



# American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

## PRINCIPAL MOTIONS Board of Directors Meeting January 13, 16, 17, 2002

- No. - Pg.      Motion      ~~strikethrough~~ = deletion, double underline = addition
- 1 - 6      that the Board of Directors approve the report, "Risk Management Guidance for Health and Safety under Extraordinary Incidents," (Attachment A) prepared by the ASHRAE Presidential Study Group on Health and Safety under Extraordinary Incidents, for the purpose of making a presentation at the Public Session to be held on Monday, January 14, at the 2002 ASHRAE Winter Meeting.
- 7 - 8      that the Capital Purchase Budget of \$200,000 be approved for fiscal year 2002-2003, the budget consisting primarily of computer-related hardware and software purchases.
- 8 - 8      that the expenditures for the Research Fund be reduced by \$300,000 in order to come in line with the realistic estimate of income for fiscal year 2001-2002.
- 9 - 8      that the Investment Policy be changed as shown in Attachment A [of the Finance Committee report].
- 12C - 9      that, based on past, current and future fiscal impact, the winter meeting should be at locations having a net available show space of approximately 400,000 square feet or more.
- 13 - 10      that the Board of Directors amend ROB 100-116-002 to read:  
  
~~Responsibilities~~ The Executive Committee is responsible for approval of and relations with Associate Societies ~~are transferred from the International Committee to the Executive Committee~~, including the formation of a committee of Associate Society representatives that reports to the Executive Committee, ~~effective July 1, 1996.~~
- 14 - 10      that the Board of Directors approve amendments to ROB Book 2, Manual of Procedures for Officers and Directors, Section 4.5, *Responsibilities of Officers*, as shown in Attachment A (of ExCom report).
- 15 - 10      that ROB 520-102-002 be amended to read:  
  
The Directors-at-Large of the BOD shall be assigned as ex-officio members to all standing committees except CRCs, Nominating and committees reporting directly to the Board or its Executive Committee.  
~~the following:~~  
  
    ~~Board Planning~~  
    ~~Finance~~  
    ~~Nominating~~
- 16 - 10      that the Board motion approving the next joint CIBSE/ASHRAE conference be amended to read "The next Joint CIBSE/ASHRAE conference shall be held in late September/early October 2003 or in spring 2004 subject to CIBSE approval of an appropriate location in the UK."
- 17 - 11      that the Board of Directors approve daily expense rate limits for Board members for Society meetings as follows:  
  
    2002 Winter Meeting – Atlantic City - \$222.00  
    2002 Annual Meeting – Honolulu - \$318.00
- 18 - 11      that the Board of Directors approve the application for membership of the Iron & Steel Society as an affiliate body of ABET.

- 19 - 12 that the Board of Directors approve changes to the Board Planning Committee BAR and the Planning Policy as shown in Attachment A (of Board Planning report).
- 20 - 12 that the Board of Directors adopt the following strategic planning initiative:
- ASHRAE shall revise the Handbook series to make the Handbooks more relevant to ASHRAE's primary customers.
- 23C - 13 that the Board of Directors recommend that the ASHRAE Foundation sponsor up to four student interns each summer through the Washington Internships for Students of Engineering (WISE) Program beginning in June 2002 pending availability of funds.
- 24 - 16 that the Board of Directors approve the modification of Section 6.6.1 of the Course Development Committee BAR as follows in order to increase the approved number of voting members from 7 to 12:
- 6.1.1 This committee shall consist of ~~seven (7)~~ twelve (12) voting members, including a chairman and a vice chairman; in addition, a BOD ex officio member and a coordinating officer are assigned.
- 25 - 16 that the Board of Directors approve consent items 1-8 and 10 of the Regions Council report:
1. that the charter of the Cancun Section, located in Cancun, Quintana Roo, Mexico and sponsored by the Mexico City Chapter be approved.
  2. that the charter of the Leon Section, located in Leon, Mexico and sponsored by the Mexico City Chapter be approved.
  3. that the charter of the Southeast Technical Institute Student Branch, located in Sioux Falls, South Dakota and sponsored by the South Dakota Chapter be approved.
  4. that the charter of the University of Hong Kong Student Branch, located in Hong Kong, China and sponsored by the Hong Kong Chapter be approved.
  5. that the charter of the Hong Kong Institute of Vocational Education Student Branch, located in Hong Kong, China and sponsored by the Hong Kong Chapter be approved.
  6. that the dissolution of the Montgomery Chapter be approved.
  7. that the dissolution of the Tombigbee Chapter be approved.
  8. that Rule of the Board 600-110-002 "The Manual for Chapter Operations shall be published annually in its present format" be deleted.
  10. that Appendix D of the Manual of Procedures for Officers and Directors, Rules of the Board, Book 2 be revised as shown in Attachment C [of Regions Council report].
- 26 - 17 that the Regions Council Board Approved Rules be revised as shown in Attachment D [of Regions Council report].
- 27 - 17 that the Board of Directors approve consent items 1-3 of the Member Council report:
1. that the following "pass through" awards be approved:
    - Journal Paper Award– "All Variable Speed Centrifugal Chiller Plants" by Thomas Hartman, P.E.
    - Ralph G. Nevins Physiology and Human Environment Award– Pawel Wargoeki, DKV
    - Homer Addams Award– Marija Radosevic, Danish Technological Institute/University of Belgrade

