



**1791 Tullie Circle, N.E./Atlanta, GA 30329
404-636-8400**

TC/TG/MTG/TRG MINUTES COVER SHEET

(Minutes of all Meetings are to be distributed to all persons listed below within 60 days following the meeting.)

TC/TG/MTG/TRG No. TC9.2 DATE _____

TC/TG/MTG/TRG TITLE Industrial Air Conditioning

DATE OF MEETING June 27th, 2017 LOCATION Long Beach, CA

MEMBERS PRESENT	YEAR APPTD	MEMBERS ABSENT	YEAR APPTD	EX-OFFICIO MEMBERS AND ADDITIONAL ATTENDANCE
Eileen Jensen	2015	Vin Gupta	2015	Don Largent
Kevin Marple	2016	Valdimir Fedkiw, MNQ	2014	Kyle Vach
Michael Connor	2016			Michael Heinrich
Paula Hernandez, MNQ	2015			Ken Mead
Norm Maxwell	2014			Erich Binder
Douglass Abramson	2016			Suwin Nanjundralan
Deep Ghosh (remote)	2015			Duncan Phyfe
				Dave Binz
				Bill Kumpf (remote)
				Harvey Schowe (remote)
				David Carroll (remote)
				Ben House (remote)
				April Ricketts (remote)
				Scott MacMurray (remote)
				Kay Clark (remote)

DISTRIBUTION: All Members of TC/TG/MTG/TRG plus the following:

TAC Section Head: Krishnan Gowri	SH9@ashrae.net
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ALI/PDC: Norm Maxwell CTTC Liaison: Michael Heinrich Research Liaison: Jeff Gatlin Standard Liaison: Niels Bidstrup	Normm1@verizon.net michael.heinrich@westplainsengineering.com jeff.gatlin.pe@gmail.com nbidstrup@grundfos.com
Mike Vaughn, Manager Of Research & Technical Services	MORTS@ashrae.net

DRAFT MINUTES

ASHRAE TC 9.2 - Industrial Air Conditioning Technical Committee

Meeting Minutes – Long Beach – California.

June 27th , 2017

Note:

These draft minutes have not been approved. They are not the official approved record until approved by the committee.

Meeting Location:

Long Beach, California, at Renaissance Hotel, Room Bixby 5.

Call to Order, Introductions & Acceptance of Previous Meeting Minutes.

1. Meeting was called to order by Chairman Mrs. Eileen Jensen at 1:05 PM
2. Mrs Jensen read the ASHRAE Code of Ethics
3. The Sign-In sheet was distributed and returned to the Secretary.
4. Electronic Format Attendees:
 - a. Harvey Schowe
 - b. Bill Kumpf
 - c. David Carroll
 - d. Deep Ghosh
 - e. Ben House
 - f. April Ricketts
 - g. Scott MacMurray
 - h. Kay Clark

Quorum Status Determination of Meeting Quorum.

1. Quorum was established with 6 voting members present out of 8 (including one member non-quorum) at 1:10, later Mr. Deep Ghosh joined the meeting through Electronic Format and the Quorum was re-established 7 out of 8.

Approval Minutes from Las Vegas.

1. Deep Gosh said that the minutes on the webpage are not correct. Mrs. Jensen checked and noted that they are incorrect on the website but she has sent the right ones by e-mail before the meeting.
2. Chairman called for acceptance of minutes from Las Vegas; no more corrections were noted.
3. Douglass Abramson moved to accept the minutes; Kevin Marple seconded.
4. Motion approved unanimously, 7-0-0 CV.

CTTC Liaison – Michael Heinrich.

Mr. Heinrich noted that CTTC is working for the technical committee and they are offering to do anything we need to gather more members.

Chair Report – Mrs. Jensen.

1. Society is working on a new dashboard tool for updating rosters; there have been two beta tests so far but they but they are not expecting to roll this out until sometime in the next society year, perhaps Chicago.
2. The committee recognized Erich Binder who received the Exceptional Service Award at this Society meeting.
3. She noted that members will be receiving an email with an offer to receive a thank you letter from President Tim Wentz to their employers to recognize the employer's support of their time in service to ASHRAE.

Membership and Voting Member Status – Mrs. Jensen.

This was tabled to be covered under Old Business, when discussing the merger of TC 9.2 & TC5.8.

Nuclear – Mr. Doug Abramson and Mr. Scott MacMurray.

1. The subcommittee had a teleconference prior to this meeting and they discussed upcoming events.
2. They are trying to recruit new members because they have lost two members within the last year.
3. The subcommittee decided to have just one face-to-face meeting in January; all others will be done through conference calls and web meetings.
4. The main focus for the subcommittee is updating the Nuclear Chapter in the Handbook.

Handbook/Program/Research Subcommittee Report – Mrs. Jensen –Mr. Vin Gupta – Mr. Mike Connor.

