

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

**MINUTES**

**TECHNICAL ACTIVITIES COMMITTEE**

2011 Web/Conference Call

**September 28, 2011**

Note: These draft minutes have not been approved and not the official, approved record until approved by the Technical Activities Committee.

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**September 28, 2011**

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**PRINCIPAL MOTIONS  
TECHNICAL ACTIVITIES COMMITTEE  
September 28, 2011**

<b>NO.</b>	<b>PAGE</b>	<b>MOTION</b>
1	4	the draft minutes of the TAC 2011 Spring Conference Call be approved as drafted
2	5	Donald Beaty be the 2011-2012 recipient of the George B. Hightower Technical Achievement Award. – Online Ballot Vote 11/2/11

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NEW ACTION ITEMS  
**TECHNICAL ACTIVITIES COMMITTEE**  
**Tech Weekend 2011 Meeting – September 28, 2011**

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Page</u>
1	Section Heads	Forward to staff the names of any TC members from your section that have volunteered to serve as a Technical Session chair and/or reviewer of session papers that are related to TC's scope for use by CEC in developing programs for future meetings.	1
2	Vaughn	Schedule a conference call to discuss AI #6, which is to propose TC MOP changes to allow TC members to vote by phone in certain circumstances.	2
3	Section Head	Send list of TCs from section that are interested in participating in YEA Mixer in Chicago to McQuade in response to AI #7 from Montreal	2
4	Grondzik	Monitor and report in Chicago on the number of members on a MTG that are from the same employer.	2
5	Vaughn	Forward to Bill McQuade the contact information for the ECC chair.	2
6	McQuade	Schedule a conference call with section heads to discuss the new Section Head Tool	2
7	Vaughn	Send Bill McQuade the name and contact information for the YEA Committee member that will help to plan the Chicago mixer	5
8	Vaughn	Send TAC ExCOM the strategic direction matrix that staff was asked to complete for each committee	6
9	Vaughn	Brief Brian Fricke on recent developments concerning proposed changes to the roster module for standards that could also benefit TAC and TCs.	6
10	Vaughn	Investigate reports of an advertisement posted on the TC 8.11 website and take steps to correct.	6
11	Vaughn	Schedule a conference call to discuss what should be done with TC 2.2 and the precedent this sets for other TCs that want or need to meet electronically from time to time.	6
12	Vaughn	Invite CEC chair to speak for 10-15 minutes at start of TC chair training on Sunday in Chicago	7

**CARRY-OVER ACTION ITEMS**  
**Annual Meeting –June 25 & June 29, 2011**

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</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)	On-going
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.	On-going
4	Grondzik	Work with the Energy Targets MTG leadership to clarify and update their scope.	On-going
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)	On-going
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)	On-going
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)	On-going
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)	On-going
14	McQuade	Interface with Tech Council on requirements for web access, routers, and A/V.	On-going
15	Section Heads	Send activity sheets for each section to Charlie Culp.	On-going
16	Murphy/Adams	Provide for consideration by TAC revised titles and scopes for TC 3.4 and TC 10.10	On-going
17	Culp	Determine what the new registration fees are for speakers, members, etc and distribute this information to TAC.	On-going

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.	On-going
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)	On-going

**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**

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
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: 2011-2012 MBOs
- ATTACHMENT B: MTG.BIM – Fall 2011 Status
- ATTACHMENT C: MTG.BPM – Fall 2011 Status
- ATTACHMENT D: MTG.EEC – Fall 2011 Status
- ATTACHMENT E: MTG.ET – Fall 2011 Status



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

**MINUTES**

**TECHNICAL ACTIVITIES COMMITTEE**

**September 28, 2011**  
Web/Conference Call

**MEMBERS PRESENT:**

Charles Culp, *Chair*  
Bill McQuade, *Vice Chair*  
Victor Penar, *Section 1*  
Tom Sobieski, *Section 2*  
William Murphy, *Section 3*  
Gus Mastro, *Section 5*  
John Dunlap, *Section 6*  
Steve Duda, *Section 8*  
Tom Lawrence, *Section 9*  
Eric Adams, *Section 10*  
Mark Fly, *Liaison Coordinator*  
Brian Fricke, *Roster Coordinator*  
Walter Grondzik, *Special Activities Coord. & Section MTG*  
Brian Silveti, *Training Coordinator*  
Chuck Gullede, *BOD Ex-O*

