



PRINCIPAL MOTIONS
Board of Directors Meeting
June 26-27, 2002

No. - Pg. Motion ~~strikethrough~~ = deletion, double underline = addition

1 - 2 that the Board of Directors approve the following procedural motions:

- (a) that the firm of King & Spalding be retained as ASHRAE legal counsel for fiscal year 2002-2003.
- (b) that Jones & Kolb be approved as Certified Public Accountant for ASHRAE for fiscal year 2002-2003.
- (c) that the appropriate and required bank resolutions for institutions in which ASHRAE funds are deposited as executed by officers for 2002-2003 be approved.

2 - 2 that ROB Book 2, Election and Appointment Procedures, "Regional Vice Chairs shall be Members [Member grade] of the Society in good standing and shall have been Members for three years prior to the start of their terms" be waived for the following:

Chapter Programs Committee

Lincoln R. Scafe III, Region X Vice Chairman
Member grade 7/31/99

Membership Promotion Committee

Kevin W. Fallin, Region III Vice Chairman
Member grade 11/30/00

Joseph S. Ferdelman, Region V Vice Chairman
Associate Member grade 2/29/00

Traci A. Hanegan, Region XI Vice Chairman
Member grade 4/30/00

Research Promotion Committee

Keith A. Yelton, Region XI Vice Chairman
Associate Member grade 7/31/81

Student Activities Committee

Daniel E. Wyrick, Region III Vice Chairman
Member grade 9/30/99

TEGA Committee

Kenneth A. Rhoden, Region VII Vice Chairman
Associate Member grade 4/30/95

Don E. Pine, Region XII Vice Chairman
Member grade 6/30/99

3 - 3 that committee BARs authorizing the number of members be waived for the following committees:

Accreditation Activities – 8 authorized, 6 appointed
Admissions and Advancement – 12 authorized, 10 appointed
Charter and Bylaws – 6 authorized, 5 appointed

Historical – 6 authorized, 5 appointed
 Membership Promotion – 17 authorized, 16 appointed

- 4 - 4 that the Board of Directors approve the list of 2002-2003 standing committee appointments as shown in Attachments A and B plus changes to the list in Attachment A as follows:

Course Development – ~~Steve P. Kavanaugh~~ Douglas T. Reindl
 Region X Student Activities RVC – Hank Bagheri

- 5 - 6 that motions 1 and 2 of the Executive Committee report be approved:

1. that the Board of Directors refer to the Publishing Council the Foundation's desire that the number of times the Foundation's Estate Planning Ad is published in *Insights* be increased from 3-4 times per year to six times a year.
2. that the Board of Directors approve adding a definition of the word, "viable" in Appendix E and F of the Scholarship Guidelines for University-Specific and Regional Scholarships:

Appendix E Special Considerations – University-Specific Scholarships:

h. If viable* candidates are not submitting their resumes for a period of three years in succession and every effort has been exhausted to develop interest, including notification of the Regional Chairman and the local chapter President, then the scholarship will be abandoned and all funds merged with the General Scholarship Fund. *A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees.

Appendix F Special Considerations – Regional Scholarships:

g. If viable* candidates are not submitting applications for a period of three years in succession and every effort has been exhausted to develop interest, the Regional Chair shall be notified. *A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees.

- 6 - 6 that the *Roadmap for the ASHRAE Website* be adopted as the official plan for development of ASHRAE electronic communications and that the responsibility for maintaining the Roadmap be assigned to the Special Publications Committee.

- 7B - 7 that the Board of Directors adopt the document titled *Key Principles for Development of the ASHRAE Web Site* as ASHRAE's official document for the development of programs for the ASHRAE web site (Attachment to ExCom report) and that responsibility for maintaining the document be assigned to the Special Publications Committee.

- 8 - 7 that the Society endorse the Partnership for Air-Conditioning, Heating, Refrigeration Accreditation (PAHRA) program for three years (Attachment A of ALI report).

