

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

**MINUTES**

**TECHNICAL ACTIVITIES COMMITTEE**

2011 Annual Meeting

**June 25 & June 29, 2011**

Montreal, Canada  
Fairmont Hotel

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**June 25 & June 29, 2011**

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**PRINCIPAL MOTIONS  
TECHNICAL ACTIVITIES COMMITTEE  
June 25 & June 29, 2011**

NO.	PAGE	MOTION
1	4	the draft minutes of the TAC 2011 Spring Conference Call be approved as drafted
2	5	MTG.ET – Energy Targets – Be formed with proposed title, scope and roster structure. Letter Ballot 5/18/11
3	6	TAC Reference Manual and TC MOP will be revised to eliminate term limits for MTG chairs, vice chairs, and voting member representatives.
4	6	The TC MOP will be revised to state that if a vice chair, who is a corresponding member, assumes the position of chair when the chair is absent that he or she will also assume all privileges and responsibilities of the chair. (This includes having a vote). As a result, a TC voting member from the same organization as the vice chair would have to not vote or have his or her vote not count on motions in which the vice chair votes as chair.
5	10	TC 10.10 and TC 3.4 merge to form a new TC 3.4, Lubrication.
6	10	TC 10.4 and TC 10.1 merge to form a new TC 10.1 Custom Engineered Refrigeration Systems.
7	10	the following TGs/TRGs will continue as TGs or TRGs for the 2011-2012 Society Year: <ul style="list-style-type: none"> <li>• TG1, Optimization</li> <li>• TG2, Heating Ventilation and Air-Conditioning Security (HVAC)</li> <li>• TRG4, Indoor Air Quality Procedure Development</li> <li>• TRG7, Under Floor Air Distribution (UFAD)</li> <li>• TG9, Justice Facilities (JF)</li> </ul>
8	11	TC 10.9 merge into TC 10.5, Refrigerated Distribution and Storage Facilities and the scope be revised as shown:

\* \* \* \* \*

**NEW ACTION ITEMS**  
**TECHNICAL ACTIVITIES COMMITTEE**  
 Annual Meeting –June 25 & June 29, 2011

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>PAGE</u>
1	McQuade	Determine the best vehicle for presenting and distributing FAQs to the membership and general public (likely Wiki). Also, reemphasize to the TCs the importance of the FAQs and remind them of their obligation to update them regularly. (McQuade will be supported by Culp and Murphy)	5
2	Vaughn	Contact CEC and find out what is the current CEC process for providing feedback to submitting TC on program submissions that do not make it into the program. Send the response back to the TAC membership.	5
3	Section Heads	Ask each TC in section to provide a list of qualified members from TC that are potential Technical Session chairs and reviewers of session papers that are related to TC scope for use by CEC in developing programs for future meetings.	5
4	Grondzik	Work with the Energy Targets MTG leadership to clarify and update their scope.	5
5	McQuade	Add to the TAC MOP the requirement that a formal Letter of Introduction is needed from the outside organization for any member that claims to represent an outside organization on the MTG. (McQuade will be supported by Vaughn)	6
6	McQuade	Propose a new procedure for TC MOP that allows aTC to conduct business by allowing voting members to participate in vote by phone under certain extreme circumstances. (McQuade will be supported by Vaughn)	7
7	Section Heads	Poll your TC Chairs by 8/15/11 to find out which ones want to participate in the YEA mixer in Chicago next January.	7
8	Fricke	Continue to work on improved Roster macro in MS Excel workbook with Mike Vaughn and the Standards committee. (Fricke will be supported by Vaughn)	7
9	Vaughn	Send the list of updated Inter-Society Liaisons to the TAC membership	8
10	Silvetti	Discuss issues identified in the Montreal TC Chair training session related to MTGs and initiate any changes to the MOP as necessary. (McQuade will handle any proposed MOP changes)	8

11	Fly	Work with CEC to pull together information accumulated on technical program speaker ratings over the last several years. (Fly will be supported by Staff)	8
12	Fly	Work with CEC to distribute the information on seminar ratings from Montreal meeting to the TC Chairs and Section Heads. (Fly will be supported by Staff)	8
13	Bilderbeck	Track and report which TCs have had success or failure in submitting programs to CEC over the last three years. (Bilderbeck will be supported by Fly, Culp, and Staff)	8
14	McQuade	Interface with Tech Council on requirements for web access, routers, and A/V.	8
15	Section Heads	Send activity sheets for each section to Charlie Culp.	10
16	Murphy/Adams	Provide for consideration by TAC revised titles and scopes for TC 3.4 and TC 10.10	10
17	Culp	Determine what the new registration fees are for speakers, members, etc and distribute this information to TAC.	11
18	Adams	Report on the collaboration effort between TC 4.10 and TC 10.3 that is attempting to model the “water hammer” effect in a two-phase ammonia system.	11
19	McQuade	Email the Section Head Tool report to all Section Heads and request feedback.	11
20	McQuade	Investigate the feasibility of developing a new award for TC members that is lower in stature than the Hightower Award. (McQuade will be supported by Culp and Staff)	11

### CARRY-OVER ACTION ITEMS

Spring 2011 Meeting – April 19, 2011

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
5	MORTS	Update/develop the TC/TG/TRG PowerPoint presentation to include MTGs so that it can be utilized at the TC mixer with YEA in Montreal or Chicago.	On-going

**CARRY-OVER ACTION ITEMS**  
Winter 2011 Meeting – Jan 29-Feb 2, 2011

<b><u>Action No.</u></b>	<b><u>Responsibility</u></b>	<b><u>Summary of Action Items</u></b>	<b><u>Status</u></b>
6	Thomas/Vaughn	Record roster webinar presentation and roster update FAQs and make available on TC webpage.	On-going
8	Thomas	Update TC webpage with the Roster Training presentation.	On-going

**LIST OF ATTACHMENTS**

- ATTACHMENT A: 2010-2011 MBO's
- ATTACHMENT B: Proposed new MTG roster update workbook
- ATTACHMENT C: Suggested Practices for SH
- ATTACHMENT D: Section Head breakfast reminders