**GUESTS:** None

**ASHRAE STAFF:**

Mike Vaughn, *MORTS*  
Tara Thomas, *AA*

**MEMBERS NOT PRESENT:**

Mike Biderbeck, *Section 4*  
Dru Crawley, *Section 7*  
Ross Montgomery, *Coord. Officer*

**A. CALL TO ORDER & INTRODUCTIONS**

Chair Culp called the meeting to order at 2:00 pm on Wednesday September 28, 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**

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

**Action Item #1** <Section Heads>

Forward to staff the names of any TC members from your section that have volunteered to serve as a Technical Session chair and/or reviewer of session papers that are related to TC's scope for use by CEC in developing programs for future meetings.

- Action Item #2** <Vaughn> Schedule a conference call to discuss AI #6, which is to propose TC MOP changes to allow TC members to vote by phone in certain circumstances.
- Action Item #3** <Section Heads> Send list of TCs from section that are interested in participating in YEA Mixer in Chicago to McQuade in response to AI #7 from Montreal
- Action Item #4** <Grondzik> Monitor and report in Chicago on the number of members on a MTG that are from the same employer.
- Action Item #5** <Vaughn> Forward to Bill McQuade the contact information for the ECC chair.
- Action Item #6** <McQuade> Schedule a conference call with section heads to discuss the new Section Head Tool

STATUS-ACTION ITEMS  
Annual Meeting –June 25 & June 29, 2011

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</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)	On-going
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.	Complete
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.	On-going
4	Grondzik	Work with the Energy Targets MTG leadership to clarify and update their scope.	On-going
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)	Complete
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)	On-going

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.	Complete
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)	On-going
9	Vaughn	Send the list of updated Inter-Society Liaisons to the TAC membership	Complete
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)	Complete
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)	On-going
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)	Complete
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)	On-going
14	McQuade	Interface with Tech Council on requirements for web access, routers, and A/V.	On-going
15	Section Heads	Send activity sheets for each section to Charlie Culp.	On-going
16	Murphy/Adams	Provide for consideration by TAC revised titles and scopes for TC 3.4 and TC 10.10	On-going
17	Culp	Determine what the new registration fees are for speakers, members, etc and distribute this information to TAC.	On-going
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.	On-going
19	McQuade	Email the Section Head Tool report to all Section Heads and request feedback.	Complete
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)	On-going

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

<u>Action No.</u>	<u>Responsibility</u>	<u>Summary of Action Items</u>	<u>Status</u>
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

**D. APPROVAL OF MINUTES**

It was moved and seconded that,

- (1) the draft minutes of the TAC 2011 Annual Meeting be approved as drafted

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

**E. CHAIR'S REPORT - Culp**

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval – None Submitted
- b) New or Carryover Action Items Assigned to TAC by Tech. Council
  1. AI#8 Montreal – Coordinate with StdC on required MOP changes to update and maintain ASHRAE Wiki on terminology – TAC is working to update the TC MOP and TAC Reference to include procedures allowing for TC 1.6 approval authority of the ASHRAE Terminology WIKI for technical content only once Pub Ed determines if they need a new rule in their procedures to give this authority to TC 1.6
  2. Enhance training of TAC Section Heads - The section heads are working on creating a trainingagenda. Additional information will be provided in Chicago.
  3. Work with StdC to develop recruiting mixer for TCs and PCs with help from YEA

**Action Item #7** <Vaughn> Send Bill McQuade the name and contact information for the YEA Committee member that will help to plan the Chicago mixer

4. Look for ways to reduce administrative overhead on TCs through mergers and new MTGs
- c) New Members Council Referrals:  
No new referrals at this time
- d) New Information Items: None
- e) MBOs – Attachment A
  1. Develop Monthly TAC Schedule – **MBO #4.1**

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

Mr. Gullede thanked the committee members for their service to ASHRAE and is looking forward to working with them this Society year.

#### **G. SPECIAL ACTIVITIES COORDINATOR - Grodzik**

- a) 11-12 Hightower Award Nominations
  - 1. Danny Halel – TCs 3.2, 3.4 and 3.8
  - 2. Don Beaty – TC 9.9

#### **Point of Order**

It was noted that one of the nominees is currently serving as a TC chair and appeared to be ineligible for the award per the award procedures. The chair delayed action on the award and asked for clarification on this issue from the chair and staff liaison to the Honors and Awards Committee (H&A). It was confirmed by H&A that one of the two nominees was ineligible for the award per the current procedures. The committee then took action on the remaining nominee via an online letter ballot vote.