- 9B - 8 that consent motions 1-5, 7 and 9 of the Regions Council report be approved:

1. that the Chulalongkorn Student Branch, located in Bangkok, Thailand and sponsored by the Thailand Chapter be chartered.
2. that the Kasetsart Student Branch, located in Bangkok, Thailand and sponsored by the Thailand Chapter be chartered.

3. that the UANL (Universidad Autonoma de Nuevo Leon) Student Branch, located in Nuevo Leon, Mexico and sponsored by the Monterrey Chapter be chartered.
4. that the ITE Yishun East Student Branch, located in Singapore and sponsored by the Singapore Chapter be chartered.
5. that the ITE East Bedok Student Branch, located in Singapore and sponsored by the Singapore Chapter be chartered.
7. that Appendix D of the Manual of Procedures for Officers and Directors entitled, "Formation of new Chapters" be approved as revised in Attachment A (of Regions Council report).
9. that the Sub-Region Chair Qualifications and Responsibilities be included as Appendix B of the Regions Council BAR and that this be included as an attachment to the appointment letter.

10B – 9 that consent motion 8 of the Regions Council report be approved as amended:

8. that the following be added to ROB Book 2, ROB 100-109-101 Election and Appointment Procedures, Section V – Committee Appointments:

C. Region-At-Large Sub-Region Chairs

The Region-At-Large is divided into sub-regions. The number of members assigned to the Region-At-Large will determine the number of sub-regions. A grass roots member who represents a Region-At-Large sub-region is called Sub-Region Chair. The President-Elect shall appoint the Sub-Region Chair as a member or consultant to one of the following Standing Committees.

Chapter Programs
Membership Promotion
Student Activities

The selection procedure for the Region-At-Large Sub-Region Chair is as follows:

1. The Chapters Regional Committee of the Region-At-Large in Executive Session, shall select three candidates for Sub-Region Chairs. The Chapters Regional Committee before turning in its lists of candidates shall determine that each candidate is capable, qualified, willing to serve and understands the commitment of time and the expenses to be anticipated if selected for the respective committee.
2. The Regional Chair and the outgoing Sub-Region Chair of the respective Sub-Region shall jointly review the candidates for the committee and select one candidate.
3. The Region Chair and the respective outgoing Sub-Region Chair shall recommend their selected candidate to the President-Elect for appointment for a term of one year. No individual shall serve in any one position for more than three years.
4. If a member appointed is unable to serve or complete a term, the Regional Chair and the respective preceding Sub-Region Chair shall confer and select a replacement candidate to recommend to the President for appointment.
5. The President shall have the right to replace any Sub-Region Chair not serving as an effective member of the committee.

11 - 10 that the revisions to ROB 600-101-005 (01-06-27-26) be approved as follows:

A Region-At-Large is formed to replace the International Committee effective July 2001, in accordance with the general directive of the attached plan. (Plan is Attachment L of June 27-28, 2001 BOD minutes.) The purpose of the Region-At-Large is to provide a means to represent all ASHRAE members not represented by other regions at Regions Council and the Board of Directors (the Associate Society Alliance shall be responsible for maintaining strong relationships with other associate societies). The Region-At-Large is divided into Sub-Regions. The number of members assigned to the Region-At-Large will determine the number of sub-regions. Each sub-region must have approximately 1,000 area assigned members excluding students. Regional and sub-regional boundaries are identified in Appendix P of the Manual for Chapter Operations.

12A – 11 that consent motions 1-4 and 6-8 of the Member Council report be approved:

1. that the completed action plan for SPO 4.3 be approved.
2. that the completed action plan for SPO 1.1 be approved.
3. that paragraph 6.1.1 of the C&BL BAR be revised as follows:
 - 6.1.1 This committee shall consist of up to 6 voting members, including a chairman and a vice chairman. In addition, a BOD ex-officio member and a coordinating officer are assigned. (96-06-26-31A)
4. that Dr. Harmohindar Singh, North Carolina Agricultural and Technical State University, receive the 2003 E. K. Campbell Award of Merit.
6. that the Honors and Awards Committee Board Approved Rules be revised in paragraph 5.1 and Appendix A to reflect the new name of the Milton W. Garland Refrigeration Award as follows:

Milton W. Garland Commemorative Refrigeration Award for Project Excellence
7. that the Membership Promotion Committee Board Approved Rules be revised as follows:

The Membership Promotion Committee shall publicize the aims, activities, achievements, and scientific and educational purposes of the Society toward the end that persons duly qualified shall apply for membership therein. This committee shall review the programs, services and benefits provided by the Society to its members and shall make recommendations for improvements to promote the retention of membership at all levels. This committee will also monitor the Society's membership demographics and, where appropriate, adjust or create programs to ensure that individuals from all demographic backgrounds are being equally attracted to ASHRAE. (ROB 520-150-002)
8. that Section 6.1.1 of the Membership Promotion Committee Board Approved Rules be revised as follows:
 - 6.1 Composition
 - 6.1.1 This committee shall consist of 17 voting members: a chair, two vice chairs plus one committee vice chair from each region and one member ~~outside the U.S. and Canada~~ from the Region-at-Large. In addition, a BOD ex-officio member and a coordinating officer are assigned.

13 - 12 that consent motion 5 of the Member Council report be approved:

5. that ROB 520-134-005 (Awards Named for Individuals) be revised to read:
 10. The Board approves the establishment of the Milton W. Garland Commemorative Refrigeration Award for Project Excellence ~~to honor the chapter Refrigeration Committee chairman who has done the most outstanding work in promoting the science of refrigeration at the~~

chapter level recognize a non-comfort cooling refrigeration application which highlights innovation and/or new technologies. (90-02-15-23)

- 15B - 13 that the BOD establish the four-year HandbookCD as the primary member benefit beginning with the 03-04 fiscal year instead of the print volume or the one-year CD. The current print volume would be available for purchase at a reduced price.
- 16 - 13 that SPO 2.1 be considered complete.
- 17 - 13 that SPO 2.4 be considered complete.
- 18 - 14 that the Board of Directors approve the following addition to Section 6 of Appendix A of the Special Publications Committee BAR “ASHRAE Policy and Procedure for Format and Content of Websites for ASHRAE Groups”:

Posting of past semi-annual meeting program presentations for download or viewing is allowed with the following provisos:

- a) The presentation versions must be the versions that had been previously approved by the ASHRAE Program Committee for commercialism.
 - b) The following disclaimer must be viewed by the user prior to download or viewing: “This information was presented at ASHRAE Seminar _____ held at the _____ meeting in _____. The seminar format is to present information of current interest and to provide a venue for interaction between ASHRAE members. These seminars should not be considered peer-reviewed (or the final word on any subject). ASHRAE has not investigated, and ASHRAE expressly disclaims any duty to investigate any product, service, procedure, design, or the like which may be described herein. The appearance of any technical data or editorial material in this presentation does not constitute endorsement, warranty, or guaranty by ASHRAE of any product, service, process, procedure, design, or the like. Neither ASHRAE, the authors or their employers warrant that the information in this presentation is free of errors. The entire risk of the use of any information in this presentation is assumed by the user. Before making any decision or taking any action on this subject, you should consult a qualified professional advisor.”
- 20 - 16 that an ad hoc committee be formed to ensure that the ASRE Centennial in 2004 is appropriately celebrated.
- 22B – 18 that the Board of Directors approve the following initiative as a strategic goal:
- Create an ASHRAE comprehensive business plan.*
- 23B – 19 that the Board of Directors approve the following initiative as a strategic goal:
- Develop and maintain products and services to meet the needs of ASHRAE’s primary beneficiaries.*
- 24B – 19 that the Board of Directors approve the following initiative as a strategic goal:
- Create a culture of innovation and flexibility within ASHRAE that recognizes and responds to technological change.*
- 25B – 20 that the Board of Directors approve the following initiative as a strategic goal:
- Optimize the use of volunteers’ time in developing technology.*
- 27 - 21 that the Research Promotion Committee BAR be changed as indicated below and the Technology Council be advised of such changes:

Changes: (see proposed BAR draft in Attachment L for details)

- (1) All references to *Research Promotion* changed to *Resource Promotion*
- (2) Scope (section 3) changed from support of ASHRAE *Research* to ASHRAE *programs*
- (3) Section 4.12 changed to include recognition of donors making contributions to *education programs*
- (4) Section 5 changed from establishing chapter activities in *research* promotion to *resource* promotion

- 28 - 21 that the contribution check-off lines in the dues bills and travel vouchers be changed to read: Professional Education.
- 29B – 21 that a study of the future reporting structure of the Research Promotion Committee be referred to the Board Planning Committee.
- 32 - 22 that the following sentence be added to the target title, purpose and scope for Standard 62.1:
- This standard does not address spaces where smoking is expected to occur.
- 33 - 22 that ASHRAE adopt the recommendations presented in the Board Planning Committee Ad Hoc report on the Standards Mission, with changes as noted in Attachment B [of Board Policy Committee report].
- 34 - 23 that ASHRAE proceed with the Audited Designator status with ANSI.
- 35B – 23 that ASHRAE evaluate the NFPA standard model for managing public reviews.
- 36 - 24 that the Board of Directors refer recommendation 3, “recommend to Publishing Council that a special publication be prepared to provide design guidance for spaces where ETS will be present,” to Publishing Council.
- 38 - 25 that the Board of Directors approve recommendations 1-3, 6, and 10-14 of the Technology Council report:
1. that the Board of Directors approve the publication of ASHRAE Guideline 14P, *Measurement of Energy and Demand Savings*.
 2. that the Board of Directors approve the publication of BSR/ASHRAE Standard 28-1992 (RA), *Method of Testing flow Capacity of Refrigerant Capillary Tubes*.
 3. that the Board of Directors approve the publication of BSR/ASHRAE Addendum a to ANSI/ASHRAE Standard 34-2001, *Designation and Safety Classification of Refrigerants*.
 6. that the Board of Directors approve the publication of BSR/ASHRAE Standard 87.2P, *In-Situ Method of Testing Propeller Fans for Reliability*.
 10. that the Board of Directors approve the publication of BSR/ASHRAE Standard 94.1P, *Method of Testing Active Latent-Heat Storage Devices Based on Thermal Performances*.
 11. that the Board of Directors approve the publication of BSR/ASHRAE Standard 94.2-1981 (RA 96), *Methods of Testing Thermal Storage Devices with Electrical Input and Thermal Output based on Thermal Performance*.
 12. that the Board of Directors approve the publication of BSR/ASHRAE Standard 94.3-1986 (RA 96), *Method of Testing Active Sensible Thermal Energy Devices Based on Thermal Performance*.
 13. that the Board of Directors approve the publication of BSR/ASHRAE Standard 129-1997 (RA), *Measuring Air-Change Effectiveness*.
 14. that the Board of Directors approve the publication of BSR/ASHRAE Standard 151P, *Practices for Measuring, Testing, Adjusting and Balancing Shipboard HVAC&R*.
- 39 - 25 that the Board of Directors approve the publication of BSR/ASHRAE Addendum k to (formerly Addendum k to 62-1999) ANSI/ASHRAE Standard 62-2001, *Ventilation for Acceptable Indoor Air Quality*.