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

**MINUTES**

**TECHNICAL ACTIVITIES COMMITTEE**

**June 25 & June 29, 2011**

Montreal, Canada

Fairmont Hotel

**MEMBERS PRESENT:**

Charles Wilkin, *Chair*  
 Charles Culp, *Vice Chair*  
 Victor Penar, *Section 1*  
 Brian Fricke, *Section 2*  
 William Murphy, *Section 3*  
 Walter Grondzik, *Section 4*  
 Gus Mastro, *Section 5*  
 John Dunlap, *Section 6*  
 Dru Crawley, *Section 7*  
 William McQuade, *Section 8*  
 Tom Lawrence, *Section 9*  
 Eric Adams, *Section 10*  
 Patrick Hughes, *Liaison Coordinator*  
 Theresa Weston, *Roster Coordinator*  
 Van Baxter, *Special Assignment Coord./MTG Head*  
 Bill Bahnfleth, *Coord. Officer*  
 Brian Silveti, *Training Coordinator*  
 Samir Traboulsi, *BOD Ex-O*

**GUESTS:**

Bill Dietrich, *CEC*  
 Dennis Wessel, *CEC*  
 Tim Dwyer  
 Mike Brandemuehl  
 Ross Montgomery  
 Doug Scott  
 Dan Pettway  
 Mick Schwedler  
 Art Hallstrom  
 Thomas Sobieski, *Incoming TAC*  
 Michael Bilderbeck, *Incoming TAC*  
 Stephen Duda, *Incoming TAC*  
 Mark Fly, *Incoming TAC*  
 Chuck Gullledge, *Incoming TAC*

**ASHRAE STAFF:**

Claire Ramspeck, *DOT*  
 Mike Vaughn, *MORTS*  
 Steve Hammerling, *AMORTS*  
 Tony Giometti, *CEC Staff Liaison*

**A. CALL TO ORDER & INTRODUCTIONS**

Chair Wilkin called the meeting to order at 8:00 am on Saturday June 25, 2011. Members and staff attended as recorded above.

**B. ADDITIONS AND/OR CHANGES TO THE AGENDA**

No additions were made to the meeting agenda

**C. ACTION ITEM TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS**

Mr. McQuade agreed to track action items. The action items from the spring conference call and carry-over action items from previous meetings were reviewed for status.

**ACTION ITEMS**

Spring 2011 Meeting – April 19, 2011

<b><u>Action No.</u></b>	<b><u>Responsibility</u></b>	<b><u>Summary of Action Items</u></b>	<b><u>Status</u></b>
1	Section Heads	Notify TC chairs in sections that it is important for ASHRAE TCs to comment on standards of interest being developed by other standards development organizations (SDOs) when notified by ASHRAE staff of an opportunity to comment – even if the response to “no comments”	Complete
2	MORTS	Send online link to updated forms and procedures related to MTGs to TAC Chair so that he can forward this information in an introductory e-mail to all TC chairs for dissemination to their committee membership prior to the Montreal meeting.	Complete
3	MORTS	Update the TC/TG/TRG Scopes document to reflect the three new MTGs that were approved at the TAC spring meeting and distribute this updated document to TAC and post to the ASHRAE website prior to the Montreal meeting (TC 10.9 will be dropped from the document after the Montreal meeting at the start of the new Society year).	Complete
4	Baxter	Explore the concept of creating an MTG on Green Life Cycle Cost Analysis and the development of a tool with TC 2.8, TC 7.8, and representatives from non-TC groups such as AIA, USGBC, etc. in response to Region Referral Motion 36 (Puerto Rico)	Complete
5	MORTS	Update/develop the TC/TG/TRG PowerPoint presentation to include MTGs so that it can be utilized at the TC mixer with YEA in Montreal or Chicago.	On-going
6	MORTS	Send Patrick Hughes write-up on the duties of a TAC Inter-Society Liaison to the full TAC for review, discussion in Montreal, and possible inclusion in TAC’s various procedure documents.	Complete

**CARRY-OVER ACTION ITEMS**

Winter 2011 Meeting – Jan 29-Feb 2, 2011

<b><u>Action No.</u></b>	<b><u>Responsibility</u></b>	<b><u>Summary of Action Items</u></b>	<b><u>Status</u></b>
6	Thomas/Vaughn	Record roster webinar presentation and roster update FAQs and make available on TC webpage.	On-going

7	Section Heads	Identify TCs in your section that noted in Las Vegas that there were some programs in their area of expertise for which they had no prior knowledge of their existence.	Complete
8	Thomas	Update TC webpage with the Roster Training presentation.	On-going
14	Section Heads	Emphasize to the TCs the benefit to using the “TC Help Wanted” web page and requests that can be posted for the benefit of all.	Complete
17	Wilkin/McQuade	TC 8.8 has not had a quorum in two meetings. Discuss with Cynthia Gage the idea of incorporating their responsibilities into the Refrigeration Committee or another TC.	Complete

### CARRY-OVER ACTION ITEMS

Fall 2010 Meeting - September 28, 2010

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
1	Grondzik	Help to coordinate the new support efforts to Standard 62.1, which are underway within EHC and the new TRG4. IAQP, in response to Tech. Council Action Item #7 from the Albuquerque meeting.	Complete
7	Section Heads	Work with section to develop one or more requests for grassroots member help for a TC by 3/1/2011 (new date) that could be used to help launch the “TC Help Wanted” request list prior to Las Vegas meeting.	Closed

### CARRY-OVER ACTION ITEMS

Annual Meeting – June 26 & 30, 2010

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
6	Vaughn	Set up webinar with AMS staff experts to determine best way to proceed with roster updates given AMS constraints.	Closed
7	Culp	Propose to TC 7.6 and 7.9 that they head-up the effort to develop a guideline on integrated building design and maintenance for high performance buildings.	Complete
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.	Complete

