

Minutes

Technical Activities Committee

2010 Annual Meeting

June 26 & 30, 2010

Hyatt Regency Hotel
Albuquerque, New Mexico

Note: These draft minutes have not been approved and are not the official, approved record until approved by this (council/committee)

Table of Contents

Principle Motions-----iii

List of Attachments-----iv

Action Items -----v

A. Call to Order and Introductions----- 1

B. Additions and/or Changes to the Agenda ----- 1

C. Action Item Tracking and Preliminary Review of Action Items ----- 2

D. Approval of Minutes ----- 3

E. Chair’s Report ----- 3

F. BOD Ex-Officio &Coordinating Officer ----- 6

G. Vice Chair’s Report ----- 6

H. Roster Coordinator Report ----- 7

I. Liaison Coordinator Report ----- 7

J. Training Coordinator Report----- 7

K. Special Assignments Coordinator Report ----- 8

L. Sunday’s Section Breakfast Meeting Plans -----10

M. Section Head Reports -----10

N. Unfinished Business -----13

O. New Business -----13

P. Review New Action Items & Next Meeting-----13

Adjournment -----

PRINCIPAL MOTIONS
Technical Activities Committee
Albuquerque, NM
June 26 & 30, 2010

<u>No.</u>	<u>Page</u>	<u>Motion</u>
1	3	the draft minutes of the TAC 2010 Winter Meeting be approved as drafted
2	9	Members Council Motion 23A – Develop IAQ Std. for Surface Transportation Vehicles – be closed.
3	9	Members Council Motion 2 – Develop Cold Climate Design Guide – be closed
4	11	TRG7.SBOMC – Tools for Sustainable Building Operations Maintenance and Cost Analysis (SBOMC) – be disbanded
5	11	A new technical resource group, <u>TRG 4.IAQP - Indoor Air Quality Procedure Development</u> , be formed with the following scope:
6	11	TC 6.8 and TC 9.4 be merge to form a new TC 6.8 with the following new title and scope:
7	11	TG1.EXERGY continue for another year as a TG
8	12	TG3. HVAC continue for another year as a TG
9	12	TRG7.UFAD continue for another year as a TG
10	12	the scope of TC 2.5 - Global Climate – be revised as follows:
11	12	the scope of TC 5.10 -Kitchen Ventilation- be revised as follows:
12	12	TAC endorses TC 4.7 -Energy Calculations - efforts to develop a new standard with the following title, purpose and scope:

LIST OF ATTACHMENTS

Attachment A: MBOs for 2009-2010

Attachment B: Tom Werkema and PEAC PPT Presentation

Attachment C: Final Agenda for TC/TG/TRG Chairs' Breakfast Meeting

Attachment D: Proposed MBOs for 2010-2011

ACTION ITEMS LIST
Technical Activities Committee
Albuquerque, NM
June 26 & 30, 2010

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Culp	Check with TC 1.5 on a method to improve the roster update macro for MS-Excel workbook	
2	Vaughn	Work with ASHRAE website staff to develop "Help Wanted" section to TC webpage that can be used to solicit help from ASHRAE chapters and CTTC for specific TC activities that are needed or to be started within the next 6-12 months	
3	Section Heads	Ask TCs to include any requests(new members, paper reviews, handbook reviewers) for volunteer support from ASHRAE chapters and CTTC on TC activity sheets	
4	Section Heads	Provide input/feedback on any emerging issues or changes that should be considered for incorporation into the Society's Strategic Plan	
5	Vaughn	Schedule TAC web/conference call(s) for Tech Weekend	
6	Vaughn	Set up webinar with AMS staff experts to determine best way to proceed with roster updates given AMS constraints.	
7	Culp	Propose to TC 7.6 and 7.9 to head up the effort to develop a guideline on integrated building design and maintenance for high performance buildings	
8	Crawley	Work with TG7.UFAD leadership to see what can be done to help expedite the completion of the revision to the ASHRAE UFAD Design Guide	



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

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

Hyatt Regency Hotel
Albuquerque, NM
June 26 & 30, 2010

MEMBERS PRESENT:

Don Brundage, *Chair*
Charles Wilkin, *Vice Chair*
Vic Penar, *Section 1*
Brian Fricke, *Section 2*
Brian Silveti, *Section 3*
Suzanne LeViseur, *Section 4*
Gus Mastro, *Section 5*
John Dunlap, *Section 6*
Dru Crawley, *Section 7*
William McQuade, *Section 8*
Van Baxter, *Section 9*
Anthony Jacobi, *Roster Coordinator*
Charlie Culp, *Special Assignment Coord.*
Theresa Weston, *Training Coordinator*
Vin Gupta, *Liaison Coordinator - 6/26 only*
Mike Brandemuehl, *BOD Ex-O*
Tom Watson, *Coord. Officer*

GUESTS:

Tom Lawrence, *Incoming Member*
William Murphy, *Incoming Member*
Walter Grondzik, *Incoming Member*
Eric Adams, *Incoming Member*

ASHRAE STAFF:

Claire Ramspeck, *DOT*
Mike Vaughn, *MORTS*
Steve Hammerling, *AMORTS*

MEMBERS NOT PRESENT:

Patrick Hughes, *Section 10*

A. CALL TO ORDER & INTRODUCTIONS

Chair Brundage called the meeting to order at 8:10 a.m. on June 26, 2010. Members, staff and guest attended as recorded above.

B. ADDITIONS AND/OR CHANGES TO THE AGENDA

Chair Brundage reviewed the agenda. No changes to the agenda (Version 4) on the Meeting CD were made.

C. ACTION ITEM TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS

The action items from the Winter Meeting and carry-over action items from previous meetings were reviewed for status.

STATUS-ACTION ITEMS
Winter Meeting; Orlando, FL

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Weston	Discuss with Wilkin TC MOP/Reference Manual	Complete
2	Section heads	Notify Wilkin with any issues that should be included in the proposed new TAC Reference Manual	Closed
3	Jacobi/Thomas	Update roster workbooks to include new position title Member-Non quorum for next year's update	Complete
4	Gupta	Talk with Tom Lawrence of TC 2.8 to discuss the Liaison to USGBC	Closed
5	Weston	Contact ECC representative, Mike Pouchak, regarding TCs use of Google Groups for their internal online work space instead of Member's Only password protected folder on their website	Complete
6	Thomas	Send section head reports to Chair and Vice Chair	Complete
7	Brundage	Develop a new format for the TC/TG/TRG activity feedback form	Closed
8	Staff	Provide results on a survey that was done on how ASHRAE can better serve contractors	Complete

CARRY-OVER ACTION ITEMS
Tech Weekend; Atlanta, GA

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Culp /LeViseur	Work with EHC to complete Action Item #12 from Louisville; Follow up with TC 4.3 to see if they will assume responsibilities for IAQ Standard for Surface Transportation	Closed
4	Staff	Ask ASHRAE & ECC web staff if web training for TC webmasters is possible this year with their help	Complete

CARRY-OVER ACTION ITEMS - Continued
Annual Meeting; Louisville, KY

Action No.	Responsibility	Summary of Action Items	Status
1	Richardson/Mastro / Staff	Follow up with TC 5.6 chair on NFPA representative	Complete
2	Brundage	Investigate mechanisms by which TAC and TCs can interact with CTTC and make use of CTTC resources	Closed
7	Crawley	Develop a guideline (or special pub) to show that an Integrated Building Design process needs to include required maintenance procedures for high performance building systems that chapters can use for outreach. Assigned to TC 7.1 – Integrated Building Design with support from TC 7.6 – Systems Energy Utilization and TC 7.9 – Building Commissioning.	Closed
14	LeViseur / Staff	Write a draft scope or revisit old TG scope for Cold Climate Design Guide	Closed

Winter Meeting; Chicago, IL

Action No.	Responsibility	Summary of Action Items	Status
5	Section Heads	Re-evaluate TC web sites using process evaluation approach developed by Donald Brundage. Provide status to Vice-Chair of TAC 1 week before each ASHRAE winter and summer meeting.	Closed

D. APPROVAL OF MINUTES

It was moved and seconded that,

- (1) the draft minutes of the TAC 2010 Winter Meeting be approved as drafted

MOTION #1 PASSED 13-0-0 CNV

E. CHAIR’S REPORT - BRUNDAGE

The following items were presented by the chair and discussed:

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval – TAC requested 50k funding at the Winter Meeting. This was not approved. A more detailed proposal would be required. TAC is now pursuing limited improvements to the current spreadsheet based system.

