

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

**MINUTES**

**TECHNICAL ACTIVITIES COMMITTEE**

2010 Web/Conference Call

September 28, 2010

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**September 28, 2010**

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**PRINCIPAL MOTIONS**  
**TECHNICAL ACTIVITIES COMMITTEE**  
September 28, 2010

<b>NO.</b>	<b>PAGE</b>	<b>MOTION</b>
1	2	the draft minutes of the TAC 2010 Annual Meeting be approved
2	2	Gary Phetteplace be awarded the George Hightower Award
3	3	TAC approved the conversion of TG3.CDBF - HVAC&R Contractors and Design Build Firms – from a TG to a TC with the following new number, title and scope:
4	3	The scope for TC 5.10 – Kitchen Ventilation has been revised as follows

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TECHNICAL ACTIVITIES COMMITTEE

**NEW ACTION ITEMS**

Tuesday, September 28, 2010

<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	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.	New
2	Baxter	Develop ideas on how to better coordinate efforts from multiple TCs on larger cross-cutting issues	New
3	Staff	Invite CEC to speak again for about 10 minutes at the beginning of the TC chair Training session on Sunday Morning in Las Vegas about changes to the Society Program and how TC can get more involved. Suggest CEC also provide handout or web posting for additional information in order to help minimize presentation time to 10 minutes.	New
4	Wilkin/Baxter	Discuss with CEC in Las Vegas the idea of a dedicated program slot or two for an integrated program topic at each meeting which is supported by multiple TCs to incentivize greater TC to TC collaboration.	New
5	Wilkin	Discuss with CEC in Las Vegas the suggestion from TC 5.6 that a permanent track for Fundamentals and Life Safety be established at each meeting regardless of theme for the meeting	New
6	Staff/Thomas	Color highlight TC input fields in the 11-12 roster update workbooks to simplify data entry for TCs and to help reduce mistakes and confusion.	New
7	Section Heads	Work with section to develop one or more requests for grassroots member help for a TC by 12/1/2010 that could be used to help launch the "TC Help Wanted" request list prior to Las Vegas meeting	New
8	Vaughn	Work with ASHRAE website staff to develop "Help Wanted" section to TC webpage that can be used to solicit help from ASHRAE chapters and CTTC for specific TC activities that are needed or to be started within the next 6-12 months	New

**CARRY-OVER ACTION ITEMS**

Annual Meeting – June 26 & 30, 2010

<b><u>Action No.</u></b>	<b><u>Responsibility</u></b>	<b><u>Summary of Action Items</u></b>	<b><u>Status</u></b>
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1	Culp	Check with TC 1.5 on a method to improve the roster update macro for MS-Excel workbook	On-going
6	Vaughn	Set up webinar with AMS staff experts to determine best way to proceed with roster updates given AMS constraints.	On-going
7	Culp	Propose to TC 7.6 and 7.9 to head up the effort to develop a guideline on integrated building design and maintenance for high performance buildings	On-going
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	On-going

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## **LIST OF ATTACHMENTS**

ATTACHMENT A: 2010-2011 TAC MBOs

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

Web/Conference Call

September 28, 2010

**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*  
Tom Lawrence, *Section 9*  
Eric Adams, *Section 10*  
Patrick Hughes, *Liaison Coordinator*  
Theresa Weston, *Roster Coordinator*  
Van Baxter, *Special Assignment Coord.*  
Brian Silvetti, *Training Coordinator*  
Samir Traboulsi, *BOD Ex-O*  
Bill Bahnfleth, *Coord. Officer*

**GUESTS:** None

**ASHRAE STAFF:**

Claire Ramspeck, *DOT*  
Mike Vaughn, *MORTS*  
Tara Thomas, *AA*

**MEMBERS NOT PRESENT:**

William McQuade, *Section 8*

**A. CALL TO ORDER & INTRODUCTIONS**

Chair Charles Wilkin called the meeting to order at 10 a.m.. Members and staff introduced themselves.

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

Chair Wilkin reviewed the agenda. No changes were made to the agenda.

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

**ACTION ITEMS**

Annual Meeting – June 26 & 30, 2010

<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	Culp	Check with TC 1.5 on a method to improve the roster update macro for MS-Excel workbook	On-going

2	Vaughn	Work with ASHRAE website staff to develop "Help Wanted" section to TC webpage that can be used to solicit help from ASHRAE chapters and CTTC for specific TC activities that are needed or to be started within the next 6-12 months	Complete
3	Section Heads	Ask TCs to include any requests(new members, paper reviews, handbook reviewers) for volunteer support from ASHRAE chapters and CTTC on TC activity sheets	Complete
4	Section Heads	Provide input/feedback on any emerging issues or changes that should be considered for incorporation into the Society's Strategic Plan	Complete
5	Vaughn	Schedule TAC web/conference call(s) for Tech Weekend	Complete
6	Vaughn	Set up webinar with AMS staff experts to determine best way to proceed with roster updates given AMS constraints.	On-going
7	Culp	Propose to TC 7.6 and 7.9 to head up the effort to develop a guideline on integrated building design and maintenance for high performance buildings	On-going
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	On-going

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#### **D. APPROVAL OF MINUTES**

It was moved and seconded that,

- (1) the draft minutes of the TAC 2010 Annual Meeting be approved

**Motion #1 Passed 10-0-0 CNV**

#### **E. CHAIR'S REPORT** (Wilkin)

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval  
No motions were presented at the TAC 2010 Annual Meeting that required approval by a higher body within the Society.
- b) New or Carryover Action Items Assigned to TAC by Tech. Council
  - 1.AI# 7 ABQ – Coordinate work on supporting Standard 62.1 – EHC & TAC & new TRG4.IAQP

**Action Item 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.

**Action Item 2** <Baxter> Develop ideas on how to better coordinate efforts from multiple TCs on larger cross-cutting issues

- c) New Members Council Referrals:
  - 1.No new referrals were assigned to TAC for follow up
- d) New Information Items:
  - 1.No new information items to report.
- e) MBOs

Mr. Wilkin reviewed and summarized the MBOs for 2010-2011 – See **Attachment A**

CEC should continue to use TAC as a sounding board for their potential changes to the Society program and to gain constructive feedback from the perspective of the TCs.