#### **On-line Letter Ballot Vote (10/20/11 to 11/2/11):**

It was moved and seconded that,

- (2) TAC recommends to the H&A Committee that Donald Beaty be the 2011-2012 recipient of the George B. Hightower Technical Achievement Award for TC Members.  
Moved - Grondzik, Seconded – McQuade

#### **BACKGROUND:**

Mr. Beaty's nomination form shows 23.5 points, which have been verified against his BIO, for a range of activities related to service on TC 9.9. This is also the only eligible nomination for award this year.

#### **MOTION #2 PASSED 14-0-1<sup>1</sup> CNV**

- b) Status of MTGs – All the MTGs rosters are up to date and functioning this Society year. See attachments for additional status information on each MTG.
  - 1. MTG.BIM – Attachment B
  - 2. MTG.BPM – Attachment C
  - 3. MTG.EEC – Attachment D
  - 4. MTG.ET – Attachment E
- c) New & Ongoing Referrals - TC/TG/TRG Assignments or Reassignments?

#### **H. VICE CHAIR'S REPORT- McQuade**

- a) Strategic Issues for Technology Council Consideration
- b) Proposed MOPs, ROB and Reference Manual Changes– **MBOs #2.1 & 2.2**

**Action Item #7**<Vaughn> Send TAC ExCOM the strategic direction matrix that staff was asked to complete for each committee

- c) Improve TC New Member Involvement with help from YEA and CTTC - **MBO #5.1**
  - 1. TC/YEA Mixer for Chicago Meeting – **MBO #5.2** Bill McQuade to work with YEA leadership to help plan mixer. Section Heads will likely participate and provide information summarizing the focus of their respective TCs.

<sup>1</sup> There was one vote against this recipient because the disqualified nominee had three times the number of qualifying points as the recipient and the points were earned for activities with TCs for which he is not currently the chair. Also, the three TC nominations that he received were from TCs that he currently does not chair. The rule against someone from TAC, Tech Council, or a TC chair receiving the award is to prevent someone from using their position as leverage in the nomination and selection process.

**Action Item #8** <Vaughn> Send Bill McQuade the name and contact information for the YEA Committee member that will help to plan the Chicago mixer

- d) New Section Head Tool: Bill McQuade will schedule a call in the next few weeks to present final tool format and to seek any input prior having the final version distributed for the Winter Meeting in Chicago.

#### **I. ROSTER COORDINATOR - Fricke**

- a) 11-12 Roster Issues?
- b) Review & Improve 12-13 Roster Update Workbook – (Culp, Fricke, Staff) – **MBO #3.1**

**Action Item #9** <Vaughn> Brief Brian Fricke on recent developments concerning proposed changes to the roster module for standards that could also benefit TAC and TCs.

- c) Goals for 12-13 Rosters - (Fricke, Section Heads, Staff) – **MBO #3.2**
- d) Roster Automation Feasibility

#### **J. SECTION HEAD REPORTS**

- Section 1: Penar**
- Section 2: Sobieski**
- Section 3: Murphy**
- Section 4: Bilderbeck**
- Section 5: Mastro**
- Section 6: Dunlap**
- Section 7: Crawley**
- Section 8: Duda**
- Section 9: Lawrence**
- Section 10: Adams**

- a) Improve TC Websites – **MBO #1.1**

**Action Item #10** <Vaughn> Investigate reports of an advertisement posted on the TC 8.11 website and take steps to correct.

- b) Proposed New TC/TG/MTG/TRGs, or Merges : None
- c) Proposed Name and Scope Changes; None
- d) Other Problems & Issues for TAC action or information:
  1. TC 2.2 Quorum problem and request for electronic meeting in place of Annual meeting

**Action Item #11** <Vaughn> Schedule a conference call to discuss what should be done with TC 2.2 and the precedent this sets for other TCs that want or need to meet electronically from time to time.

