE/ICC/USGBC/IES Addendum u (*Deletes Flashing*) to ANSI/ASHRAE/ICC/USGBC/IES Standard 189.1-2017, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings*, be approved for publication.
- That BSR/ASHRAE/ICC/USGBC/IES Addendum an (*Dwelling Unit Lighting Controls*) to ANSI/ASHRE/ICC/USGBC/IES Standard 189.1-2017, *Standard for the Design of High-Performance Green Buildings Except Low-Rise Residential Buildings*, be approved for publication.

**MOTION 7 PASSED** (Via Voice Vote, CNV). Mr. Balaras abstained.

Mr. Knight moved

8. That the Board of Directors approve the following consent motions:

- That the following Title, Purpose and Scope (TPS) be approved and that SSPC 170 be responsible for developing the guideline:

TITLE: Operations Guideline for Ventilation of Health Care Facilities

PURPOSE: The purpose of this guideline is to provide information and guidance for the operation of ventilation systems that provide environmental control in new and existing health care facilities.

SCOPE:

2.1 This guideline is intended for use by facility operators and those involved in the

design, construction, installation, commissioning, management, operation, maintenance, accreditation, inspection, and service of health care facilities. This guideline applies to patient care areas, resident care areas, and related support areas within health care facilities.

2.2 This guideline considers chemical, physical, and biological contaminants that can affect the delivery of medical care to patients and residents, the convalescence of patients and residents, and the safety of patients, residents, health care workers, and visitors.

2.3 This guideline provides guidance for temperature and humidity.

2.4 This guideline provides guidance for odor control and asepsis.

2.5 This guideline provides guidance for ventilation rates including, but not limited to outdoor air, to serve health care facilities.

2.6 This guideline provides guidance for thermal comfort.

- That the following Title, Purpose and Scope (TPS) be approved and that a new guideline project committee be formed.

TITLE: Protecting Building Occupants from Smoke During Wildfire and Prescribed Burn Events.

PURPOSE: The purpose of this guideline is to recommend building measures to minimize occupant health impacts caused by smoke from wildfire and prescribed burn events.

SCOPE:

2.1 This guideline applies to commercial buildings, institutional buildings, including healthcare facilities, and multi-unit residential buildings, as well as dedicated spaces within these building types intended for temporary human occupancy during a wildfire or prescribed burn event.

2.2 This guideline addresses buildings expected to be occupied by potentially susceptible populations, including children and the elderly.

2.3 This guideline provides recommendations related to the design, installation, commissioning, operation, and maintenance of building envelope ventilation, and air cleaning systems.

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

Mr. Knight moved

9. That the Board of Directors approve the following consent motions:

- That Procedures for ASHRAE Standards Actions (PASA) Section 7.3 Maintenance of Standards, be revised as shown:

#### 7.3 Maintenance of Standards

ASHRAE Standards shall be maintained under periodic maintenance procedures except when use of continuous maintenance procedures has been voted by the Standards Committee. (See definitions of continuous maintenance and periodic maintenance in Annex. A.)

When a PC does not exist, a designated subcommittee of StdC shall (a) form Interpretation Committees to respond to requests for interpretation, and (b) with the advice of the cognizant Technical Committee, Task Group, or Technical Resource Group, shall provide recommendations to the Standards Committee concerning the need for reaffirmation, revision based on updated references or adding a second system of units to a standard, thereby making the standard useable in either SI or IP units, withdrawal or the need to form a new project committee to revise a standard. (See TC, TG, and TRG, Annex. A.)

When PC does exist, the PC is required to approve a motion to initiate a revision to the Standard or Guideline and send that recommendation to the Manager of Standards and the SPLS liaison so a PINS announcement can be made. Once the PINS has been announced, the PC may begin a revision process for a standard on periodic maintenance.

- That Procedures for ASHRAE Standards Action (PASA) Sections 4.2.2.6 Standards Reaffirmation Subcommittee (SRS), PASA 7.2.4.2, Numerical Requirements for Standards Action Votes, PASA 7.4.3, Balance and Interest Categories, PASA, Definitions be revised as shown in ATTACHMENT A.
- That Procedures for ASHRAE Standards Action (PASA) Sections 4.2.2.6, Standards Reaffirmation Subcommittee (SRS), and Standards Committee Manual of Procedures (StdC MOP), 6.2.6.1, Standards Reaffirmation Subcommittee Membership, and Standards Committee Reference Manual 13 (StdC RM), Standards Reaffirmation Subcommittee, be revised as shown in ATTACHMENT B.
- That Procedures for ASHRAE Standards Action (PASA) be revised as shown in ATTACHMENT C.
- That ROB 1.201.019, Policy for ASHRAE Special Projects be revised as shown below:

1.201.019 Policy for ASHRAE Special Projects  
(82-07-01-41/83-01-27-45/84-06-21-48/99-06-24-39/10-01-27-14)

#### 1.201.019.1 FOREWORD

- C. This "Policy for ASHRAE Special Projects," and its companion document "Procedures for ASHRAE Special Projects" (Appendix A of the Technology Council Manual of Procedures), originated in "Policy and Procedures for ASHRAE Special Projects," formerly Appendix B of the Technology Council Board Approved Rules. In June 1999 this original document was revised and split into the policy document and procedures document listed above. In June 2005, additional revisions were made to include policies related to Fast Track Special Projects and Cooperative Special Projects and to retain only the policy-related material in this document, while moving all procedural material into the Technology Council MOP.
- D. The original "Policy and Procedures for ASHRAE Special Projects" was developed by a presidential ad hoc committee consisting of Robert O. McDonald, Chair; David Levine; and Preston McNall; assisted by staff members J. Richard Wright and Steve Beckler and advised by Frank H. Faust. This policy replaced Rules of the Board 360-001-001 "Guidelines for Determining Compensation for Services and Expenses of ASHRAE Members and Representatives involved in ASHRAE Special Projects" adopted January 1979, and 360-001-002 "Policy for Solicitation and Acceptance of ASHRAE Special Projects" adopted June 1979.

#### 1.201.019.3 Scope

The scope of this policy includes the following: Definitions, including the different types of Special Projects; Character of Special Projects; Criteria for establishment, solicitation, negotiation and acceptance; and, Criteria for compensation of Special Project committees. Procedures for the management of Special Projects will be maintained by are specified in Appendix A of the Technology Council MOP.

#### 1.201.019.4 Definitions

- C. ASHRAE Special Project
2. An ASHRAE Special Project is a project, normally performed outside of the ASHRAE research program, that cannot be accomplished effectively or in a timely manner on a volunteer basis and, therefore, requires some form of direct support, compensation or expense reimbursement for the project participants. Special Projects are normally funded in large part from outside sources but ASHRAE may fund or co-fund the project.
- ...
7. Administrative and financial oversight of all Special Projects is the responsibility of the ASHRAE Special Projects Subcommittee of Technology Council. Among other responsibilities (as described in the Technology Council MOP Procedures for ASHRAE Special Projects), this subcommittee approves the initiation of all Special Projects.
- D. Regular Special Project - A Regular ASHRAE Special Project is one conducted under normal time frames and without major involvement of multiple organizations that are characteristic of Fast Track Special Projects and Cooperative Projects as defined below. In addition, Regular Special Projects are conducted in a consistent manner involving the Special Projects Subcommittee of Technology Council, a Special

Projects Committee and a Cognizant Committee as described in the Procedures for ASHRAE Special Projects Technology Council MOP. The other two types of Special Projects are conducted in a variety of manners depending on the circumstances and the organizations involved.

- o That ROB Section 420, Refrigeration, be revised as shown below.

#### **420 REFRIGERATION TECHNOLOGY COMMITTEE FOR COMFORT – PROCESS – COLD CHAIN**

##### **SCOPE AND PURPOSE**

The Refrigeration Technology Committee for Comfort, Process, and Cold Chain shall encourage application the broad advancement of refrigeration technology and its application.

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

Mr. Knight reported that an ad hoc committee has been formed and tasked with reviewing issues related to Addendum a to Standard 62.2.

#### **COMMITTEE REPORTS**

##### **Executive Committee**

Mr. Boyce moved

- 10.** That the MOU with Curiosity Labs (ATTACHMENT D) be approved.

There was a discussion of the fiscal impact of MOUs; specifically, the cost of providing complimentary publications and reciprocal meeting invitations.

