

MEETING MINUTES

Meeting Minutes reported by K. Mead, TC 5.8 Chair

1) TC called to order 4:20 PM

- a) Introductions were made by attendees, guests were welcomed and invited to join the TC as corresponding members if they were interested in doing so.
- b) Agenda and Sign-in sheets distributed
- c) Roll call at 4:30 PM: 4 of 7 voting members present (Mead, Lampkin, Knutson, Marple) – Quorum reached
- d) Corresponding members present– 5
- e) Guests present - 6
- f) YEA members - 3
- g) All Available Handouts, Agenda, Meeting Minutes (Draft and Final) Sign-in sheets, & subcommittee reports can be found on the TC website: <http://tc58.ashraetcs.org>

- 2) Draft minutes from the Winter 2015 meeting were reviewed. No changes were proposed. A vote was held and the minutes were adopted (Y-4, N-0 with chair voting).

- 3) ASHRAE Code of Ethics: Chairman Ken Mead reviewed the ASHRAE Code of Ethics and reminded attendees that they would be posted within the meeting minutes (shown in italics below):

1.140.001.1 As members of ASHRAE or participants in ASHRAE committees, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct.

A. Efforts of the Society, its members, and its bodies shall be directed at all times to enhancing the public health, safety and welfare.

B. Members and organized bodies of the Society shall be good stewards of the world's resources including energy, natural, human and financial resources.

C. Our products and services shall be offered only in areas where our competence and expertise can satisfy the public need.

D. We shall act with care and competence in all activities, using and developing up-to-date knowledge and skills.

E. We shall avoid real or perceived conflicts of interest whenever possible, and disclose them to affected parties when they do exist.

F. The confidentiality of business affairs, proprietary information, intellectual property, procedures, and restricted Society discussions and materials shall be respected.

G. Each member is expected and encouraged to be committed to the code of ethics of his or her own professional or trade association in their nation and area of work.

H. Activities crossing national and cultural boundaries shall respect the ethical codes of the seat of the principal activity.

- 4) Ken Mead gave a report from the Section 5 Chair meeting (handouts/notes from that meeting are attached) major discussion points not covered by those handouts are discussed below:

- a) Proposed TC 5.2 scope change: In the interim between the 2015 winter and summer meetings, TC 5.2 proposed a TC scope change from “ductwork” to “duct systems”. Included with the proposed scope change would be such design issues as consideration of duct system materials and sizes, air velocities, and air leakage, as well as pressure changes and energy use related to ducted flows. Upon learning that TC 5.2 intended to push the issue at the Atlanta meeting, TC 5.8 chair Ken Mead forwarded the information to TC 5.8 members (VM, CM & PCM) and solicited input (which was

generally non-supportive of the proposed change) then emailed summary comments to Section 5 chair Ken Peet and ASHRAE's Mike Vaughn for consideration by TAC prior to a final decision. A copy of TC 5.8's emailed response is attached to these minutes.

TC 5.8 Discussion: Comments among those present were again non-supportive of the proposed change. One conflicting issue was the lack of broad dissemination of TC 5.2's intentions to all TC's.

- b) New procedure for adding Provisional Corresponding Members to your TC roster. Interested members to simply need to go to www.ashrae.org/joinatc , fill in the requested info and "poof" you are an instant PCM.
 - c) ASHRAE has decided to adopt, starting at the Summer 2016 meeting in ST Louis, new rules regarding the ability to use Invited Speakers who are non-ASHRAE members within your conference planning. Up to 5 non-ASHRAE invited speakers may be invited and would qualify have the speaker fee waived if they meet certain Subject Matter Expert criteria. (See the Conferences and Expositions Committee handout from the Section 5 breakfast for complete information.)
- 5) The TC roster was reviewed:
- a) Two voting members (Mead, Menzies) are rolling off as of 06/30/15. Two new VM's rolling on include Baucom & Ghosh.
 - b) **Incoming TC secretary.** Committee members were reminded that as of the Winter 2015 meeting, the TC Vice-chair now serves in a dual-role as the TC secretary. Since current Vice-chair McKernan was not in attendance, Chairman Mead kept the meeting minutes.
 - c) **Incoming TC Vice-chair.** As of July 1, 2015, Chairman Mead will roll out of his position as TC Chair and the Chairmanship will be assumed by John McKernan. Kevin Marple has agreed to be the incoming Vice-chair (and secretary).
 - d) **Incoming TC Handbook Editor.** Since no TC members answered the solicitation to assume the role of TC handbook chair being vacated by John McKernan, Ken Mead offered to assume this role until a replacement can be found.
 - e) **Incoming TC Programs Chair.** Bill Lampkin is replacing Deep Ghosh as the New TC 5.8 Programs Chair
- 6) Review of Meeting Minutes from New York, NY and Notes from Seattle, WA – vote was proposed. Minutes passed, Notes also "passed" unofficially as they are not official minutes.
- 7) **Sub-Committee Reports:**
- a) **Handbook:** No report.
 - b) **Research:** Ken Mead will be taking the lead on research activities for the TC. The status of the RTAR developed by TC 9.10 (and co-sponsored by TC 5.8) regarding tracer gas alternatives testing for the eminent banning of sulfur hexafluoride (SF6) was discussed. The RTAR had been invited to proceed into becoming a WS. Ken Mead is currently the liaison to TC 9.10 on this effort.
 - c) **Standards:** Deep Ghosh discussed IEEE Guideline 21 – Battery Charging and Hydrogen Generation and provided a brief update on the addendum to battery room ventilation standard.
 - d) **Ventilation of Hazardous Spaces (VoHS):** VoHS Chairman Mike B. summarized comments and feedback received from the VoHS workshop (Applicable Standards for Ventilation and Air Conditioning of Hazardous Spaces) held in Chicago. The workshop was well received. Lots of work to do. Currently working with ASHRAE to determine best way to consider updates to existing chapters, submit revisions to the handbooks, develop a design guide and potentially submit a proposal for a new standard.
 - e) **Programs:** Bill Lampkin is assuming this position from Deep Ghosh. General discussion on program possibilities was discussed. More to follow as Bill adapts to this new responsibility. .
- 8) **Website Report:** none. Webmaster Mike Baucom reported that the website is fairly up-to-date and populated with the reports and information as it is provided to him.
- 9) **New Business**

- a) TC 5.2 proposed scope change – (continued from above) TC 9.2 had not been made aware of the proposed scope change and Mike Baucom, who is the current TC 9.2 chair, indicated an interest in also delivering comments for TAC consideration. Since the upcoming TAC meeting on Wednesday July 1st conflicted with Ken Mead’s conference schedule, Mike agreed to represent both TC 9.2 and TC 5.8 at the upcoming TAC meeting.
 - b) Mr. Bill Kumpf announced that he was officially retiring and would not continue to regularly attend ASHRAE meetings. He agreed however to continue to share his insight and experience through ongoing TC participation as a corresponding member. Bill was thanked for his many years of service to ASHRAE and to TC 5.8.
 - c) Mr. Bill Kumpf made a motion on behalf of the TC, thanking Chairman Ken Mead for his service as TC 5.8 chair and specifically requested that his motion be entered verbatim into the minutes:
 - i) The TC extends to CAPT Kenneth Mead our appreciation and thanks for his service as TC chairman for the past 3 years.
 - ii) The motion passed on a voice vote
- 10) Next meeting location (Orlando) and Date (01/25/2016 at 4:15 PM)
- 11) Adjourn
- a) Meeting adjourned at 5:55 PM

DRAFT

Final
AGENDA
SECTION TC/TG/TRG CHAIR'S BREAKFAST MEETING
2015 Annual Meeting
Atlanta, GA