#### **K. LIAISON COORDINATOR- Fly**

- a) Interface with CTTC and ECC to improve communication between TCs & grass root chapters - **MBO #6.1**
- b) Improve value of TC web sites to TCs with help from CEC and ECC - **MBO #1.2**
- c) TAC Inter-society Liaisons

#### **L. TRAINING COORDINATOR - Silvetti**

- a) Basic TC Website & Google Groups Webinars for TCs – Fall 2011?  
TAC is planning to sponsor training webinars this year for TCs on Google Groups, Sites, and Docs for online TC collaboration, TC website template for webmasters, and the roster update workbook for TC chairs with help from ECC on some items.
- b) Roster Update Webinars for TC chairs

The roster update workbooks will go out to all section heads November 21-23, 2011. Staff will host two webinars, one on December 15<sup>th</sup> and the other on January 12<sup>th</sup>. The webinars will cover procedures on updating the roster update forms

- c) TAC New Member Training – Rosters (30 minutes) (Silvetti/Thomas)

**Action Item #12** <Vaughn> Invite CEC chair to speak for 10-15 minutes at start of TC chair training on Sunday in Chicago

- a) Training plans for Chicago 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.

**M. UNFINISHED BUSINESS**

No unfinished business to discuss at this time

**N. NEW BUSINESS**

The next meeting of TAC will be held in Chicago, Illinois. The meeting is scheduled to start on Saturday, January 21<sup>st</sup> at 8:00 am. We will have a CEC meeting starting at 7:00 AM in the same room as the TAC meeting.

**O. REVIEW NEW ACTION ITEMS**

Mr. Vaughn reviewed the action items with the committee and will distribute to TAC.

**ADJOURN**

The TAC call adjourned at 4:00 pm. Wednesday, September 28, 2011

**Technical Activities Committee  
2011-2012 MBOs**

Chair: Dr. Charles H. Culp, P.E., FASHRAE

Date: July 1, 2011

<b>Objective</b>	<b>Planned Completion Date</b>	<b>Fiscal Impact</b>	<b>Responsible Member</b>	<b>Support</b>	<b>Status</b>	<b>Comments</b>
1.1 Improve TC website performance. As of AM 2011, 46% of TCs had functioning, up-to-date websites with complete information. Raise this to at least 60%	2012 AM	None	Section Heads	Staff	Start 7/1/11  Summary Report 5/1/12	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.
1.2 Improve value of TC websites to TCs. Discuss with CEC and ECC how to use TC websites for communications on Society Program and increased functionality	2012 AM	None	Liaison Coordinator	Section Heads & Vice Chair	Start 7/1/11  Summary Report 5/1/12	The TC Website file template dates back to 2003 and is probably in need of an update to make it easier to use for webmasters and with more functionality
2.1 Maintain TC MOP and TAC Reference Manual for consistency with TAC MOP and ROB	2012 AM	None	Vice Chair	Staff	On-Going  Summary Report 5/1/12	Action items #1, 5, 6, 19 and 20 from the Montreal meeting may require updates to various TAC procedure documents this Society year.
2.2 Update TC MOP, as required, to address any procedure issues that develop due to implementation of the new MTG committee type	2012 AM	None	Vice Chair	Spec. Activities Coordinator, MTG chairs & Staff	On-Going  Summary Report 5/1/12	Consult with Special Activities Coordinator and MTG chairs on needed procedure changes at various points in Society year.
3.1 Review Roster Update Workbook and suggest improvements.	2012 FM	None	Roster Coordinator	Vice Chair, Staff	Start 7/1/11  Summary Report 11/1/11	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. Suggested changes are needed in early November in order to support workbook release to TCs in late November.
3.2 Get 95% of Rollover Rosters turned in by 2/28/12, and remainder turned in by 3/31/12.	2012 AM	None	Roster Coordinator	Section Heads & Staff	Start 12/1/11  Distribute to TCs 6/15/12	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