Mr. Littleton reported that there are reciprocal VIP invitations that balance out the costs to ASHRAE and typically benefit ASHRAE overall. Curiosity Lab cannot reciprocate the VIP invitations; it is more a “neighborhood” MOU, as they are located in Peachtree Corners.

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

Staff will include the ‘exchange’ cost for new/renewed MOUs, to be included in the fiscal impact of future motions.

Mr. Boyce moved

- 11.** That the MOU with DKV (ATTACHMENT E) be approved.

There was discussion of the number of MOUs that Society currently has that necessitate complimentary publications be sent.

Mr. Littleton reported that one benefit of being an AASA member is that new Standards and Handbooks are sent; DKV already receives this benefit because they are a member of AASA. Society currently has around 60 MOUs and roughly 65 AASA members. ExCom has been working hard at developing a

strategy to develop and manage MOUs; the current intent is to create a tiered structure where only a small number of top tier MOUs receive a majority of resources and staff time.

Mr. Boyce stated that some MOUs are signed to enable agreements for when opportunities come along; other MOUs are ones that the Society wants to actively work on. ExCom will also have discussions about which VIP events senior officers will attend.

Ms. Cramm added that fiscal impact should be included with new and renewed MOUs for transparency.

Mr. Littleton reported that officers very rarely attend the DKV meeting, but a representative from DKV almost always attends our conferences.

Mr. Rakheja stated that the BOD needs to also consider benefits of an MOU that cannot be monetized.

**MOTION 11 PASSED** (Via Unanimous Voice Vote, CNV).

Mr. Boyce moved

**12.** That the establishment of the Prem Jain Memorial Scholarship Fund be approved.

Mr. Littleton gave a special thanks to Mr. Rakheja for his role in bringing this scholarship opportunity to ASHRAE.

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

Mr. Boyce moved

**13.** That the following revisions (noted in red) to the ASHRAE Code of Ethics Commitment statement be approved:

ASHRAE Code of Ethics Commitment - In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

Mr. Mehboob stated that inclusiveness, as defined, includes openness and transparency.

If approved, the changes will be effective immediately.

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

Mr. Boyce reported that MOU renewals with NASEO (National Association of State Energy Officials) and NSF International were approved. Additionally, a work plan with NBI was approved.

AASA has approved a mission statement as well as a new concept and structure. The general assembly will be divided into five groups that will report to a leadership council. Work on the new structure is ongoing.

## Building EQ

Mr. Cochran reported that a number of enhancements have been made to the online portal, including a Spanish translation. Sixty people attended the portal demonstration at the Conference.

The second phase of alignment with Standard 211 is in process and should be completed and available by March 2020.

Three 10-minute podcasts are currently being developed and will be ready for Chapters use in March.

The Committee has been working with the ASHRAE-APPA task force to develop a new flyer, which will be ready in February. A podcast is also being developed specifically for universities.

Staff will ensure that minutes from the Building EQ Committee are up to date online.

AI - 2

## Society Rules Committee

Mr. Macauley reported on behalf of SRC.

Mr. Macauley moved

14. That Appendix D of Volume 3.400 Manual and Procedures be removed and inserted into ROB section 2.105 Manuals of Procedures and Reference Manuals as Section 2.105.003.3 as follows:

2.105.003 Mentoring Program. ASHRAE encourages implementation of a mentoring program for all standing bodies of the society as listed above. All MOPs should include a requirement for mentoring of new members as outlined herein.

2.105.003.1 During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

2.105.003.2 Before the next meeting of the Board of Directors/Board of Governors, council or committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose. The mentor should make every effort to update the new member on:

A.Board of Directors/Board of Governors, council, committee or chapter functions, focus and objectives.

B.Review the applicable Rules of the Board (ROB), Manual of Procedures (MOP) and Reference Manual with the new member.

C.Discuss the typical meeting format and overall member duties and responsibilities.

2.105.003.3 The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:

A.Member’s field of expertise and employer.

B.Chapter and city of the new member.

C.Former chapter, region and Society positions previously held by the new member.

2.105.003.4 The new member should be sent a copy of the applicable bodies Rules of the Board (ROB), Manual of Procedures (MOP), Reference Manual and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

2.105.003.5 The chair of the Board of Directors/Board of Governors, council, committee or chapter shall have the following responsibilities:

A.Assign a mentor to each incoming new member of the group prior to the first meeting.

B.Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.

C.Assess at a later meeting the effectiveness of the mentor/new member relationship.

D.Provide any assistance to enhance the mentor/new member relationship.

2.105.003.6 The formal relationship and duties of the mentor terminates at the end of the new member’s first year in the group.

2.105.003.7 A Process of Measurement at the Society and Regional Level shall be similar to the following:

<u>—Measurement</u>	<u>Actual%</u>	<u>Tool</u>	<u>Responsible Party</u>
<u>5.—Each Board of Directors/Board of Governors, council, or committee will include the mentoring program in their Manual of Procedures (MOP).</u>		<u>MOP</u>	<u>Committees/Council</u>
<u>6.—The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting.</u>		<u>MBO</u>	<u>Committees/Council</u>



7. — The mentoring program will be monitored to determine its effectiveness through the MBO process.		MBO	Council
8. — The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program.		BOD Report	Council

~~2.105.003.8~~ Focus and measurement at the chapter level will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by member retention and the percentage in reduction for new members who have belonged to the Society for less than two (2) years. A Process of Measurement at the Chapter Level shall be similar to the following:

Measurement	Actual%	Tool	Responsible Party
1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee
2. Retention decrease of new members		Membership Report	Membership Promotion Committee

**MOTION 14 PASSED** (Via Unanimous Voice Vote, CNV).

Mr. Macauley moved

- 15. That the following changes to Volume 3 ROB Section 3.100.003.3 Guidelines for ASHRAE Conferences be approved as follows:

3.100.003.3 Objectives - All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws **and the Mission and Vision Statement of the Society**. ~~"The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as~~

defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (BL Sec 1.3)

**MOTION 15 PASSED** (Via Unanimous Voice Vote, CNV).

Mr. Macauley moved

**16.** That the title of ROB Section 3, Operating Rules in Volume 3, Manuals and Procedures be revised as follows:

**3.3 ~~Non-Discriminatory~~ Basis of Selection**

3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.

3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.

3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.

3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.

3.3.5 No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees.

(11-06-29-04)

3.3.6 If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.

3.3.7 A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.

**MOTION 16 PASSED** (Via Unanimous Voice Vote, CNV).

**Development Committee**

Mr. Mehboob moved

**17.** That the 167 engraved pavers currently installed on the patio of the headquarters building remain at the building and only the 24 new pavers not yet installed be moved and incorporated at the new headquarters building.

Concern was expressed that members embodied good will in the existing pavers, and they may not be incorporated into the new headquarters.

Mr. McGinn reported that the existing pavers have been exposed to the elements for a decade and aren't suitable of moving. If they were to be moved, they'd have to be replaced to protect the roof.

There will be campaign for bricks or something more decorative for the new building. The Committee is currently working with the design team.

There was a discussion of listing the names of those who purchased pavers on a plaque in the new building. It was determined that this option would only feature some of the donors from the previous building. The Committee is recommending that it be a new campaign with new donors recognized.

Mr. Dean spoke against the motion, saying it would create a two-tiered system of donors. Additionally, he did not like the idea of putting the 24 pavers that have not yet been installed where they may not fit in the new building.

The 24 pavers are not the same pavers that are currently installed on the roof of the current headquarters. They are identical to the pavers that were used for the Past President Scholarship; they are the same physical paver but purchased under a different campaign.

**MOTION 17 PASSED** (Via Voice Vote, 1 Nay, CNV).

Mr. Mehboob reported that the member focused phase of the campaign began in 2019. The Committee is looking forward to reaching out to DRCs and RMCRs regarding the promotion of the member focused campaign.

Currently, the campaign is close to 100% contribution by the BOD and other key leadership.

Ms. Hammack suggested that a competition be organized between the chapters. There are some chapters that have very large bank accounts and that money could be invested in the new headquarters.

## **PRESIDENTIAL AD HOC COMMITTEE AND BOD TASK GROUP REPORTS**

### **Code/Standard Jurisdiction Support Services**

Ms. Hammack reported that ASHRAE is often asked for assistance to work on state and local building codes from small communities and from the international community. Society has responded to some of the requests. But, when there are requests that come in to Headquarters, where should the calls go and who on staff is coordinating the responses.

Society is currently already marketing these services through our GAC activities and as a result, are receiving increased requests.