Actions #1 <Culp> Check with TC 1.5 on a method to improve the roster update macro for MS-Excel workbook

b) New or Carryover Action or Agenda Items Assigned to TAC by Tech. Council

1. AI#1 OR'10 – Update Committee MBOs and send to Watson prior to spring meeting – Complete
2. TAC Input to ASHRAE Strategic Plan? – Tech C. Agenda Item for TAC – On-going. (This will be on-going until removed. Input, if any, for Society Strategic Plan is due from standing committees by fall meeting of each year.)
3. AI#3 OR'10 Work with CTTC and CEC to find resolution to TC complaints on program issues and requests from CTTC for more involvement with TCs - Complete (The three CEC program training session opportunities that were offered to TCs in Albuquerque and the joint TAC/CEC meeting are starting to have an impact on TC program complaints, but we will continue to monitor)

Action #2 <Vaughn> Work with ASHRAE website staff to develop “Help Wanted” section to TC webpage that can be used to solicit help from ASHRAE chapters and CTTC for specific TC activities that are needed or to be started within the next 6-12 months

Action #3 <Section Heads> Ask TCs to include any requests (new members, paper reviews, handbook reviewers) for volunteer support from ASHRAE chapters and CTTC on TC activity sheets

4. Terminology Wiki or document – ASHRAE senior leadership has asked TAC to help where they can to expedite the development of Standard 166P – ASHRAE Terminology for HVAC&R, which SPC 166P is developing with close support from TC 1.6 – Terminology.
<Secretary's Note> SPC 166P and TC 1.6 both reported after the Albuquerque meeting that they expect to vote in Las Vegas to release the first public review draft of the standard.
5. AI#5 OR'10 – Provide Committee Input for Members' First Newsletter – Complete (Input for Members First Newsletter was sent to Bahnfleth before February 15, 2010)
6. International Participation in ASHRAE Technical Committees – Tech C. Agenda Item for TAC – TAC has taken steps the last few meetings to encourage TCs to welcome ALL visitors to their meetings as potential new members, particularly international members that may not be familiar with our customs and procedures.

c) New Members Council Referrals: No new referrals were assigned to TAC

d) New Information Items:

1. Results from CEC/TAC Interface Meeting – Encourage TCs to use conference calls and web meetings in the weeks leading up to a Society meeting, if possible, for subcommittee meetings in order to free-up more meeting space for TC programs

and to allow TC members time on-site to attend programs or for TC members that can not longer attend Society meetings regularly an opportunity to continue to contribute to TC at subcommittee level. Message is not to limit the work of volunteers but meeting space is limited so all ASHRAE committees are being asked to assure their time and space is used efficiently. Assure TCs that giving up subcommittee meeting time & space for one Society meeting will not affect their ability to secure space for future Society meetings.

2. Status of outreach effort to CTTC – See AI#2 & #3 above
3. Update to ASHRAE Terminology Book – TC 1.6 & proposed standard 166P? – discussed earlier under item E.b.4.
4. TC 5.8 has developed a “Special Warning” for the handbook to ensure that engineers realize the risks associated with the installation of equipment in Hazardous Spaces. Chair Brundage noted this was more of a handbook issue but wanted to make TAC aware. The warning reads as follows and is now being incorporated into numerous chapters that are maintained by TC 5.8 & TC 9.2:

Special Warning: Certain industrial spaces may contain flammable, combustible and/or toxic concentrations of vapors or dusts under either normal or abnormal conditions. In spaces such as these, there are life safety issues that this chapter may not completely address. Special precautions must be taken in accordance with requirements of recognized authorities such as the National Fire Protection Association (NFPA), the Occupational Safety and Health Administration (OSHA), and the American National Standards Institute (ANSI). In all situations, engineers, designers and installers who encounter conflicting codes and standards must defer to the code or standard which best addresses and safeguards life safety.
5. Status on Tech. Council Steering Committees (BIM, AEDGs, Bldg. Performance Metrics) – Refer to meeting CD for individual status reports.
6. Proposed Environmental Health and Green Buildings Position Document - Environmental Health Committee is considering doing a position document entitled “Environmental Health in Green Building Program,” and is looking for comments from TC’s and for interest in serving on the position document committee. Section Heads, please forward to any of your TCs you think would have an interest (I can think of 5 that would appear to be good candidates - 2.1, 2.8, 7.1, 7.6 and 7.9).

<Secretary’s Note> While EHC may compile a list of potential members for a position document committee, TAC should be aware that the development of the position document must be approved by the ASHRAE Executive Committee based on a recommendation from Tech Council, which has not occurred to date. Until EHC submits a proposal to Tech Council and it is approved, there is no project and no committee. When development of a Position Document is approved, Tech Council appoints the chair and the chair and Tech Council determine the membership, not the cognizant committee (EHC). At that point, any roster recommendations members provided to Tech Council will be considered, and probably accepted. So, it should be made clear to anyone expressing an interest in membership that appointments will be

made by Tech Council only when and if development of the PD is approved. That will not be any sooner than January 2011.

7. New Home Depot Filter Rating System – Home Depot (and 3M as a silent partner) has put together a “new” filter rating system to help clarify things with the consumer. The home depot website briefly discusses this new rating system. Home Depot does not go into detail on how the rating number is assigned but they state it is based on large and small particle capture and on weight gain of the filter during testing. www.homedepot.com is the web site. Search for air filters.
 8. ASHRAE Research Strategic Plan 2010-2015 – updated plan approved and available at this meeting. (www.ashrae.org/research)
- e) 09-10 MBOs
Mr. Brundage reviewed and summarized the MBOs for 2009-2010 – See **Attachment A**

F. BOD EX-OFFICIO & COORDINATING OFFICER - BRANDEMUEHL & WATSON

Mike Brandemuehl discussed **Attachment B**, a presentation of current Society activities prepared by DAL Tom Werkema and PEAC

G. VICE CHAIR'S REPORT – WILKIN

The following items were presented by the vice chair and discussed:

- a) Strategic Issues for Council Consideration – On-going Tech C. agenda item for TAC
 1. Previous Issues Reported
 1. Technical Program Changes and Impact on TCs – discussed with CEC earlier
 2. Opportunities for Collaboration
 3. Respect for Technical Committee Structure
Consideration should be given to utilizing TGs and TRGs to spearhead critical and strategic technical issues of the Society instead of steering committees that report to Technology Council.
 4. Welcome/Mentoring Program for New Attendees to TC Meetings
Wilkin suggested a slide on mentoring be included in TC training slides
 2. Review the Strategic Plan Gap Analysis document & schedule from Planning Committee – TechC AI #1 TW'09. Wilkin reviewed the identified gaps below that apply to TAC and the TCs.

Strategy 1.2 Lead the drive towards “net-zero-energy buildings” through research and education

GAP 1.2 - This activity should be continued and re- emphasized. Not enough progress has been made.

Strategy 1.6 Promote the use of life-cycle-cost analysis to building owners that will encourage sustainable construction, operation and renewal.

GAP 1.6 – How can ASHRAE get involved in Building Information Modeling? Once this is determined, we need a strategy that promotes that involvement.