All rosters completed and distributed with liaisons included by 6/15/12						will be issued weekly to TAC for frequent follow-up with TCs.
4.1 Develop monthly TAC schedule for all functions in working with TC/TG/TRGs	2012 AM	None	Chair	Vice Chair and Spec. Activities Coordinator	Start 7/1/11 Summary Report 5/1/12	Monthly TAC schedule will be turned-over to TAC vice chair for wide use in next Society year.
5.1 Improve new members involvement in TCs with help from YEA and CTTC	2012 AM	None	Vice Chair	Chair and Section Heads	Start 7/1/11 Summary Report 5/1/12	Develop a process with help from YEA and CTTC for advertising, attracting, and recruiting new members for TCs.
5.2 TAC will initiate a "mixer" with YEA in Chicago	2012 WM	\$5k	Vice Chair	Section Heads & Staff	Start 7/1/11 Mixer held Sun. 1/22/12 4-7 pm	Develop an event/presentation concept that allows TCs in need or new members to network and recruit efficiently at YEA Networking Event at each Society meeting.
6.1. Work with CTTC and ECC to develop a method for better communicating information and needs between grass root chapter members and TC members	2012 AM	None	Liaison Coordinator	Section Heads	Start 7/1/11 Summary Report 5/1/12	Convene interface meetings with CTTC and ECC representatives to discuss each groups requirements/needs and ideas for improving the flow of information between TC members and grass root members

AM – Annual Meeting      WM – Winter Meeting      FM – Fall Meeting

**MTG.BPM**  
**Building Performance Metrics**

**SCOPE**

MTG-BPM will plan, coordinate, and implement projects, publications, and other activities of multiple TC/TG that are related to metrics of building performance within ASHRAE. MTG-BPM will also monitor related activities and represent ASHRAE interests outside of ASHRAE and provide a conduit for funneling information about the building performance metrics to ASHRAE members. In these efforts, the focus is on performance metrics for building energy use, indoor environmental quality, water consumption and carbon emissions. The MTG-BPM will be the responsible committee for the following ASHRAE Special Projects: SP 129, DASH High Performance Building Database and SP 133, PMP Best Practices Guide.

**ROSTER**

<b>Name</b>	<b>Position on MTG</b>	<b>Voting</b>	<b>Representing</b>
Tom Phoenix	Chair	Y	Self
Dru Crawley	Vice Chair	Y	Self
Joe Anderson	TC 7.9 Member	N	TC 7.9
James Bochat	GPC 14 Member	Y	GPC 14
Ron Burton	BOMA Member	Y	BOMA
Hywel Davies	CIBSE Member	Y	CIBSE
Jaap Hogeling	ISSO Member	Y	ISSO
Birrol Kilkis	TC 7.4 Member	Y	TC 7.4
Merle McBride	SSPC 90.1 Member	Y	SSPC 90.1
Tom Meyer	SSPC 90.2 & GPC 1.2P Member	Y	SSPC 90.2 & GPC 1.2 P
Andy Persily	EHC Member	Y	EHC
Paul Torcellini	TC 2.8 Member	Y	TC 2.8
Martin Weiland	GSA Member	Y	GSA
Don Winston	TC 7.6 Member	Y	TC 7.6
Jeff Haberl	Alternate #1 – GPC 14	N	Self
Rick Hermans	Alternate	N	Self
Bruce Hunn	Consultant	N	Self
Dennis Landsberg	Alternate #1 – TC 7.6	N	Self
Hal Levin	Alternate #1 – EHC	N	Self

**CURRENT PROJECTS, GOALS, OR OBJECTIVES**

The MTG was formed from the previous Building Performance Metrics Steering Committee and began its work at the ASHRAE Annual Meeting in Montreal in June of 2011. When the MTG was organized the Steering Committee was providing oversight for several projects including the Building Performance Measurement Protocols, Building Performance Measurement Best Practices Guide, Carbon Emissions Measurement Tools, and the High Performance Buildings Database (DASH). Most of these activities listed here are continuing work on those projects. Our plan forward must include better coordination within

- SP129 DASH High Performing Buildings Database
  - GBA is continuing work to establish the DASH measure lists and data protocols
  - The preliminary web interface mock-up and wire frames, along with a straw man report were further developed in preparation for inclusion in an RFP for a web face interface contractor. The RFP was release on April 27. Four responses were received, but one was deemed unresponsive. The remaining 3 proposals were reviewed by GBA and additional stakeholders
- SP 132 - Performance Metrics Protocols – Best Practices Guide (final title TBD)
  - The Best Practices Guide Project Committee has incorporated the feedback from the Focus Group to develop the 60% draft. The draft was sent out for peer review in June 2011. The feedback from that review is being used to develop the 90% draft which will be sent out for review in October 2011. The PC is scheduled to meet again in November.