1. Met Sunday evening, with Mrs. Jensen. Discussed on where we have to be with handbooks.
2. Mr. Connor has spoken with Charlie Shieh about the Industrial Air Conditioning chapter and no changes are anticipated.
3. The Photographic Materials Facilities is proposed to be sunsetted. Bill Kumpf noted that 35mm is making a comeback so he questioned if this was appropriate.
4. Mr. Connor said he would provide a spreadsheet of the chapters and the assigned reviewers - ATTACHMENT A.
5. One suggestion from the meeting was to see if some new Members who may not have participated in a Handbook Chapter review before, would be interested in

reading the chapter with new eyes provide feedback on how we may do something better.

Programs – Mrs. Jensen for Mr. Vin Gupta.

1. The Mrs. Jensen read following list of previously proposed programs, to see if they are viable:
 - a. Will Green Technology affect Industrial Applications - Zero Impact, Zero Energy. This was proposed by Mark Miller, Don Colliver and Kevin Marple. They are keeping this as a potential presentation.
 - b. What Industrial Technical Committees Do in ASHRAE. This was proposed by Kevin Marple, Mike Connor and Morgan, joint with TC 5.4. They are keeping this as a potential presentation.
 - c. Battery Room Ventilation. This was proposed by Deep Ghosh and Erich Binder. Mr. Ghosh would like to try to do this for Houston, possibly as a workshop.
 - d. Design/build of Industrial Facilities/Industrial Equipment. The speakers previously identified were Erich Binder, Norm Maxwell and Deep Ghosh. Mr. Maxwell thought that he would not be available. Mr. Kumpf suggested that this may be something that we could do for Houston.
2. The Chicago tracks, which are due by Tuesday August 1st are the following: Track 1: Systems and Equipment, Track 2: Fundamentals and Applications, Track 3: Standards, Guidelines and Codes, Track 4: Earth, Wind and Fire, Track 5: Transportation IAQ and Air Conditioning, Track 6: Tall Buildings, Track 7: Modeling Throughout the Buildings Life Cycle, Track 8: Heat Exchange Equipment, Tracks 9: Refrigerant Mini Track @ Expo and Track 10: Residential Mini Track @ Expo.
3. For Houston, Seminar Proposals are due February 9 for the following tracks: Track 1: HVACR Systems and Equipment, Track 2: Fundamentals & Applications, Track 3: District Energy and Cogeneration Plants, Track 4: Safeguarding our HVACR Systems, Track 5: Residential Modern Buildings in Hot & Humid Climates, Track 6: Professional Skills, Track 7: Research Summit, Track 8: HVACR Control Freaks, and Track 9: HVACR Analytics.
See ATTACHMENT B – TC Chair’s Handout for more Conference detail.
4. Mr. Connor proposed a seminar on case studies about accidents and recovery for the earth wind and fire in Chicago. Mr. Binder and Mr. Connor agreed to submit a proposal on this for Chicago.
5. Mr. Kumpf asked if the tracks have been announced for Atlanta; Mrs. Jensen said the tracks have not been announced yet. It was recommended that the CEC consider Industrial Safety as a track.

Research Report – Mrs. Jensen.

1. Mrs. Jensen attended the breakfast meeting, there was no new information. Currently, the committee doesn't have any research projects so she opened the question to the committee – is there any research that the committee would be interested in proposing? No proposals were made.

Standards – Mr. Deep Ghosh.

1. The committee is involved in two standards; one is Standard 128, which has been sent it to ASHRAE for public review. Much of the language was previously taken from a Canadian standard and the issue is that they have different forms of testing requirement.
2. Other is a guideline on battery ventilation and thermal management design. This was revised and was balloted through IEEE in January or February and it will need to be sent back to IEEE to be re-balloted. He does not know the deadline for publishing but he thinks it will be in Dallas.

Hazardous spaces – Joint with TC 5.8 Subcommittee – Mr. Mike Baucom.

1. Mrs. Jensen has not received any new information from Mr. Baucom. She will follow up with him after this meeting.

Standard 62.1 Liaison – Open.

1. Mrs. Jensen noted that this committee currently does not have liaison. Duncan Phyfe expressed interest in taking on this role.

Standard 90.1 Liaison – Open.

1. Mrs. Jensen noted that this committee currently does not have liaison. This is a significant commitment because of the number of meetings they have. Kevin Marple expressed an interest in doing this.

Webmaster Report – Mr. Baucom.

1. No report.

Journal / Insight Liaison – Mr. Norm Maxwell.

1. Mr. Maxwell has a list of what they are going to do for the rest of the year. See ATTACHMENT C.

ASHRAE Learning Institute – ALI – Mr Maxwell.