Action #4 <Section Heads> Provide input/feedback on any emerging issues or changes that should be considered for incorporation into the Society's Strategic Plan

Action #5 <Vaughn> Schedule TAC web/conference call(s) for Tech Weekend

- b) Proposed or Possible MOPs, ROB and Reference Manual Changes – (Wilkin)
1. New TC Reference Manual? – **MBO #2**
(Upon further review, there does not appear to be a need for a separate reference manual to complement the TC/TG/TRG MOP)

2. Update Policy on A/V Equipment for TC meetings in TC MOP

Proposed Edit to TC/TG/TRG MOP:

~~4.1.2.3 A/V equipment, screens, and power cords are not provided by ASHRAE and have to be requested 90 days in advance of each meeting, if needed. A/V provided by ASHRAE includes an LCD support package which include a screen, cart, and electric and/or power cords for laptops. All equipment must be ordered 30 days in advance of the meeting. On-site requests will not be honored. LCD projectors are not provided.~~

Due to cost, potential thief or damage concerns, and quantity constraints, ASHRAE cannot provide any projectors for TC meetings. The eight projectors that ASHRAE owns and brings to the Society meeting are reserved first for the Board, Council, and standing committee meetings and a staff person must accompany and maintain control over any projector when it leaves the Headquarters' room at a meeting.

- c) TAC current FY 09-10 expenses and FY10-11 budget were reviewed and discussed.

H. ROSTER COORDINATOR - JACOBI

The following items were presented by the coordinator and discussed:

- a) 10-11 Rosters – Status on **MBO #4**
Goal was for 95% of Rollover Rosters to be turned in by 2/28/10. Actual percentage was 88%. Goal was for 100% to be turned in by 3/31/10. Actual was 93%. Goal was for all rosters completed and distributed by 5/15/10. Actual percentage was 98%.
- b) 11-12 Changes for Roster Update Process – Status on **MBO #3**
Request for \$50k to automate process was made in Orlando. This was not approved but not rejected either. A more detailed request should be submitted to Tech Council for more serious consideration. McQuade volunteered to participate in writing a specification or work statement for an improved and possibly automated roster update system/process.
- c) Goals for 11-10 Rosters
Roster update workbooks will be distributed on or prior to November 25, 2010. Roster update forms should be returned by TCs to Section Heads no later than Feb. 1, 2011.
Goal is for 95% of Rollover Rosters to be turned in by 2/28/11.
Goal is for 100% to be turned in by 3/31/11.
Goal is for all rosters completed and distributed by 5/15/11.
- d) Roster Automation

Action #6 <Vaughn> Set up webinar with AMS staff experts to determine best way to proceed.

I. LIAISON COORDINATOR - GUPTA

The following items were presented by the coordinator and discussed:

- a) TAC Inter-society Liaisons – Currently 22 TAC Inter-Society Liaisons – List of liaison, however, still needs to be updated to remove liaisons that are no longer active liaisons.
- b) Evaluation of 2009 Handbook Fundamentals Volume against 2006 workshop recommendations – The evaluation was not completed. This task should be done, if possible, for the 2009 Fundamentals volume and the 2010 Refrigeration volume as well.

J. TRAINING COORDINATOR - WESTON

The following items were presented by the coordinator and discussed:

- a) Training plans for Albuquerque – TC Chair Training will be held on Sunday morning between 9:45am and 10:45am and will include a Q&A session with the CEC chair. It was requested that Section Heads help encourage attendance.
- b) Basic TC Website Webinar for TC Webmasters with ECC – Fall 2010?
The Google group training scheduled for the spring 2010 did not take place. Plan to regroup for fall training.
- c) TAC New Member Training
Incoming Training Coordinator, Brian Silveti, will assign mentors for new members of TAC assigned to sections 3, 4, 9 and 10. New member training in fall is very helpful.

K. SPECIAL ASSIGNMENTS COORDINATOR - CULP

a) New Assignments:

- 1. TAC Peer Review – TC 5.2 Duct System Leakage Technical Bulletin
TC 5.2 Duct Design is invoking a rarely used section of the TC MOP, to publish a Technical Bulletin (see Appendix F of the TC MOP.)

The review process requires TAC to coordinate a peer review process, with a minimum of 3 persons (who do not have to be on TAC.) The section head has no direct role in this process.

Another possibility is to treat it like an AEDG public review, where the proposed document is posted on the ASHRAE website to get public comments, but there is no obligation to give specific responses to comments, as you would with a standard.

It will take a number of months for TC 5.2 to come up with a product, but we need to have procedures laid out for how this peer review will work before they get too far along in the process.

b) On-going Assignments:

- 1. ASHRAE UFAD Design Guide Revision/Update – TRG7-UFAD – Status? (**Crawley**)
TRG 7.UFAD met in Albuquerque to update their detailed design guide outline and subcommittee writing assignments. While the committee has achieved consensus on several issues through recent correspondence and most of the issues are resolved. Various writing assignments have been made but the committee is awaiting crucial

input on load calculations, a key component of a revised UFAD design manual. A draft is anticipated for Las Vegas.

Action #7 <Crawley > Work with TG7.UFAD leadership to see what can be done to help expedite the completion of the revision to the ASHRAE UFAD Design Guide

2. Pharmaceutical and Bulk Chemical Application Information Needed – TC 9.11 Clean Spaces Design Guide – Status? (**Baxter**)
The guide is 95% complete and should be ready for an internal review by September. This would allow the publication to be on the shelf for Las Vegas or Montreal.

c) Status of Council Referrals:

1. Members Council Motion 23A (10/18/03) – Develop IAQ Std. for Surface Transportation Vehicles. Assignment: TC 9.3 was originally assigned the referral seven years ago but they were unable to do anything with it due to a lack of expertise on the committee in all modes of surface transportation. **LeViseur** recently checked with TC 4.3 for interest and noted there is no interest from TC 4.3 regarding this referral due to lack of expertise also. It was suggested to end the referral due to the lack of required expertise in TC 4.3, TC 9.3 and all TCs in general.

It was moved and seconded that,

- (2) Members Council Motion 23A – Develop IAQ Std. for Surface Transportation Vehicles – be closed.

MOTION #2 PASSED: 14-0-0, CNV

2. Members Council Motion 24A (10/18/03) – Develop Research, Standards/Guidelines, and Handbook information on SARS. Assignment: TC 9.6, February 2005. (Status: Special Project Update to Hospital Design Manual to include latest info. on quarantine practices and infectious diseases incl. SARS)
Baxter reported that TC 9.6 will include this information in their updated 2012 design manual. This is the earliest date the project will be complete.
3. Members Council Motion 2 (Region XI, Manitoba Chapter) – Develop Cold Climate Design Guide. Assignment: TBD – TAC evaluating if previous TG4-Cold Climate Design can be restarted.

It was moved and seconded that,

- (3) Members Council Motion 2 – Develop Cold Climate Design Guide – be closed

BACKGROUND:

TAC investigated this referral to determine if the previous task group TG4-Cold Climate Design could be restarted to write the guide. It was found that the former TG folded due to lack of membership and interest. TAC concluded that no current TCs have the expertise to complete the project. It was suggested that such a guide instead be developed as an ASHRAE special publication or research project via the URP method of development with experts from Region 2 and 11.

MOTION #3 PASSED: 14-0-0, CNV

4. Society Strategic Plan, Strategy 3.4 – Develop a guideline on integrated building design and maintenance for high performance buildings. Assignment: TC 7.1 w/support from TC 7.6 & 7.9 – AI#7 Louisville (**Crawley**)
TC 7.1 stated that they do not have expertise and that the request was more related to operation and maintenance.