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**D. APPROVAL OF MINUTES**

It was moved and seconded that,

- (1) the draft minutes of the TAC 2011 Spring Conference Call be approved as drafted

**MOTION #1 PASSED 15-0-0 CNV****E. CHAIR'S REPORT- Wilkin**

The following items were presented by the chair and discussed:

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval  
No motions were presented at the TAC 2011 Spring Meeting that required approval by a higher body within the Society.
- b) New or Carryover Action or Agenda Items Assigned to TAC by Tech. Council
1. AI# 7 ABQ – Coordinate work on supporting Standard 62.1 – EHC, TAC, & new TRG4.IAQP. **Closed** - issue will continue to be monitored by Section 4 Section Head.
  2. AI#15 LV – Set-up conference call with TAC chair, vice chair, and Dru Crawley to discuss UFAD Design Guide next steps. **Complete** – design guide could be published by the 2012 Chicago Winter meeting.
  3. AI#16 LV – Work with TAC to coordinate with PubEd to establish an outreach program for sharing energy management and O&M training with other interested organizations – TC 7.6 motion from LV meeting - **Complete** - This action item was closed-out in Montreal by TechC and effort will be pursued further at PubEd.
  4. AI#17 LV – Poll TCs, SPCs, and MTGs to see how many would participate in a mixer in Montreal to recruit new members. – **On-going**
- c) Still Pending and New Members Council Referrals:
1. Members Council Motion 36 (10/25/09 – Puerto Rico Chapter) – TC 7.8 and TC 2.8 continue to work on the Green Life Cycle Cost Analysis Tool Referral (Members Council Motion 8 – Puerto Rico Chapter) and how best to fund the development of a tool for such an effort. The new NIST Sustainability Measurement Tool for Whole Buildings, which is in development now, may also help to fill the need indicated in the referral.
  2. Members Council Motion 8 (6/28/10 – Saskatoon Chapter) – The referral suggests that ASHRAE develop an Industrial Building Energy-Saving Design Guide. It would make sense for ASHRAE to have a design guide specifically for saving energy in industrial building design.
  3. Publications Committee Referral – The Publications Committee considered three unsolicited book proposals in Las Vegas and recommended that they be referred to the appropriate TC(s) for technical evaluation and consideration of possible development or further communication. Because the appropriate TC to which each should be referred is uncertain, the committee defers to TAC on this matter.
- d) New Information Items:
1. Terminology WIKI and TC 1.6 Terminology (Hallstrom)  
Mr. Hallstrom described the WIKI intended to replace the ASHRAE Terminology of HVAC&R publication. WIKI would be the responsibility of the Publication Committee but supported on a technical basis by TC 1.6. The tool would provide instant online access of terms used in ASHRAE standards, publications, handbook, etc. Goal is to make the WIKI the world-wide recognized dictionary for the HVAC&R industry.

**Action Item 1** < McQuade >

Determine the best vehicle for presenting and distributing FAQs to the membership and general public (likely Wiki). Also, reemphasize to the TCs the importance of the FAQs and remind them of their obligation to update them regularly (McQuade will be supported by Culp and Murphy).

2. **Results from CEC/TAC Interface Meeting**

CEC liaisons will attend section breakfast meeting in Montreal with handouts. There was much discussion related to speaker ratings and how this was used as a tool to approve program submissions as well as to optimize the quality of the technical program.

**Action Item 2** <Vaughn>

Contact CEC and find out what is the current CEC process for providing feedback to submitting TC on program submissions that do not make it into the program. Send the response back to the TAC membership.

**Action Item 3** <Section Heads>

Ask each TC in section to provide a list of qualified members from TC that are potential Technical Session chairs and reviewers of session papers that are related to TC scope for use by CEC in developing programs for future meetings.

3. **Results from TAC May 18<sup>th</sup> 2011 Letter ballot to form MTG-ET, Energy Targets**

It was moved and seconded that,

## (2) MTG.ET – Energy Targets – Be formed with proposed title, scope and roster structure:

Scope: Energy Targets (MTG-ET) is concerned with implementing the recommendations from the Energy Targets Ad-hoc committee report, dated September 21, 2010. This includes coordinating efforts in education, modeling, research, standard, marketing, advocacy, fund raising, and Advanced Energy Design Guide (AEDG) development efforts within the Society. Research project initiation as the sponsoring committee is included in the scope of this MTG.

**MOTION #2 PASSED** 12-0-1<sup>1</sup> CNV (Ballot Closed 6/1/11)

**Action Item 4** <Grondzik>

Work with the Energy Targets MTG leadership to clarify and update their scope

4. **Peer Review for the 60% Draft of the Advanced Energy Design Guide for Medium to Big Box Retail Buildings – Online Review Period – May 31 to June 14, 2011 – Closed**
5. **Peer Review for the 60% Draft of the Performance Metrics Protocols – Best Practices Guide – Online Review Period - June 13 to June 30, 2011 – Ongoing - will follow up with TCs during Chairs breakfast in Montreal**
6. Should MTG Positions have Term Limits? Yes/No?

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<sup>1</sup> Dru Crawley abstained from the vote because he is a member of MTG.ET

It was moved and seconded that,

- (3) The TAC Reference Manual and TC MOP will be revised to eliminate term limits for MTG chairs, vice chairs, and voting member representatives.

**Background:**

MTGs are expected to have a finite term within which to complete their assigned task. MTG Chairs and Vice Chairs are reappointed each year and there is no limit now on the consecutive terms served, but the reappointment should only be made if it serves the best interest of the Society. MTG Voting members are also reappointed each year if endorsed by the chair/leader of the TC or non-TC group they represent and there is no limit on the consecutive terms served, but the reappointment should also only be made if it serves the best interest of the Society and the TC or non-TC group represented.

**MOTION #3 PASSED 11-0-2 CNV**

7. Should TC vice chairs without voting rights (corresponding members) be allowed to vote if they are substituting for the TC chair at a meeting?