- Two commissioning firms were lined up to test the measurement procedures and tools. Input from these trials will be used to inform the 90% draft and to adjust the document procedures and tools as needed.
- Targeted Publication is for May-June 2012.

***Additional initiatives in progress:***

- Performance Metrics Protocols (PMP) Testing
  - Monitor efforts by 3rd party groups to test the protocols from the original PMP document and compile the results as appropriate.
- Carbon Emissions Calculation
  - Monitor work being done by NREL on a carbon emissions calculations tool spreadsheet and keep relevant groups in ASHRAE briefed on progress.
- Journal article on the Performance Metrics Protocols document (to publish in 2011)
- Monthly or quarterly articles/columns for the Journal on commissioning or building performance best practices

**ACCOMPLISHMENTS, TO DATE**

Again, the MTG has only existed since the Annual meeting in June of 2011 when the existing Steering Committee was converted to an MTG. Since the Montreal meeting the Best Practices Guide Project Committee met in Atlanta in July; but there has been minimal other activity by the MTG during this time.

**MEETINGS**

The MTG will continue to meet (face to face) at the winter and Annual meetings from 1pm-4pm. Additional conference calls may be scheduled before or after those meetings, but that has not yet been decided. In addition, the various Project Committees may continue to meet to complete their work.

**MTG.BPM**  
**Building Performance Metrics**

**SCOPE**

MTG-BPM will plan, coordinate, and implement projects, publications, and other activities of multiple TC/TG that are related to metrics of building performance within ASHRAE. MTG-BPM will also monitor related activities and represent ASHRAE interests outside of ASHRAE and provide a conduit for funneling information about the building performance metrics to ASHRAE members. In these efforts, the focus is on performance metrics for building energy use, indoor environmental quality, water consumption and carbon emissions. The MTG-BPM will be the responsible committee for the following ASHRAE Special Projects: SP 129, DASH High Performance Building Database and SP 133, PMP Best Practices Guide.

**ROSTER**

<b>Name</b>	<b>Position on MTG</b>	<b>Voting</b>	<b>Representing</b>
Tom Phoenix	Chair	Y	Self
Dru Crawley	Vice Chair	Y	Self
Joe Anderson	TC 7.9 Member	N	TC 7.9
James Bochat	GPC 14 Member	Y	GPC 14
Ron Burton	BOMA Member	Y	BOMA
Hywel Davies	CIBSE Member	Y	CIBSE
Jaap Hogeling	ISSO Member	Y	ISSO
Birrol Kilis	TC 7.4 Member	Y	TC 7.4
Merle McBride	SSPC 90.1 Member	Y	SSPC 90.1
Tom Meyer	SSPC 90.2 & GPC 1.2P Member	Y	SSPC 90.2 & GPC 1.2 P
Andy Persily	EHC Member	Y	EHC
Paul Torcellini	TC 2.8 Member	Y	TC 2.8
Martin Weiland	GSA Member	Y	GSA
Don Winston	TC 7.6 Member	Y	TC 7.6
Jeff Haberl	Alternate #1 – GPC 14	N	Self
Rick Hermans	Alternate	N	Self
Bruce Hunn	Consultant	N	Self
Dennis Landsberg	Alternate #1 – TC 7.6	N	Self
Hal Levin	Alternate #1 – EHC	N	Self

**CURRENT PROJECTS, GOALS, OR OBJECTIVES**

The MTG was formed from the previous Building Performance Metrics Steering Committee and began its work at the ASHRAE Annual Meeting in Montreal in June of 2011. When the MTG was organized the Steering Committee was providing oversight for several projects including the Building Performance Measurement Protocols, Building Performance Measurement Best Practices Guide, Carbon Emissions Measurement Tools, and the High Performance Buildings Database (DASH). Most of these activities listed here are continuing work on those projects. Our plan forward must include better coordination within

- SP129 DASH High Performing Buildings Database
  - GBA is continuing work to establish the DASH measure lists and data protocols
  - The preliminary web interface mock-up and wire frames, along with a straw man report were further developed in preparation for inclusion in an RFP for a web face interface contractor. The RFP was release on April 27. Four responses were received, but one was deemed unresponsive. The remaining 3 proposals were reviewed by GBA and additional stakeholders
- SP 132 - Performance Metrics Protocols – Best Practices Guide (final title TBD)
  - The Best Practices Guide Project Committee has incorporated the feedback from the Focus Group to develop the 60% draft. The draft was sent out for peer review in June 2011. The feedback from that review is being used to develop the 90% draft which will be sent out for review in October 2011. The PC is scheduled to meet again in November.