Ms. Hammack moved and it was seconded

**18.** That ASHRAE add one additional staff person (Coordinator) dedicated to spear heading the development of custom codes and related services in the next Society Year (20-21) as detailed in the attached business case (ATTACHMENT F).

Mr. Symko spoke in favor of the motion and recommended that the motion be referred to staff to come up with possible alternatives and better define a job description. It may be best to consider reassignment as opposed to hiring a new staff member.

Mr. McGinn spoke in favor of the motion and expressed concerns that there are details that need to be sorted out. Additionally, he expressed concern over ASHRAE's liability with the involvement of contractors and how this additional income could affect the Society's 501(c)3 status.

Mr. Knight moved and Mr. Zentz seconded

**19.** That MOTION 18 be amended as follows (amendment noted in red):

That ASHRAE ~~add one additional~~ **dedicate** a staff person (Coordinator) ~~dedicated~~ to spear ~~heading head~~ the development of custom codes and related services in the next Society Year (20-21) as detailed in the attached business case (ATTACHMENT F).

Mr. Cooper spoke against the amendment and felt that ideas should at least be entertained in the next few weeks. He added that assigning the roles and responsibilities of the staff person are not under the purview of the BOD.

Mr. Littleton stated that the recommendation of the ad hoc is sound and represents a new business that brings in a new revenue stream. Currently, staff does not have enough horsepower to orchestrate this. Even if staff has to stop doing something else, he is in favor of doing this. He anticipates that in the next five months, we will be taking a hard look at programs, services and staffing support. In that context, he suggests that we set this aside, continuing to follow up on requests as they come in, and has to be considered in light of the deficit issues we have coming forward and what other activities we can stop doing to make this happen. This is absolutely something that ASHRAE can do.

Mr. Schwedler stated that if the position does not add to staff count, he is in favor of the motion.

If current staff is redirected, that could happen immediately.

**MOTION 19 PASSED** (Via Voice Vote, 1 Nay, 1 Abstention, CNV).

Mr. Knight moved and Ms. Hammack seconded

**20.** That MOTION 18 be amended as follows (amendment noted in red):

That ASHRAE dedicate a staff person (Coordinator) to spear head the development of custom codes and related services ~~in the next Society Year (20-21)~~ as detailed in the attached business case (ATTACHMENT F).

**MOTION 20 PASSED** (Via Unanimous Voice Vote, CNV).

**AMMENDED MOTION 18 PASSED** (Via Unanimous Voice Vote, CNV).

Staff will report back to the BOD in the spring and provide recommendations on how accomplish to the reallocation of staff resources to support the development of custom codes and related services.

**OLD BUSINESS****Postponed Motion - Fall BOD Meeting**

Mr. Schwedler reported that Finance Committee supports the Audit Committee's recommendation. If the motion passes, Finance recommends that the money come from the general reserves.

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Mr. Schwedler moved

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Mr. Boyce asked members of the BOD if there is anything that he can do differently or improve.

Mr. Hermans suggested that there be an official process for requesting Presidential visits.

Mr. Boyce reported that they have begun to track Presidential chapter visits. His goal is to visit chapters that have not had a Presidential visit in the last three years. Mr. Boyce is focusing on 2-4 Regions this year and Mr. Gulledge will focus on different regions next year.

The President is responsible for managing his/her own schedule. The official way to request a Presidential visit is for the Chapter to send a request to Tammy Catchings. Once the President decides that he/she will visit a chapter, the DRC will work with the President to maximize the visit.

Mr. Gulledge reported that he and Mr. Boyce are looking holistically at where past Presidents have visited in the past. It is impossible for one President to visit every chapter in a year, so the goal is to ensure that every chapter receives a visit every few years. A spreadsheet of previous visits is being compiled but not ready to publish.

**Sponsorship Update**

Mr. Gulledge reported that significant work has been done on creating the new sponsorship policy, but there was not enough time to implement the policy for the Orlando Conference. The Austin Conference will be the first real opportunities.

**EXECUTIVE SESSION**

Executive session was called at 5:04 pm.

Open session reconvened at 5:51 pm.

### **Brussels Staff Presence Review and Future Planning Ad Hoc**

Mr. Macauley reported on behalf of the Ad Hoc. Based on the information received, the training in Europe does need to be decentralized; a model like the Dubai training center is not ideal for the Brussels office.

It was discussed that utilizing Region XIV members could help to achieve the goals of the office more economically.

Mr. Macauley moved and it was seconded

- 23.** That ASHRAE engage an association secretariat service to continue the function of the European Office in SY 2021. This effort is to be supported by ASHRAE staff resource(s) with priorities defined by the Board of Directors for the European Office. The staff resource(s) for the European Office shall be phased-in based on recommendation from the Executive Vice President by the 2020 Annual Meeting.

Mr. Knight stated that he does not think there is an urgency to replace the individual staff member. Instead, he is concerned that ASHRAE keep trying to justify this office based on training revenue; the office should be justified like the DC office, as a service to our members.

Mr. Macauley continued that the intent is for the new staff person to be phased in so the Executive Vice President has the flexibility to phase staff in as he sees fit.

**MOTION 23 PASSED** (23:6:1, CNV).

Staff will keep the BOD updated on the status of hiring a secretariat to run the Brussels office.

AI - 4

### **FUTURE MEETINGS**

Future BOD meetings were reviewed.

### **ADJOURNMENT**

The meeting adjourned at 6:09 pm.



Jeff H. Littleton, Secretary

ATTACHMENTS

- A. Proposed PASA Edits
- B. Proposed PASA Edits
- C. Proposed PASA Edits
- D. Curiosity Labs MOU
- E. DKV MOU
- F. Code/Standard Jurisdiction Support Services Business Case

#### 1.201.019.1 FOREWORD

- C. This "Policy for ASHRAE Special Projects," and its companion document "Procedures for ASHRAE Special Projects" (Appendix A of the Technology Council Manual of Procedures), originated in "Policy and Procedures for ASHRAE Special Projects," formerly Appendix B of the Technology Council Board Approved Rules. In June 1999 this original document was revised and split into the policy document and procedures document listed above. In June 2005, additional revisions were made to include policies related to Fast Track Special Projects and Cooperative Special Projects and to retain only the policy-related material in this document, while moving all procedural material into the Technology Council MOP.
- D. The original "Policy and Procedures for ASHRAE Special Projects" was developed by a presidential ad hoc committee consisting of Robert O. McDonald, Chair; David Levine; and Preston McNall; assisted by staff members J. Richard Wright and Steve Beckler and advised by Frank H. Faust. This policy replaced Rules of the Board 360-001-001 "Guidelines for Determining Compensation for Services and Expenses of ASHRAE Members and Representatives involved in ASHRAE Special Projects" adopted January 1979, and 360-001-002 "Policy for Solicitation and Acceptance of ASHRAE Special Projects" adopted June 1979.

#### 1.201.019.3 Scope

The scope of this policy includes the following: Definitions, including the different types of Special Projects; Character of Special Projects; Criteria for establishment, solicitation, negotiation and acceptance; and, Criteria for compensation of Special Project committees. Procedures for the management of Special Projects will be maintained by are specified in Appendix A of the Technology Council MOP.

#### 1.201.019.4 Definitions

- C. ASHRAE Special Project
2. An ASHRAE Special Project is a project, normally performed outside of the ASHRAE research program, that cannot be accomplished effectively or in a timely manner on a volunteer basis and, therefore, requires some form of direct support, compensation or expense reimbursement for the project participants. Special Projects are normally funded in large part from outside sources but ASHRAE may fund or co-fund the project.
- ...
7. Administrative and financial oversight of all Special Projects is the responsibility of the ASHRAE Special Projects Subcommittee of Technology Council. Among other responsibilities (as described in the Technology Council MOP Procedures for ASHRAE Special Projects), this subcommittee approves the initiation of all Special Projects.
- D. Regular Special Project - A Regular ASHRAE Special Project is one conducted under normal time frames and without major involvement of multiple organizations that are characteristic of Fast Track Special Projects and Cooperative Projects as defined below. In addition, Regular Special Projects are conducted in a consistent manner involving the Special Projects Subcommittee of Technology Council, a Special



Projects Committee and a Cognizant Committee as described in the Procedures for ASHRAE Special Projects Technology Council MOP. The other two types of Special Projects are conducted in a variety of manners depending on the circumstances and the organizations involved.

- o That ROB Section 420, Refrigeration, be revised as shown below.