Sunday, June 28

6:30 A.M. – 8:00 A.M. EST

Atlanta Hilton Hotel (Downtown)

Section 1	201 Room - 2nd Floor
Section 2	214 Room – 2nd Floor
Section 3	405 Room – 4th Floor
Section 4	311 Room – 3rd Floor
Section 5	303 Room – 3rd Floor
Section 6	402 Room – 4th Floor
Section 7	307 Room – 3rd Floor
Section 8	404 Room – 4th Floor
Section 9	203 Room – 2nd Floor
Section 10	211 Room – 2nd Floor

- I. CALL TO ORDER
- II. ROLL CALL AND INTRODUCTIONS (5 minutes)
- III. ASHRAE CODE OF ETHICS - <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>
- IV. ADDITIONS AND/OR CHANGES TO THE AGENDA (5 minutes)
- V. REVIEW MINUTES/NOTES, SPECIAL ASSIGNMENTS, ACTION ITEMS FROM LAST MEETING, AND NEW ISSUES (30 minutes).
New TC Assignments or TC Feedback Sought:
 - A. Discuss and affirm TGs, and TRGs in section that will continue in 2015-2016 Society Year
 - B. What is your TC/TG doing now or planning to do near term that could impact or benefit the residential sector to some degree?
 - C. Do we need a new mandatory TC leadership position focused on membership to attract and mentor new and potential TC members?
 - D. TAC sees a need to form a new MTG on the general topic of occupant behavior in buildings and its impact on building energy use and IEQ factors and is now seeking interested TCs and individuals to help develop a formal MTG proposal (Sections 2 & 7 are closely related to this topic).
 - E. **To be determined**
- VI. IDENTIFY SHARED OPPORTUNITIES AND CHALLENGES FOR SECTION (10 minutes).
Society's Strategic Plan? Research Strategic Plan? Handbook workshop recommendations?, etc.
- VII. REVIEW SECTION MBOs (10 minutes).
Discuss section and TC MBOs for this year and coming year and how the section can work together to address them or establish section and TC MBOs if not already done.

VIII. DISTRIBUTE **WRITTEN** INFORMATION AND REQUESTS FROM SOCIETY LIAISONS TO TC/TG/TRG CHAIRS (30 minutes).

Additional Announcements/Reminders:

A. NEW!

1. Provisional Corresponding Member (PCM) Process
2. New Easier to Use Standard Website Template in Development
3. Coming Soon! - New TC E-mail Position Aliases for 15-16 Society Year
4. RAC Prioritizing Research Topics Related to the Residential Sector

B. AT THIS MEETING

1. On-Site Training
2. RAC Forum #3 – Is the ASHRAE Research Process Efficient?
3. Location of Section Head Mailboxes at this Society meeting & Free Wi-Fi Access at this Society meeting.
4. Retiring TC/TG/TRG Chair Certificates
5. E&P Beta Test #8 TC meetings being Held in Atlanta

C. UPCOMING DEADLINES

1. Thank You Letters to Employers
2. 2015-2016 Hightower Award Nomination Process and Deadline
3. 2015-2016 Service to ASHRAE Research Award Nomination Process and Deadline
4. Seminar and Forum proposal for Orlando are due by Monday, August 10, 2015.
5. CEC requests Program Track suggestions

D. REMINDERS

1. Employment Discipline added to ASHRAE BIO Online Input Form
2. TC Volunteers willing to Support Content Development and Quality Control for Society Technical Program at Society Meetings
3. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings
4. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)
5. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings
6. 15-16 Rosters Access & Distribution
7. Useful TC/TG/TRG/MTG Chair Information and forms on ASHRAE website
8. Request for each technical committee to briefly review ASHRAE Code of Ethics at start of TC meeting

E. RECENT ANNOUNCEMENTS

1. Outstanding TC Award
2. Recent MTGs that have been formed
3. Standard 203-2014 now available for use and reference
4. Recent updates to the TC MOP (Manual of Procedures)
5. TC Activity Form
6. TAC Presentation template for TC members to use with local Chapter
7. TC Master Calendar – Now Available through Google

F. UPCOMING ASHRAE CONFERENCES

1. Program Focus at Atlanta Annual Conference
2. Orlando Meeting – January 23-27, 2016
3. St. Louis Meeting – June 25-29, 2016
4. Recent updates to the TC MOP (Manual of Procedures)
5. TC Activity Form
6. TAC Presentation template for TC members to use with local Chapter

G. UPCOMING WORKSHOPS AND CONFERENCES

1. 2015
2. 2016

IX. REMARKS FROM SOCIETY LIAISONS TO TC/TG/TRG CHAIRS

Liaison members from Research Administration, ASHRAE Program, Handbook, Standards, and other standing committees will have an opportunity to describe their committee activities that relate to the TC/TG/TRG functions, if time permits. Written announcements must be provided as a minimum by liaisons in order to have an opportunity to speak at this meeting.

ADJOURN

**Announcements and Reminders for TC/TG/TRG & MTG Chairs
ATLANTA 2015**

A. NEW!

1. **PCM Process** - The process for adding new PCMs to TC rosters and notifying all affected parties has now been automated through the ASHRAE website. Potential new TC members now just need to click on the **JOIN A TC** button at the top of the TC page (www.ashrae.org/tcs) on the ASHRAE website to get started.
2. **New Easier to Use Standard Website Template in Development** - We are working with the Society's Electronic Communication Committee (ECC), staff, and a consultant to modernize and streamline the template for TC websites. This will include WIZYWIG editing, automatic rosters and simplified document uploading. There will be no more HTML editing. We have a preliminary design and will be working with several volunteer beta testers from various TCs to finalize the design and operation. Anticipate release sometime in the fall of 2015.
3. **Coming Soon! - New TC E-mail Position Aliases for 15-16 Society Year** - We are in the process of creating new position e-mail alias addresses for each of the remaining mandatory positions of the Technical Committee management team (Secretary, Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster). The process will take 4-6 weeks. In the meantime, we ask that you review your membership profile to ensure that your email address is up-to-date. Your profile can be accessed by logging onto the "Member's Only" section at www.ashrae.org. The 15-16 E-mail Alias list will then be distributed to the TCs once this work is complete.
4. **RAC Prioritizing Research Topics Related to the Residential Sector**
Starting in the 2015-2016, RAC will be prioritizing for bid accepted research topics that support Goal #3 below from the Research Strategic Plan.

Goal #3: To reduce significantly the energy consumption for HVAC&R, water heating and lighting in existing homes.

B. AT THIS MEETING

1. **On-Site Training**
 - i. **TC/TG/TRG Chair's Training Workshop Reminder** - Sunday June 28, 9:45-10:45 AM in Salon C Room (2nd floor) in the Atlanta Hilton Hotel. This session will be a repeat of the same content that was presented in a 6/12 via a webinar for individuals that could not make this webinar. As with the Breakfast meeting, both the Chair and Vice-Chair are expected to attend if they did not attend the webinar; attendance will be tracked so that we can assess who has been trained. Bring questions - if you need an answer, it's quite likely others also need the same answer. We are also interested in hearing your feedback if you attended the webinar also. The main focus of this particular workshop will be on ASHRAE Tools for TCs.
 - ii. **RAC's Research Subcommittee Chair's Breakfast** - Monday, 6/29, 6:30 AM
Please encourage your Research Subcommittee Chair or another representative from the TC to attend this meeting so that your RAC Research Liaison (RL) can get

an update on the TC's research activities and so that your RL can help resolve issues & questions that TC may have concerning their research program. The training portion of this meeting will focus on the duties and responsibilities of Project Monitoring Subcommittee (PMSC) Chair. After the meeting, RAC plans to record this training presentation and post to the ASHRAE website as a new training webinar that current and new PMSC chairs can access at any time.

iii. TC Program Subcommittee Chair Training in Atlanta - Tuesday, 6/30, 11:15AM – Noon, Room 315, (3rd Floor) Atlanta Hilton Hotel. *Don't complain about the meeting program and your TC's submissions if you have not been to training.*

A few things you might learn in training are as follows:

- Incomplete program submissions is the biggest reason for rejection now. All information is needed up front for CEC selection process.
- A packaged session on a similar topic is the best way to greatly improve your chances for acceptance.
- There is no difference in how CEC handles 60 and 90 minute program slots. 60 minute slots are just as good as 90 minute slots if complete.