Action #7 <Culp > Propose to TC 7.6, TC 7.9 and TC 7.3 that they head up the effort to develop a guideline on integrated building design and maintenance for high performance buildings

5. Members Council Motion 36 (10/25/09 – Puerto Rico Chapter) – Develop a Green Life Cycle Cost Analysis Guide. Assignment: **TC 7.8 or 2.8?** – Status? (**Crawley & Fricke**)
TC 2.8 could support development of a Green Life Cycle Analysis Guide. If so, TAC can direct them to contact chapter for input. Culp and Fricke will discuss after meeting how best to handle.

d) New Referrals –None

L. SUNDAY’S SECTION MEETINGS/BREAKFAST AND REMINDERS –See Attachment C

- a) Liaison Speaking Guidelines (TAC chair conveyed guidelines to all liaisons prior to Albuquerque meeting)
- b) Section Head Meetings Sunday A.M. – Finalized draft agenda
- c) Finalized List of Reminders:
 1. TC “Help Wanted” Section to be added to ASHRAE website
 2. Option for TC Subcommittee Meetings via Conference Calls and Webinars
 3. Update on Development of Society and Research Strategic Plans – MBO #5
 4. 10-11 Rosters Access & Distribution
 5. TC/TG/TRG Chair’s Training Workshop Reminder
 6. Location of Section Head Mailboxes at this Society meeting
 7. Useful TC/TG/TRG Chair Information on ASHRAE website
 8. Status on Tech. Council Steering Committees (BIM, AEDGs, Bldg. Performance Metrics).
 9. CEC proposed or recently implemented technical program changes
 10. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)
 11. ASHRAE Google Groups tool for TCs/TGs and TRGs
 12. 2010-2011 Hightower Award & Service to ASHRAE Research Award Nominations
 13. Upcoming Conferences (ASHRAE IAQ 2010, Purdue University Conf. series, CLIMA 2010, etc.) Thank retiring TC/TG/TRG chairs in section
 14. Thank You Letters to Employers
 15. Hightower Award Nomination Process and Submission Deadline – Sep. 1, 2010
 16. Proposed Environmental Health and Green Buildings Position Document

M. SECTION HEAD REPORTS

- a. Updates on any Special Assignments assigned to TCs in section
- b. Improve TC Websites - 46% Up-to-date in January 2010 – MBO #1

A strong effort has been made by Section 10 to get websites established since the last meeting.

c. 10-11 Rosters & Distribution

Final rosters were distributed to Section heads prior to the Annual Meeting.

d. Proposed New TC/TG/TRGs, or Merges

1. Cold Climate TG?

It was found that no TC that has the expertise to take on the Cold Climate design guide referral project. It was suggested instead for Region to get an outside consultant or expert based in region to write guide on a royalty basis with Special Pubs or to pursue project as an unsolicited research proposal (URP) with RAC - see Motion 3 above.

2. Disband TRG7.SBOMC? - Move to GPC 32?

TRG7.SBOMC - Tools for Sustainable Building Operations Maintenance and Cost Analysis (SBOMC) has been disbanded now that their mission is complete and the TRG membership will shift to GPC 32P- Sustainable, High Performance Operations & Maintenance

It was moved and seconded that,

- (4) TRG7.SBOMC - Tools for Sustainable Building Operations Maintenance and Cost Analysis (SBOMC) - be disbanded

MOTION #4 PASSED: 13-0-0, CV

3. Std. 62.1 IAQ Procedure TRG - TC 2.3 & 2.4

A request was made by members from TC 2.3 and TC 2.4 to form a new technical resource group with a focus on the Indoor Air Quality Procedure of Standard 62.1.

It was moved and seconded that,

- (5) A new technical resource group, TRG 4.IAQP - Indoor Air Quality Procedure Development, be formed with the following scope:

TRG 4.IAQP is concerned with developing specific guidance to allow users to apply the IAQP method as defined under ASHRAE Standard 62.1. Committee results will be presented to the 62.1 Committee as proposals for inclusion in appendices of the Standard.

MOTION #5 PASSED: 12-0-0, CV

4. Merge TC 10.9 into TC 10.1?

It was moved and seconded that,

- (6) TC 6.8 and TC 9.4 merge to form a new TC 6.8 with the following new title and scope:

TC 6.8 - ~~Low Temperature Geothermal Applications and Applied Heat Pump and /Energy Recovery~~ Applications

Technical Committee 6.8 is concerned with all equipment and systems which collect, store and utilize geothermal energy or fluids for the purpose of heating and cooling, ~~including~~

~~supply and disposal wells and boreholes for ground source heat pumps, and with the development and application of heat pump systems and heat recovery by refrigeration cycles including system design, operation, and performance (product design of unitary heat pumps and equipment components is excluded). Responsibility covers the design and performance of the system and individual equipment component aspects that are specific for geothermal application. Overlap with other TCs is recognized where specific systems are included for utilization or distribution.~~

MOTION #6 PASSED: 13-0-0, CV

5. Annual review and renewal of TGs and TRGs

It was moved and seconded that,

(7) TG1.EXERGY continue for another year as a TG

MOTION #7 PASSED: 13-0-0, CV

It was moved and seconded that,

(8) TG3. HVAC continue for another year as a TG

MOTION #8 PASSED: 13-0-0, CV

It was moved and seconded that,

(9) TRG7.UFAD continue for another year as a TG

MOTION #9 PASSED: 13-0-0, CV

e) Proposed Name and Scope Changes

1. TC 8.2 scope (McQuade)

TC 8.2 is working to revise their current scope & mission statement.

It was moved and seconded that,

(10) the scope of TC 2.5 - Global Climate – be revised as follows:

~~TC 2.5~~ Technical Committee 2.5, Global Climate Change, is concerned with the impact that ~~the~~ activities of the HVAC&R industry may have on the global environment, including climate change greenhouse warming and stratospheric ozone depletion. This TC enhances ASHRAE member awareness of these impacts and coordinates activities and planning for the Society to address these issues. This includes identifying factors within the scope of the HVAC&R industry, which may impact favorably ~~and or~~ unfavorably, the global environment and the role that ASHRAE ~~is serving serves and could serve~~.

MOTION #10 PASSED: 13-0-0, CV

It was moved and seconded that,

(11) the scope of TC 5.10 -Kitchen Ventilation- be revised as follows:

Technical Committee 5.10 is concerned with the design, fabrication, installation, commissioning, cleaning and servicing of code-compliant, sustainable, commercial kitchen HVAC systems. Sustainability in commercial kitchens includes energy use, water consumption, and the impact of fats, oils and greases on ecosystems. ~~energy efficient control, capture and effective removal of airborne contaminants and heat resulting from cooking process. It is also concerned with the introduction of supply and make-up air as it influences the contaminant control process as well as the thermal environment in the kitchen.~~

MOTION #11 PASSED: 13-0-0, CV

It was moved and seconded that,

- (12) TAC endorses TC 4.7 -Energy Calculations - efforts to develop a new standard with the following title, purpose and scope:

Title: Building equipment Performance Data Exchange Protocols for Energy Simulation

Purpose: This standard specifies data exchange protocols for building equipment performance data for automated use by energy simulation applications.

Scope: That data exchange protocols defined in this standard apply to all building equipment and subsystems that consume, store, recycle, transport, or produce energy.

MOTION #12 PASSED: 13-0-0, CV

- f) Other Problems & Issues for TAC action or information
1. 10-11 Roster Feedback – See Roster Coordinator report above

N. UNFINISHED BUSINESS - NONE

O. NEW BUSINESS - WILKIN

- a. Thank Chair and members rolling-off TAC (Brundage, LeViseur, Jacobi, and Gupta)
Vice Chair Wilkin recognized Chair Brundage with a certificate of appreciation for his term on TAC
- b. Introduce new members of TAC
Walter Grondzik, William Murphy, Thomas Lawrence and Eric Adams will be coming on to TAC the next Society Year.
- c. Assign Mentors for new members
Brian Silvetti will assign new member mentors for sections 3, 4, 9 and 10
- d. Review FY 10-11 TAC MBOs – See **Attachment D**
- e. Review new assignments & positions for TAC members
- f. Tech. Weekend 2010? – Preferred meeting format for quorum
TAC concluded that web or phone meeting would be adequate instead of a face to face meeting. Training could be coordinated online.

P. REVIEW NEW ACTION ITEMS & NEXT MEETING

Action items from the meeting will be distributed after the meeting.

The next meeting of TAC will be one or more web/conference call meetings in late September and/or early October. A Doodle poll of the committee will be conducted to determine availability and to select the best date and time for quorum.

The TAC meeting adjourned at 10:15 a.m. Wednesday, June 30, 2010

Technical Activities Committee

2009-2010 MBOs

Chair: Donald M. Brundage., P.E.