- 40 - 26 that the Board of Directors approve the publication of BSR/ASHRAE Addendum *o* to (formerly Addendum *o* to 62-1999) ANSI/ASHRAE Standard 62-2001, *Ventilation for Acceptable Indoor Air Quality*.
- 41 - 26 that the Board of Directors approve recommendations 7-9 of the Technology Council report:
7. that the Board of Directors approve the publication of BSR/ASHRAE/IESNA Addendum *b* (formerly Addendum *i* to 90.1-1999) to ANSI/ASHRAE/IESNA Standard 90.1-2001, *Energy Standard for Buildings Except Low-Rise Residential Buildings*.
 8. that the Board of Directors approve the publication of BSR/ASHRAE/IESNA Addendum *c* (formerly Addendum *p* to 90.1-1999) to ANSI/ASHRAE/IESNA Standard 90.1-2001, *Energy Standard for Buildings Except Low-Rise Residential Buildings*.
 9. that the Board of Directors approve the publication of BSR/ASHRAE/IESNA Addendum *d* (formerly Addendum *ar* to 90.1-1999) to ANSI/ASHRAE/IESNA Standard 90.1-2001, *Energy Standard for Buildings Except Low-Rise Residential Buildings*.
- 42 - 26 that the Board of Directors approve the development of a companion guideline for Standard 62.2P.

VENTILATION AND INDOOR AIR QUALITY IN LOW-RISE RESIDENTIAL BUILDINGS

1 PURPOSE

1.1 This guideline provides information on achieving good indoor air quality, which may go beyond minimum requirements.

1.2 This guideline provides information relevant to ventilation and indoor air quality on envelope and system design, material selection, commissioning and installation, and operation and maintenance.

2 SCOPE

This guideline primarily applies to ventilation and indoor air quality for human occupancy in residential buildings 3 stories or fewer in height above grade, including manufactured and modular houses.

- 43 - 27 that SPO 2.2 be considered complete as shown below:

| Action Plan Steps (all StdC only except as noted) | Status | Fiscal Impact | Responsible Party |
|---|----------|---------------------------|-------------------------------|
| 1. Incorporate MDS and MDSI recommendations into StdC procedures | Complete | ~\$3000 transp. (FY97-98) | StdC |
| 2. Actively apply the spirit of MDS and MDSI in all StdC activities | Complete | None | StdC |
| 3. Actively participate in Presidential Ad Hoc Committee on standards development implementation (“Colliver Report” implementation) | Complete | None (BOD budget) | Hegberg, Hewett, Kohloss |
| 4. Actively apply the spirit of the Colliver Report implementation in all StdC activities. | Complete | None | StdC |
| 5. Strengthen communication between StdC and TAC and StdC procedures to encourage TC participation in stds development | Complete | None | StdC TAC |
| 6. Continue to increase electronic communications between and among StdC, PCs, staff, TAC, TCs | Complete | \$1,500 (FY01) | StdC |
| 7. Radically strengthen stds management information systems to decrease paperwork, minimize manual processing and improve the quality of information available to StdC, PCs and staff on the status of stds activities, deadlines, and performance metrics for standards processes. | Complete | \$40,000 (FY01-02) | StdC (Art Hallstrom, Lead) |