1. Nothing to report.

Old Business:

1. Status of merger of TC5.8 and TC9.2 Committees: Mrs. Jensen was informed that TAC did act on our joint motion and their action was to agree to combine those two TCS together under TC 9.2. The title will be: TC 9.2 INDUSTRIAL AIR CONDITIONING AND VENTILATION COMMITTEE. This was based on the previous approval by both Committees and by TAC and it will be presented to the Board tomorrow. The assumption is that beginning July 1st, the two Committees will be combined.
 - a. A number of comments were received on the scope and they were very good. Based on that feedback, she would like to put together an ADHOC committee next society year to go through those comments received. She asked Kevin Marple, as vice chair, to chair this new ad hoc committee.
 - b. Kevin contact members representing both committees, to confirm their willingness and ability to serve on the ad hoc and schedule meetings accordingly.
2. Mrs. Jensen then noted that as part of the agenda item for the Membership Report, she was asked to put together an emergency roster for the new, combined committee. Everyone from TC5.8 will be moved into TC9.2 with their same status. This means there are a few people that happen to be voting members on both committees.
3. As of today, TC 9.2 has seven voting members and two Members non Quorum, and TC 5.8 has a total of 5 voting members and one Member non Quorum. For next Society year, the committee will have 10 voting members and two Members non Quorum.
4. Mrs. Jensen also noted that she did receive Duncan Phyffe's request to join the committee.
5. The both Committees are going to meet on Tuesday afternoons in the future.

New Business:

1. Mrs. Jensen mentions that there are a couple of task groups where it may be appropriate for TC9.2 to have a liaison.
 - a. One is the TG2 committee which is basically looking into HVAC security (including physical security) and resiliency. She has spoken with Mr. Abramson and he said that they would be interested in having a representative from the TC and he would be willing to do it. Mrs. Jensen said she would put his name forward to be the Liaison.
 - b. The other MTG is focused on occupant behavior in buildings. The committee is currently doing a couple of surveys to come up with some information for various types of occupations and they are relating occupant behavior and efficiency in buildings. Since most of the

occupations are focused on buildings with no industrial characteristics, there is little impact to this committee at this time. Eventually they are going to study this in industrial facilities.

2. Mrs. Jensen noted that Erich Binder is TC9.2's liaison on MTG.ACR for air change rates and he wanted to poll the TC on the list of questions developed by the MTG.
 - a. What is the main industrial focus of our committee/organization?
 - b. What role do Air Change Rates (ACR) play in your industry and why is ACR is important for your industry?
 - c. Are there codes, standards or design guidelines which dictate certain air change rates in your industry? ***It was acknowledged by the committee that there is information available for certain industrial applications.***
 - d. What difference your committee/organization would like to make to the art and science of ACR?
 - e. What specific contributions you personally as a member of this MTG would like to make? ***Or more generically at the committee level, are there ways to do things differently?***
 - f. Any other suggestions, please be specific.

Mr. Binder will forward the questions to Mrs. Jensen and she will send them to the committee to get their comments. Mr. Binder will collect them into a single format and have a second revision before sending it to the MTG.

3. Mrs. Jensen said she was interested in trying to provide more value to committee members for future meetings and she asked if the committee would be interested in setting aside time for technical presentations at the meeting.
 - a. A presentation would be around 20 minutes in length.
 - b. It was mentioned that some other committees are already doing this. The intent is that more people will come to the committee meeting and become more involved.
 - c. Mr. Ghosh asked if the presenter would be recognized in the Technical Program to promote it; Mr. Marple said he could investigate this.
 - d. Mrs. Jensen suggested topics that have been submitted to the CEC but may not have been approved in the past that could be presented to the TC instead. It maybe because the number of presentations received, combined with the number of seminars, papers and other activities during the Conference.
 - e. Mrs. Jensen will not propose this for Chicago because they are voting on the handbook chapters in there. Instead, she would like to have a placeholder for the Houston meeting.
4. Ken Mead was asked about Standard 55; the concern raised is that it is not working in industrial air conditioning and environmental conditions for thermal comfort and there is uncertainty if it applies to industrial environments.
 - a. Mr. Binder said that an excuse can be made that the building is not occupied so that's not an issue,
 - b. Mr. Kumpf pointed out that the equipment is the priority and not the people's comfort in industrial facilities.

The Chair then called for Motion to Adjourn – Motion by Mr. Abramson. Motion passes unanimously, 7-0-0 CV.

Meeting Adjourned at 2:51 PM

Sincerely,

Paula Hernández
TC 9.2 Secretary

AGENDA
SECTION TC/TG/TRG CHAIR'S BREAKFAST MEETING
2017 Annual Meeting
Long Beach, CA

Sunday, June 25th

6:30 A.M. – 8:00 A.M. PDT

Renaissance Hotel – ALL Section meetings located on either 1st, 2nd, or 3rd floor as noted below.