#### **420 REFRIGERATION TECHNOLOGY COMMITTEE FOR COMFORT – PROCESS – COLD CHAIN**

##### **SCOPE AND PURPOSE**

The Refrigeration Technology Committee for Comfort, Process, and Cold Chain shall encourage application the broad advancement of refrigeration technology and its application.

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

Mr. Knight reported that an ad hoc committee has been formed and tasked with reviewing issues related to Addendum a to Standard 62.2.

#### **COMMITTEE REPORTS**

##### **Executive Committee**

Mr. Boyce moved

- 10.** That the MOU with Curiosity Labs (ATTACHMENT D) be approved.

There was a discussion of the fiscal impact of MOUs; specifically, the cost of providing complimentary publications and reciprocal meeting invitations.

Mr. Littleton reported that there are reciprocal VIP invitations that balance out the costs to ASHRAE and typically benefit ASHRAE overall. Curiosity Lab cannot reciprocate the VIP invitations; it is more a “neighborhood” MOU, as they are located in Peachtree Corners.

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

Staff will include the ‘exchange’ cost for new/renewed MOUs, to be included in the fiscal impact of future motions.

Mr. Boyce moved

- 11.** That the MOU with DKV (ATTACHMENT E) be approved.

There was discussion of the number of MOUs that Society currently has that necessitate complimentary publications be sent.

Mr. Littleton reported that one benefit of being an AASA member is that new Standards and Handbooks are sent; DKV already receives this benefit because they are a member of AASA. Society currently has around 60 MOUs and roughly 65 AASA members. ExCom has been working hard at developing a

strategy to develop and manage MOUs; the current intent is to create a tiered structure where only a small number of top tier MOUs receive a majority of resources and staff time.

Mr. Boyce stated that some MOUs are signed to enable agreements for when opportunities come along; other MOUs are ones that the Society wants to actively work on. ExCom will also have discussions about which VIP events senior officers will attend.

Ms. Cramm added that fiscal impact should be included with new and renewed MOUs for transparency.

Mr. Littleton reported that officers very rarely attend the DKV meeting, but a representative from DKV almost always attends our conferences.

Mr. Rakheja stated that the BOD needs to also consider benefits of an MOU that cannot be monetized.

**MOTION 11 PASSED** (Via Unanimous Voice Vote, CNV).

Mr. Boyce moved

**12.** That the establishment of the Prem Jain Memorial Scholarship Fund be approved.

Mr. Littleton gave a special thanks to Mr. Rakheja for his role in bringing this scholarship opportunity to ASHRAE.

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

Mr. Boyce moved

**13.** That the following revisions (noted in red) to the ASHRAE Code of Ethics Commitment statement be approved:

ASHRAE Code of Ethics Commitment - In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

Mr. Mehboob stated that inclusiveness, as defined, includes openness and transparency.

If approved, the changes will be effective immediately.

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

Mr. Boyce reported that MOU renewals with NASEO (National Association of State Energy Officials) and NSF International were approved. Additionally, a work plan with NBI was approved.

AASA has approved a mission statement as well as a new concept and structure. The general assembly will be divided into five groups that will report to a leadership council. Work on the new structure is ongoing.

## Building EQ

Mr. Cochran reported that a number of enhancements have been made to the online portal, including a Spanish translation. Sixty people attended the portal demonstration at the Conference.

The second phase of alignment with Standard 211 is in process and should be completed and available by March 2020.

Three 10-minute podcasts are currently being developed and will be ready for Chapters use in March.

The Committee has been working with the ASHRAE-APPA task force to develop a new flyer, which will be ready in February. A podcast is also being developed specifically for universities.

Staff will ensure that minutes from the Building EQ Committee are up to date online.

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## Society Rules Committee

Mr. Macauley reported on behalf of SRC.

Mr. Macauley moved

14. That Appendix D of Volume 3.400 Manual and Procedures be removed and inserted into ROB section 2.105 Manuals of Procedures and Reference Manuals as Section 2.105.003.3 as follows:

2.105.003 Mentoring Program. ASHRAE encourages implementation of a mentoring program for all standing bodies of the society as listed above. All MOPs should include a requirement for mentoring of new members as outlined herein.

2.105.003.1 During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

2.105.003.2 Before the next meeting of the Board of Directors/Board of Governors, council or committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose. The mentor should make every effort to update the new member on:

A.Board of Directors/Board of Governors, council, committee or chapter functions, focus and objectives.

B.Review the applicable Rules of the Board (ROB), Manual of Procedures (MOP) and Reference Manual with the new member.

C.Discuss the typical meeting format and overall member duties and responsibilities.

2.105.003.3 The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:

A.Member’s field of expertise and employer.

B.Chapter and city of the new member.

C.Former chapter, region and Society positions previously held by the new member.

2.105.003.4 The new member should be sent a copy of the applicable bodies Rules of the Board (ROB), Manual of Procedures (MOP), Reference Manual and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

2.105.003.5 The chair of the Board of Directors/Board of Governors, council, committee or chapter shall have the following responsibilities:

A.Assign a mentor to each incoming new member of the group prior to the first meeting.

B.Assure that the time allotted at the beginning of the first meeting is sufficient for properintroduction of the new member by the assigned mentor.

C.Assess at a later meeting the effectiveness of the mentor/new member relationship.

D.Provide any assistance to enhance the mentor/new member relationship.

2.105.003.6 The formal relationship and duties of the mentor terminates at the end of the new member’s first year in the group.

2.105.003.7 A Process of Measurement at the Society and Regional Level shall be similar to the following:

<u>—Measurement</u>	<u>Actual%</u>	<u>Tool</u>	<u>Responsible Party</u>
<u>5. Each Board of Directors/Board of Governors, council, or committee will include the mentoring program in their Manual of Procedures (MOP).</u>		<u>MOP</u>	<u>Committees/Council</u>
<u>6. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting.</u>		<u>MBO</u>	<u>Committees/Council</u>

<p>7. The mentoring program will be monitored to determine its effectiveness through the MBO process.</p>		<p>MBO</p>	<p>Council</p>
<p>8. The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program.</p>		<p>BOD Report</p>	<p>Council</p>

~~2.105.003.8~~ Focus and measurement at the chapter level will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by member retention and the percentage in reduction for new members who have belonged to the Society for less than two (2) years. A Process of Measurement at the Chapter Level shall be similar to the following:

<p>Measurement</p>	<p>Actual%</p>	<p>Tool</p>	<p>Responsible Party</p>
<p>1. Percent of chapters having a mentoring program in place as reported by PAOE</p>		<p>PAOE Report</p>	<p>Membership Promotion Committee</p>
<p>2. Retention decrease of new members</p>		<p>Membership Report</p>	<p>Membership Promotion Committee</p>

**MOTION 14 PASSED** (Via Unanimous Voice Vote, CNV).

Mr. Macauley moved

- 15. That the following changes to Volume 3 ROB Section 3.100.003.3 Guidelines for ASHRAE Conferences be approved as follows:

3.100.003.3 Objectives - All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws and the Mission and Vision Statement of the Society. "The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as

defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (BL Sec 1.3)

**MOTION 15 PASSED** (Via Unanimous Voice Vote, CNV).

Mr. Macauley moved

**16.** That the title of ROB Section 3, Operating Rules in Volume 3, Manuals and Procedures be revised as follows:

**3.3 Non-Discriminatory Basis of Selection**

3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.

3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.

3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.

3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.

3.3.5 No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees.

(11-06-29-04)

3.3.6 If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.

3.3.7 A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.

**MOTION 16 PASSED** (Via Unanimous Voice Vote, CNV).

**Development Committee**

Mr. Mehboob moved

**17.** That the 167 engraved pavers currently installed on the patio of the headquarters building remain at the building and only the 24 new pavers not yet installed be moved and incorporated at the new headquarters building.

Concern was expressed that members embodied good will in the existing pavers, and they may not be incorporated into the new headquarters.

Mr. McGinn reported that the existing pavers have been exposed to the elements for a decade and aren't suitable of moving. If they were to be moved, they'd have to be replaced to protect the roof.

There will be campaign for bricks or something more decorative for the new building. The Committee is currently working with the design team.

There was a discussion of listing the names of those who purchased pavers on a plaque in the new building. It was determined that this option would only feature some of the donors from the previous building. The Committee is recommending that it be a new campaign with new donors recognized.

Mr. Dean spoke against the motion, saying it would create a two-tiered system of donors. Additionally, he did not like the idea of putting the 24 pavers that have not yet been installed where they may not fit in the new building.