2. RAC Forum #3 – Is the ASHRAE Research Process Efficient?

Do you have a good idea for how the ASHRAE Research Program and its current processes could be improved? If so, members of the ASHRAE Research Administration Committee (RAC) would very much like to talk to you more about your idea in Atlanta at the forum below.

Monday, June 29

11:00 A.M. to 12:00 PM

Forum 3 – Is the ASHRAE Research Process Efficient
206/207 Room – 2nd Floor – Atlanta Hilton Hotel

3. Location of Section Head Mailboxes at this Society meeting & Free Wi-Fi Access at this Society meeting - Mailboxes are located just outside ASHRAE Headquarters Office (208/209 – 2nd Floor – Atlanta Hilton Hotel).

Also, Internet access and computers for e-mail are available in the Cyber Café located in the registration area during operating hours. Please be considerate to others and limit your usage to five minutes.

Internet is also available complimentary in your sleeping room in the Hilton.

Wireless internet will be available in all meeting rooms at the Hilton. ASHRAE will be working with the internet provider to manage the bandwidth so that member expectations of accessibility and speed are fulfilled. We would like to request that everyone limit their usage to functions that do not use excessive bandwidth. Applications such as Facebook, YouTube, streaming video, etc. use excessive bandwidth. Access code is ASHRAE2015 and the code is case sensitive.

4. Retiring TC/TG/TRG Chair Certificates - TC chairs that are completing their terms as chair at this Society meeting will be presented with a certificate of appreciation. Please coordinate with your Section Head as to when and where at the meeting you would like to be presented with the certificate (Section meeting or TC meeting)

- 5. E&P Beta Test #8 TC meetings being Held in Atlanta** - The 8th beta test of Electronic and Present (E&P) meetings, which allows some TC members to participate in the TC meeting from a remote location electronically, will occur in Atlanta and the following ten TCs have agreed to participate in this test: TC 1.5, TC 2.2, TC 4.2 (RP-1561 & RP-1699 PMSC), TC 5.8, TC 6.8, TC 7.9, TC 8.4, TC 8.8, TC 9.2, TC 10.2 The chairs of those TCs participating should provide to their Section Head feedback on their E&P meeting experience before TAC meets on Wednesday morning, 7/1.

C. UPCOMING DEADLINES

- 1. Thank You Letters to Employers** - ASHRAE President – Thomas Phoenix – has offered to send letters to the employers of TC volunteers this year thanking them for supporting their employee’s service on an ASHRAE TC during Society year 2014-2015. If requested by the volunteer, the letter will be sent to his/her employer by the end of July or early August and the volunteer will receive a copy.

Please let your committee members know that they will be receiving an email about employer thank you letters in early July with details on how to request a thank you letter.

- 2. 2015-2016 Hightower Award Nomination Process and Deadline** - Nominations for the 2015-2016 George B. Hightower Technical Achievement Award are due to you Section Head by September 1, 2015. The award recognizes outstanding technical leadership and contributions on a TC/TG/TRG during the past four years, excluding research and standards activities. Please go to the Technical Committee page of the ASHRAE website at the following link under the “Procedures, Forms...” heading: <http://www.ashrae.org/tcs>

- 3. 2015-2016 Service to ASHRAE Research Award Nomination Process and Deadline** - Nominations for the 2015-2016 Service to ASHRAE Research Award for TC volunteer efforts in research are due to RAC research liaison by September 1, 2015 (new date). Please go to the Research page of the ASHRAE website at the following link under the “Research Grants and Awards” heading: <http://www.ashrae.org/research>

- 4. Seminar and Forum proposals for Orlando are due by Monday, August 10, 2015.** Please visit the following site to submit your proposal: <http://ashraem.confex.com/ashraem/w16/cfp.cgi>

For more information, go to: www.ashrae.org/orlando.

- 5. CEC requests for Program Tracks** - The Conferences and Expositions Committee (CEC) oversees ASHRAE’s annual and winter conferences and other specialty conferences and expositions globally. The CEC continually works to improve the conference experience for all attendees. To help keep a “pulse” on the technical issues facing professionals in the HVAC&R marketplace, and to create meetings that reach all of ASHRAE’s constituencies, the CEC seeks ideas for tracks for the Las Vegas 2017 meeting and annual and winter conferences beyond as well as topics for specialty conferences from TC members.

Please submit your suggestions to ASHRAE Staff member Tony Giometti (Giometti@ashrae.org). You can also add your track suggestion in the "Comment" section of the TC Activity form for the Atlanta meeting.

D. REMINDERS

- 1. Employment Discipline added to ASHRAE BIO Online Input Form** - A new input field titled Employment Discipline has been added to the ASHRAE online member (BIO) graphical input form and TAC would like ALL TC members to self-declare their employment discipline prior to the start of the new Society year on July 1, 2015 by going to the Members Only section (<https://eweb.ashrae.org/eweb/DynamicPage.aspx?Site=ASHRAE&WebKey=8396a37a-9fc2-4f50-9332-5eebebe73494>) and enter their employment discipline information. The link should take you directly to the screen, which is located under demographics.

Thus far, approximately 30.6% (up 2.6% since Seattle meeting) of TC Members have declared their discipline.

- 2. TC Volunteers willing to Support Content Development and Quality Control for Society Technical Program at Society Meetings** - Provide to your Section Head after each Society meeting a list of qualified volunteers from your TC that are potential Technical Session chairs and reviewers of session papers that are related to TC's scope for use by the Conferences & Expositions Committee (CEC) in developing technical content for future technical programs.
- 3. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings** - More and more TCs are taking advantage of a new Society service that allows TCs to hold subcommittee meetings by phone and/or web. Many TCs are finding this to be a more efficient way for them to conduct subcommittee business and it also allows TC members that can't travel to meetings on a regular basis a way to still contribute to the TC. Such a change can also eliminate potential conflicts with the TC's program sessions at Society meetings. Please pass your conference call/web meeting/webinar requests on to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net
- 4. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)** - Is your committee website up to date? If not, please ask your webmaster to at least post the latest minutes and the Atlanta meeting times and agenda. If your website has been neglected, add an action item for this meeting to appoint a responsible member of the TC/TG/TRG who will bring it back to life. This form of communication is critical to the efficient operation of your committee, and for attracting new members.

TAC and the Electronic Communications Committee (ECC) recently posted a webinar recording on how to set-up and maintain a basic TC website using the ASHRAE server and TC website template at the following link:

<http://media.ashrae.biz/webinar/TrainingWebinar.avi>

- 5. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings** - Potential new members for your committee have been encouraged to drop-by your meeting. As a result, please

make a special effort to recognize and warmly welcome all visitors to your meeting – A TC can never have too many willing and able volunteers.

- 6. 15-16 Rosters Access & Distribution** - Remember, the current 2014-2015 roster for your TC, TG or MTG is in effect until after the June meeting this year – through Wednesday, July 1st.

