CODE INTERACTION SUBCOMMITTEE
Meeting Minutes
Wednesday, June 14, 2017 2-4 PM EST

1. Roll call (Stanke/Ferguson)

Y	Dennis Stanke			Steve Brown, *NVM*
Y	Hugo Aguilar			Jim Caylor, *NVM*
Y	Julie Ferguson			Allan B. Fraser, *NVM*
Y	Walter Grondzik		Y	Gregg Gress, *NVM*
	N	Cyrus Nasseri	Y	Hamilton, John, *NVM*
			N	Larry Schoen, *NVM*
			N	Donald Stevens, *NVM*
			Y	Debra Kennoy, *NVM*
			Y	Martha VanGeem, *NVM*
			Y	Steve Ferguson, ASHRAE Staff
				Guests:
			y	Connor Barbaree, ASHRAE Staff
			Y	Ryan Shanley, ASHRAE Staff
			y	Diana Hanson, AAMA
			y	David Stephens JCI
			y	Steve Emmerich

2. ASHRAE Code of Ethics Commitment

In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics.)

3. Review of agenda (Stanke)

No changes were made to the agenda

4. Approval of Minutes from April 27, 2017 meeting

Motion 1: Approve the minutes from the April 27, 2017 webmeeting (Grondzik/ J Ferguson)
Comments:

Motion 1 passes unanimously 3-0-0 Chair not voting

5. Announcements (Stanke/Ferguson)
   - CIS Membership
     John Hamilton has been appointed as a NVM on CIS and liaison from TC 7.7.

6. Review of Action Items (Ferguson)
    - Ferguson to attach presentation report on Group B (IECC) cycle to the 4/27/17 minutes (*Complete*)
    - Members of CIS were asked to provide ideas/suggestions to Steve Ferguson on how to meet CIS MBO 4.4 by May 20, 2019. (*Complete*)
    - Steve Ferguson to compile suggestions from CIS members on MBO 4.4 and redistribute to CIS by May 22, 2019. (*Ongoing*)
    - CIS members were asked to review the list of Standards for Code Interaction and email Dennis Stanke and Steve Ferguson if any ASHRAE Standard referenced in a code is not on this list. (*Complete*)
    - Add an agenda item to CIS in Long Beach to report on the work of the MTG.LowGWP. (*Ongoing*)
    - ASHRAE Staff to reach out to the chair of SSPC 189.1 to try to establish a liaison to CIS. (*Complete*)
    - ASHRAE Staff to reach out to the chair of SSPC 189.3 to try to establish a liaison to CIS. (*Complete*)
7. ICC (Gress/Ferguson)
   The 2018 I-Codes will be published in September 2017. Beginning of January 2018 is the deadline to submit proposals to Group A (IMC, IFGC, pool and spa, and others). https://www.iccsafe.org/codes-tech-support/codes/code-development-process/2018-2019-group-a/
8. NFPA (Fraser/Ferguson)
   Administrative reference updates are ongoing.
9. IAPMO (Ferguson)
    - [Summary](#) of IAPMO UMC/UPC hearings from the first week of May 2017
      The actions taken at the IAPMO UMC/UPC hearings were reviewed. There is no action for CIS at this time. There is a possibility action could be required of CIS prior to the IAPMO annual business meeting September 26-29 in Anchorage, Alaska
10. Standards Committee MBOs assigned to CIS
    - MBO 4.2 (added to agenda) – in Society year 2016-2017, There was outreach to PC chairs asking who wanted support preparing/revising SCDs. In response to that, CIS did reviews of Standards 34 and 62.2 and provided feedback to those committees for those standards to try to get them more likely to be adopted in the regulatory arena. There will be outreach to PC Chairs again at the beginning of the 2017-2018 Society year to determine if any PCs need support next Society year.
    - Review of input on MBO 4.4
      CIS has been reviewing the mandatory language guide, and a training presentation on mandatory language will be given in Long Beach.
      The CIS report to Standards Committee or ExCom will include a summary of the work being done on the mandatory language guide, and also include a list of the suggestions received by members of CIS that provide concepts/ideas that can improve end-use compliance/adherence with ASHRAE Standards.