It was moved and seconded that,

- (4) The TC MOP will be revised to state that if a vice chair, who is a corresponding member, assumes the position of chair when the chair is absent that he or she will also assume all privileges and responsibilities of the chair. (This includes having a vote). As a result, a TC voting member from the same organization as the vice chair would have to not vote or have his or her vote not count on motions in which the vice chair votes as chair.

**MOTION #4 FAILED 0-12-1 CNV**

It was decided that the answer to the question on whether or not vice chair would assume chair's voting rights would be NO. The vice chair in this instance would run the meeting only, and would not vote. Tie votes or quorum problems would have to be handled by letter ballot votes after the meeting.

- e) 10-11 MBOs  
Mr. Wilkin reviewed the MBOs for 2010-2011 and noted that all goals were substantially or fully met – See **Attachment A**

**F. BOD EX-OFFICIO & COORDINATING OFFICER -Traboulsi & Bahnfleth**

Mr. Bahnfleth thanked committee for contributions to a successful Society year for TAC; specifically for the addition of MTGs. Ross Montgomery was introduced as the In-Coming TAC Coordinating Officer member and Tech Council Chair.

**G. VICE CHAIR'S REPORT- Culp**

- a) Proposed or Possible MOPs, ROB and Reference Manual Changes – Culp  
1. ROB, TAC MOP, and TAC Ref. Manual – Board of Directors previously approved all MTG items.

**Action Item 5** <McQuade>

Add to the TAC MOP the requirement that a formal Letter of Introduction is needed from the outside organization for any member that claims to represent an

outside organization on a MTG. (McQuade will be supported by Vaughn).

**Action Item 6** < McQuade >

Propose a new procedure for TC MOP that allows a TC to conduct business by allowing voting members to participate in vote by phone under certain extreme circumstances. (McQuade will be supported by Vaughn).

2. TC/TG/TRG Manual of Procedure

3. Proposed procedure changes to address approval process for TC endorsement of non-ASHRAE events

b) TAC Current FY 10-11 Expenses and FY11-12 Budget

The vice chair reviewed TAC's current fiscal year expenses and draft budget for FY11-12. The largest expenses were related to staff overhead and committee travel. Funding is available in the budget to support a meet and greet with YEA in Chicago.

**Action Item 7** <Section Heads>

Poll your TC Chairs by 8/15/11 to find out which ones want to participate in the YEA mixer in Chicago next January.

**H. ROSTER COORDINATOR– Weston**

a) 11-12 Rosters – Status on MBO #4

Goal: **95%** turned in by 2/28; **100%** turned in by 3/31; **100%** draft rosters complete by 5/15.  
Actual: **76%** turned in by 2/28; **95%** turned in by 3/31; **100%** draft rosters complete by 5/15 (95% complete and out by 3/31/11).

b) 12-13 Changes for Roster Update Process MBO #3

Proposed changes have been made to the roster update form to address the new MTG committee type and the MTG liaisons to TCs. See **ATTACHMENT B** for Roster Update Form Example

c) Goals for 12-13 Rosters – (Culp, Fricke, Section Heads, Staff)

TC/TG/TRG roster update workbooks, which will be used to create the 2012-2013 rosters, will be e-mailed by staff to section heads for distribution to their committees in late November. Section heads will be asked to have these workbooks distributed to their committees by mid-December. The following tentative deadlines are proposed in order to have rosters ready for distribution to the TCs by the end of April:

- **Wednesday, January 25** – TCs should turn-in the first draft of their completed roster update workbook to their section head for review and approval.
- **February 15 to 28** - The final draft of all roster update workbooks must be approved by section head and turned into staff for processing during this period.
- **March to May** – Section head works with staff and TC to finalize 2012-2013 rosters so that they can be distributed to TCs by May 1<sup>st</sup>.

d) Roster Automation

The Standards department is currently working to revamp their roster update process. Staff will team up with Standards as they develop a tool useful for roster automation.

**Action Item 8** <Fricke>

Continue to work on improved Roster macro in MS Excel workbook with Mike Vaughn and the Standards committee. (Fricke will be supported by Vaughn)

**I. LIAISON COORDINATOR - Hughes**

- a) TAC Inter-society Liaisons – Update to list of liaisons & annual report from liaisons  
There were 22 TAC Inter-society Liaisons reviewed, Chris Wilkins, Dipankar Gosh, Jaap Hogeling and Van Baxter are the four that will continue. Suggestions were made to institutionalize and distribute developed list of duties/responsibilities of the current liaison.

**Action Item 9** <Vaughn>

Send the list of updated Inter-Society Liaisons to the TAC membership

**J. TRAINING COORDINATOR – Silveti**

- a) Training plans for Montreal - Track and Encourage Attendance – CEC Q&A session  
Slides with information on MTGs were added

**Action Item 10** <Silveti>

Discuss issues identified in the Montreal TC Chair training session related to MTGs and initiate any changes to the MOP as necessary. (McQuade will handle any proposed MOP changes)

**Action Item 11** <Fly>

Work with CEC to pull together information accumulated on technical program speaker ratings over the last several years. (Fly will be supported by staff)

**Action Item 12** <Fly>

Work with CEC to distribute the information on seminar ratings from Montreal meeting to the TC Chairs and Section Heads (Fly will be supported by staff).

**Action Item 13** <Bilderbeck >

Track and report which TCs have had success or failure in submitting programs to CEC over the last three years. (Bilderbeck will be supported by Fly, Culp and staff)

- b) Basic TC Website Webinar for TC Webmasters with ECC – Fall 2011? or other collaborative tools?

**Action Item 14** <McQuade>

Interface with Tech Council on requirements for web access, routers, and A/V.

- c) TAC New Member Training

**K. SPECIAL ACTIVITIES COORDINATOR - Baxter**

- a) New Assignments: None

- b) On-going Assignments:

1. ASHRAE UFAD Design Guide Revision/Update – TRG7-UFAD – The Project Committee (comprised of the members of TRG7) continues to work on the draft narrative. Dru Crawley reported design guide could be published by the 2012 Chicago Winter meeting.