- Two commissioning firms were lined up to test the measurement procedures and tools. Input from these trials will be used to inform the 90% draft and to adjust the document procedures and tools as needed.
- Targeted Publication is for May-June 2012.

***Additional initiatives in progress:***

- Performance Metrics Protocols (PMP) Testing
  - Monitor efforts by 3rd party groups to test the protocols from the original PMP document and compile the results as appropriate.
- Carbon Emissions Calculation
  - Monitor work being done by NREL on a carbon emissions calculations tool spreadsheet and keep relevant groups in ASHRAE briefed on progress.
- Journal article on the Performance Metrics Protocols document (to publish in 2011)
- Monthly or quarterly articles/columns for the Journal on commissioning or building performance best practices

**ACCOMPLISHMENTS, TO DATE**

Again, the MTG has only existed since the Annual meeting in June of 2011 when the existing Steering Committee was converted to an MTG. Since the Montreal meeting the Best Practices Guide Project Committee met in Atlanta in July; but there has been minimal other activity by the MTG during this time.

**MEETINGS**

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**MTG.EEC**  
**Energy Efficiency Classification of General Ventilation Air-Cleaning Devices**

**SCOPE**

MTG.EEC will coordinate the related activities of TCs and non-TC groups and provide guidance to the ASHRAE membership, manufacturers and end-users on how to classify air filter energy efficiency and the key factors affecting energy usage associated with the proper use of air filtration in new and existing buildings. MTG.EEC is concerned with the nature of particulate and gaseous contaminants, the means of removing unwanted contaminants from the air, the effectiveness, energy efficiency, life cycle cost and sustainable operation of such air cleaning equipment but does not include UVC devices for use in air handling units or air ducts to inactivate airborne microorganisms, which are the province of TC2.9 and SPC 185.

**ROSTER**

<b>Name</b>	<b>Position on MTG</b>	<b>Voting</b>	<b>Representing</b>
Christine Sun	Chair	Y	Self
Phillip Winters	Vice Chair	Y	Self
Nick Agopian	Secretary – TC 2.3 Member	Y	Member representing TC 2.3
Monroe Britt	TC 2.4 Member	Y	Member representing TC 2.4
Robert Burkhead	TC 5.4 Member	Y	Member representing TC 5.4
Timothy Peglow	SSPC 90.1	Y	Member representing SSPC 90.1
Alan Veeck	NAFA Member	Y	Member representing NAFA
Pawel Wargocki	EHC Member	Y	Member representing EHC
Jeffrey Boldt	Alternate #1 – SSPC 90.1	N	SSPC 90.1 Alternate member
Ken Snider	Alternate #1 – TC 2.4	N	TC 2.4 Alternate member
Brad Stanley	Alternate #1 – TC 2.3	N	TC 2.3 Alternate member
Mark Stutman	Alternate #2 – TC 2.3	N	TC 2.3 Alternate member
Zuraimi Sultan	Alternate #1– EHC	N	EHC Alternate member
Jack Zarour	Alternate	N	Self

**CURRENT PROJECTS, GOALS, OR OBJECTIVES**

1. Use Existing ASHRAE 52.2 Test Data to Calculate Energy Usage over the Expected Life of the Filter
2. Review EuroVent Energy Efficiency Classification Method of Air Filters
3. Review methods Used by Manufacturers
4. Review 90.1's methods on energy saving and cost models

**ACCOMPLISHMENTS, TO DATE**

1. Use Existing ASHRAE 52.2 Test Data to Calculate Energy Usage over the Expected Life of the Filter
  - Method (Watts/gram ) has been developed and presented at 9/12 committee meeting
  - Next step is to see how much this Watts/gram value changes with different filter styles, different efficiencies, and a combined pre-filter with final filter.
2. Review EuroVent Energy Efficiency Classification Method of Air Filters
  - The method has been approved by EuroVent. It was reviewed on 9/12 committee meeting
  - How does the EuroVent 4/11 Classification system differentiate between various filters?
3. Methods Used by Manufacturers
  - 3M's position: they do not use an energy rating system. Their focus is on total cost of ownership
  - Camfil Farr Method (no presentation on 9/12 committee meeting, probably will be on the next web meeting)
4. Review 90.1's methods on energy saving and cost models
  - 90.1's references were distributed
  - The methods will be reviewed on the next web meeting.