Date: June 1, 2010

Objective	Planned Completion Date	Fiscal Impact	Responsible Member	Status	Comments
1. Improve TC website performance. As of WM 2009, 43% (36 of 83) TCs had functioning, up-to-date websites with complete information. Raise this to at least 60%.	2010 AM	None	Section Heads	In progress	Review results of TC website at each society meeting. Emphasize to TCs that this is one of the evaluation criteria for TC performance For the WM 2010, 46% of websites were up to date and complete. Most sections are doing reasonably well, with 60% or greater with good websites, but two sections (7 and 10) have under 20% with websites. At the section 10 breakfast, the TC chairs personally told me that they refuse to do websites. How to deal with this will be a topic of discussion in Albuquerque for TAC.
2. Develop TC Reference Manual and revise TC MOP to match. Revise TAC reference manual if necessary.	2010 AM	None	Vice Chair (Wilkins)	In Progress	Draft versions of a TC Reference Manual are currently in progress Work continues, will be discussed in the 2010 AM.
3. Improve and automate the Roster Update Workbook	2010 AM	None	Chair (Brundage) and Roster Coordinator (Jacobi) with Staff	In progress	Draft version of improved and automated Roster Update Workbook to be completed prior to 2009 Tech Weekend. Final version to be completed prior to 2010 Winter Meeting for use in 2010 roster update process. The long term solution would be to automate and link into the ASHRAE databases – the current process is repetitive reentry of data from one program to another. TAC requested 50K funding at the WM 2010. Current status is not known. TAC is pursuing limited improvements to the current spreadsheet based system; these will be discussed at the 2010 AM.
4. Get 95% of Rollover Rosters turned in by 2/28/10, and remainder turned-in by 3/31/10 All rosters completed and distributed by 5/15/10	On-going	None	Section Heads with Roster Coordinator (Jacobi) with Staff	Start 2010 WM	Rosters and roster update process will be emphasized to TC chairs at Section meetings and TC chair training. Note: “On-going” – unlike most goals. Achieving this once will not necessarily mean that it will always be achieved in the future. 88% turned in by 2/28; 93% turned in by 3/31; 98% complete by 5/15.

Objective	Planned Completion Date	Fiscal Impact	Responsible Member	Status	Comments
5. Improve communications of the ASHRAE Strategic Plan and process to the TCs	On-going	None	Section Heads	In progress	Communication of the Strategic Plan has been included in the breakfast meeting announcements to the TCs

WM – Winter Meeting

AM – Annual Meeting



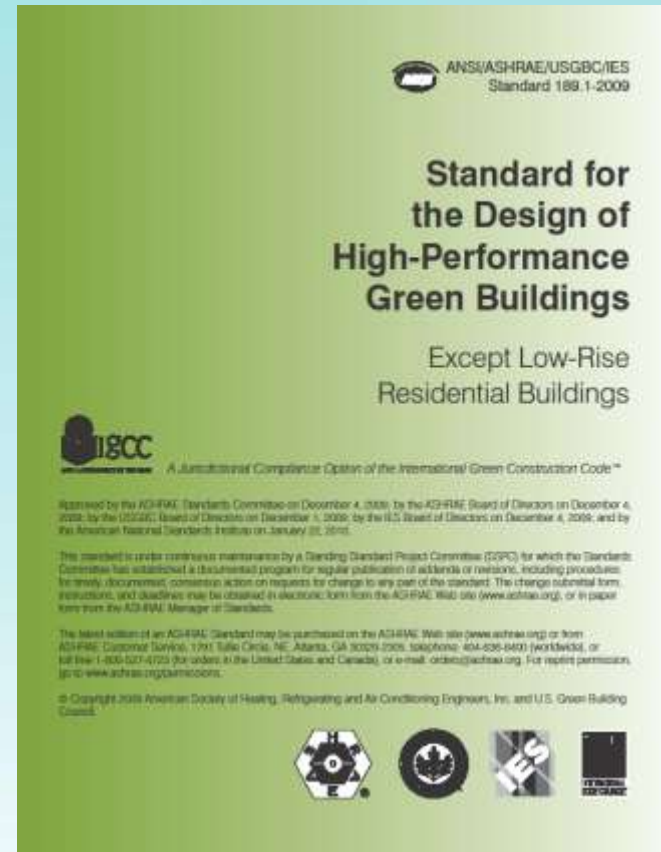
ASHRAE

Engineering the World We Live In

Michael Brandemuehl, DAL, BOD ExO

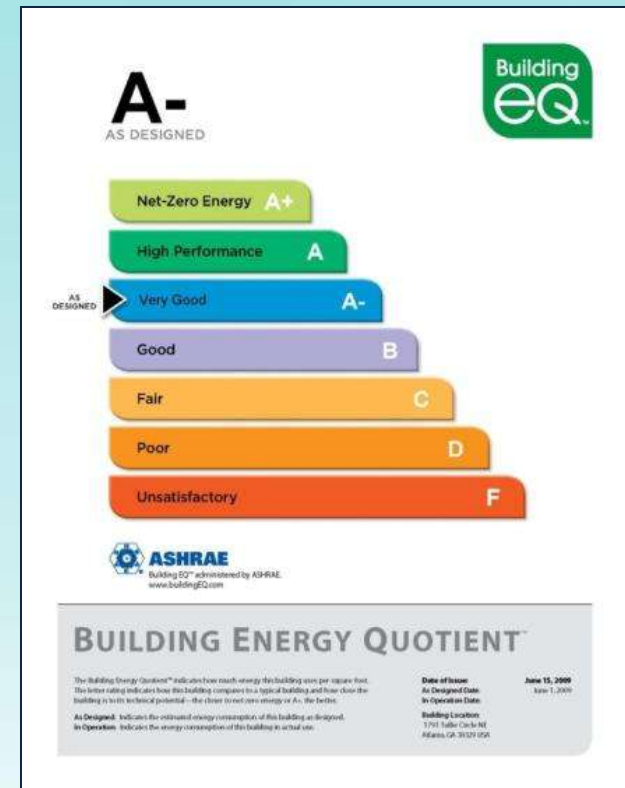
Green Building Standard

- Developed by ASHRAE, IES and USGBC
- Jurisdictional compliance option for International Green Construction Code – developed by ICC, ASTM International and AIA
- Attempts being made to align with Calif. green buildings standards code
- SPC working on interim addenda
- Membership call ended March 31; transition to SSPC effective July 1
- www.ashrae.org/greenstandard



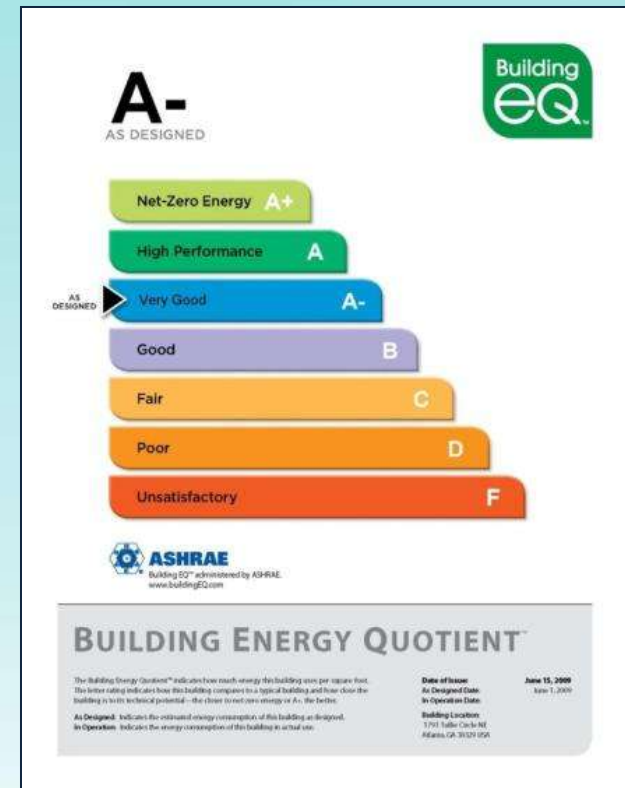
What's Your Building EQ?

- Operation pilot underway
- 25 buildings from 10 owners/operators
- 17 provisional assessors
- Operational assessments to be completed by May 30
- Assessments include
 - Building characteristics
 - Building energy quotient
 - System energy breakdown



What's Your Building EQ?