2. Develop “bullet list” of suggested practices for SH working with TCs – **MBO #5 (Baxter)**  
Baxter reported this is complete and included as **Attachment C**.
- c) Status of Council Referrals:
1. Members Council Motion 36 (10/25/09 – Puerto Rico Chapter) – A new software tool, which is now being developed by NIST, may address the need raised by this referral. The NIST tool needs to be investigated further so additional information can be passed on to the Puerto Rico Chapter as an update to their referral.
  2. Members Council Motion 41(Central Florida Chapter) – TC 4.2 is underway with the update to the handbook data for the 2013 volume through ASHRAE Research Project 1613. The source of the climate data is the World Meteorological Organization. If the data for Medellin, Columbia is not sufficient from this source, TC 4.2 has offered to review any local data that the chapter may have access to for the city of Medellin, Columbia. TC 4.2 and SSPC 169 have also developed and approved at this meeting new a frequently asked question (FAQ) for posting on the ASHRAE website on what process must be followed to add new locations to ASHRAE climate data documentation. This information can also be incorporated into the Members Council training documentation for all ASHRAE chapters and regions
- d) New Referrals
1. Members Council Motion 8 (6/28/10 – Saskatoon Chapter) – Develop an Industrial Building Energy-Saving Design Guide has been assigned to TC 9.2 – Industrial Air Conditioning for further consideration.
  2. Publications Committee Referral – TAC referred this motion to the appropriate TCs for technical evaluation of three unsolicited book proposals.

**L. SUNDAY’S SECTION MEETINGS/BREAKFAST AND REMINDERS** See **Attachment D**

- a) Liaison Speaking Guidelines (TAC chair conveys to all Liaisons prior to Montreal)
- b) Section Head Meetings Sunday A.M. – Finalize draft agenda (see attached prelim. Draft)
- c) Potential Reminders
  1. CEC Liaisons
  2. 11-12 Rosters Access & Distribution
  3. TC/TG/TRG Chair’s Training Workshop Reminder
  4. Location of Section Head Mailboxes at this Society meeting
  5. Useful TC/TG/TRG Chair Information on ASHRAE website
  6. New MTGs that have been formed
  7. CEC proposed or recently implemented technical program changes
  8. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)
  9. ASHRAE Google Groups & Sites tools for TCs/TGs and TRGs
  10. 2011-2012 Hightower Award & Service to ASHRAE Research Award Nominations
  11. Upcoming Conferences
  12. Thank retiring TC/TG/TRG chairs in section
  13. Thank You Letters to Employers
  14. Upcoming Program Dates
  15. Upcoming Document Peer Reviews

**M. STAFF REPORT**

Staff reported that an ad hoc group consisting of Art Hallstrom (TechC), Mike Pouchak (ECC), Carol Marriot (Standards), Stephanie Reiniche (Standards), and Mike Vaughn (TAC) had been formed and

met for the first time at the Montreal meeting to look at ways to better automate the TC/PC roster process through the existing Association Management Software (AMS) system.

#### **N. SECTION HEAD REPORTS**

- a) Updates on any Special Assignments assigned to TCs in section – See Special Activities Coordinator's report above.
- b) Improve TC Websites - 60% Up-to-date in June 2011 – MBO #1 – Goal met and exceeded with 69%.
- c) 11-12 Rosters, Distribution & Issues – Several committees reported they need to submit emergency roster change

#### **Action Items 15** <Section Heads>

Send activity sheets sections Charlie Culp

- d) Proposed New TC/TG/MTG/TRGs, or Merges

It was moved and seconded that,

- (5) TC 10.10 and TC 3.4 merge to form a new TC 3.4, Lubrication.

#### **MOTION #5 PASSED** 13-0-1 CNV

#### **Action Item 16** <Murphy/Adams>

Provide for consideration by TAC revised titles and scopes for TC 3.4 and TC 10.10

1. Disband or Merge TC 10.4 – Ultra-Low Temperature Systems and Cryogenics?

It was moved and seconded that,

- (6) TC 10.4 and TC 10.1 merge to form a new TC 10.1 Custom Engineered Refrigeration Systems.

#### **MOTION #6 PASSED** 13-0-0 CNV

2. Disband or Merge TC 3.8 – Refrigerant Containment?  
TC will not disband or merge at this time. Vice Chair is becoming Chair at this meeting and committee has 8 voting members.
3. Disband or Merge TC 8.8 – Refrigerant System Controls and Accessories?  
No motion to disband or merge but situation can be monitored. TC 8.8 is cognizant for a number of standards and handbook chapters.
4. Annual review and renewal of TGs and TRGs

It was moved and seconded that,

- (7) The following TGs/TRGs will continue as TGs or TRGs for the 2011-2012 Society Year:
  - TG1, Optimization
  - TG2, Heating Ventilation and Air-Conditioning Security (HVAC)
  - TRG4, Indoor Air Quality Procedure Development
  - TRG7, Under Floor Air Distribution (UFAD)
  - TG9, Justice Facilities (JF)

#### **MOTION #7 PASSED** 13-0-0 CNV

- e) Proposed Name and Scope Changes
  - 1. Revised Title and scope for TC 10.5 after merge with TC 10.9?

It was moved and seconded that,

- (8) TC 10.9 merge into TC 10.5, Refrigerated Distribution and Storage Facilities and the scope be revised as shown:

Scope: TC 10.5 is concerned with the application of standard and special refrigeration for processing, handling and storage of foods and beverages, ~~equipment to cold storage warehouse operations, in both public and private operations.~~ This involves the design of the food refrigeration process, warehouse structure, the insulation system, the handling methods, and equipment, the storage methods and the recommended environment for commodity storage.

**MOTION #8 PASSED 13-0-0 CNV**

- f) Other Problems & Issues for TAC action or information

**Action Item 17** <Culp/Staff>

Determine what the new registration fees are for speakers, members, etc and distribute this information to TAC.

**Action Item 18** <Adams>

Report on the collaboration effort between TC 4.10 and TC 10.3 that is attempting to model the “water hammer” effect in a two-phase ammonia system.