By now, each TC, TG and MTG chair should have received a PDF & MS-Excel file of their new 2015-2016 roster from their Section Head for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to www.ashrae.org <<http://www.ashrae.org>>, click on the "Membership & Conferences" tab in the header, click on "My Membership" text in the left sidebar, and log in (if you have not logged in lately, you might need to set up a new username and password). Click on the "Update Your Bio / View or Edit Your Profile" link. Now, you should see your current "bio info". Click on "Committees" on the left sidebar; all of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information. Make sure everyone on your committee also knows how to access the roster.

The Provisional Corresponding Member (PCM) position is a relatively new position on TC/TG/TRG rosters. This position allows potential new members to be added by staff to the committee roster any time a request for membership is made by an individual. The position has a 2-year term on the committee. Staff will notify the chair and reissue a new roster to the committee chair any time a provisional member is added. The TC/TG/TRG chair has the option each year during the regular roster update process to convert provisional CMs that have been active participants on the committee the past year into regular CMs or voting members or drop them. If no action is taken, they will time expire from the roster and be removed by staff.

- 7. Useful TC/TG/TRG/MTG Chair Information and forms on ASHRAE website** - Information for TC/TG/TRG and MTG chairs can be found on the Technical Committee page of the ASHRAE website at the following link: <http://www.ashrae.org/tcs>

The TC/TG/TRG Manual of Procedures (MOP) has been revised to include a new committee type, Multidisciplinary Task Groups (MTGs). MTGs are different from TCs, TGs, and TRGs. The objective of the MTG is to first try to better coordinate and focus the activities of the affiliated TC and non-TC groups (EHC, REF, SSPCs, outside groups, etc.) that make-up the MTG on the task for which the MTG was created without duplicating the functions of a TC or TG so that the task can be completed as efficiently as possible. In special cases, MTGs may also be authorized by TAC to assume some TC/TG functions, such as research, if it is deemed necessary to better complete their task assignment.

Since the need, purpose, and progress of each MTG is reassessed and reaffirmed by TAC each year, there are no term limits for the MTG Chair, Vice Chair, Members and Alternates.

- 8. Request for each technical committee to briefly review ASHRAE Code of Ethics at start of TC meeting** - See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/>

E. RECENT ANNOUNCEMENTS

- 1. Outstanding TC Award** - TAC will continue in the 2015-2016 Society year with the new Outstanding Technical Committee Award. The purpose of the award is to recognize, annually, a single Technical Committee within each TC Section that has the highest measured performance based on a set of weighted criteria as compared to other TCs within that same Section. The goal of this award is to reward TCs for the behaviors and activities that further the goals of TAC and exhibit excellence in the operation of a technical committee. The criterion used is a point system with values assigned to various metrics and activities, which are collected through an updated TC activity form. The award will serve to heighten TC Chair and committee member awareness of what activities are valued to encourage improved performance, and foster friendly competition between TCs within a Section.
- 2. Recent MTGs that have been formed** - TAC approved the formation of the following new Multidisciplinary Task Group (MTG):
MTG.O&MEE – Operations and Maintenance Activities That Impact Energy Efficiency
Scope: MTG.O&MEE will coordinate TC/TG/TRG activities to help support the application of ASHRAE guidelines, Standards and other technical resources to support regulatory bodies, utilities, building owners and others who are attempting to enhance efficiency of existing buildings. Responsibilities include suggestions for research, development and presentation of technical programs of all types on maintenance and its impact on energy consumption and efficiency. It will be especially involved with interactions with those who are introducing and evaluating strategies for building efficiency enhancements.

For more information on this MTG and the six other active MTGs, please go to the MTG section on the following web page: <http://www.ashrae.org/tcs>

If your TC would like to have a voting representative on a particular MTG, please contact the ASHRAE Manager of Research and Technical Services, Mike Vaughn, at MORTS@ashrae.net.

- 3. Standard 203-2014 now available for use and reference** - Standard 203-2014, Method of Test for Determining Heat Gain of Office Equipment Used in Buildings, is published. The Chair of SPC 203, Glenn Friedman, would like to make other project committee chairs aware of it and possibly reference it in other standards. For questions please contact Glenn Friedman, gfriedman@taylor-engineering.com, (510) 263-1542 direct, (510) 220-5895 mobile.”
- 4. Recent updates to the TC MOP (Manual of Procedures)** - Part 4 – Meetings of the Manual of Procedures (MOP) for ASHRAE technical committees (TCs/TGs/MTGs/TRGs) has been revised to clarify that attendance at technical committee meetings and subcommittee meetings must be open, except as allowed for by executive session procedures, and that an interim meeting is allowed with proper notification.

Section and 2.5.1.4 (1) has been amended to allow one Voting Member non-quorum to count towards the minimum number of voting members in Section 2.5.1.1, which is currently 6 voting members.

Section 5.1.2 has been amended to clarify how quorum is established for TCs with only six members and some designated a Member Non Quorum.

See the following link for the latest version of the TC MOP <http://www.ashrae.org/tcs>

5. **TC Activity Form** - TAC has developed a new TC activity form that they would like all TCs to use at this meeting to report to their section head. This form can be downloaded from the Technical Committee webpage under the "TC Forms and Documents" page - <https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents> . Section heads can also provide an electronic copy of the form if requested.
6. **TAC Presentation template for TC members to use with local Chapter** - The new presentation template allows TC members, without a lot of effort, to give a presentation to their local chapter on TAC and the TCs in general and to also customize a few slides with information specific to their own TC or TCs. The template is posted now on the Technical Committee page of the ASHRAE website for download.
7. **TC Master Calendar – Now Available through Google** - The Technical Committee Master Calendar is now available through Google. In order to access this calendar you need to have a Google account.

Once you log into your Google account, follow the instructions below:

To add a friend's calendar, just follow these steps:

- At the bottom of the calendar list on the left, click Add and select Add a friend's calendar.
- Enter the appropriate email address (techservices1791@gmail.com) in the field provided, then click Add.

This calendar is public and will appear under 'Other Calendars' in the left column.

To set up Google Calendar Sync to your Outlook:

- Make sure you're using a supported operating system and Outlook version.
- Download Google Calendar Sync (version 0.9.3.6) at
- http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe
- Once a dialog box appears, click Save File. The downloaded file should open automatically. If it doesn't, manually open it from your browser's download window.
- Click OK to confirm that you're aware this is an executable file.
- Read through the Google Calendar Sync Terms of Service, and click I Agree.
- Follow through the Installation Options and click Install to finish the set-up process.

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In the Settings window, enter your email address and password and select the Sync Option you prefer. Read about each Sync Option.

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F. UPCOMING ASHRAE CONFERENCES

- 1. Program Focus at Atlanta Annual Conference** - The Atlanta Conference Technical Program addresses broad topics in the application of technology to practice, specific applications in hydronic heating systems, variable refrigerant flow systems, O&M and indoor environmental quality, as well as new reports on research taking place worldwide. Specific program tracks are as follows:

- Building Operation, Maintenance, and Optimization/Commissioning Track
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- Laboratories Track
- Modeling throughout the Building Life Cycle Track
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- Research Summit Track

The Atlanta conference will also host the third annual ASHRAE Research Summit, which will present innovations in HVAC&R research with particular emphasis on high performance building design and its role in a clean energy economy, and brings together researchers to present and discuss the latest research. Researchers will present papers, seminars and forums or participate in panel discussions. Also, highlights on ongoing ASHRAE funded research will be presented.