Section 1, Bixby 1 Room – 2nd Floor

Section 3, Dawson Room – 3rd Floor

Section 5, Pike 3 Room – 1st Floor

Section 7, Broadlind 2 Room - 2nd Floor

Section 9, Pike 1 Room – 1st Floor

MTG Section, Tichenor Room – 2nd Floor

Section 2, Bixby 2 Room – 2nd Floor

Section 4, Broadlind 1 Room – 2nd Floor

Section 6, Bixby 3 Room – 2nd Floor

Section 8, Pike 2 Room – 1st Floor

Section 10, Nieto Room - 2nd Floor

Note: The agenda and times estimated are for guidance only and should be modified to be sure the most important information is discussed and that there is adequate time to discuss things important to the committee chairs. Note that the time estimates shown allow for other important business to be conducted within the time frame allotted.

- a.1. Introduction of TC/TG/TRG/MTG Chairs, Vice Chairs, and guests (5 minutes).
- a.2. Review and approval of agenda (2 minutes). (note that you might want to solicit additions and corrections at the time the draft agenda is sent to the TC Chairs – it is almost impossible to do anything in only 2 minutes)
- a.3. Summarize discussion from last meeting and status of actions assigned, if any (5 minutes).
- a.4. Liaisons from other committees should each be given a chance to speak and distribute information pertinent to the section from their committee. An effort should be made to accommodate their schedules without major disruption of the Section meeting (15 Minutes).
 - a.4.1. Research Administration
 - a.4.2. Conference and Exposition Committee (CEC)
 - a.4.3. Handbook
 - a.4.4. Other Standing Committees
- a.5. Discuss the MBOs set for the year and how the section can work together to address them (10 minutes).
- a.6. Review summary report for the Section prepared from the TC/TG activity database and TAC (15 minutes).
 - a.6.1. Section activities and trends will be discussed relating to membership, research, programs, publications and new communication tools and services.
 - a.6.2. Do TCs prefer to go back to a paper activity form instead of MS-Excel form used now?
- a.7. Identify shared opportunities and challenges for section (10 minutes).
- a.8. Announcements and Reminders for TC/TG/TRG & MTG Chairs (Handout)
- a.9. Adjourn.

**Announcements and Reminders for TC/TG/TRG & MTG Chairs
LONG BEACH 2017**

A. NEW!

- 1. Discuss and confirm that TGs, TRGs, and MTGs in section will continue in 17-18 Society Year or disband**
TBD

- 2. 17-18 Rosters Access & Distribution** - Remember, the current 2016-2017 roster for your TC, TG or MTG is in effect until after the June meeting this year – through Friday, June 30th.

TC, TG and MTG chairs will soon receive a PDF & MS-Excel file of their new 2017-2018 roster from their Section Head or staff for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website once the new Society year goes into effect. 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 Tour 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 once the new Society year begins.

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.

- 3. Let's Celebrate ASHRAE's Technical Excellence Historically!**
ASHRAE is highly regarded for its technological advances. Consider that these advances evolved from the efforts of our predecessors and you, and the current members of ASHRAE's Technical Committees in advancing HVAC&R technology are building on a deep foundation. So, what is the historical foundation of your Technical Committee specialty? ASHRAE will be celebrating its 125th anniversary in a couple years. The Historical Committee has a project to publish articles in the ASHRAE Journal and organize paper presentations celebrating our technical heritage for the anniversary. We plan to emphasize technical advances after 1920. Can you help with an article or a

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paper or can your TC organize and sponsor a program session for the 2019-2020 meetings?

Here is a list of topics that TC members have already suggested.

- Development of open communication protocols such as BACNET.
- Modern improvements in psychrometrics (Goff & Gratch).
- History and effect of the Environmental movement on our technology. How technology and equipment has improved the indoor environment.
- The refrigerant revolution
- Solving the problems of “sick buildings.”
- The re-discovery of past technology and its application today (such as district energy, hydrocarbon refrigerants, off peak energy storage, “total energy” systems, etc.)
- History of the application of electronics to HVAC&R technology.
- ASHRAE’s long history in applying innovative technology.
- History and importance of frozen food technology.

All of these topics and others you may think of need to be written up and/or presented by someone.

How about YOU?

The 125th anniversary will be celebrated at the 2020 winter and Annual meetings. The Historical Committee has been charged with the responsibility of organizing Society and industry history projects for the 125th. If you would like to submit an article or a paper or organize a program session, contact Emily Sigman, Historical Committee Staff Liaison at esigman@ashrae.org.

There is a deadline – please submit abstracts or outlines before **September 30, 2017**.