- 1. ‘Help Wanted’ Requests?

**Action Item 19** <McQuade>

Email the Section Head Tool report to all Section Heads and request feedback.

- 2. TC 7.4 – Exergy Analysis for Sustainable Buildings – internal issues

**O. NEW BUSINESS**

**Action Item 20** <McQuade>

Investigate the feasibility of developing a new award for TC members that is lower in stature than the Hightower Award. (McQuade will be supported by Culp and staff)

The Chair thanked members rolling-off TAC, Van Baxter, Theresa Weston and Patrick Hughes with a certificate of appreciation

Vice Chair Charlie Culp recognized Chair Wilkin with a certificate of appreciation for his term on TAC

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

**P. REVIEW NEW ACTION ITEMS**

Mr. McQuade reviewed the action items with the committee and will forward to Mr. Vaughn for distribution.

**ADJOURN**

The TAC meeting adjourned at 10:00 a.m. Wednesday, June 29, 2011

**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	Complete but on-going issue of focus for TAC	Currently, 98 TCs, TGs, and TRGs. total 94 TCs, TGs, and TRGs have a website of some sort 68 TC/TG/TRG websites were up-to-date through Montreal meeting or <b>69% Websites up-to-date - Goal met and exceeded.</b>
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)	Complete	Extensive changes were made this Society year to all TAC procedure documents (ROB, MOP, REF, and TC MOP) to account for the new Multidisciplinary Group (MTG) committee type.
3. Review Roster Update Workbook and suggest improvements.	2011 WM	None	Chair and Roster Coordinator (Weston) and Staff	Complete	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	Complete	Actual: 76% turned in by 2/28; 95% turned in by 3/31; 100% draft rosters complete by 5/15 (95% complete and out by 3/31/11).
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)	Complete	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	Complete but on-going issue of focus for TAC	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	Complete	The new MTG committee type emphasize networking between TC/TG/TRG's to utilize expertise of other committees.

AM – Annual Meeting      WM – Winter Meeting

## MTG Roster Update Instructions

Multidisciplinary Task Group (MTG) CHAIRS: The MTG Roster Update worksheet is designed to give you all the information needed to produce a desired draft roster for the Society year that begins next July 1.

MTGs are different from TCs, TGs, and TRGs. The objective of the MTG is to first try and better coordinate and focus the activities of the affiliated TC and non-TC groups (EHC, REF, SSPCs, outside groups, etc) that make-up the MTG on the task for which the MTG was created without duplicating the functions of a TC or TG so that the task can be completed as efficiently as possible. In special cases, MTGs may be authorized by TAC to assume some TC/TG functions, such as research, if it is deemed necessary to better complete their task assignment. Since the need, purpose, and progress of each MTG is reassessed and reaffirmed by TAC each year, there are no term limits for the MTG Chair, Vice chair, Members and Alternates.

Voting members, except the chair and vice chair, of a MTG do not serve as individuals but instead act as the authorized representative for the TC and non-TC groups affiliated with the MTG. Members selected for voting status have a responsibility to try and attend every MTG meeting as well as regularly brief their affiliated group on MTG activities during their term. Do not appoint members to voting status unless they can make this level of commitment to the MTG and their affiliated group. If you do and they do not attend meetings, you may create quorum problems for your MTG. If necessary, specific MTG Alternate members can be designated to back-up a MTG voting member and vote in his or her absence so that quorum is maintained and so that the affiliated group is always represented in the MTG votes. Such an Alternate Member would have the following designation for example on the MTG roster: Alternate Member #1 TC 7.4 The chair and vice chair of the MTG represent the interests of TAC and they serve at the pleasure of TAC. Groups affiliated with the MTG also have the right each year to veto their MTG representative and suggest another individual if they believe their representative is not adequately representing their interests on the MTG.

All individuals that are interested in the work of the MTG and wish to be part of the MTG roster, but are not affiliated as the representative for a TC or non-TC group, are designated Alternate members on the roster without voting rights. There is no limit to the number of Alternate members that can be added to a MTG roster.

Roster Update worksheet will also assist you with developing your committee roster for next year. The following steps must be followed to successfully complete the rollover process:

1. Propose who should be the Chair and Vice Chair for the MTG during the next Society year. The Chair and Vice Chair of the MTG are approved to serve each year by TAC Section Head for MTGs. Please remember that the Vice Chair must be prepared to serve as the Chair if the chair is absent or unable to serve.
2. Indicate any special subcommittee chairs or other positions for the MTG that you wish to note on the roster for specific members. In most cases, MTGs will not require subcommittees because they are coordinating the work of affiliated TC and non-TC groups, but it is an option.

3. Include additional notes or requests for the MTG section Head or staff
4. Decide if any new individuals should be added to the MTG as Alternate members or if new groups should be affiliated with the MTG with a voting representative on the MTG.
5. Review the committee's voting makeup for the next Society year. You will find the voting members at the top of the list with their TC or non-TC group affiliation. Have each of these individuals been fulfilling their duties the past year? If not, this would be the time to consider making a change. Do you have any new groups that wish to join the MTG?
6. Review and complete the worksheet with additions, upgrades to voting membership, or deletions. To add, delete or upgrade, see the coding chart near the top right hand corner of the worksheet. Do not make changes to information in the other columns. This information refers to the members present status. Changing it will make it difficult for your section head and ASHRAE staff to identify the members current position.
7. Complete the Roster Update worksheet and return to your Section Head by Tuesday night of the winter ASHRAE meeting. Be sure to include membership numbers, correct spelling of names and correct contact information. If the form is filled out by hand, please write legibly. These details will ensure faster, more correct roster updates. A new committee member not having a ASHRAE ID number must go to the following link and obtain an ID: <http://www.ashrae.org/technology/page/1705>
8. You may use the Roster Update worksheets to submit additional changes but these changes will still require the approval of the Section Head before sending to ASHRAE staff. For instructions on how to submit, please see the worksheets.
9. Make sure that both forms are "electronically" or "hand" signed by the MTG Chair before submitting to the TAC Section Head.