**MEETINGS**

MTG.EEC typically meets on Tuesday mornings from 8-10 during Society meetings. Web/Conf. call meetings are also scheduled every two-three months typically.

**MTG.ET**  
**Energy Targets**

**SCOPE**

MTG – Energy Targets (MTG-ET) will implement 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.

(Note: TAC is working with this MTG to improve, clarify, and update their scope)

**ROSTER**

<b>Name</b>	<b>Position on MTG</b>	<b>Voting</b>	<b>Representing</b>
Rick Hermans	Chair	Y	Self
Jim Fields	Vice Chair	Y	Self
Don Brandt	Professional Development Committee Member	Y	Professional Development Committee
Don Colliver	AEDG Steering Committee Member	Y	AEDG Steering Committee
Dave Conover	SPC 105 Member	Y	SPC 105 Member
Dru Crawley	SPC 189.1 Member	Y	SPC 189.1 Member
Martha Hewett	RAC Member	Y	RAC
Randall Jones	Research Promotion Member	Y	Research Promotion
Doug Reindl	Standards Committee Member	Y	Standards Committee

**CURRENT PROJECTS, GOALS, OR OBJECTIVES**

The following seven task areas will encompass the efforts of MTG.ET:

1. **Education**  
 The education task is to develop a comprehensive education program in conjunction with the Professional Development Committee to promote a common understanding of the Energy Utilization Intensity metric (EUI), as defined through consensus with Std 105, 90.1 and 100 among ASHRAE members and the public.
2. **Research**  
 The research task is to refresh and update the information in NREL/TP-550-41957 "Assessment of the Technical Potential for Achieving Net Zero-Energy Buildings in the Commercial Sector" which was prepared by NREL in 2007.
3. **Standards**  
 The Standards task is to partner with SSPC 90.1 and SSPC 189.1 leadership in preparation of new work plans for these committees with the goal of developing performance parameters within the work plans. The Ad Hoc report is clear in its recommendation not to impose specific EUI targets on these standards but rather offers suggestions for the committees to consider when preparing for their respective efforts in the next publication cycle.
4. **Marketing**  
 The marketing task is to prepare a series of articles for various publications which describe the efforts and goals of MTG.ET. These articles should be offered to the ASHRAE Journal, HPAC, CS&E, the NEWS, and others as needed to get the word out on the progress of the implementation effort.
5. **Advanced Energy Design Guides - AEDG**  
 The AEDG task is to work with the AEDG Steering Committee in the development of a plan for the production of the Net-Zero series of design guides. The purpose of providing this assistance is to impress upon our partner organizations that the AEDGs are the mechanism which will fulfill the Vision 2020 goal of providing design guidance for net-zero energy buildings by 2020.

6. Advocacy

The advocacy task is to work with the Advocacy Committee in the preparation of Public Policy Position Briefs for use by the Society leadership in its relations with State and Federal governments.

7. Fundraising

The fundraising task is to raise several million dollars to fund the research and the development of the Net-Zero AEDGs.

**ACCOMPLISHMENTS, TO DATE**

- Tentative research project TRP-1651, *Development of Maximum Technically Achievable Energy Targets for Commercial Buildings (Ultra Low Energy Use Building Set)*, is approved and ready to bid. The full project work statement can be accessed through a hyperlink in the Society's Research Implementation Plan, which is posted on the "Research" page of the ASHRAE website (<http://www.ashrae.org/technology/page/39>). Status: On-Hold. Earmarked funds are being raised so that project can bid.
- Sponsored forum at Montreal meeting and invited representatives from Std 105, SPC 166, SPC 90.1, SSPC 189.1, TC 1.6, TC 7.6, NFPA, IES, and DOE to begin to develop a consensus definition for the building areas that make-up a building's gross square footage for the purposes of defining Energy Utilization Intensity metric (EUI). A consensus was reached and the group decided to meet again this fall to evaluate the energy use definition being considered by SPC 105.

**MEETINGS**

MTG.ET currently meets as required between Society meetings via conference call and web meetings.