The 24 pavers are not the same pavers that are currently installed on the roof of the current headquarters. They are identical to the pavers that were used for the Past President Scholarship; they are the same physical paver but purchased under a different campaign.

**MOTION 17 PASSED** (Via Voice Vote, 1 Nay, CNV).

Mr. Mehboob reported that the member focused phase of the campaign began in 2019. The Committee is looking forward to reaching out to DRCs and RMCRs regarding the promotion of the member focused campaign.

Currently, the campaign is close to 100% contribution by the BOD and other key leadership.

Ms. Hammack suggested that a competition be organized between the chapters. There are some chapters that have very large bank accounts and that money could be invested in the new headquarters.

## **PRESIDENTIAL AD HOC COMMITTEE AND BOD TASK GROUP REPORTS**

### **Code/Standard Jurisdiction Support Services**

Ms. Hammack reported that ASHRAE is often asked for assistance to work on state and local building codes from small communities and from the international community. Society has responded to some of the requests. But, when there are requests that come in to Headquarters, where should the calls go and who on staff is coordinating the responses.

Society is currently already marketing these services through our GAC activities and as a result, are receiving increased requests.

Ms. Hammack moved and it was seconded

**18.** That ASHRAE add one additional staff person (Coordinator) dedicated to spear heading the development of custom codes and related services in the next Society Year (20-21) as detailed in the attached business case (ATTACHMENT F).

Mr. Symko spoke in favor of the motion and recommended that the motion be referred to staff to come up with possible alternatives and better define a job description. It may be best to consider reassignment as opposed to hiring a new staff member.

Mr. McGinn spoke in favor of the motion and expressed concerns that there are details that need to be sorted out. Additionally, he expressed concern over ASHRAE's liability with the involvement of contractors and how this additional income could affect the Society's 501(c)3 status.

Mr. Knight moved and Mr. Zentz seconded

**19.** That MOTION 18 be amended as follows (amendment noted in red):

That ASHRAE ~~add one additional~~ **dedicate** a staff person (Coordinator) ~~dedicated~~ to spear ~~heading head~~ the development of custom codes and related services in the next Society Year (20-21) as detailed in the attached business case (ATTACHMENT F).

Mr. Cooper spoke against the amendment and felt that ideas should at least be entertained in the next few weeks. He added that assigning the roles and responsibilities of the staff person are not under the purview of the BOD.

Mr. Littleton stated that the recommendation of the ad hoc is sound and represents a new business that brings in a new revenue stream. Currently, staff does not have enough horsepower to orchestrate this. Even if staff has to stop doing something else, he is in favor of doing this. He anticipates that in the next five months, we will be taking a hard look at programs, services and staffing support. In that context, he suggests that we set this aside, continuing to follow up on requests as they come in, and has to be considered in light of the deficit issues we have coming forward and what other activities we can stop doing to make this happen. This is absolutely something that ASHRAE can do.

Mr. Schwedler stated that if the position does not add to staff count, he is in favor of the motion.

If current staff is redirected, that could happen immediately.

**MOTION 19 PASSED** (Via Voice Vote, 1 Nay, 1 Abstention, CNV).

Mr. Knight moved and Ms. Hammack seconded

**20.** That MOTION 18 be amended as follows (amendment noted in red):

That ASHRAE dedicate a staff person (Coordinator) to spear head the development of custom codes and related services ~~in the next Society Year (20-21)~~ as detailed in the attached business case (ATTACHMENT F).

**MOTION 20 PASSED** (Via Unanimous Voice Vote, CNV).

**AMMENDED MOTION 18 PASSED** (Via Unanimous Voice Vote, CNV).

Staff will report back to the BOD in the spring and provide recommendations on how accomplish to the reallocation of staff resources to support the development of custom codes and related services.



**OLD BUSINESS****Postponed Motion - Fall BOD Meeting**

Mr. Schwedler reported that Finance Committee supports the Audit Committee's recommendation. If the motion passes, Finance recommends that the money come from the general reserves.

21. That Society provide lump sum payments to beneficiaries of the postretirement medical benefit plan at approximately 60% of the current value of the unfunded liability.

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Mr. Schwedler moved

22. That the BOD support the motion from the Audit Committee in regard to payments at the beneficiaries of the postretirement medical plan with funding coming from the General Reserve Fund. Operating cost savings as a result from this plan payout are to be paid back into General Reserve Fund annually until the initial amount removed is repaid.

**MOTION 22 PASSED** (Via Unanimous Voice Vote, CNV).

**Coordination of Chapter Visits**

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Mr. Macauley moved and it was seconded

- 23.** That ASHRAE engage an association secretariat service to continue the function of the European Office in SY 2021. This effort is to be supported by ASHRAE staff resource(s) with priorities defined by the Board of Directors for the European Office. The staff resource(s) for the European Office shall be phased-in based on recommendation from the Executive Vice President by the 2020 Annual Meeting.

Mr. Knight stated that he does not think there is an urgency to replace the individual staff member. Instead, he is concerned that ASHRAE keep trying to justify this office based on training revenue; the office should be justified like the DC office, as a service to our members.

Mr. Macauley continued that the intent is for the new staff person to be phased in so the Executive Vice President has the flexibility to phase staff in as he sees fit.

**MOTION 23 PASSED** (23:6:1, CNV).

Staff will keep the BOD updated on the status of hiring a secretariat to run the Brussels office.

AI - 4

### **FUTURE MEETINGS**

Future BOD meetings were reviewed.

### **ADJOURNMENT**

The meeting adjourned at 6:09 pm.



Jeff H. Littleton, Secretary

ATTACHMENTS

- A. Proposed PASA Edits
- B. Proposed PASA Edits
- C. Proposed PASA Edits
- D. Curiosity Labs MOU
- E. DKV MOU
- F. Code/Standard Jurisdiction Support Services Business Case

#### 4.2.2.6 Standards Reaffirmation Subcommittee (SRS)

SRS serves as the project committee (~~consensus body~~) for reaffirmation, withdrawal or revision (when updating references will not make a substantive change to the standard, guideline or portion thereof,) of existing ASHRAE standards.

#### 7.2.4.2 Numerical Requirements for Standards Action Votes

Standards actions votes must be approved by the project committee (~~consensus body~~) with (1) affirmative recorded votes by the majority of the voting membership of the project committee and (2) affirmative votes from at least two-thirds of those voting, excluding abstentions of the project committee.

#### 7.4.3 Balance and Interest Categories

Historically the criteria for balance are that a) no single interest category constitutes more than one-third of the membership of a ~~consensus body~~project committee dealing with safety-related standards or b) no single interest category constitutes a majority of the membership of a project committee ~~consensus body~~ dealing with other than safety-related standards.

### PASA DEFINITIONS

**balance:** a condition existing when a) no single interest category constitutes more than one-third of the membership of a project committee ~~consensus body~~ dealing with safety or b) no single interest category constitutes a majority of the membership of a project committee ~~consensus body~~. (Also see 7.3.3)

**project committee (PC):** a Standard Project Committee, ~~or~~ Standing Standard Project Committee, Guideline Project Committee or Standing Guideline Project Committee that serves as the consensus body as defined by ANSI for a standard, guideline or portion thereof.

**PASA****4.2.2.6 Standards Reaffirmation Subcommittee (SRS)**

SRS serves as the project committee (consensus body) for reaffirmation, withdrawal or revision (when updating references will not make a substantive change to the standard, guideline or portion thereof,) of existing ASHRAE standards.

SRS is a project committee of at least five (5) members, including at least three members of the StdC and applicants responding to an annual call for members posted in ASHRAE Standards Actions. The Chair and Members are appointed annually by the Standards Committee Chair, ~~and approved by Technology Council.~~ SRS acts, in limited circumstances, as a project committee for existing standards and is subject to the rules of project committees for reaffirmations, withdrawals, and revisions only to update references, that are not themselves reaffirmations and do not cause a substantive change to the standard. SRS must comply with all ANSI requirements for openness, balance and due process. SRS may act in lieu of a PC, with the advice of the cognizant TC/TG/TRG, to recommend, reaffirm, withdraw or revise an existing standard based on updated references (that do not cause a substantive change to the standards) or add a second system of units to an existing standard, thereby making the existing standard useable in either SI or IP units. (See **Standards Action Annex A.**)

**STANDARDS COMMITTEE MOP****6.2.6.1 SRS Membership**

SRS shall be chaired by a member of StdC selected by the StdC Chair. A balanced standing project committee of at least five (5) members appointed by the StdC Chair shall be formed annually, including at least three members of the StdC and applicants responding to a call for members posted in Standards Actions. ~~The SRS roster shall be approved by StdC.~~

**STANDARDS COMMITTEE REFERENCE MANUAL****13 STANDARDS REAFFIRMATION SUBCOMMITTEE (SRS)**

SRS must be a balanced project committee of at least five members and must include at least three members of the StdC. Members and Chair are appointed annually by the Standards Committee Chair, ~~and approved by Technology Council Chair.~~ A call for members posted a minimum of one time per year in the Standards Action.