4. Oversight of TC websites with regard to *Technical Bulletins (White Papers)* and alignment with Society positions, policy, or opinions

TCs are allowed to develop Technical Bulletins - A Technical Bulletin does not result from a technical meeting and is a brief 1-2 page statement on a special interest HVAC&R topic that has been developed by either a technical or grassroots committee of ASHRAE. After the TC approves the Technical Bulletin, TAC is responsible for coordinating a peer review by a minimum of three persons with expertise in the field of the bulletin before it can be posted. In addition, ASHRAE’s policy for websites states the following: “**4 (3) f. Statements and presentations may not appear on web sites that state, purport, or imply that they present ASHRAE positions, policy, or opinions.**”

5. Additional TC E-mail Position Aliases Now Available

New position e-mail alias addresses have now been created for each of the remaining mandatory positions of the Technical Committee management team (Secretary,

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Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster). The 16-17 E-mail Alias list with these new position aliases is posted on the ASHRAE website www.ashrae.org/TCs under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*. The new 17-18 E-mail Alias list will be posted in the same location shortly after the Long Beach meeting.

6. **New Restructured TC MOP (Manual of Procedures) issued**

TAC has restructured the TC MOP so that it is easier to navigate and find information. The new TC MOP can be found on the ASHRAE website www.ashrae.org/TCs under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*.

7. **Distribution of TC minutes changed in TC MOP**

The TC MOP and *TC/TG/MTG/TRG Minutes Cover Sheet* form have both been updated and you are no longer required to send the TAC chair a copy of your minutes after each meeting. The new minutes cover sheet can be found on the ASHRAE website www.ashrae.org/TCs under the headings *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs – Routine Forms for TC/TG/MTGs/TRGs*.

8. **How to Import Your TC Roster Information into MS-Outlook**

Detailed instructions on how to import your TC roster information into MS-Outlook has been created and an e-mail announcement will be issued to all TC chairs, vice chairs, and secretaries once these instructions and the restructured TC MOP are posted to the TC page of the website (www.ashrae.org/TCs)

9. **Updated TAC Presentation Template Available for TC members to use with local Chapter**

TAC recently updated the standard presentation and presentation notes that TC members can use, without a lot of effort, to explain what TCs do for the Society and how that work benefits members in your local ASHRAE Chapter. You should also know that use of this presentation at a chapter meeting in SY 17-18 will earn a chapter 50 (100 points maximum) PAOE points. Additional PAOE points are also possible in SY 17-18 for a presentation(s) on the work of one specific TC.

The new presentation and presentation notes files are posted now at the following link www.ashrae.org/tcs under the heading *General TC Information* at the top of the page in case you prefer to direct others to these files posted online. The presentation material is now also available in both English and Spanish.

10. **Basecamp Information from ECC**

More and more TCs and standing committees are making use of ASHRAE's subscription to Basecamp3 to better organize, store, and distribute online committee files that are needed for their meetings through a dedicated committee Basecamp site. If you would like to learn more about Basecamp and how to request a site for your particular committee, please go to the Electronic Communications Committee (ECC) web page:

(<https://www.ashrae.org/society-groups/committees/electronic-communications-committee>) and scroll down to the section titled *Guidance for Basecamp 3*

B. AT THIS MEETING

1. On-Site Training Options

i. TC/TG/TRG Chair's Training Workshop Reminder

Sunday June 25th, 9:45-10:45 AM in Room #101A, 1st Floor, in the Long Beach Convention Center. The training will start with a brief presentation on how to run Effective Meetings and then highlight some of the online resources that are available through the TAC training portal for additional training and information on a variety of topics. The training session will also have a Q&A session so that you can also get answers to your specific questions.

ii. RAC's Research Subcommittee Chair's Breakfast

Monday, June 26th, 6:30 AM – 9:30 AM in Regency room, 4th Floor, Hyatt Regency Hotel. 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 changes to the *Research Manual*.

iii. TC Program Subcommittee Chair Training in Long Beach

Tuesday, 6/27, 11:15 AM – Noon, Room #202C, 2nd Level, in the Long Beach Convention Center. *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. Location of Section Head Mailboxes & Free Wi-Fi Access at this Society meeting

Mailboxes are located just outside ASHRAE Headquarters Office (Seaview Ballroom B & C – Lower Level (1st floor) – Hyatt Regency 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.

Wireless internet will be available in all meeting rooms at the Hyatt, Renaissance, and Long Beach Convention Center. ASHRAE will be working with the internet provider to

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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.

Hyatt & Renaissance Wi-Fi Access: **PSAV High Speed** is the network, **ashrae2017** is password (case sensitive).

Long Beach Convention Center Wi-Fi Access: **ashrae2017** is the network, **longbeach** is password (case sensitive).