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Track Chair: Frank Schambach
Email: frankschambach@mindspring.com
This track seeks papers and programs that explore the wide range of refrigeration systems under development with special emphasis on the use of alternative refrigerants in vapor compression machines to address environmental concerns.
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Track Chair: Jeffrey Spitler
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The fourth annual Research Summit seeks papers that report results on any aspect of ASHRAE-related research including heating, cooling, ventilation, other energy uses in the engineered environment and associated environmental aspects.
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Fundamental information and applications of fundamentals related to all aspects of HVAC&R are welcome. This can range from psychrometric properties and processes to combustion, controls, HVAC system and envelope fundamentals and beyond.
- iv. Track 4: HVAC Systems and Equipment**
Track Chair: Alan Neely
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This track will include presentations on best practices to implement traditional, non-traditional, and hybrid approaches to achieve successful HVAC&R systems design. Objectives include high performance systems and equipment, LEED certified designs and sustainable buildings.
- v. Track 5: Smart Building Systems/Remote Monitoring and Diagnostics**
Track Chair: Samir Traboulsi
Email: traboulsi.samir@gmail.com
Smart buildings address HVAC&R equipment operation (chiller sequencing, soft start), integration into complete systems and can potentially interface with multiple building complexes and micro grid operation. This track includes papers on advanced communication protocols, system integration, BMS tools, data management and analysis.
- vi. Track 6: Indoor Environment: Health, Comfort, Productivity**
Track Chair: Dennis Alejandro
Email: denzjac@yahoo.com
Buildings and other enclosed spaces are increasingly required to provide safe, healthy environments in an energy efficient manner. Papers in this track will review the balance between environmental health and energy efficiency in buildings and help define future education, policy and research directions.

vii. Track 7: Professional Skills Beyond Engineering

Track Chair: Rachel Romero

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This track seeks to ensure professional skills are being developed and maintained beyond engineering essentials. Emphasis will be placed on meeting the professional development and business needs of today and converting them into the building blocks of tomorrow's success.

viii. Track 8: Renewable Energy Systems and Net Zero Buildings

Track Chair: Kevin Gallen

Email: kevin@gallenengineering.com

Wind, hydroelectric and solar are just a few of the alternative and/or renewable energy sources that are being used in HVAC design as we strive for Net-zero and high efficiency buildings. This track will address recent advances in alternative energy systems and equipment and new design strategies for achieving Net-zero buildings.

G. UPCOMING WORKSHOPS AND CONFERENCES

1. 2015

- i. ISHVAC-COBEE 2015: 9th International Symposium on Heating, Ventilation and Air Conditioning (ISHVAC) and 3rd Conference on Building Energy and Environment (COBEE) - July 12 – 15, 2015 - Tianjin, CHINA – Contact: <http://www.cobee.org/>
- ii. ICR2015 (24th IIR International Congress of Refrigeration) - August 16 – 22, 2015 - Yokohama, JAPAN – Contact: <http://www.icr2015.org/index.html>
- iii. Cold Climate 2015 - October 20 – 23, 2015 - Dalian, CHINA – Contact: <http://www.coldclimate2015.org/>
- iv. 11th International Conference on Industrial Ventilation - October 26 – 28, 2015 - Shanghai, CHINA – Contact: <http://www.ventilation2015.org/>
- v. IBPSA 2015 (14th International Conference of the International Building Simulation Conference) – December 7 – 9, 2015 - Hyderabad, INDIA – Contact: <http://www.bs2015.in/>

2. 2016

- i. International Air-Conditioning, Heating, Refrigerating Exposition (AHR Expo) – 2016 - January 25 – 27, 2016 - Orlando, FL – Contact: <http://www.ahrexpo.com/>
- ii. CLIMA 2016 - May 22 – 25, 2016 - Aalborg, DENMARK – Contact: <http://www.clima2016.org/welcome.aspx>
- iii. IAQVEC 2016 (9th International Conference on Indoor Air Quality Ventilation & Energy Conservation in Buildings) – Oct. 17 – 19, 2016 - Seoul, SOUTH KOREA – Contact: <http://iaqvec2016.org/>

**Announcements and Reminders for TC/TG/TRG & MTG Chairs
ATLANTA 2015**

A. NEW!

1. **PCM Process** - The process for adding new PCMs to TC rosters and notifying all affected parties has now been automated through the ASHRAE website. Potential new TC members now just need to click on the **JOIN A TC** button at the top of the TC page (www.ashrae.org/tcs) on the ASHRAE website to get started.
2. **New Easier to Use Standard Website Template in Development** - We are working with the Society's Electronic Communication Committee (ECC), staff, and a consultant to modernize and streamline the template for TC websites. This will include WIZYWIG editing, automatic rosters and simplified document uploading. There will be no more HTML editing. We have a preliminary design and will be working with several volunteer beta testers from various TCs to finalize the design and operation. Anticipate release sometime in the fall of 2015.
3. **Coming Soon! - New TC E-mail Position Aliases for 15-16 Society Year** - We are in the process of creating new position e-mail alias addresses for each of the remaining mandatory positions of the Technical Committee management team (Secretary, Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster). The process will take 4-6 weeks. In the meantime, we ask that you review your membership profile to ensure that your email address is up-to-date. Your profile can be accessed by logging onto the "Member's Only" section at www.ashrae.org. The 15-16 E-mail Alias list will then be distributed to the TCs once this work is complete.
4. **RAC Prioritizing Research Topics Related to the Residential Sector**
Starting in the 2015-2016, RAC will be prioritizing for bid accepted research topics that support Goal #3 below from the Research Strategic Plan.

Goal #3: To reduce significantly the energy consumption for HVAC&R, water heating and lighting in existing homes.

B. AT THIS MEETING

1. **On-Site Training**
 - i. **TC/TG/TRG Chair's Training Workshop Reminder** - Sunday June 28, 9:45-10:45 AM in Salon C Room (2nd floor) in the Atlanta Hilton Hotel. This session will be a repeat of the same content that was presented in a 6/12 via a webinar for individuals that could not make this webinar. As with the Breakfast meeting, both the Chair and Vice-Chair are expected to attend if they did not attend the webinar; attendance will be tracked so that we can assess who has been trained. Bring questions - if you need an answer, it's quite likely others also need the same answer. We are also interested in hearing your feedback if you attended the webinar also. The main focus of this particular workshop will be on ASHRAE Tools for TCs.
 - ii. **RAC's Research Subcommittee Chair's Breakfast** - Monday, 6/29, 6:30 AM
Please encourage your Research Subcommittee Chair or another representative from the TC to attend this meeting so that your RAC Research Liaison (RL) can get

an update on the TC's research activities and so that your RL can help resolve issues & questions that TC may have concerning their research program. The training portion of this meeting will focus on the duties and responsibilities of Project Monitoring Subcommittee (PMSC) Chair. After the meeting, RAC plans to record this training presentation and post to the ASHRAE website as a new training webinar that current and new PMSC chairs can access at any time.

iii. TC Program Subcommittee Chair Training in Atlanta - Tuesday, 6/30, 11:15AM – Noon, Room 315, (3rd Floor) Atlanta Hilton Hotel. *Don't complain about the meeting program and your TC's submissions if you have not been to training.*

A few things you might learn in training are as follows:

- Incomplete program submissions is the biggest reason for rejection now. All information is needed up front for CEC selection process.
- A packaged session on a similar topic is the best way to greatly improve your chances for acceptance.
- There is no difference in how CEC handles 60 and 90 minute program slots. 60 minute slots are just as good as 90 minute slots if complete.

2. RAC Forum #3 – Is the ASHRAE Research Process Efficient?

Do you have a good idea for how the ASHRAE Research Program and its current processes could be improved? If so, members of the ASHRAE Research Administration Committee (RAC) would very much like to talk to you more about your idea in Atlanta at the forum below.