SRS shall:

- a) be the consensus body for reaffirmation or withdrawal of ASHRAE standards and guidelines.
- b) use the procedures required by PCs for approving SCDs for withdrawal/reaffirmation. (See PASA 4.2.2.6, PASA 7.2, PASA 7.6 and PASA 7.7)
- c) act as the revision project committee consensus body when the following conditions are met:
  1. the cognizant TC/TG/TRG recommends reaffirmation of an existing standard, guideline or portion thereof, with updated references, and
  2. the cognizant TC/TG/TRG has reviewed the updated references and determined that updating them will not make a substantive change to the standard, guideline or portion thereof,.

SRS will provide a single point of liaison between StdC and Sections Heads of the Technical Activities Committee (TAC). The SRS Chair will appoint each SRS member as an SRS Liaison to one or more Section Heads.

#### 4.2.2.3 Planning, Policy and Interpretations Subcommittee (PPIS)

PPIS oversees the maintenance and revision of all standards writing and processing procedures and policies, recommending approvals of new Titles Purposes and Scopes and handling interpretations of existing standards when no project committee exists and evaluates requests for joint sponsorships of SCDs standards and guidelines. PPIS is comprised of StdC members only.

#### 4.2.2.4 Standards Project Liaison Subcommittee (SPLS)

SPLS oversees the development of ~~standards committee documents (SCDs)~~ standards and guidelines, training of PC Chairs, oversees work plans, and waivers of the ASHRAE Units policy. SPLS is comprised of StdC members only.

#### 7.2.1.1 Advisory Public Review (APR)

A PC may vote by majority of the voting membership to recommend to the SPLS Liaison and SPLS Chair that a draft SCD standard, guideline, or portion thereof, be subjected to an APR if the PC believes that the draft contains new, unusual or potentially controversial elements that the PC believes would benefit from increased public scrutiny prior to finalizing the draft for publication public review (no continuation letter ballot, no roll call vote record, no marked up roster, or submittal form is needed). Any comments received as a result of an APR are deemed to be "supportive" and do not need to be "resolved". Apart from acknowledging receipt of each comment, communication with the commenters is optional but may be undertaken to clarify a comment's intent or to invite further participation in the standard development process. The underlying concept of the APR is to gain increased public participation early in the development process and thus to deal with, and potentially resolve, controversy before publication approval is sought. APRs are not submitted through the ANSI process.

#### 7.2.1.2 Normal Track Public Review (NTPR)

A standards action approved by the PC for publication public review that meet any of the following criteria shall be processed as a normal track:

- a) there are negative votes with reason within the PC;
- b) a credible threat of legal action (in writing) against ASHRAE has been made related to the proposed draft;
- c) the proposed draft is related to a Policy Level Standard ; and
- d) the SPLS Liaison has notified the MOS within ten calendar days, from the receipt of the package, with specific justification, that the PC has violated due process.

SPLS must approve the SCD standard, guideline, or portion thereof, before it can be issued for public review.

#### 7.2.1.3 Fast Track Public Review (FTPR)

A standards action approved by the PC for publication public review that meet all of the following criteria shall be processed as a fast track:

- a) there are no negative votes within the PC;
- b) no credible threat of legal action (in writing) against ASHRAE has been made related to the proposed draft;
- c) the proposed draft is not related to a Policy Level Standard Exception to 7.2.1.3(c): (Policy Level PC Chair may request an exception. The SPLS Chair must grant or deny the exception within ten working days of submittal); and
- d) Policy Level PC Chair may request an exception. The SPLS Chair must grant or deny the exception within ten working days of submittal); and
- e) the SPLS Liaison has not notified the MOS within ten calendar days, from the receipt of the package, with specific justification, that the PC has violated due process.

No additional approvals for issuing the SCD standard, guideline or portion thereof, for public review are required.

## 7.2.2 Publication Approval

Approval of Standards Action by the ASHRAE Board of Directors that have unresolved objectors (~~commenters or negative PC votes with reason~~) or a threat of legal action shall be preceded by formally voted recommendations by the project committee and Standards Committee.

~~Approval of Standards Actions by Technology Council that are policy level SCDs that have no unresolved objectors and no threat of legal action shall be preceded by formally voted recommendations by the project committee and Standards Committee. These Standards Actions shall be reported as an information item to the ASHRAE Board of Directors.~~

Approval of Standards Actions ~~that are not policy level~~, that have no unresolved objectors and no threat of legal action shall be preceded by formally voted recommendations by the project committee and processed for publication by ASHRAE Staff. These Standards Actions shall be reported as an information item to the Standards Committee and the ASHRAE Board of Directors.

The SCD standard, guideline or portion thereof, shall be deemed to have been approved by the BOD upon approval of its designee.

## 7.5 CONSENSUS

Evidence of consensus associated with the approval of an SCD standard, guideline or portion thereof, by the PC shall be documented.

## 7.6 CRITERIA FOR APPROVAL

This Section outlines approval requirements for ASHRAE Standards, Guidelines or portions thereof.

### 7.6.1 APPROVAL OF STANDARDS

With respect to any proposal to approve, revise, or reaffirm an ASHRAE sStandard, evidence shall be considered that:

- (a) the applicable procedures were followed.
- (b) the SCD standard or portion thereof, is within the scope of ASHRAE's ANSI registered standards activities,
- (c) notice of the development process for the sStandard was provided to ANSI in accordance with PINS or its equivalent,
- (d) any identified conflict with another ASHRAE or American National Standard was addressed in accordance with the ANSI ER,
- (e) other known national standards were examined with regard to harmonization and duplication of content, and if duplication exists, there is a compelling need for the sStandard,
- (f) ANSI's patent policy is met,
- (g) ANSI's policy on commercial terms and conditions is met if applicable,
- (h) consensus was achieved, including evidence of the following:
  - i. the applicable procedures were followed;
  - ii. the SCD standard is within the scope of the registered standards activity;
  - iii. declaration that conflicts with another ANS have been addressed per procedures;
  - iv. a roster of the consensus body indicating the votes of each member, each member's interest category and a summary of the vote; and
  - v. identification of all unresolved negative views and objections, with the names of the objector (s), and a report of attempts toward resolution.
- (i) Any appeal meeting the criteria of B1 through B6 of [Annex B](#) was completed.

In addition, ASHRAE shall consider any evidence provided that the proposed sStandard or portion thereof, is contrary to the public interest, contains unfair provisions, is unsuitable for national use, contradicts federal law(s), or is technically inadequate.

ASHRAE shall not approve ~~s~~Standards that duplicate existing or proposed American National Standards unless there is a compelling need.

### 7.7.3 Other Bases for Withdrawal of Approval

The ASHRAE Board of Directors or its designee also may withdraw approval of an ASHRAE ~~SCD standard, guideline or portion thereof~~, upon (a) advice of counsel, based on evidence of a legal nature, or (b) consideration of facts that have subsequently come to the attention of the Board.

### 7.8.2 Project Discontinuation Due to Lack of Performance

If the PC has not officially met for 12 months or is not advancing the development of the ~~SCD standard, guideline or portion thereof~~, in a timely manner then the SPLS Liaison shall determine whether another Chair should be sought or, whether the matter should be sent back to PPIS to re-evaluate the need for the project. If the project is discontinued ASHRAE shall notify ANSI.

#### 7.11 Interpretation Requests of Standards

Interpretation requests for a standard must be submitted to the MOS in writing. The Manager of Technical Services or the Chair of the current or past cognizant PC or the Chairs designee may respond in writing to ~~written~~ requests for unofficial personal interpretations. Cognizant SSPCs, if they exist, and SPCs that have not yet been disbanded will be asked to respond to requests for official interpretations in writing. If no PC exists, StdC will form an Interpretations Committee (IC) to respond. Procedures for interpretations of published ~~SCDs standards, guidelines or portion thereof~~, are provided in StdC MOP Reference Manual Section 10. An issuance or revision of an official interpretation requires affirmative votes for the majority of the memberships of each approving and of at least two-thirds of those voting, excluding abstentions. The full Interpretations policy can be found [here](#).