3. **RPM (Remote Participation Meetings) being held in Long Beach**

The 12th RPM (Remote Participation Meeting) Capable Society Meeting, which allows some TC members to participate in the TC meeting from a remote location electronically, will occur in Long Beach and the following fifteen TCs have agreed to participate in this effort: TC 1.6, TC 1.10, TC 1.12, TC 2.1, TG2(HVAC), TC 5.8, TC 5.11, TC 6.9, TC 7.3, TC 7.9, TC 8.3, TC 9.2, TC 9.4, TC 10.3, and TC 10.6 – This represents a 25% increase over the number of TC's hosting RPM meetings in Las Vegas. A total of 43 RPM meetings will be hosted in Long Beach when you include project committee and other committee meetings. For comparison, a total of 38 RPM meetings were hosted in St. Louis last year at this time.

The chairs of those TCs participating should provide to their Section Head feedback on their RPM meeting experience before TAC meets on Wednesday morning, 6/28.

4. **Name Badges**

As offered in the past, members of TCs who are not registered for the Conference and plan to only attend TC meetings may receive a free, plain white name badge. The purpose of these badges is for TC members not registered for the Conference to be able to identify one another in meetings.

To receive your badge, please go to the ASHRAE Registration desk located in room 104 at the Long Beach Convention Center and look for the sign for "TC Badges." Please identify yourself as someone only attending committee meetings, not registered for the Conference, who would like a white name badge. An ASHRAE staff person will create a badge for you that includes your name, company name and city, state and country (if outside the U.S.). The badge will not have a QR code and will not allow you into the Technical Program.

However, if you'd like to register for the entire Conference you can do so in advance or onsite. We realize your time is limited, one-day registrations (\$270 for Members) are available as well as one-session registrations (\$70). If you wish to register for one day of the Technical Program you or one session, you can do so at the ASHRAE Registration desk. The One-Day option gives you access to the Virtual Conference which is viewable on-demand for 18 months. Questions? Contact meetings@ashrae.org.

5. Retiring TC/TG/TRG/MTG 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).

C. UPCOMING DEADLINES

1. TC Activity Forms for the Long Beach Meeting are due to Your Section Head before Wednesday, 6/28/17

TC/TG/TRG Activity Feedback Form (Excel) 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.

2. Thank You Letters to Employers

ASHRAE President – Tim Wentz– 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 2016-2017. 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.

3. Seminar and Forum proposals for Chicago are due by Tuesday, August 1st, 2017.

Please visit the following site to submit your proposal:

<https://ashraem.confex.com/ashraem/w18/cfp.cgi>

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

4. 2017-2018 Hightower Award & Service to ASHRAE Research Award Nominations by Friday, September 1st

Nominations for the 2017-2018 *George B. Hightower Technical Achievement Award* are due to you Section Head by September 1, 2017. 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>

Nominations for the 2017-2018 *Service to ASHRAE Research Award* for TC volunteer efforts in research are due to RAC research liaison by September 1, 2017. 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>

5. 2018 RPM (Remote Participation Meetings) Request for Chicago Meeting

ASHRAE has streamlined the process for requesting RPM meetings moving forward, which will allow us to confirm meeting information earlier in advance of the actual meeting dates.

The updated procedures are as follows:

- ALL committees that want to be considered for an RPM capable meeting in Chicago next January must turn in an ASHRAE Meeting Room Request Form for Chicago to the ASHRAE Meetings section.
- The request should include the reasons why you are requesting RPM meeting capability.
- RPM meeting requests for the upcoming Chicago Winter meeting should be submitted by **Monday, October 2nd or sooner.**
- Confirmation emails (verifying the requests) will be sent out in November 2017
- Requests received after the above date may not be accommodated due to high and growing demand for this service.

D. REMINDERS

1. 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>

2. Request for each TC to briefly review ASHRAE Code of Ethics at start of meeting

See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/>

3. Make a Special Effort to welcome new Members, and Visitors to TC meeting

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.

4. 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

5. Is Your Committee Website up to Date?

If not, please ask your webmaster to at least post the latest minutes and the Long Beach 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. The new TC website template has greatly simplified the duties of the TC webmaster and this form of communication is critical to the efficient operation of your committee, and for attracting new members.

The recent conversion to a new TC website platform highlighted a couple areas where a refresher of the ASHRAE rules on website maintenance is warranted. First be aware that ASHRAE Products (i.e., handbook chapters, journal articles, final reports from research projects, etc.) cannot be published on your TC's website. It is very appropriate to post the title and scope of the product and then link the reader to the ASHRAE bookstore or other location on the ASHRAE site where the product may be purchased. Any possible exceptions to this rule must be sent through Steve Comstock for review and approval (scomstock@ashrae.org). The second issue involves timely posting of the draft minutes. Draft minutes (and final, approved minutes from the prior meeting) should be posted to your website (or otherwise distributed to the members) within 60 days after the meeting. Please ensure that your secretary and webmaster are aware of this deadline. To assist your secretary in understanding the procedures for taking and reporting minutes, a video has been developed and posted on the Technical Committees' Training page (<https://www.ashrae.org/standards-research--technology/technical-committees/tc-training-and-presentations>). On the same page, a video has also been posted for use by webmasters to learn about the procedures and schedule to maintain the new websites.