- Lincoln Bouillon Award – Raymond Forsthoefel, Lehigh Valley Chapter
- William J. Collins, Jr. Research Promotion Award – Tim Boyles, North Piedmont Chapter
- Milton W. Garland Refrigeration Award – John Sanchez, Albertson’s Grocery Distribution System, La Brea, CA
- Standards Achievement Award – Martha Hewett, Minnesota Chapter
- Government Activities Award – Northern Nevada Chapter
- Dan Mills Technical Award – Christopher Winfree, Southern Piedmont Chapter
- Student Activities Achievement Award – Paul Dreater, Anthracite Chapter
- Lou Flagg Gold Ribbon Award – “The History of an Artifact: The Ductograph” by John Gladstone, Miami Chapter

2. that the Paper Award winners be approved as shown in Attachment A [of Member Council report].
3. that registration fees for 2002/2003 Chicago/Kansas City be approved as follows :

Member Pre-registered	\$295
Member On-site	\$385
Non-Member Pre-registered	\$500
Non-Member On-site	\$590

- 28 - 18 that the ASHRAE Career Fair be reinstated at the winter meetings, at the headquarters hotel, for all ASHRAE members.
- 30 - 19 that the Board of Directors motion permitting five free papers per member per year passed on Sunday, January 13, 2002 be rescinded.
- 33B - 20 that the development of a new Guideline entitled, *Guideline for Stationary Battery Room Ventilation and Thermal Conditions* be approved.
- 36 - 21 that SPO 3.3 (Expand the development and dissemination of knowledge regarding refrigeration processes and applications), as outlined in the chart below, be approved as complete.

Action Plan Steps	Planned Completion Date	Fiscal Impact	Status
1. Review and update BAR/MOP for the new Standing Refrigeration Committee	1/01	None	Complete
2. Organize and staff subcommittees of new Refrigeration Committee	6/00	None	Complete
3. Establish liaisons with IIR, RETA, RSES, IARW and IIAR	1/01	None	Complete
4. Establish liaisons with each TC/TG in Section 10 and Section 3 as appropriate and with <i>ASHRAE Journal</i>	1/01	None	Complete
5. Oversee the preparation of Position Paper/Statements on “Ozone Depleting Substances” and “Ammonia”	6/01	None	Complete
6. Sponsor Technical Programs for 2000 Annual Meeting and plan for programs at future meetings	6/01	None	Complete
7. Develop procedures for Milt Garland Award selection	1/01	None	Complete
8. Update and distribute the Speakers List on Refrigeration topics	1/01	None	Complete

- 37 - 21 that SPO 3.5 (Create a greater awareness of current and emerging HVAC&R issues among the engineering and scientific communities and the general public), as outlined in the chart below, be approved as complete.

Action Plan Steps	Planned Completion Date	Fiscal Impact	Status
1. Assign TEGA responsibilities of liaison with TCs, EHC, RAC, TAC, StdC, Handbook, International and Society Program Committees.	6/98	None	Complete
2. Develop TEGA presence on Web site	8/99	None	Complete
3. Develop TEGA presentation for TCs/TGs, CRC workshops, and other training.	6/99	None	Complete
4. Develop mechanism for continuing liaison with TAC	12/98	None	Complete
5. Distribute report on TEGA questionnaire results.	6/99	None	Complete
6. Review and comment on A/V materials available through Chapter Programs.	6/00	None	Complete
7. Review Government Activities Award	6/01	None	Complete

- 38 - 22 that Section 5.15 of Standards Committee BAR be deleted as follows:

~~5.15 This committee shall recommend to Technology Council the designation of high profile standards. (99-01-24-33/00-06-25-7B)~~

- 39 – 22 that Section 4.15 of the Technology Council BAR be deleted as follows:

~~4.15 This council will request Board approval for all substantive modifications to the title, purpose and scope of existing high profile standards as well as to the title, purpose and scope of all new high profile standards. All significant actions regarding high profile standards shall be reported to the Board of Directors. This council will determine and approve the designation of high profile standards and will monitor their progress. (99-01-24-33)~~

- 40 - 22 that the Board of Directors approve a change to the Research Administration Committee BAR under Section 5 entitled, "Operation," as follows:

5.9 This committee shall prepare its budget on the basis of a fixed percentage of member dues, contributions, exposition income, and investment income from the research fund balance and miscellaneous income. The total expenditures for projects and grants -in-aid shall, on the average, be at least equal to contributions of the prior fiscal year. Also, the research fund balance at the close of the previous fiscal year shall be sufficient to fund all projects, grants -in-aid and to cover possible liabilities of special projects in the current year. Possible special project liabilities shall be determined by the Director of Technology in accordance with procedures approved by Technology Council in consultation with this committee, the ~~Special Projects~~ Fiscal Planning Subcommittee of Technology Council and the Finance Committee. (73-01-27-02/83-06-30-44/86-01-23-62)

- 41 - 23 that the Board of Directors approve a change to the Research Administration Committee BAR in Appendix A, General Condition IV, as shown.

GENERAL CONDITION IV - DELIVERABLES

Progress, Financial and Final Reports and Technical Paper(s) shall constitute the only deliverables under this agreement and shall be provided as follows:

- a. Progress and Financial Reports shall be made to the Society through its Manager of Research at quarterly intervals; specifically on or before each January 1, April 1, June 1, and October 1 of the contract period.
- b. The Principal Investigator shall report in person to the TC/TG at the annual and winter meetings, and answer such questions regarding the research as may arise.
- c. A Final Report shall be prepared and submitted to the Manager of Research by the end of the contract period covering complete details of all research carried out on the project. Unless otherwise specified, six draft copies of the final report shall be furnished for review by the Project Monitoring Subcommittee (PMS).

Following approval by the PMS and the TC/TG, final copies of the final report will be furnished as follows:

- An Executive Summary suitable for wide distribution to the industry and to the public.
  - ~~Six~~ Two bound copies
  - One unbound copy, printed on one side only, suitable for reproduction.
  - Two copies on ~~diskette(s) disks~~; one in ASCII PDF format and one in ~~the word processing format used to produce the report~~ Microsoft Word.
- d. If the primary result of this project is a design guide, manual, guideline, etc., these terms may be substituted for "final report" in (c) above.
  - e. One or more Technical Paper(s) shall be submitted in a form suitable for presentation at a Society meeting. The Paper(s) shall conform to the Society's "Submitting Manuscripts for ASHRAE Transactions" which may be obtained from the Special Publications Section.
  - f. All papers or articles submitted for inclusion in any ASHRAE publication shall be made through the Manager of Research and not to the publication's editor or Program Committee.

A Technical Article suitable for publication in the ASHRAE JOURNAL may be requested by the Society. This is considered a voluntary submission and not a deliverable.

All documents shall be prepared using dual units; e.g., rational inch-pound with equivalent SI units shown parenthetically. SI usage shall be in accordance with ~~ASTM Standard E 380-79~~ IEEE/ASTM Standard SI-10.

- 42 - 24 that the Board of Directors endorse the concept of expanding the fund raising scope of the Research Promotion Committee to include other giving opportunities.
- 43B - 25 that a new Section 4.10 be added to the Resource Development Committee BAR to read:
- 4.10 This committee shall develop and maintain a master plan for procuring financial resources through philanthropic activities, and/or other methods, to support the economic needs of the Society and as a supplement to the Society's other revenue sources.
- 44 - 30 that the Board of Directors approve the contract with AMCA regarding the co-sponsorship of Standard 51 (Appendix ST-A).
- 45 - 30 that the Board of Directors approve the publication of BSR/ASHRAE Standard 40-1980R, *Methods of Testing for Rating Heat-Operated Unitary Air Conditioning and Heat-Pump Equipment for Cooling*, pending a 15-day BOD appeals period.
- 46 - 31 that the Board of Directors approve the publication of BSR/ASHRAE addenda *i, t, u, v, and ab* to ANSI/ASHRAE Standard 62-1999, *Ventilation for Acceptable Indoor Air Quality*, pending a 15-day BOD appeals period.