- 44 - 28 that the Board of Directors approve revisions to Procedures for Standards Actions Under the ANSI Organization Method (PASA) as outlined in Appendix ST-A (of Technology Council report).
- 48 - 29 that the Board of Directors assign final approval of appeals panel decisions to the Board Policy Committee for Standards.
- 49 - 29 that the Board of Directors establish a process so that any Standards-related issues requiring BOD-level approval shall be decided within 60 days of receipt of the recommendation from either the Standards Committee or the Board Policy Committee for Standards (BPCS).
- 50 - 29 that SPO 3.1, “Increase Research on Emerging Technologies,” be considered complete.
- 51 - 29 that ASHRAE accept \$7,500 from the Skidmore, Owens & Merrill (SOM) Foundation annually and name one recipient of the ASHRAE Grant-In-Aid program as the Skidmore, Owens & Merrill awardee.
- 52 - 30 that the Board of Directors approve research project 1173-TRP, “Improvement and Validation of Unitary Air Conditioner and Heat Pump Simulation Models for R-22 and HFC Alternatives at Off-Design Conditions,” to Purdue University for a period of 20 months at a total cost to ASHRAE of \$137,156. (Appendix RA-A of Technology Council report).
- 53 - 30 that the Board of Directors approve research project 1243-TRP, “Detection And Removal Of Gaseous Effluents And By-Products Of Fungal Growth That Affect Indoor Environments – Phase II: Development Of A mVOC Database” to Air Quality Sciences, Inc. for a period of 18 months at a total cost to ASHRAE of \$150,000. (Appendix RA-B of Technology Council report).
- 54 - 30 that the Board of Directors approve research project 1247-TRP, “Balcony Spill Plumes” to National Research Council Canada for a period of 18 months at a total cost to ASHRAE of \$160,000. (Appendix RA-C of Technology Council report).
- 55 - 31 that the Board of Directors approve Appendix A to the RAC BAR, Model Research Agreement, as shown in Appendix RA-G (of Technology Council report).
- 56 - 31 that the Board of Directors approve changes to the RAC (BAR) under the section entitled, “Operation” as shown below:
- 5.12. Research contracted by ASHRAE will be conducted under the *Model Research Agreement* dated ~~February 15, 1990~~ July 1, 2002 (Appendix A) (ROB 520-158-008).
- ~~5.13 Research contracts which do not follow the standard format specified in 5.12 must be recommended by the chairman of the RAC, the Director of Technology, and approved by the Executive Committee and legal counsel. (64-10-09-09/88-05-21-51/99-01-28-65)~~
- 5.13 Research contracts that include changes in the *Model Research Agreement* affecting the type of agreement, cost, publication rights, intellectual property and legal exposure to the Society shall be recommended by the Manager of Research, Director of Technology, Executive Vice President, and, after consultation with legal counsel, approved by the Executive Committee. Other changes may be made at the discretion of the Manager of Research.
- 57 - 31 that the Board of Directors approve SPO 3.2 “Develop and disseminate expanded knowledge regarding building energy use, the indoor environment, and general environmental impacts of buildings on human and ecological health,” as outlined in the chart below, as complete.

| Action Plan Step | Planned Completion | Fiscal Impact | Status |
|------------------|--------------------|---------------|--------|
|------------------|--------------------|---------------|--------|

| | Date | | |
|--|-------------|------|--------------------------------------|
| 1. Promote revisions and expansions of current TC/TG/TRG scopes to include new technical knowledge requirements addressed by SPO 3.2 particularly in the area of environmental impacts of buildings and ecological health. | 6/02 | None | Complete (TAC will continue effort.) |
| 2. Promote formation of new TC/TG/TRGs and Sections as appropriate to expand ASHRAE research and technical activities into “non-traditional” technical areas; i.e., “Sustainable Design” | 6/02 | None | Complete |
| 3. Coordinate activities between TC/TG/TRGs related to SPO 3.2 goals and encourage higher levels of activity in these areas. | 6/02 | None | Complete |
| 4. Identify organizations having common interests with the goals of SPO 3.2; working through appropriate ASHRAE policy and procedures, investigate opportunities for cooperative research and linkage to those organizations. Report findings and make recommendations to the ASHRAE Board of Directors following prescribed channels. | 6/02 | None | Complete |
| 5. Facilitate dissemination of the results of these efforts through traditional ASHRAE Research, Program and Publishing activities; explore new information transfer methods. | 6/02 | None | Complete |
| 6. Encourage TC/TG/TRGs to sponsor research on emerging technologies. | 6/02 | None | Complete |
| 7. Support efforts to provide programs on emerging technologies and ideas through sponsorship of forums, seminars, etc. | 6/02 | None | Complete |
| 8. Conduct forums to develop and explore ideas for research activities, programs, and publications. | 6/02 | None | Complete |

59 - 34 to re-designate the ASHRAE Policy on Building Sustainability as the ASHRAE Position on Building Sustainability.

60 - 34 to approve the entire three-page document titled “ASHRAE Commercialism Policy and Guidelines” as the Commercialism Policy (Attachment O).

61 - 35 that paragraph 4.14 of the Finance Committee BAR related to the sunset program be deleted.

62 - 35 that the Travel Reimbursement Policy, Section II Definitions, item E, be revised to read:

E. Transportation Expense Cap: A maximum reimbursement amount per trip established by an ASHRAE council, ~~or~~ Board of Directors or Regional Chair.

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