6. TC 2017-2018 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.

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- 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.

Once Google Calendar Sync is installed on your computer, the Google Calendar Sync Settings window will appear:

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

You'll also be able to set the time interval for syncing to occur. Please keep in mind that 10 minutes is the minimum time interval allowed.

After the initial set-up, you can access the Google Calendar Sync Settings window again by double-clicking the calendar icon in your Windows System Tray.

E. RECENT ANNOUNCEMENT

1. RAC Prioritizing Research Topics Related to the Residential Sector

Continuing in 2017-2018, 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.

2. CEC's Standing Request for Future Society Meeting Program Track Suggestions

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 Atlanta 2019 winter 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 Long Beach meeting.

3. CEC Always Seeks 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.

4. The Professional Development Committee (PDC) is seeking ideas for new ASHRAE Learning Institute (ALI) courses.

The Professional Development Committee (PDC) is actively seeking ideas for new ASHRAE Learning Institute (ALI) courses. We need practical courses of broad interest to be presented as face-to-face seminars or short courses, instructor-led online courses and self-paced courses. Examples include courses with a focus on new technologies that need to be shared, fundamentals for engineers new to the discipline, standard applications that need explanation, and courses based on new design guides. Does your TC have a potential course idea?

Contact Karen Murray (ASHRAE staff) kmurray@ashre.org or James Bochat (2016-17 PDC chair) PDCchair@ashrae.net with your course ideas.

F. CURRENT & UPCOMING ASHRAE CONFERENCE PROGRAMS

1. Long Beach Annual Conference - June 24 – June 28, 2017

Conference Website: <http://ashraem.confex.com/ashraem/s17/cfp.cgi>

Conference Program Chair: Ann Peratt Email: ann.peratt@gmail.com

Program Focus at Long Beach Annual Conference

- i. Track 1: Fundamentals and Applications
- ii. Track 2: HVAC&R Systems and Equipment
- iii. Track 3: Refrigeration
- iv. Track 4: Building Life Safety Systems
- v. Track 5: Controls: Smart Building Systems and the Security Concerns as Technology Emerges
- vi. Track 6: Commissioning: Optimizing New and Existing Buildings and their Operation
- vii. Track 7: Net Zero Energy Buildings: The International Race to 2030
- viii. Track 8: Residential Buildings: Standards and Guidelines and Codes
- ix. Track 9: Research Summit

2. Chicago Winter Conference – Jan. 20 – Jan. 24, 2018

Seminar and Forum proposals for Chicago are due by **Tuesday, August 1, 2017.**

Conference Website: <https://ashraem.confex.com/ashraem/w18/cfp.cgi>

Conference Program Chair: Michael Collarin Email: Michael.Collarin@parsons.com

Program Focus at Chicago Winter Conference

- i. Track 1: Systems and Equipment

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- ii. Track 2: Fundamentals and Applications
- iii. Track 3: Standards, Guidelines and Codes
- iv. Track 4: Earth, Wind & Fire **NEW!**
- v. Track 5: Transportation IAQ and Air Conditioning **NEW!**
- vi. Track 6: Tall Buildings
- vii. Track 7: Modeling Throughout the Building Life Cycle **NEW!**
- viii. Track 8: Heat Exchange Equipment
- ix. Track 9: Refrigerant Mini Track @ Expo*
- x. Track 10: Residential Mini Track @ Expo*

3. Houston Annual Conference - June 23 – June 27, 2018

Seminar and Forum proposals for Houston are due by **Friday, February 9th, 2018.**

Conference Website: [https://www.ashrae.org/membership--](https://www.ashrae.org/membership--conferences/conferences/2018-ashrae-annual-conference/call-for-papers)

[conferences/conferences/2018-ashrae-annual-conference/call-for-papers](https://www.ashrae.org/membership--conferences/conferences/2018-ashrae-annual-conference/call-for-papers)

Conference Program Chair: Cindy Moreno Email: cindym@tmmechanical.com

Program Focus at Houston Annual Conference

- i. Track 1: HVAC&R Systems and Equipment
- ii. Track 2: Fundamentals & Applications
- iii. Track 3: District Energy and Cogeneration Plants **NEW!**
- iv. Track 4: Safeguarding our HVAC&R System **NEW!**
- v. Track 5: Residential: Modern Buildings in Hot & Humid Climates
- vi. Track 6: Professional Skills
- vii. Track 7: Research Summit
- viii. Track 8: HVAC&R Control Freaks **NEW!**
- ix. Track 9: HVAC&R Analytics **NEW!**