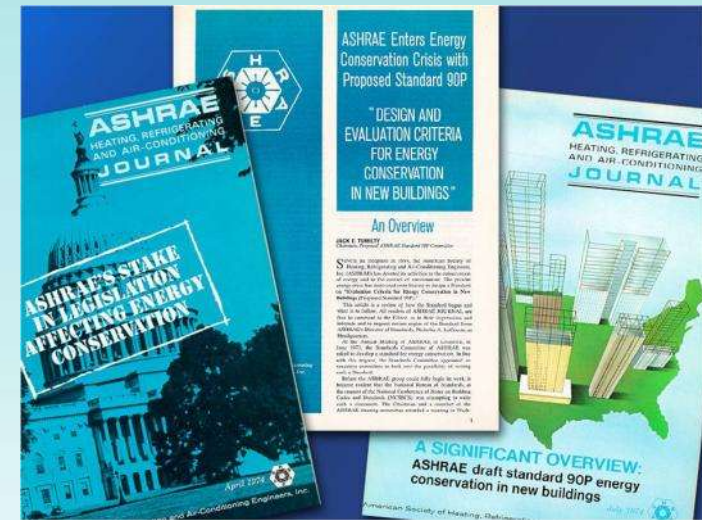
- Asset rating development being finalized
- Asset rating pilot to begin in summer 2010
- Seven buildings identified for pilot
- Full program launch scheduled for early 2011



www.buildingeq.com

35 Years of Energy Efficiency Standard 90.1

- 14 face-to-face meetings
- 5 webinars since fall 2009
- 5 subcommittees: conference calls average one/month
 - 150 conference calls total
- 118 addenda processed
 - 70 approved through March 15
- On target for approval shortly after this conference



Technology Council

- **Special Projects completed**
 - Energy Efficiency Guide for Existing Buildings: The Business Case for Building Owners & Managers
 - Indoor Air Quality Guide: Best Practices for Design, Construction Commissioning
 - Performance Measurements Protocols (June 2010)
- **Special Project Underway**
 - \$1.5 million NIST grant for ventilation and IAQ in retail stores research
 - Performance Measurements Best Practices

Technology Council

- Refrigeration Committee compiled list of speakers for chapter programs
 - amorts@ashrae.net
- Research Administration Committee
 - developed five-year research strategic plan with 11 strategic goals
 - maximize building performance
 - energy efficiency
 - indoor air quality
- Environmental Health Committee - developing Emerging Issue Briefs
 - Finalized *Ventilation, Humidity Control and Health*

Technology Council

- New position document to be developed, *Refrigerants and Their Use in the Built Environment*
- Standards -100 being revised
- TAC: expediting updates to 8 current publications
- Standard User Manuals under development for 2010 versions of Standard 189.1, 90.1, 62.1 and 62.2

Advanced Energy Guidance



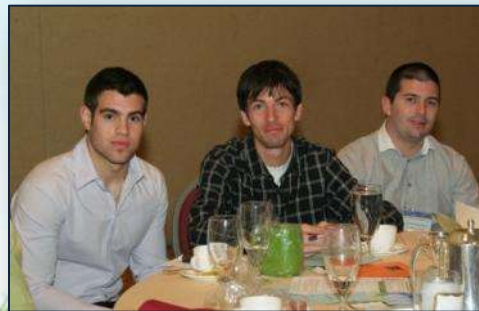
- **More than 250,000 guides in circulation**
 - 80 percent US, 8 percent Canada, 12 percent outside North American
- **Small Healthcare Facilities completed, 30 percent improvement over 90.1-1999**
- **DOE recently approved AEDG 50 percent funding**
 - First guide to be small-med office
- **Available for free download at www.ashrae.org/freeaedg**

Publishing and Education Council

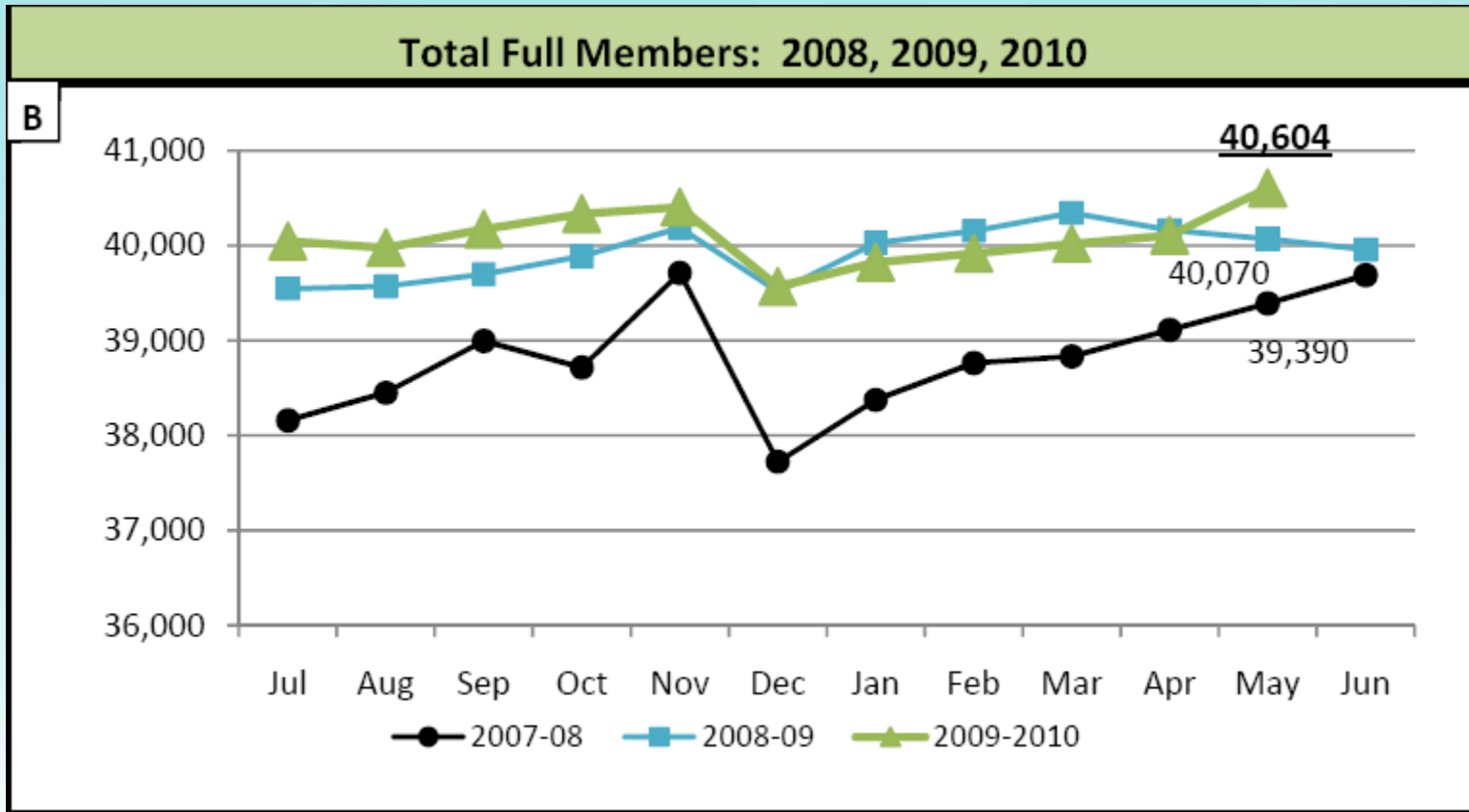
- **New ASHRAE.org bookstore**
 - faster, accurate search engine
 - access to purchase history
- **Enhancement of eLearning program**
 - ASHRAE taking ownership from Elsevier
 - Better course delivery, better history, better functionality
- **ASHRAE Handbook ONLINE**
- **Educational offerings tied to 189.1**

Members Council

- Society level continues to be relatively stable over 52,000 members
- Strong growth continues in developing economies membership
- Three new chapters, four sections, 13 student branches formed