Use this area for submissions and revisions*		Approvals (Type in your name if submitting electronically)		Legend for Status Code	
		Section Head Approval	Chair Approval	Add Voting	AV
Original Submission	Date			Add Alternate	AA
Revision 1	Date			Delete Voting (Will be moved to corresponding)	DV
Revision 2	Date			Delete (Will be deleted from the roster)	D
Revision 3	Date			No Change	NC

**Multidisciplinary Task Group Committee Management Team**  
**2012/2013 Committee Appointments T-TAC-MTG.ET**

PROPOSED	Position	ASHRAE ID Number	Name	Continuing from Current Year? (Y/N)
	Chair (Not required to be ASHRAE member, but preferred)			
	Vice Chair (Not required to be ASHRAE member, but preferred)			

**Additional Placement**

	Subcommittee or Position	ASHRAE ID Number	TC or non-TC group Affiliation	Name	Continuing from Current Year? (Y/N)
Additional Position or Sub Committee Chair					
Additional Position or Sub Committee Chair					
Additional Position or Sub Committee Chair					

Additional Notes or Requests directed to ASHRAE Staff or Section Head:

**The following individuals or groups have applied for membership to your committee. Fill in "Status Code" (below) to add to committee.**

ASHRAE ID Number	Name	TC or non-TC group Affiliation, if applicable	Bio on file Y/N?	Status Code

**Membership List and Status** Add additional member names, ASHRAE Numbers, and Status at the bottom of the list.

**T-TAC-MTG.ET**

ASHRAE ID Number	Name	TC or non-TC group Affiliation, if applicable	Appointed Year	Position	Status Code (Required)
5224135	Dr S A Sherif		07/01/2009	Chair	
5736056	Mr Vernon W Peppers, PE		07/01/2009	Vice Chair	
52241357	Mrs Laura A Schaefer	SSPC 100	07/01/2009	Member	
5736055	Mr James Steven Brown	TC 7.6	07/01/2007	Member	
50197591	Dr Anthony M Jacobi	SSPC 189	07/01/2007	Member	
4088342	Thomas H Kuehn, PhD	RAC	07/01/2007	Member	
30296463	Mr S M Sami, PhD, Fellow	SSPC 90.1	07/01/2009	Member	
80791875	Dr Omar A Abdelaziz, Ph.D.	RP	07/01/2009	Member	
5345526	Dr Ron M Nelson	TC 7.6	07/01/2007	Alternate Member #1 TC 7.4	
80221291	Mr Jose A Perez-Galindo		07/01/2008	Alternate Member	
80577798	Mr Mark F Ahlers		07/01/2005	Alternate Member	
80390917	Mr Chad D Bowers, PhD		07/01/2009	Alternate Member	
51145046	Mr Robert J Braun		07/01/2005	Alternate Member	
10168976	Dr Roy R Crawford, PhD		07/01/2007	Alternate Member	
51537465	Mr Jonathan D Douglas		07/01/2009	Alternate Member	
51835725	Dr William Burgess Fox		07/01/2003	Alternate Member	
51352664	Ms Ellen M Franconi		07/01/1999	Alternate Member	
2534224	Donald P Gatley, PE		07/01/2008	Alternate Member	
50803183	Dr Sivakumar Gopalnarayanan		07/01/2009	Alternate Member	
3186272	Mr M Bruce Herbert		07/01/1984	Alternate Member	
81250841	Miss Anna K Hueffed		07/01/2009	Alternate Member	
80041937	Dr Jason J Hugenroth		07/01/2007	Alternate Member	





## Suggested practices for Section Heads while working with the committees in their Section

1. Learn two words: **Thank you!**
2. See #1
3. Use 1&2 whenever you have **ANY** communications with, or requests of, or assignments for the chairs/members of the committees in your charge. Especially open the Sunday morning breakfast meetings with an expression of appreciation for their attendance. Close those meetings the same way. Our TC/TG chairs are among ASHRAE's most important volunteers. We as Sections Heads are the most visible representation of the ASHRAE establishment to them and our appreciation of their efforts is important.
4. Try to get a Section meeting summary (or minutes) out to the chairs within a few weeks after the meeting (or a week or so before the next meeting). HINT: using the Section Head report template that is included in the Reference Info folder of each meeting cd may make this easier; it will also help you highlight the important issues you need to mention in your verbal report at the Wednesday morning TAC meeting.
5. Attend at least a part of the main meetings of each committee in your section during each Society winter and summer meeting if at all possible. This should take precedence over any other committee responsibilities you have.
6. If any of your committees hold web or phone conferences between meetings try to participate in as many of those as you can.
7. One of the fun things you get to do at the summer meeting is to present retiring committee chairs with a certificate of appreciation. If at all possible do this at their committee meeting so the membership can join you in congratulating and expressing appreciation to the chair for their sacrifice of time and effort.
8. You may also have to deal with problem issues – complaints against the chair from a committee member or other, poor chair performance, quorum problems (usually more of a problem for TGs than TCs), late rosters, etc. Try to open the dialogue on these with a personal or phone conversation. E-mail is fine for follow-up but should not be the primary mode of communication in these cases.
9. Roster updates – when you get the workbooks from Tara, turn those around within a few days (a week at most) and get them to your committee chairs so they have as much time as possible to get them completed. Send a reminder a week or so before the winter meeting and emphasize that updated workbooks are they are due to you by 9pm on Tuesday evening of the winter meeting – it will make your downstream job a lot easier.
10. Try to send a reminder letter out to the chairs a week or so before each summer and winter meeting. Mike generally sends out a message to all the chairs but you should also send out one of your own customized for your section. (NOTE – The TAC reference manual, E4.6, says to send out reminders 30 days prior to the meetings but most chairs get serious about ASHRAE preparation the week prior to the meeting so it is good to get the reminder in front of them during that time.)
11. Remember #1

Other helpful hints:

1. Familiarize yourself thoroughly with the Section Head responsibilities outlined in the TAC Reference Manual (Section E).
2. William McQuade, Section 8 Head, developed a nice spreadsheet tool to keep track of the various committees' activities. He graciously agreed to let us use it as an example that you can customize for your own section's needs.