Monday, June 29

11:00 A.M. to 12:00 PM

Forum 3 – Is the ASHRAE Research Process Efficient
206/207 Room – 2nd Floor – Atlanta Hilton Hotel

3. Location of Section Head Mailboxes at this Society meeting & Free Wi-Fi Access at this Society meeting - Mailboxes are located just outside ASHRAE Headquarters Office (208/209 – 2nd Floor – Atlanta Hilton Hotel).

Also, Internet access and computers for e-mail are available in the Cyber Café located in the registration area during operating hours. Please be considerate to others and limit your usage to five minutes.

Internet is also available complimentary in your sleeping room in the Hilton.

Wireless internet will be available in all meeting rooms at the Hilton. ASHRAE will be working with the internet provider to manage the bandwidth so that member expectations of accessibility and speed are fulfilled. We would like to request that everyone limit their usage to functions that do not use excessive bandwidth. Applications such as Facebook, YouTube, streaming video, etc. use excessive bandwidth. Access code is ASHRAE2015 and the code is case sensitive.

4. Retiring TC/TG/TRG Chair Certificates - TC chairs that are completing their terms as chair at this Society meeting will be presented with a certificate of appreciation. Please coordinate with your Section Head as to when and where at the meeting you would like to be presented with the certificate (Section meeting or TC meeting)

- 5. E&P Beta Test #8 TC meetings being Held in Atlanta** - The 8th beta test of Electronic and Present (E&P) meetings, which allows some TC members to participate in the TC meeting from a remote location electronically, will occur in Atlanta and the following ten TCs have agreed to participate in this test: TC 1.5, TC 2.2, TC 4.2 (RP-1561 & RP-1699 PMSC), TC 5.8, TC 6.8, TC 7.9, TC 8.4, TC 8.8, TC 9.2, TC 10.2 The chairs of those TCs participating should provide to their Section Head feedback on their E&P meeting experience before TAC meets on Wednesday morning, 7/1.

C. UPCOMING DEADLINES

- 1. Thank You Letters to Employers** - ASHRAE President – Thomas Phoenix – has offered to send letters to the employers of TC volunteers this year thanking them for supporting their employee’s service on an ASHRAE TC during Society year 2014-2015. If requested by the volunteer, the letter will be sent to his/her employer by the end of July or early August and the volunteer will receive a copy.

Please let your committee members know that they will be receiving an email about employer thank you letters in early July with details on how to request a thank you letter.

- 2. 2015-2016 Hightower Award Nomination Process and Deadline** - Nominations for the 2015-2016 George B. Hightower Technical Achievement Award are due to you Section Head by September 1, 2015. The award recognizes outstanding technical leadership and contributions on a TC/TG/TRG during the past four years, excluding research and standards activities. Please go to the Technical Committee page of the ASHRAE website at the following link under the “Procedures, Forms...” heading: <http://www.ashrae.org/tcs>

- 3. 2015-2016 Service to ASHRAE Research Award Nomination Process and Deadline** - Nominations for the 2015-2016 Service to ASHRAE Research Award for TC volunteer efforts in research are due to RAC research liaison by September 1, 2015 (new date). Please go to the Research page of the ASHRAE website at the following link under the “Research Grants and Awards” heading: <http://www.ashrae.org/research>

- 4. Seminar and Forum proposals for Orlando are due by Monday, August 10, 2015.** Please visit the following site to submit your proposal: <http://ashraem.confex.com/ashraem/w16/cfp.cgi>

For more information, go to: www.ashrae.org/orlando.

- 5. CEC requests for Program Tracks** - The Conferences and Expositions Committee (CEC) oversees ASHRAE’s annual and winter conferences and other specialty conferences and expositions globally. The CEC continually works to improve the conference experience for all attendees. To help keep a “pulse” on the technical issues facing professionals in the HVAC&R marketplace, and to create meetings that reach all of ASHRAE’s constituencies, the CEC seeks ideas for tracks for the Las Vegas 2017 meeting and annual and winter conferences beyond as well as topics for specialty conferences from TC members.

Please submit your suggestions to ASHRAE Staff member Tony Giometti (Giometti@ashrae.org). You can also add your track suggestion in the "Comment" section of the TC Activity form for the Atlanta meeting.

D. REMINDERS

- 1. Employment Discipline added to ASHRAE BIO Online Input Form** - A new input field titled Employment Discipline has been added to the ASHRAE online member (BIO) graphical input form and TAC would like ALL TC members to self-declare their employment discipline prior to the start of the new Society year on July 1, 2015 by going to the Members Only section (<https://eweb.ashrae.org/eweb/DynamicPage.aspx?Site=ASHRAE&WebKey=8396a37a-9fc2-4f50-9332-5eebebe73494>) and enter their employment discipline information. The link should take you directly to the screen, which is located under demographics.

Thus far, approximately 30.6% (up 2.6% since Seattle meeting) of TC Members have declared their discipline.

- 2. TC Volunteers willing to Support Content Development and Quality Control for Society Technical Program at Society Meetings** - Provide to your Section Head after each Society meeting a list of qualified volunteers from your TC that are potential Technical Session chairs and reviewers of session papers that are related to TC's scope for use by the Conferences & Expositions Committee (CEC) in developing technical content for future technical programs.
- 3. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings** - More and more TCs are taking advantage of a new Society service that allows TCs to hold subcommittee meetings by phone and/or web. Many TCs are finding this to be a more efficient way for them to conduct subcommittee business and it also allows TC members that can't travel to meetings on a regular basis a way to still contribute to the TC. Such a change can also eliminate potential conflicts with the TC's program sessions at Society meetings. Please pass your conference call/web meeting/webinar requests on to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net
- 4. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)** - Is your committee website up to date? If not, please ask your webmaster to at least post the latest minutes and the Atlanta meeting times and agenda. If your website has been neglected, add an action item for this meeting to appoint a responsible member of the TC/TG/TRG who will bring it back to life. This form of communication is critical to the efficient operation of your committee, and for attracting new members.

TAC and the Electronic Communications Committee (ECC) recently posted a webinar recording on how to set-up and maintain a basic TC website using the ASHRAE server and TC website template at the following link:

<http://media.ashrae.biz/webinar/TrainingWebinar.avi>

- 5. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings** - Potential new members for your committee have been encouraged to drop-by your meeting. As a result, please

make a special effort to recognize and warmly welcome all visitors to your meeting – A TC can never have too many willing and able volunteers.

- 6. 15-16 Rosters Access & Distribution** - Remember, the current 2014-2015 roster for your TC, TG or MTG is in effect until after the June meeting this year – through Wednesday, July 1st.

By now, each TC, TG and MTG chair should have received a PDF & MS-Excel file of their new 2015-2016 roster from their Section Head for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to www.ashrae.org <<http://www.ashrae.org>>, click on the "Membership & Conferences" tab in the header, click on "My Membership" text in the left sidebar, and log in (if you have not logged in lately, you might need to set up a new username and password). Click on the "Update Your Bio / View or Edit Your Profile" link. Now, you should see your current "bio info". Click on "Committees" on the left sidebar; all of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information. Make sure everyone on your committee also knows how to access the roster.

The Provisional Corresponding Member (PCM) position is a relatively new position on TC/TG/TRG rosters. This position allows potential new members to be added by staff to the committee roster any time a request for membership is made by an individual. The position has a 2-year term on the committee. Staff will notify the chair and reissue a new roster to the committee chair any time a provisional member is added. The TC/TG/TRG chair has the option each year during the regular roster update process to convert provisional CMs that have been active participants on the committee the past year into regular CMs or voting members or drop them. If no action is taken, they will time expire from the roster and be removed by staff.