- 47 - 31 that the Board of Directors approve the publication of BSR/ASHRAE Standard 79-1984 (RA 91) R, *Method of Testing for Rating Fan-Coil Conditioners*, pending a 15-day BOD appeals period.
- 48 - 31 that the Board of Directors approve the publication of BSR/ASHRAE Standard 117-1992R, *Method of Testing Closed Refrigerators*, pending a 15-day BOD appeals period.
- 49 - 31 that the Board of Directors approve publication of BSR/ASHRAE 147P, *Reducing the Release of Halogenated Refrigerants from Refrigeration and Air-Conditioning Equipment and Systems*, pending a 15-day BOD appeals period.
- 50 - 32 that the Board of Directors approve the formation of a new ASHRAE Guideline entitled, *In Situ Coefficient of Performance for Electric Motor Driven Central Chilled Water Plants*.
- 51 - 32 that the Board of Directors approve the request by the current convener for ISO/TC 86/SC 1/WG 1, Mr. Donald Grob, for travel funding limited to travel expenses for the next two meetings of the working group covering hotel (up to three nights), meals (per diem of \$50), and airfare, not to exceed a total amount of \$5,000.
- 52 - 32 that the Board of Directors approve the formation of a new ASHRAE Guideline entitled, *Guideline for the Design and Application of Heating, Ventilation and Air Conditioning Equipment for Rail Passenger Vehicles*.
- 53 - 32 that the Board of Directors approve the American Society of Healthcare Engineers (ASHE) as co-sponsor of Standard 170P, *Ventilation of Healthcare Facilities*.
- 54 - 33 that PASA be revised as follows:

PASA 6.2.1.2 Voting Requirements for Public Review or Standards Action.

Standards action recommendations must be approved by the project committee, the Standards Committee, and the Board of Directors. Standards actions require affirmative letter ballot votes of by the majority of the memberships of the project committee and the Standards Committee and at least two-thirds of those voting, excluding abstentions or, if voting is by letter ballot, two-thirds of all voting members excluding abstentions, and invalid, and non-returned ballots.

Recommendations for standards action must be approved by a majority of the voting membership of the Standards Committee and BOD, at a meeting or by letter ballot.

PASA 6.2.1.3 Negative Votes on Ballots to Approve Public Review or for Standards Action.

~~6.2.1.3.1 Negative Votes at Meeting at Which Approval Occurs~~

~~Persons who cast non-prevailing negative votes at a meeting during a vote when public review or standards action is approved shall be requested to comment on their reasons for their negative votes and these comments shall be transmitted with the results of the vote to the higher levels considering approvals.~~

**PASA 6.2.1.3.2 Negative Votes on Letter Ballot on Which Approval Occurs**

Persons who cast negative votes on a letter ballot when public review or standards action would be recommended or approved shall be requested to comment on reasons for their negative votes. If the vote passes with one or more negative votes, the results shall be held in abeyance until the comments are transmitted to all eligible voters and they are given an opportunity to change their votes or to vote (by letter ballot ~~or at the next meeting~~). If a reason is not provided for a negative vote, the eligible voters are informed of the negative vote – noting that no reason was given – by distribution of the letter ballot results.

55 - 33 that PASA be revised as follows:

PASA Appendix B: Appeals of Board of Directors' Standards Actions or Inactions

**B3 Who May Appeal**

Any person directly and materially affected by the publication, revision, reaffirmation, or withdrawal of an ASHRAE standard, or lack of such action, may appeal the BOD action or inaction. The appellant must have submitted written objections in a timely fashion during the public review process, or in relation to his/her vote on the consensus body.

56 - 34 that the Board of Directors approve the "Ammonia as a Refrigerant" Position Document as listed in Appendix RE-A (of Technology Council report).

58 - 34 to rescind the Board motion of February 9, 2000, to publish Standard 22.

59 - 35 that the Board of Directors approve the following target title, purpose, and scope (TPS) for ASHRAE Standard 62-2001. (Changes are shown with double underlines and strikethroughs. Words in italics were previously implemented and are published in the standard.)