## **Announcements and Reminders for TC/TG/TRG Chairs Montreal 2011**

### **1. 11-12 Roster Access and Distribution**

Remember, the 2010-2011 Roster is in effect until after the Montreal meeting. The new rosters for 2011-2012 will go into effect on July 1, 2011 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 2011-2012 roster from staff 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](http://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.

### **2. TC/TG/TRG Chair's Training Workshop Reminder**

Sunday June 26 9:45-10:45a in the Hilton Hotel, Cote St. Luc Room (Lower 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, Bill Dietrich, concerning the meeting technical program and recent or planned changes to it.

### **3. Location of Section Head Mailboxes at this Society meeting**

Just outside ASHRAE Headquarters Office (Fairmont Hotel - Convention Level - Saint-Laurent Room).

### **4. 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 include a new committee type, Multidisciplinary Task Groups (MTGs). MTGs are different from TCs, TGs, and TRGs. The objective of the MTG is to first try and better coordinate and focus the activities of the affiliated TC and non-TC groups (EHC, REF, SSPCs, outside groups, etc) that make-up the MTG on the task for which the MTG was created without duplicating the functions of a TC or TG so that the task can be completed as efficiently as possible. In special cases, MTGs may be authorized by TAC to assume some TC/TG functions, such as research, if it is deemed necessary to better complete their task assignment. Since the need, purpose, and progress of each MTG is reassessed and reaffirmed by TAC each year, there are no term limits for the MTG Chair, Vice Chair, Members and Alternates.

### **5. Status on Tech. Council Steering Committees (BIM, Bldg. Performance Metrics)**

The Tech. Council Steering Committees on Building Information Modeling (BIM), and Building Performance Metrics, have now been converted by TAC into two new MTGs starting July 1, 2011. TAC has also approved since the Las Vegas meeting the formation of the following two new MTGs:

MTG.EEC	Energy Efficient Classification of General Ventilation Air-Cleaning Devices
MTG.ET	Energy Targets

**6. CEC proposed or recently implemented technical program changes**

CEC is working on ways to improve the quality of the technical program and they would like suggestions from the TCs on what parameters should be used by end users to rate and evaluate program sessions at the meeting.

TCs are also encouraged at this meeting to provide to their section head a list of TC members that are willing to possibly serve as a session chair and/or paper reviewer for future meetings. Please provide TC#, name, e-mail address, and areas of expertise for each individual on list. The information will be compiled into a database for use by CEC.

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, Bill Dietrich, concerning the meeting technical program and recent or planned changes to it.

**7. 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 the Montreal 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 fall 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.

**8. ASHRAE Google Sites & Groups tools for TCs/TGs and TRGs**

Other tools that ECC is recommending that TCs use for their online collaboration space instead of a password protected "Members Only" folder on their TC website is Google Groups and Sites. Among other benefits, all members of the Google can post new information to the 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 and Site. Watch for future announcements concerning this webinar.

The webinar that was given last fall on this subject is also posted on the Technical Committee page of the ASHRAE website.

**9. Hightower Award Nomination Process and Deadline**

Nominations for the 2011-2012 George B. Hightower Technical Achievement Award are due to you Section Head by September 1, 2011. 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>.

#### 10. Upcoming Workshops and Conferences:

- **10th IEA Heat Pump Conference 2011**(Heat Pumps – The Solution for a Low Carbon World), June 27-August 31, 2011 – Web Conference Due to Earthquake. <http://www.hpc2011.org/>
- **ECOS 2011** (24th Intl Conference on Efficiency, Cost, Organization, Simulation & Environmental Impact of Energy Systems), July 4-7, 2011. <http://www.ecos2011.com/>
- **23rd IIR International Congress of Refrigeration**, August 21-26, 2011, Prague, Czech Republic. <http://www.icr2011.org/>
- **48th AICARR International Conference**, September 22-23, 2011, Lago Maggiore, Italy. <http://www.aicarr.org/>
- **ISHVAC 2011**: 7th International Symposium on Heating, Ventilating and Air-Conditioning, Nov. 6-9, 2011, Shanghai, China. <http://www.ishvac2011.org>
- **Building Simulation 2011**: 12th International Conference of the International Building Performance Simulation Assoc (BS2011), Nov. 14, 16, 2011. [www.bs2011.org](http://www.bs2011.org)

#### 11. 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).

#### 12. Thank You Letters to Employers

ASHRAE President – Lynn Bellenger is offering to send letters of appreciation to employers whose support contributes significantly to employees' participation at all levels of the Society. Committee members who have served ASHRAE during the 2010-2011 Society year will receive an email during the month of July with information on how to submit a request for the ASHRAE President to send a thank you letter to their employer. A link to the request form will be included in the letter.

Thank you letters will be sent to employers in late July or early August.

#### 13. Upcoming Program Dates

**Chicago Meeting** - January 21-25, 2012

- Theme: High Performance Buildings, Integrated Design, Energy Modeling and Specialized Applications
- Conference Paper Abstract/Full Technical Papers due April 18, 2011
- Conference Papers Submitted for Review are due July 8, 2011
- Chicago Seminar and Forum Session Proposals are due August 12, 2011

- Conference Website: <http://www.ashrae.org/chicago/>

**San Antonio Meeting - June 23-28, 2012**

- Conference Site Live: June 20, 2011
- Conference Paper Abstract/Full Technical Papers due September 26, 2011
- San Antonio Seminar and Forum Session Proposals are due February 13, 2012
- Conference Website: <http://www.ashrae.org/sanantonio/>

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 San Antonio 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>

**14. Upcoming Document Peer Reviews**

- Peer Review for the 60% Draft of the Performance Metrics Protocols – Best Practices Guide – Online Review Period - **June 13 to June 30, 2011**