G. OTHER UPCOMING WORKSHOPS, CONFERENCES AND EVENTS

1. 2017

- i. **Building Simulation 2017** – Aug. 7 – Aug. 9, 2017 – San Francisco, CA USA –
Contact: <http://www.buildingsimulation2017.org/>
- ii. **ISHPC2017** – Aug. 7 – Aug. 10, 2017 – Tokyo, JAPAN –
Contact: <http://biz.knt.co.jp/tour/2017/ISHPC2017/congress.html>
- iii. **ASHRAE Building Performance Analysis Conference** – September 27-29, 2017
– Atlanta GA, USA – Contact: <https://ashraem.confex.com/ashraem/bpa17/cfp.cgi>
- iv. **2nd ASHRAE Developing Economies Conference** – Nov. 10-11, 2017, Delhi,
INDIA – Contact: <https://ashraem.confex.com/ashraem/de17/cfp.cgi>

TC/TG/TRG Activity Feedback Form

Please provide feedback on your TC/TG/TRG activities and return this form by **Tuesday night 9:00 pm** to your Section Head by email or drop off a printed copy in the Section Head's mailbox folder outside the ASHRAE Headquarters Room.
 Include activities performed since the last TC meeting (e.g. any letter ballots, submissions to RAC, award nominations, etc.)

PLEASE DO NOT LEAVE NUMERIC CELLS EMPTY. ENTER 0 IN CELLS IF THERE IS NO COUNT.

TC#						Committee Name:	EXAMPLE ONLY - See your SECTION HEAD for your TC's Customized FORM					
						Chair:						
Meeting was Held (City)						(Day)				(Date)		
Membership						Quorum Established (Yes/No)						
						Number Present		Remote Participants		Total on Committee Roster		
Voting Members (excluding Non-Quorum Members)						0		0		0		
Non-Quorum Members						0		0		0		
Corresponding Members						0		0		0		
Provisional Members						0		0		0		
Visitors/Guests						0		0		n/a		
All members/guests who are ALSO YEA members						0		0		0		
Handbook Responsibilities						Standards Responsibilities						
Total Number of Chapters				0		Total Number of Standards				0		
# Chapters voted out this meeting				0		# Standards recommended				0		
Special Publications (last six months)				0		Title:						
Program Activities (For This Meeting)												
Total # of Forums			Total # of Seminars			Total # of Paper Sessions			Other Presentations			
Submitted*	Sponsor	Co-sponsor	Submitted*	Sponsor	Co-Sponsor	Submitted*	Sponsor	Co-Sponsor	TC Research Results	Other Papers**		
0	0	0	0	0	0	0	0	0	0	0	0	
Current Research Activities (active)						TC Management						
# of new/revised RTARs submitted				0		Minutes completed on time?						
# of other active RTARs				0		Agenda distributed on time?						
# of Work Statements submitted				0		Did Chair attend training?						
# of other active Work Statements				0		Did Vice Chair attend?						
# of active TRPs				0		Did Program Chair attend training?						
# of active RPs				0		Did Handbook Chair attend training?						
Problems getting RTAR/WS approved?						Did Research Chair attend breakfast?						
Other Technical Activities						Award Nominations (last six months)						
# FAQs updated this meeting						# of Distinguished Service Nominations						
# New members added to roster						# of Exceptional Service Nominations						
						# of Other Nominations: Hightower, Research, Fellow, etc						
						Specify Award :						
Any Concerns or requests for the Technical Activities Committee? (Please type in Space Below)												

PLEASE DO NOT LEAVE CELLS EMPTY. ENTER 0 IN CELLS IF THERE IS NO COUNT.

YES/NO Questions can be answered using drop box selection or by typing in answer.

CITY Please enter city only without the state.

MEMBERSHIP SECTION

members/guests who are also YEA members:

Enter total number of YEA members here. Be sure that they were also included in the appropriate categories above, too.

Example: There are 18 people in the room: 6 voting members and 12 guests. Of these, one of the six voting is a YEA member and two of the guests are YEA members. Thus the count is

Voting	6
Guests	12
YEA	3

HANDBOOK SECTION

Chapters voted out this meeting

Count all handbook chapters (reviewed, revised, or developed) that were approved by the TC through a vote for submission to the handbook committee at this meeting

STANDARDS SECTION

Standards recommended

Count all standards which the TC developed a recommendation for at this meeting. (I.e. reaffirm, revise, or)

PROGRAM SECTION

"Submitted" program sessions.

Count only sessions which your committee initiated and submitted for this meeting.

"Co-sponsored" program sessions

Count sessions initiated by other committees and accepted for presentation which you cosponsored.

"Sponsored" program sessions.

Count all sessions initiated by your committee and accepted for presentation, including those which you invited others to co-sponsor.