## ANNEX A: DEFINITIONS, ABBREVIATIONS AND ACRONYMS, AND CLASSIFICATIONS

### A1 DEFINITIONS

**fast track:** an approval procedure for a ~~standards-committee document~~ standard, guideline or portion thereof, that meets these criteria:

- a. there are no negative votes within the PC;
- b. no credible threat of legal action (in writing) against ASHRAE has been made related to the proposed draft;
- c. the proposed draft is not related to a Policy Level Standard (Policy Level PC Chair may request an exception. The SPLS Chair must grant or deny the exception within ten working days of submittal); and
- d. the SPLS Liaison has not notified the MOS within ten calendar days, from the receipt of the package, with specific justification, that the PC has violated due process.

**informative language:** language used in those elements of an ~~SCD~~ standard, guideline or portion thereof, for which compliance is not required, often characterized by the use of “should” or “may.”

**normal track:** an approval procedure applied to a ~~standards-committee document~~ standard, guideline or portion thereof, that meets one or more of these criteria:

- a) receives one or more negative votes upon approval for publication or
- b) where ASHRAE receives a written legal threat or
- c) is a policy level standard.

(See **fast track**)

**policy level document:** a ~~standards-committee document~~ standard, guideline or portion thereof, designated as “policy level” by the Board of Directors or the Board’s designee.

### A2 ABBREVIATIONS AND ACRONYMS

**SCD** ~~Standards Committee Document~~





## **Memorandum of Understanding ASHRAE and Curiosity Lab**

Founded in 1894, ASHRAE, Atlanta, Georgia serves humanity by advancing the arts and sciences of heating, ventilation, air-conditioning, refrigeration and their allied fields. The ASHRAE vision is a healthy and sustainable built environment for all.

Curiosity Lab at Peachtree Corners is a publicly funded living lab designed to provide a real-world test environment to advance next generation intelligent mobility and smart city technology. Curiosity Lab provides unique infrastructure and a supportive government to facilitate innovation.

ASHRAE and Curiosity Lab agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together toward on the following activities and goals:

### **CONSISTENT LEADERSHIP COMMUNICATION**

Recognizing the importance of communication in organizational collaboration, both organizations commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/Curiosity Lab senior representatives to:

- Ensure ongoing advancement of collaborative projects.
- Keep each respective organization informed of major initiatives.
- Discuss new opportunities for collaboration.

ASHRAE/Curiosity Lab shall take responsibility for initiating the first annual liaison meeting. Action items with assigned responsibilities shall be recorded at each meeting. The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are:

#### **For ASHRAE:**

Jeff Littleton  
Executive Vice President  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
Phone: 404-636-8400  
Email: [jlittleton@ashrae.org](mailto:jlittleton@ashrae.org)

#### **For Curiosity Lab:**

Betsy Plattenburg  
Executive Director  
Curiosity Lab  
147 Technology Parkway  
Peachtree Corners, GA 30092  
Tel: 470-550-1727  
Email: [Betsy@curiositylabptc.com](mailto:Betsy@curiositylabptc.com)

## **CONFERENCES AND MEETINGS**

Each organization agrees to provide the other with a meeting invitation and two complimentary VIP registrations to the primary annual meeting.

ASHRAE and Curiosity Lab agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each organization shall help publicize the other organization's meetings and promote attendance.

## **ADVOCACY**

Where mutually beneficial and to the extent allowed by laws and corporate policies, ASHRAE and Curiosity Lab agree to work together on common public affairs goals and ideologies. During annual liaison meetings, public affairs strategies will be discussed and common goals identified. Collaborative opportunities to be considered include:

- Joint promotion of codes and standards at the local, state and federal levels.
- Promoting mutually beneficial positions during the development and passage of state and federal legislation.
- Education of legislators on issues important to the members of each organization.

## **PUBLICATIONS**

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and Curiosity Lab agree to:

- Provide at least one complimentary subscription the primary membership periodical to be received at the headquarters location of the other organization.
- Explore opportunities to jointly produce publications of mutual benefit.
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Use periodicals and electronic publications to promote the other organization's events, publications and other activities.
- Explore mutually beneficial ways to translate publications for member benefit.

## **EDUCATION**

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and Curiosity Lab agree to:

- Cross-market educational offerings and the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and Curiosity Lab.
- Discuss ways that certifications programs can be jointly developed or promoted.

## **TECHNICAL ACTIVITIES COORDINATION**

ASHRAE and Curiosity Lab agree to foster technical cooperation in areas of common interest by:

- Encourage each organization to participate on technical committees and task forces.
- Provide opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to smart cities, buildings and community developments.
- Establish liaison representatives to key committees where mutually beneficial to do so.

## **RESEARCH**

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and Curiosity Lab agree to:

- Promote research in areas where research results will add to the body of knowledge and support respective Society initiatives.
- Disseminate research results quickly, focusing on high-impact findings.
- Identify opportunities for research funding from other sources.

## **TERMINATION**

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate.

## **TERM**

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

## **LEGAL STANDING**

This MOU reflects a commitment by ASHRAE and Curiosity Lab to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement. In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and Curiosity Lab. Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.

**FOR ASHRAE**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR Curiosity Lab**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DRAFT



## Memorandum of Understanding ASHRAE and DKV

Founded in 1894, ASHRAE, Atlanta, Georgia, serves humanity by advancing the arts and sciences of heating, ventilation, air-conditioning, refrigeration and their allied fields. The ASHRAE vision is a healthy and sustainable built environment for all.

DKV e.V. is the only German technical-research society for individuals. The organisation was founded 1909 in Berlin and has recently more than 1500 members in Germany and foreign countries. Since then it has served as a non-profit academic organisation in the fields of refrigeration, air conditioning and heat pumps and related science and technology.

The DKV objectives are: Advance the arts and science and research of refrigeration, heating and air conditioning. Promote students, young engineers and technicians. Promote the international relationship between technicians and scientists working in the same field. Conduct joint research projects.

DKV is Benefactor Associate Member of the International Institute of Refrigeration IIR-IIF in Paris, France, and legal representative of Germany for this organisation.

ASHRAE and DKV have worked together for more than fifty years to the mutual benefit of its members and societies. DKV is associate member of ASHRAE since 1968.

ASHRAE and DKV agree to support the Memorandum of Understanding to advance and promote the mutual interests of their respective members. We are committed to working together towards on the following activities and goals:

### **CONSISTENT LEADERSHIP COMMUNICATION**

Recognizing the importance of communication in organisational collaboration, both societies commit to hold a liaison meeting annually (either in person or via conference call) of designated ASHRAE/DKV senior representatives to:

- Ensure ongoing advancement of collaborative projects
- Keep each respective society informed of major initiatives
- Discuss new opportunities for collaboration

ASHRAE shall take responsibility for initiating the first annual liaison meeting with the DKV. Action items with assigned responsibilities shall be reported at each meeting.

The parties responsible for ensuring this MOU is actively pursued through the term of the agreement are:

**For ASHRAE:**

**For DKV:**

Jeff Littleton  
Executive Vice President  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
Phone: 404-636-8400  
Email: jlittleton@ashrae.org

## **CONFERENCES AND MEETINGS**

Each society agrees to provide the other with a meeting invitation and one complimentary VIP registration to the primary annual meeting.

ASHRAE and DKV agree to explore opportunities to provide speakers at the other organization's meetings to help provide updates and perspectives on technologies and trends of mutual interest.

Where mutually beneficial, each society shall help publicise the other organization's meetings and promote attendance.

## **INTERSOCIETY COLLABORATION**

ASHRAE and DKV agree to coordinate promotion of joint meetings of respective members.

## **PUBLICATIONS**

Recognizing that electronic and print publications are a primary means of disseminating new technologies, trends and practices, ASHRAE and DKV agree to:

- Provide at least one complimentary subscription the primary membership periodical to be received at the headquarters location of the other organization as has been past practice through ASHRAE Associate Society status.
- Provide ASHRAE Handbook, Transactions and Standards to the DKV office solely for reference and viewing by DKV members and visitors to promote ASHRAE published technology as has been past practice through ASHRAE Associate Society status
- Explore opportunities to jointly produce publications of mutual benefit.
- Cross-market each organization's publications where appropriate and with industry standard distributor discounts.
- Use periodicals to promote the other organization's events, publications and other activities.
- Explore mutually beneficial ways to translate publications for member benefit.