- 7. Useful TC/TG/TRG/MTG Chair Information and forms on ASHRAE website** - Information for TC/TG/TRG and MTG chairs can be found on the Technical Committee page of the ASHRAE website at the following link: <http://www.ashrae.org/tcs>

The TC/TG/TRG Manual of Procedures (MOP) has been revised to include a new committee type, Multidisciplinary Task Groups (MTGs). MTGs are different from TCs, TGs, and TRGs. The objective of the MTG is to first try to better coordinate and focus the activities of the affiliated TC and non-TC groups (EHC, REF, SSPCs, outside groups, etc.) that make-up the MTG on the task for which the MTG was created without duplicating the functions of a TC or TG so that the task can be completed as efficiently as possible. In special cases, MTGs may also be authorized by TAC to assume some TC/TG functions, such as research, if it is deemed necessary to better complete their task assignment.

Since the need, purpose, and progress of each MTG is reassessed and reaffirmed by TAC each year, there are no term limits for the MTG Chair, Vice Chair, Members and Alternates.

- 8. Request for each technical committee to briefly review ASHRAE Code of Ethics at start of TC meeting** - See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/>

E. RECENT ANNOUNCEMENTS

- 1. Outstanding TC Award** - TAC will continue in the 2015-2016 Society year with the new Outstanding Technical Committee Award. The purpose of the award is to recognize, annually, a single Technical Committee within each TC Section that has the highest measured performance based on a set of weighted criteria as compared to other TCs within that same Section. The goal of this award is to reward TCs for the behaviors and activities that further the goals of TAC and exhibit excellence in the operation of a technical committee. The criterion used is a point system with values assigned to various metrics and activities, which are collected through an updated TC activity form. The award will serve to heighten TC Chair and committee member awareness of what activities are valued to encourage improved performance, and foster friendly competition between TCs within a Section.
- 2. Recent MTGs that have been formed** - TAC approved the formation of the following new Multidisciplinary Task Group (MTG):
MTG.O&MEE – Operations and Maintenance Activities That Impact Energy Efficiency
Scope: MTG.O&MEE will coordinate TC/TG/TRG activities to help support the application of ASHRAE guidelines, Standards and other technical resources to support regulatory bodies, utilities, building owners and others who are attempting to enhance efficiency of existing buildings. Responsibilities include suggestions for research, development and presentation of technical programs of all types on maintenance and its impact on energy consumption and efficiency. It will be especially involved with interactions with those who are introducing and evaluating strategies for building efficiency enhancements.

For more information on this MTG and the six other active MTGs, please go to the MTG section on the following web page: <http://www.ashrae.org/tcs>

If your TC would like to have a voting representative on a particular MTG, please contact the ASHRAE Manager of Research and Technical Services, Mike Vaughn, at MORTS@ashrae.net.

- 3. Standard 203-2014 now available for use and reference** - Standard 203-2014, Method of Test for Determining Heat Gain of Office Equipment Used in Buildings, is published. The Chair of SPC 203, Glenn Friedman, would like to make other project committee chairs aware of it and possibly reference it in other standards. For questions please contact Glenn Friedman, gfriedman@taylor-engineering.com, (510) 263-1542 direct, (510) 220-5895 mobile.”
- 4. Recent updates to the TC MOP (Manual of Procedures)** - Part 4 – Meetings of the Manual of Procedures (MOP) for ASHRAE technical committees (TCs/TGs/MTGs/TRGs) has been revised to clarify that attendance at technical committee meetings and subcommittee meetings must be open, except as allowed for by executive session procedures, and that an interim meeting is allowed with proper notification.

Section and 2.5.1.4 (1) has been amended to allow one Voting Member non-quorum to count towards the minimum number of voting members in Section 2.5.1.1, which is currently 6 voting members.

Section 5.1.2 has been amended to clarify how quorum is established for TCs with only six members and some designated a Member Non Quorum.

See the following link for the latest version of the TC MOP <http://www.ashrae.org/tcs>

5. **TC Activity Form** - TAC has developed a new TC activity form that they would like all TCs to use at this meeting to report to their section head. This form can be downloaded from the Technical Committee webpage under the "TC Forms and Documents" page - <https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents> . Section heads can also provide an electronic copy of the form if requested.
6. **TAC Presentation template for TC members to use with local Chapter** - The new presentation template allows TC members, without a lot of effort, to give a presentation to their local chapter on TAC and the TCs in general and to also customize a few slides with information specific to their own TC or TCs. The template is posted now on the Technical Committee page of the ASHRAE website for download.
7. **TC Master Calendar – Now Available through Google** - The Technical Committee Master Calendar is now available through Google. In order to access this calendar you need to have a Google account.

Once you log into your Google account, follow the instructions below:

To add a friend's calendar, just follow these steps:

- At the bottom of the calendar list on the left, click Add and select Add a friend's calendar.
- Enter the appropriate email address (techservices1791@gmail.com) in the field provided, then click Add.

This calendar is public and will appear under 'Other Calendars' in the left column.

To set up Google Calendar Sync to your Outlook:

- Make sure you're using a supported operating system and Outlook version.
- Download Google Calendar Sync (version 0.9.3.6) at
- http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe
- Once a dialog box appears, click Save File. The downloaded file should open automatically. If it doesn't, manually open it from your browser's download window.
- Click OK to confirm that you're aware this is an executable file.
- Read through the Google Calendar Sync Terms of Service, and click I Agree.
- Follow through the Installation Options and click Install to finish the set-up process.

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- Refrigeration Track
- Research Summit Track

The Atlanta conference will also host the third annual ASHRAE Research Summit, which will present innovations in HVAC&R research with particular emphasis on high performance building design and its role in a clean energy economy, and brings together researchers to present and discuss the latest research. Researchers will present papers, seminars and forums or participate in panel discussions. Also, highlights on ongoing ASHRAE funded research will be presented.

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Track Chair: Frank Schambach
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This track seeks papers and programs that explore the wide range of refrigeration systems under development with special emphasis on the use of alternative refrigerants in vapor compression machines to address environmental concerns.
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The fourth annual Research Summit seeks papers that report results on any aspect of ASHRAE-related research including heating, cooling, ventilation, other energy uses in the engineered environment and associated environmental aspects.
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G. UPCOMING WORKSHOPS AND CONFERENCES

1. 2015

- i. ISHVAC-COBEE 2015: 9th International Symposium on Heating, Ventilation and Air Conditioning (ISHVAC) and 3rd Conference on Building Energy and Environment (COBEE) - July 12 – 15, 2015 - Tianjin, CHINA – Contact: <http://www.cobee.org/>
- ii. ICR2015 (24th IIR International Congress of Refrigeration) - August 16 – 22, 2015 - Yokohama, JAPAN – Contact: <http://www.icr2015.org/index.html>
- iii. Cold Climate 2015 - October 20 – 23, 2015 - Dalian, CHINA – Contact: <http://www.coldclimate2015.org/>
- iv. 11th International Conference on Industrial Ventilation - October 26 – 28, 2015 - Shanghai, CHINA – Contact: <http://www.ventilation2015.org/>
- v. IBPSA 2015 (14th International Conference of the International Building Simulation Conference) – December 7 – 9, 2015 - Hyderabad, INDIA – Contact: <http://www.bs2015.in/>

2. 2016

- i. International Air-Conditioning, Heating, Refrigerating Exposition (AHR Expo) – 2016 - January 25 – 27, 2016 - Orlando, FL – Contact: <http://www.ahrexpo.com/>
- ii. CLIMA 2016 - May 22 – 25, 2016 - Aalborg, DENMARK – Contact: <http://www.clima2016.org/welcome.aspx>
- iii. IAQVEC 2016 (9th International Conference on Indoor Air Quality Ventilation & Energy Conservation in Buildings) – Oct. 17 – 19, 2016 - Seoul, SOUTH KOREA – Contact: <http://iaqvec2016.org/>