ACTION ITEM: If anyone has any additional suggestions in response to MBO 4.4, as currently written, send them to Dennis and Steve by Close of Business Tuesday, June 20.

It was recommended that MBO 4.3 for 2017-2018 society year state "Encourage the use of compliance checklists and tables."

- Review of mandatory/code intended language guides

A clean version of the mandatory language guide was circulated to CIS on June 7. Mr. Gress recommends it be finalized and recommended for adoption by Standards Committee to be used by PCs when writing standards, and also suggests we stop offering the 'how to write mandatory language guide'.

Motion 2: CIS recommends the clean version of the mandatory language guide be adopted for use by Project Committees (Grondzik/Aguilar)
Discussion:
It would be up to ExCom or Standards Committee to decide how the guide would be distributed to PCs and how it would be enforced.
Motion 2 passes unanimously 3-0-0 Chair not voting.

ACTION ITEM: Steve Ferguson will send out the most recent approved mandatory language guide to CIS members including updating the name.

11. ASHRAE Update (Ferguson)
    - "List of Standards for Code Interaction"
      By reviewing this list, we have satisfied MBO 4.1, and the list will be reported to Standards Committee in Long Beach in the CIS report to Standards Committee.
      Action Item: Steve Fergusion will rename the spreadsheet as "list of Standards for Code Interaction" and send it back out to CIS
      It was noted that Standard 189.3 is now published.
      Action Item: the list of Standards for Code Interaction will be a primary discussion item in Long Beach.
    - Status of ASHRAE/ICC collaboration on 189.1/IgCC
    - Outreach to ASHRAE TCs
12. PC Activities – postponed to Long Beach
    - SSPC 15 (Jim Caylor)
    - SSPC 34 (Deborah Kennoy)
    - SSPC 55 (Larry Schoen)
    - SSPC 62.1 (Gregg Gress)
    - SSPC 62.2 (Don Stevens)
    - SSPC 90.1 (Martha VanGeem)
    - SSPC 90.2 (no liaison – Staff to provide update)
    - SPC 90.4 (no liaison– Staff to provide update).

- SSPC 154 (Steve Brown)
- SSPC 169 (Steve Cornick)
- SSPC 189.1 (no liaison– Staff to provide update)
- SPC 189.3 (no liaison) – SSPC 189.3 is providing a presentation to SSPC 189.1 in Long Beach
- SSPC 202 (Gerry Kettler)

13. Old Business
14. New Business

ACTION ITEM: If anyone wants to add new business to the Long Beach agenda, send it to Dennis and Steve by Close of Business on Tuesday.

15. Next meeting
- Long Beach, Sunday, June 25, 2017 6-9:30 PM. Hyatt Regency Hotel – Pacific room (first floor)

16. Adjourn

The meeting was adjourned at 4:06 PM EDT

List of Action Items:

1. Members of CIS were asked to provide any additional ideas/suggestions to Steve Ferguson and Dennis Stanke on how to meet CIS MBO 4.4.
2. Steve Ferguson will send out the most recent approved mandatory language guide to CIS members including updating the name.
3. Steve Ferguson will rename the "2016-01-10 ASHRAE CIS Standards review.xlsx "spreadsheet as "list of Standards for Code Interaction" and send it back out to CIS.
4. CIS members were asked to review the list of Standards for Code Interaction and email Dennis Stanke and Steve Ferguson if any ASHRAE Standard referenced in a code is not on this list, and it will be a primary discussion item in Long Beach.
5. Anyone that wants to add new business to the Long Beach agenda, send it to Dennis and Steve by Close of Business on Tuesday, June 20, 2017

List of Motions

1: Approve the minutes from the April 27, 2017 webmeeting. This motion was approved 3-0-0 CNV

2: CIS recommends the clean version of the mandatory language guide be adopted for use by Project Committees. This motion was approved 3-0-0 CNV.