Members Council





Government Affairs

- Focus on coalition building
- Leadership in High Performing Building Caucus
 - Participate in 6 other coalitions
- Zero Energy Commercial Building Consortium
 - Public/private partnership at DOE
- Drafted legislation for training in operations/maintenance
- 15 Hill visits in past year, focus on education for Hill
- Biweekly newsletter to 1,000 people (ASHRAE.org/advocacy)

AGENDA
SECTION TC/TG/TRG CHAIR'S BREAKFAST MEETING
2010 Annual Meeting
Albuquerque, NM

Sunday, June 27

6:30 A.M. – 8:00 A.M. MDT

All Section Meetings - Lower Level West Floor – Albuquerque Convention Center

Section 1, Taos Room
Section 2, Laguna Room
Section 3, Sandia Room
Section 4, San Juan Room
Section 5, Cochiti Room
Section 6, Apache Room
Section 7, Santa Ana Room
Section 8, Santo Dom Room
Section 9, Picuris Room
Section 10, Acoma Room

- I. CALL TO ORDER
- II. ROLL CALL AND INTRODUCTIONS (5 minutes)
- III. ADDITIONS AND/OR CHANGES TO THE AGENDA (5 minutes)
- IV. REVIEW MINUTES/NOTES, SPECIAL ASSIGNMENTS, ACTION ITEMS FROM LAST MEETING, AND NEW ISSUES (30 minutes).
New Assignments:
 - A. **Annual review and renewal of TGs and TRGs in section**
 - B. **To be determined**
- V. IDENTIFY SHARED OPPORTUNITIES AND CHALLENGES FOR SECTION (10 minutes).
Society Strategic Plan? Strategic Plan for Research?, Sustainability Roadmap?, Handbook workshop recommendations?, etc.
- VI. 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.
- VII. DISTRIBUTE WRITTEN INFORMATION AND REQUESTS FROM SOCIETY LIAISONS TO TC/TG/TRG CHAIRS (30 minutes).
Additional Announcements/Reminders:
 - 1. TC “Help Wanted” Section to be added to ASHRAE website
 - 2. Option for TC Subcommittee Meetings via Conference Calls and Webinars
 - 3. Update on Development of Society and Research Strategic Plans – **MBO #5**
 - 4. 10-11 Rosters Access & Distribution
 - 5. TC/TG/TRG Chair’s Training Workshop Reminder
 - 6. Location of Section Head Mailboxes at this Society meeting
 - 7. Useful TC/TG/TRG Chair Information on ASHRAE website
 - 8. Status on Tech. Council Steering Committees (BIM, AEDGs, Bldg. Performance Metrics).
 - 9. CEC proposed or recently implemented technical program changes
 - 10. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)
 - 11. ASHRAE Google Groups tool for TCs/TGs and TRGs
 - 12. 2010-2011 Hightower Award & Service to ASHRAE Research Award Nominations
 - 13. Upcoming Conferences (ASHRAE IAQ 2010, Purdue University Conf. series, CLIMA 2010, etc.)

14. Thank retiring TC/TG/TRG chairs in section
15. Thank You Letters to Employers
16. Hightower Award Nomination Process and Submission Deadline – Sep. 1, 2010
17. Proposed Environmental Health and Green Buildings Position Document

VIII. 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

Note: This agenda will be discussed and finalized during the full TAC meeting in Albuquerque. This draft of the agenda is only intended to promote thinking prior to and discussion during that meeting

Announcements and Reminders for TC/TG/TRG Chairs Albuquerque 2010

- 1. TC "Help Wanted" Section to be added to ASHRAE website**
A new "Help Wanted" section will be added to the Technical Committee page of the ASHRAE website so that TCs can advertise requests for help. Requests could include calls for new members, a webmaster, reviewers and contributors for a handbook chapter or special publication, special expertise that resides outside the TC, equipment donors for a research project, etc. Requests should be for needs that need to be fulfilled within the next 6-12 months. Chapter Technology Transfer Committee (CTTC) will assist in this effort by making sure ASHRAE chapters are aware of this request list. Please pass on any requests for your TC to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net

- 2. 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

- 3. Update on Development of Research Strategic Plan for 2010-2015 period**
The final draft of the Research Strategic Plan for 2010-2015 is now available at <http://www.ashrae.org/technology/page/39>

Please make sure that your Research Subcommittee Chair or a TC representative attends the Research Subcommittee breakfast on Monday, June 28, where the plan will be discussed further.

- 4. 10-11 Rosters update process and process for adding provisional CMs**
Remember, the 2009-2010 Roster is in effect until after the Albuquerque meeting. The new rosters for 2010-2011 will go into effect on July 1, 2010 based upon the update information that each TC turned into their section head last January.

By now, each TC chair should have received a PDF & MS-Excel file of their 2010-2011 roster from their Section Head for distribution to the TC. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to www.ashrae.org, click on the "Membership" tab in the header, click on "Manage Your 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 "Biographical Record System" link. Now, you should see your current "bio info". Click on "My 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.

Lastly, a new position, Provisional Corresponding Member, has been created for TC/TG/TRG rosters. This new 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 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.

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

Sunday June 27 9:45-10:45a in the Albuquerque Convention Center, San Miguel Room (Upper level floor). As with the Breakfast meeting, both the Chair and Vice-Chair are expected to attend; 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. This particular session will also include a brief presentation and Q&A session with the chair of the Conferences & Exhibitions Committee (CEC) chair, Ginger Scoggins, concerning the meeting technical program and recent or planned changes to it.

6. Location of Section Head Mailboxes at this Society meeting

Just outside ASHRAE Headquarters Office (Enchantment A/B Room – 2nd floor).

7. Useful TC/TG/TRG Chair Information and forms on ASHRAE website

Information for TC/TG/TRG chairs can be found on the Technical Committee page of the ASHRAE website at the following link: <http://www.ashrae.org/technology/page/104>.

The TC/TG/TRG Manual of Procedures (MOP) has been revised to clarify the positions of "Voting Member" and "International Member". Voting Member is now "Member-Quorum" in the MOP and International Member is now "Non-Quorum Member" – In addition, Non-Quorum members no longer need to reside outside the U.S. and Canada in order to qualify for this designation on the roster and can be assigned to up to two members on the roster that have trouble attending meetings on a regular basis for other reasons (medical, recent job change, etc.) – The new 2010-2011 rosters reflect this new terminology.

8. Status on Tech. Council Steering Committees (BIM, AEDGs, Bldg. Performance Metrics)

A new heading entitled "Current Technical Focus of Society" has been added to the ASHRAE website "Technical Committee" page with links to information on the activities and plans of the new Tech. Council Steering Committees on Building Information Modeling (BIM), Advanced Energy Design Guides (AEDGs), Building Performance Metrics, and Building Safety and Security as well as ASHRAE Special Projects.

9. CEC proposed or recently implemented technical program changes

The Conferences & Exhibitions Committee (CEC) will be accepting for the first time from TCs proposals for full sessions for the Montreal meeting. CEC is also looking for TC members to serve as reviewers and session chairs for the Las Vegas meeting. If interested, sign-up in the Speaker's Lounge at this meeting.

Also, the TC/TG/TRG Chair's Training Workshop on Sunday morning will include a brief presentation and Q&A session with the chair of the Conferences & Exhibitions Committee (CEC) chair, Ginger Scoggins, concerning the meeting technical program and recent or planned changes to it.

10. **TC/TG/TRG Websites**

Is your committee website up to date? If not, please ask your webmaster to at least post the latest minutes and Orlando 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) plan to stage a webinar this spring on how to set-up and maintain a basic TC website using the ASHRAE server and TC website template. Watch for future announcements concerning this webinar.

11. **ASHRAE Google Groups tool for TCs/TGs and TRGs**

Another tool that ECC is recommending that TC's use for their online collaboration space instead of a password protected "Members Only" folder on their TC website is Google Groups. Among other benefits, all members of the Google can post new information to the group site instead of just the TC webmaster.

TAC and the Electronic Communications Committee (ECC) plan to stage a webinar this fall on how to set-up and maintain a basic ASHRAE Google Group. Watch for future announcements concerning this webinar.

See the attachment for additional information on Google Groups.