Conferences and Expositions Committee Information Items for Technical Committees Annual Meeting, Atlanta 2015

1. **2016 ASHRAE Winter Conference in Orlando:** www.ashrae.org/orlando
 - a. Conference Papers are due on July 6, 2015
 - b. Seminar, Forum, and Workshop proposals are due August 10, 2015
 - c. Confex opens for presentation uploads December 4, 2015
 - d. All presentations due online January 4, 2016.
 - *Track 1: Systems and Equipment*
 - *Track 2: Fundamentals and Applications*
 - *Track 3: Design Build*
 - *Track 4: International Design*
 - *Track 5: Standards, Guidelines & Codes*
 - *Track 6: Cutting Edge Technologies*
 - *Track 7: The Great Debate*
 - *Track 8: Modern Residential Systems*

2. **2016 ASHRAE Annual Conference in St. Louis:** www.ashrae.org/stlouis
 - a. Conference Papers Abstracts due September 14, 2015
 - b. Conference Papers due January 4, 2016
 - c. Seminar, Forum and Workshop proposals are due February 8, 2016
 - d. Confex opens for presentation uploads May 6, 2016.
 - e. All presentations due online June 6, 2016.
 - *Track 1: Advances in Refrigeration Systems and Alternative Refrigerants:* This track seeks papers and programs that explore the wide range of refrigeration systems under development with special emphasis on the use of alternative refrigerants in vapor compression machines to address environmental concerns.
 - *Track 2: Research Summit:* The fourth annual Research Summit seeks papers that report results on any aspect of ASHRAE-related research including heating, cooling, ventilation, other energy uses in the engineered environment and associated environmental aspects.
 - *Track 3: Fundamentals and Applications:* Fundamental information and applications of fundamentals related to all aspects of HVAC&R are welcome. This can range from psychrometric properties and processes to combustion, controls, HVAC system and envelope fundamentals and beyond.
 - *Track 4: HVAC Systems and Equipment:* This track will include presentations on best practices to implement traditional, non-traditional, and hybrid approaches to achieve successful HVAC&R systems design. Objectives include high performance systems and equipment, LEED certified designs and sustainable buildings.
 - *Track 5: Smart Building Systems/Remote Monitoring and Diagnostics:* Smart buildings address HVAC&R equipment operation (chiller sequencing, soft start), integration into complete systems and can potentially interface with multiple building complexes and micro grid operation. This track includes papers on advanced communication protocols, system integration, BMS tools, data management and analysis.

- *Track 6: Indoor Environment: Health, Comfort, Productivity:* Buildings and other enclosed spaces are increasingly required to provide safe, healthy environments in an energy efficient manner. Papers in this track will review the balance between environmental health and energy efficiency in buildings and help define future education, policy and research directions.
- *Track 7: Professional Skills Beyond Engineering:* This track seeks to ensure professional skills are being developed and maintained beyond engineering essentials. Emphasis will be placed on meeting the professional development and business needs of today and converting them into the building blocks of tomorrow's success.
- *Track 8: Renewable Energy Systems and Net Zero Buildings:* Wind, hydroelectric and solar are just a few of the alternative and/or renewable energy sources that are being used in HVAC design as we strive for Net-zero and high efficiency buildings. This track will address recent advances in alternative energy systems and equipment and new design strategies for achieving Net-zero buildings

3. Program statistics for Atlanta; for a total of 107 available slots:

Conferences Papers

- 153 conference paper abstracts submitted
- 138 conference paper abstracts approved
- 74 conference papers received
- 67 conference papers presented
- 21 Conference Paper Sessions

Technical Papers

- 52 conference papers received
- 36 conference papers presented
- 11 Technical Paper Sessions

Seminars

- 104 Seminars submitted
- 66 seminars presented

Workshops

- 15 workshops submitted
- 5 workshops presented

Forums

- 10 forums submitted
- 4 forum presented

4. Invited Speakers:

Starting at the 2016 Annual Meeting in St. Louis, CEC has developed a policy to allow for invited speakers to have their speaker fee waved. The proposed invited speakers shall be submitted with the respective program submission, and will be reviewed concurrent to the submission review process. The CEC Chair, Vice Chair, and Conference Program Chair will review submissions and will accept up to five invited speakers, per Annual and Winter meeting, considering the strength of the proposal. The speaker must meet the following criteria to be considered:

- a. Speaker is a subject matter expert.
- b. Speaker is not an ASHRAE member.
- c. Speaker will provide information that is useful to the ASHRAE membership.

5. Potential Sources Bias Disclosure:

Starting at the 2016 Annual Meeting in St. Louis, speakers will be asked to fill out a potential sources bias disclosure document that will note an affiliations/involvement with any organizations with financial or commercial interest in the subject matter to be discussed, in accordance with the ASHRAE code of ethics.

6. TC Opportunities:

- a. TC members who want to submit a program should consult the Track Chair for assistance in preparing a good abstract, learning objectives, and Q&A to help assure complete submission.
- b. TC's and Sections are welcome to suggest new presentation formats (like how the Workshop was born). Best way to present material to benefit attendee is a goal.
- c. TC's and Sections are encouraged to work with a track chair to put together a series of sessions that can be used as a mini-track.
- d. Putting together an entire track of programs in cooperation with other TC's is also encouraged; keeping in mind that track subjects are typically determined 14-15 months prior to a conference.
- e. CEC welcomes suggestions for tracks! We value your input. TAC/CEC agreed that the Comment Section on the activity form is the location for the TC to provide this information.

7. Speaker Ratings:

About 17 speakers from Seattle had speaker ratings below 3.5 out of 5.0. These speakers were sent letters indicating that if they receive two additional low ratings they will be required to provide proof that they have received speaker training before they will be permitted to speak again.

8. Presentations:

CEC has had an ongoing issue with presentations not being uploaded for commercialism review before the conference. This is problematic because it requires a "fire drill" for CEC on Saturday and Sunday to process commercial reviews for these presentations before they can be uploaded to the system. For clarification, presentation requirements include:

- a. Presentations must be uploaded for commercialism before the deadline (**January 4, 2016 for Orlando**).
- b. Uploads need to be substantially complete; including the AIA Disclaimer and Learning Objectives. Blank slides and place holders do not constitute a substantially complete presentation.
- c. Approximately 40 sessions were not uploaded by the final due date.

CEC needs to hold speakers accountable for making deadlines. We are in the process of developing a policy to accomplish this. It has been suggested that if a presentation is not uploaded for commercialism review before the deadline, that it count as a "single-strike" for the

speaker. If a speaker has a single-strike, it would count as a second-strike. We are looking for TC feedback as to what this policy should include.

Beginning with the Winter 2016 conference in Orlando, ASHRAE will develop multiple presentation templates for that conference, and recommend using for formatting.

9. CEC Announces a Call for Reviewers:

ASHRAE has a number of conferences coming up that include papers, and CEC seeks your help in reviewing them. Specifically, there is an immediate need for reviewers for the following conferences:

- 2016 Winter Conference – reviewers needed for technical papers and conference papers
- Various specialty conferences

CEC maintains a list of volunteers, which includes about 200 names, and most are being utilized. It is very much appreciated by CEC that so many have volunteered, but we are always looking for additional volunteers.

By reviewing papers submitted to ASHRAE conferences, you:

- Stay current with advances in your field as presented in the papers
- Add items to your ASHRAE resume
- Help ASHRAE to advance the transfer of technical information to the industry

Please contact Tiffany Cox, ASHRAE Assistant Manager, Conference Programs, at tcox@ashrae.org for more information or to volunteer to be a reviewer.