## **EDUCATION**

As leading providers of conventional and online educational services and in recognition of the vital role professional development has for our respective members, ASHRAE and DKV agree to:

- Cross-market educational offerings on the regional, national and international levels.
- Explore opportunities to co-develop new courses or other training programs that take advantage of overlapping and complimentary expertise between ASHRAE and DKV.

- Explore the implementation of an exchange program between students and researchers at universities and schools of applied technology in Germany and in the US and Canada to further global understanding, co-operation, and serving as a channel for leading researchers and students to further their studies through the collaboration of DKV and ASHRAE.

## **TECHNICAL ACTIVITIES COORDINATION**

ASHRAE and DKV agree to foster technical cooperation in areas of common interest by:

- Encourage members in each organization to participate on technical committees and task forces.
- Provide opportunities to participate in and comment on proposed standards, guidelines, policies, and position statements developed on technical subjects as they relate to refrigeration, air conditioning and heat pumps.
- Establish liaison representatives to key technical committees where mutually beneficial to do so and especially in the area of refrigeration.

## **RESEARCH**

Recognizing the importance research plays in accelerating the transformation to a more sustainable built environment, ASHRAE and DKV agree to:

- Collaborate to promote research in areas where research results will add to the body of knowledge in sustainability, refrigeration, air conditioning and heat pumps
- Identify opportunities for research funding from other sources.
- Promote public awareness of the benefits of ASHRAE and DKV technology contributions in the fields of refrigerants and refrigeration by sharing research findings and making research results available to industry, the public and government

## **TERMINATION**

Either party may terminate this MOU, with or without stated cause, upon providing the other party with thirty (30) days written notice of intent to terminate.

## **TERM**

The term of this Memorandum of Understanding shall begin when signed by both parties and shall terminate at the end of three (3) years unless extended at that time by written agreement.

## **LEGAL STANDING**

This MOU reflects a commitment by ASHRAE and DKV to continue and enhance their working relationship and individual efforts toward achieving mutual objectives described above. It does not create a binding obligation or agreement between the two organizations, and neither organization has an obligation to negotiate toward or enter into a binding written agreement.

In addition, this MOU does not create a partnership, joint venture, fiduciary relationship or similar relationship between ASHRAE and DKV.

Furthermore, it is understood that this Memorandum of Understanding is conceived as a dynamic document, meant to change as circumstances and priorities warrant. It may be modified or amended by written agreement between both organizations.

**FOR ASHRAE**

**FOR DKV**

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DRAFT





## Business Case for Codes/Standards Jurisdiction Support Services

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### STATEMENT OF THE OPPORTUNITY

ASHRAE is often asked for assistance in development and review of state and local building codes including those from smaller communities that may only have one person who is responsible for all building codes. Requests are also received for training and education for code enforcement bodies. ASHRAE's primary focus is the promotion of and adoption of current standards and guidelines without modifications. In the alternative, we ask that portions be adopted that are technically equivalent. We do not currently have a mechanism in place to quickly and efficiently handle and assist with custom code development, custom code review requests or the related requests for training and education at a large scale. Most custom code developments have been coordinated with the ICC and relate to 90.1. However, we also have custom codes for Standards 62.2, 154, and 170 (into FGI Guidelines), as well as the Practical Guide to Seismic Restraint. There is also the potential for custom codes, with training opportunities, related to 15, 34, 55, 62.1, 90.1, 90.2, 90.4, 100, 154, 188, 201, and 202.

### Member Opportunities

This presents opportunities for ASHRAE members both as paid and volunteers for the following:

1. Providing advice related to ASHRAE standards.
2. Presenting (roadshow) to jurisdiction officials materials to describe ASHRAE's resources. Could be presented by local Chapter volunteers.
3. Contracting work for the development of custom codes.
4. Contracting work for updating and/or creation of new education and training materials in support of the custom codes.

### Hiring Additional Staff

- Other similar organizations (ICC, IAPMO) have a much larger staff that are dedicated to developing custom codes, with accompanying products (education courses/additional documents) and have ongoing relationships at the local level.
- In order to coordinate and improve the reach and effectiveness of potential business for the development of custom codes, *we propose hiring additional staff*. The priorities of the staff

would be as shown below. ***As a pilot, we propose adding one additional staff person dedicated to spear heading development of custom codes and related services effective in the next Society Year (20-21), who would:***

1. Create a package of services and materials for those jurisdictions that have passed climate mandates and deadlines.
  - a. All relevant ASHRAE standards that can support the mandate.
  - b. Other forms of technical guidance and tools (AEDGs, standards user's manuals, etc.)
  - c. Educational courses that are relevant to jurisdictional officials and to the buildings industry in that jurisdiction.
  - d. Identify local Chapter volunteers that can provide advice related to ASHRAE standards.
  - e. Presentation (roadshow) for jurisdiction officials designed to describe ASHRAE's resources. Could be presented by local Chapter volunteers.
2. Spearhead and develop the following:
  - a. A business model for contracting ASHRAE expert members to support this work is needed. Jurisdictional support services cannot rely solely on volunteers that are busy with day jobs.
  - b. A method to engage volunteers to support this work.
  - c. An understanding of jurisdictional funding opportunities is needed.
3. Identify and respond to requests for custom codes and related training opportunities.
4. Establish and maintain relationships with officials the local level to better understand possible back channels to get standards adopted.
5. Target jurisdictions likely to do energy modeling and point out the weaknesses of the performance path in the IECC and highlight the benefits of using 90.1 with Appendix G. ASHRAE should provide full support to those jurisdictions that want to adopt 90.1, 90.2, 100, etc. as an energy 'code'.
6. Target jurisdictions with other needs, such as water system safety (Standard 188, and eventually Standard 514), and those developing resilience ordinances and requirements.
7. Work with Publications to provide a standard/code document in the name of the jurisdiction.
8. Special distribution and sales agreements with the jurisdiction covering both the standard/code and user's manual (if available). Thought should be given to these business models.
  - a. Code officials education and training options should be developed and included.

## Cost Analysis

1. Cost for new staff position at approximately \$45,000 to \$50,000 (if this is added as a coordinator position) plus cost of employee benefits. Added cost of benefits is between \$12,600 to \$14,000.

2. Potential of reallocation of existing staff time across the Society (Technology, Government Affairs, and Publications) department as part of coordination efforts and dependent on the proposed project. Net zero cost on paper.
3. Loss of Standards Sales would be case specific because it would be based on the standard, the region, the standard version (E.g., 2014, 2016, 2019), and the business model of the new document. For example, if the custom code was based on 90.1 there could be loss of sales could be \$0 in a state like Alaska but it could be as high as \$50,000 in the state of New York.
4. Potential for an increase in income in either or both standards sales and custom code sales. Based on past agreements with ICC this could be income generators of potentially \$15,000 to \$20,000 per custom code or higher since there would be no middle man.
5. Potential for an increase in sales of educational courses or training. If we did 3 training courses a year with a good turnout that could potentially net \$60,000 to \$75,000.
6. Potential to affect our custom code activities with the ICC when a jurisdiction asks to customize the IECC and 90.1. This may also affect future royalty agreements with ICC. (We generally earn between \$5,000 to \$14,000 plus some residuals for each custom code with the ICC). **Note: We have asked what ICC charges but at this time are unwilling to share. The royalties we've received from ICC during the last 8 years have averaged \$50k to \$65K, with outlier years of \$148K (2012) and \$219K (2018).**
7. If we wanted to develop a database similar to what ICC has done for Washington State then there would be an initial up front cost for that. It's possible we could add on to an existing piece of software like in the Technology Portal. Would estimate a minimum of \$100,000 up front cost.
8. This would allow for us to develop more custom international codes. The latest project with KFAS netted \$44,000 to ASHRAE.

#### Projected Expenses and Income

##### Expenses

	Planned
<i>Totals</i>	\$656,250
Salary	\$50,000
Travel	\$10,000
Health/medical	\$15,000
Contracted services*	\$581,250
*75% of income	

##### Income

	Planned
<i>Totals</i>	\$775,000
Code assistance	\$200,000
Custom code sales	\$15,000
Custom training classes	\$60,000
NYSERDA	\$250,000
KFAS	\$150,000
Other	\$100,000

Contracted services is monies paid to an ASHRAE member.

[RETURN TO REPORT](#)