Proposed revisions to Target Title, Purpose and Scope of Standard 62.1  
Approved by SSPC 62.1 (9/7/01); Approved by PolicyC (10/23/01)

TITLE: ASHRAE Standard 62.1 Ventilation and Acceptable Indoor Air Quality in Commercial, Institutional, Industrial and High Rise Residential Buildings

1 PURPOSE

1.1 This standard defines the roles of and requirements for ventilation system design, installation, commissioning, operation, and maintenance; contaminant source management; and air cleaning intended to provide acceptable indoor air quality in commercial, institutional, industrial, and high rise residential buildings.

1.2 This standard is intended for regulatory application to new buildings, additions to existing buildings, and those changes to existing buildings that are identified in the body of the standard.

1.3 This standard is intended to be used to guide the improvement of indoor air quality in existing buildings.

2 SCOPE

2.1 This standard applies to spaces intended for human occupancy within commercial ~~and~~ institutional and industrial buildings, ~~offices and other non-industrial spaces within industrial buildings,~~ multi-family structures of more than three stories above grade, and transient housing (including, but not limited to, such as hotels, motels, nursing homes, dormitories, and jails). ~~This standard does not apply to industrial spaces, single-family houses, multi-family structures of three stories or fewer above grade, or manufactured or modular houses.~~

~~2.2 This standard applies to new buildings, additions to existing buildings, and some changes to existing buildings.~~

2.2 This standard does not apply to aircraft cabins, health care facilities, single-family houses, multi-family structures of three stories or fewer above grade, or manufactured or modular houses.

2.3 Additional requirements for laboratory, industrial and other spaces may be dictated by workplace and other standards, as well as by the processes occurring within the space.

2.4 Although the standard may be applied to both new and existing buildings, the provisions of this standard are not intended to be applied retroactively when the standard is used as a mandatory regulation or code.

2.35 This standard considers chemical, physical, and biological contaminants that can affect air quality. Thermal comfort requirements are not included in this standard (see ASHRAE Standard 55).

- 2.46 *While acceptable indoor air quality is the goal of this standard, it will not necessarily be achieved even if all requirements are met:*
- a) *because of the diversity of sources and contaminants in indoor air;*
  - b) *because of the many other factors that may affect occupant perception and acceptance of indoor air quality, such as air temperature, humidity, noise, lighting and psychological stress;*
  - c) *because of the range of susceptibility in the population; and*
  - d) because ambient air brought into the building may be unacceptable or may not be adequately cleaned if the ambient air is unacceptable and this air is brought into the building without first being cleaned. (Cleaning of ambient outdoor air is not required by this standard.)
- 60 - 37 that ROB Book 2, Election and Appointment Procedures, last paragraph of Section 1.A. be revised to read: (Double Underline = addition)
- Section 4.1 of the Society Bylaws shall be interpreted so that a Board member or nominee other than the Regional Chair will not have to resign in the event that he/she changes residence to another region. A Director and Regional Chair should normally resign in the event that he/she changes residence to another region.
- 61 - 37 that the following statement be added in the appropriate section of the Technology Council BAR:
- Technology Council shall review, at least annually, the Research Administration Committee's procedures for handling research proposals (currently located in RAC MOP) for the purpose of ensuring that adequate confidentiality of all proposals is maintained.
- 62 - 37 that the following be added to the Rules of the Board:
- Confidential Research Projects:** ASHRAE does not undertake research projects that require a greater level of confidentiality than normally afforded ASHRAE research projects.
- 63B - 38 that the Rules on BOD Use of Letter Ballots be revised as shown in Attachment Z, including the amendment to strike 7 and insert 14 in the last paragraph of section 3 of the rules.
- 64 - 39 that the Board of Directors approve the following recommendations of the Board subcommittee on Guidelines for Selection of Fellows:
1. Remind the Honors and Awards Committee and the Board of Directors of the link to the Code of Ethics during the selection process.
  2. Add paragraph 2.2 to Section 2.0, Eligibility, in the Guidelines for Selection of ASHRAE Fellow as follows:
    - 2.2 An ASHRAE Fellow should have embraced the ASHRAE Code of Ethics as required by the ASHRAE Bylaws Section 2.13, Obligations of Members.
- 65 - 39 that the Board of Directors suspend for the 2001-2002 year the ROB 700-120-001 policy on distribution of the \$1 for \$1 Research Promotion fund minimum transfer of \$1.5 million.
- 66 - 40 that President Coad appoint a committee of his choice to examine the restructure in the volunteer organization of ASHRAE to achieve efficiencies discussed during discussion of financial issues.
- 67 - 40 that the Board of Directors approve the resolution in memory of Sukhdev Mathaudhu.