12. **Upcoming Program Dates**

Las Vegas Meeting - January 29-February 2, 2011

- Theme: Zero Energy Design
- Las Vegas Seminar and Forum Session Proposals are due August 6, 2010
- Conference Paper Abstract/Full Technical Papers due April 9, 2010
- Conference Website: <http://www.ashrae.org/lasvegas/>

Montreal Meeting - June 25-29, 2011

- Theme: Net-Zero Buildings
 - Montreal Seminar and Forum Session Proposals are due **TBD**
 - Conference Paper Abstract/Full Technical Papers due **TBD**
- Conference Website: **TBD**

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, the CEC seeks ideas for tracks for the Montreal and annual and winter conferences beyond as well as topics for specialty conferences from TC members.

Please submit your suggestion using the following link:

<http://www.ashrae.org/events/page/2537>

13. Upcoming Workshops and Conferences

- 2010 Purdue 20th Compressor Engineering, 13th Refrigeration and Air Conditioning and 1st High Performance Buildings Conferences, July 12-15, 2010, Purdue University, Lafayette, IN - <http://www.ashrae.org/events/detail/30>
- Supermarket Refrigeration Short Course – July 10-11, 2010, Purdue University – www.engineering.purdue.edu/Herrick/Events
- IAQ 2010: Airborne Infection Control – Ventilation, IAQ & Energy, November 10-12, 2010, Kuala Lumpur, Malaysia - <http://www.ashrae.org/events/detail/90>
- 10th IEA Heat Pump Conference: May 16-19, 2011, Tokyo, Japan – <http://www.hpc2011.org> – Abstract deadline extended into fall 2010.

14. 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) if you are retiring as chair after this Society meeting.

15. Thank You Letters to Employers

If any TC members would like their employer to receive a thank-you letter from ASHRAE President – Gordon Holness – thanking them for supporting your service on an ASHRAE TC during Society year 2009-2010, please click on the following link and complete the request form by July 1. The letter will be sent to your employer by the end of July and you will receive a copy. Link: www.ashrae.org/thankyouletter

16. Hightower Award Nomination Process and Deadline

Nominations for the 2010-2011 George B. Hightower Technical Achievement Award are due to you Section Head by **September 1, 2010**. The award recognizes outstanding technical leadership and contributions on a TC/TG/TRG during the past Society year, excluding research and standards activities. Please go to the following link to learn more about the award: <http://www.ashrae.org/technology/page/104>.

17. Proposed Environmental Health and Green Buildings Position Document

Environmental Health Committee (EHC) is considering doing a position document entitled “Environmental Health in Green Building Program,” and is looking for comments from TC’s and for interest in serving on the position document committee.

Google Groups for ASHRAE

Like many organizations, ASHRAE is seeing an ever growing need for online collaboration, especially among committees and other project groups. One solution to this is Google Groups. This service was designed to help people access and share information and communicate effectively over email. It is available to everyone with internet access, very easy to use and free of charge.

Create web pages

Use it for information about your group, shared documents, or anything you want to publish online. Any member can view, contribute to, edit, and comment on the pages, from right within your group.

Use pages to organize files uploaded to your group by adding links to internal and external files. Also use pages as a collaboration platform for draft documents.

Discuss online or over email

A threaded online discussion board can be used for multiple topics. You can choose whether you want to read and post messages online, or to just use your current email account to read and respond.

Share Documents, Presentations and Reports

Group members can upload files and share their work with others in the group. These files can serve as a document repository for your group and may be linked back to your web pages.

Access Control

Permissions can be set by the group administrator(s) which determine who can see what. Documents can be restricted from or available to public searches.

Customization

Layouts and themes can be changed and images uploaded for a custom look and feel.



Setting Up a Google Group

A Google account is needed for anyone accessing Google Groups. This free account will give you access to a variety of Google products including Google Groups.

Step 1.

Open your Google account and click on the link in the top left of the page titled “more” and then select “Groups.”

Step 2.

Click on the “Create a group” button located on the upper right of the page under “My Groups.” Type in a name for your group in the box provided. As you type the name, it will automatically create an email address for it that matches the name. The newly created group's web address (url) will also be shown. You can write a description of your group in the place provided.

**Note, it is recommended for consistency purposes that you prefix your group name with “ASHRAE”*

Step 3.

Select whom you want to have admission to your group. Under the “Choose an Access level,” you have to select your preference. You can make your group “Public,” “Announcement-only” or “Restricted” by selecting them. Read over the different options and pick the one you want. Once you are done, click on the “Create my group” button. You will have to verify the characters and click on the “Create my group” button again.

Step 4.

Add members to your newly created Google Group. Fill in the email addresses of anyone you want to invite to the group. You will need to place a comma between addresses. Next, you can type in an invitation message in the box provided and then click on the “Invite members” button. The page that opens will show you how many members are in the group and how many have been invited. You can view this information by clicking on the links for them. Remember, those you invite will need a Google account in order to access your group.

Step 5.

Open your Google Groups page. Click on the link “Visit your new group” to access your page. All of the details of your group are on this page. Read over all of the features and options available. You are now the owner of a Google Group. You can assign others as administrators and approve membership if your group is “Restricted.” Use the “Management Tasks” link to change group settings and permissions.

This document has been created by the ASHRAE ECC as an informational guideline. ASHRAE does not endorse, recommend, or have any relationships with Google. See [ASHRAE Policies and Procedures](#) for questions on use of electronic media.

**Technical Activities Committee
2010-2011 MBOs**

Chair: Charles C. Wilkin, PE

Date: July 1, 2010

Objective	Planned Completion Date	Fiscal Impact	Responsible Member	Status	Comments
1. Improve TC website performance. As of WM 2010, 46% of TC's had functioning, up to date websites with complete information. Raise this to at least 60%.	2011 AM	None	Section Heads	Start 7/1/10	Review results of TC website survey at each society meeting. Emphasize to TC's that this is one of the evaluation criteria for TC performance. Proactive support is needed from ASHRAE staff to achieve higher percentage of TC websites.
2. Maintain TC MOP to match TAC changes to the TC MOP criteria. Revise TAC Reference Manual if necessary.	2011 AM	None	Vice Chair (Culp)	In Progress	Mark-up to TC MOP will be discussed at fall meeting.
3. Review Roster Update Workbook and suggest improvements.	2011 WM	None	Chair and Roster Coordinator (Weston) and Staff	In Progress	Review Roster Update Workbook and provide suggestion to assist TC/TG/TRG Chairs and Section Heads in facilitating the update process and to meet Roster Update deadlines
4. Get 95% of Rollover Rosters turned in by 2/28/11, and remainder turned in by 3/31/11. All rosters completed and distributed by 5/15/11	Ongoing	None	Section Heads with Roster Coordinator (Weston) and Staff	Start 2011 WM	Rosters and roster update process will be emphasized to TC Chairs at Section meetings and TC chair training. Staff tracking reports on roster update status will be issued weekly to TAC for frequent follow-up with TCs. Note "ongoing" – unlike most goals, achieving this once will not necessarily mean that it will always be achieved in the future.
5. Develop "bullet list" of suggested practices for Section Heads in working with TC/TG/TRG's	2011 WM	None	Chair, Vice Chair, and Special Activities Coordinator (Baxter)	Start 7/1/10	Section Heads may refer to the list of suggested practices as a guide to working with TC/TG/TRG's. The list is intended to be a guide for new and experienced TAC members and can be updated as needed.
6. Improve TC/CTTC communication to find out what CTTC can do to help TC's	2011 WM & 2011 AM	None	Chair, Vice Chair, and Section Heads	Start 7/1/10	The purpose of the TC /CTTC communications is to ask TC/TG/TRG's to be pro-active in utilizing CTTC as a resource in finding assistance in finding new members for TC's, reviewers for various TC tasks, and other issues as needed.
7. Propose methods for improving coordination of effort among Technical Committees	2011 AM	None	Section Heads	Start 7/1/10	Emphasize networking between TC/TG/TRG's to utilize expertise of other committees.

AM - Annual Meeting

WM - Winter Meeting