**Action Item 3** <Staff> Invite CEC to speak again for about 10 minutes at the beginning of the TC chair Training session on Sunday Morning in Las Vegas about changes to the Society Program and how TC can get more involved. Suggest CEC also provide handout or web posting for additional information in order to help minimize presentation time to 10 minutes.

**Action Item 4** <Wilkin/Baxter> Discuss with CEC in Las Vegas the idea of a dedicated program slot or two for an integrated program topic at each meeting which is supported by multiple TCs to incentivize greater TC to TC collaboration.

**Action Item 5** <Wilkin> Discuss with CEC in Las Vegas the suggestion from TC 5.6 that a permanent track for Fundamentals and Life Safety be established at each meeting regardless of theme for the meeting

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

**G. LIAISON COORDINATOR** (Hughes)

- a) 10-11 Hightower Award Nominations  
Seven nominations were submitted this year for the Hightower Award.

It was moved and seconded that,

- (2) Gary Phetteplace be awarded the George Hightower Award

**MOTION #2 PASSED** 12-0-0 CNV

- b) TAC Inter-society Liaisons – Status on update to list of liaisons  
The Inter-society list needs to be reviewed and updated.

**H. VICE CHAIR'S REPORT** (Culp)

- a) Proposed MOPs, ROB and Reference Manual Changes – MBO #2  
1. TC/TG/TRG Manual of Procedure  
Vice Chair, Charlie Culp, will discuss proposed TC MOP changes with Vaughn prior to Las Vegas Meeting  
b) TAC Current FY 10-11 Expenses and Budget  
The current budget for TAC includes 5k in outside services that can be used for Webinar Training Sessions this year.

**I. ROSTER COORDINATOR** (Weston)

- a) 10-11 Roster Issues?  
b) Review & Improve 11-12 Roster Update Workbook – (Wilkin, Weston, Staff) – **MBO #3**

**Action Item 6** <Staff/Thomas> Color highlight TC input fields in the 11-12 roster update workbooks to simplify data entry for TCs and to help reduce mistakes and confusion.

- c) Goals for 11-12 Rosters - (Weston, Section Heads, Staff) – MBO #4  
d) Roster Automation Feasibility

**I. SECTION HEAD REPORTS**

- a) Improve TC Websites - MBO #1
- b) Proposed New TC/TG/TRGs, or Merges
  - 1. TG3.CDBF request to be TC

It was moved and seconded that,

- (3) TAC approved the conversion of TG3.CDBF - HVAC&R Contractors and Design Build Firms - from a TG to a TC with the following new number, title and scope:

Title: TC 7.2 - HVAC&R Construction & Design Build Technologies

Scope: TC 7.2 is concerned with enhancing the collaboration of Contractors and Design Build Firms with the entire ASHRAE membership to ensure that the relevant research, publications, and educational materials promote the design, construction, and operation of resource efficient buildings.

**MOTION #3 PASSED 13-0-0 CNV**

- c) Proposed Name and Scope Changes
  - 1. TC 5.10 scope change

It was moved and seconded that,

- (4) The scope for TC 5.10 - Kitchen Ventilation has been revised as follows

TC 5.10 is concerned with the design, ~~construction fabrication~~, installation, commissioning, ~~cleaning and servicing of code-compliant~~, sustainable operation of code-compliant commercial kitchens. ~~HVAC systems. Sustainability in commercial kitchens includes energy use, water consumption, and the impact of fats, oils and greases on ecosystems.~~

**MOTION #4 PASSED 13-0-0 CNV**

- d) Other Problems & Issues for TAC action or information:
  - 1. Improve TC/CTTC communications to find out what CTTC can do to help TCs - MBO #6

**Action Item 7** <Section Heads> Work with section to develop one or more requests for grassroots member help for a TC by 12/1/2010 that could be used to help launch the "TC Help Wanted" request list prior to Las Vegas meeting

- 2. Propose methods for improving coordination of efforts among TCs - MBO #7

**Action Item 8** <Vaughn> Work with ASHRAE website staff to develop "Help Wanted" section to TC webpage that can be used to solicit help from ASHRAE chapters and CTTC for specific TC activities that are needed or to be started within the next 6-12 months

**K. SPECIAL ASSIGNMENTS COORDINATOR (Baxter)**

- a) New Assignments:
  - 1. Develop "bullet list" of suggested practices for SH working with TCs - **MBO #5**
- b) New Referrals - TC/TG/TRG Assignments?

**L. TRAINING COORDINATOR** (Silvetti)

a) Basic TC Website & Google Groups Webinars for TCs – Fall 2010

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.

b) Roster Update Webinars for TC chairs

The roster update workbooks will go out to all section heads November 17-24, 2010. 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 (Silvetti/Thomas)

Training will take place on Sunday morning after the chairs breakfast. The emphasis will be on roster updates and procedures.

Brian Silvetti assigned mentors for new members of TAC as follow: Pat Hughes for Eric Adams, Brian Silvetti for William Murphy, Van Baxter for Tom Lawrence and Theresa Weston for Walter Grondzik.

d) Training plans for Las Vegas - Track and Encourage Attendance

**M. UNFINISHED BUSINESS**

No unfinished business

**N. NEW BUSINESS**

No New Business

**O. REVIEW NEW ACTION ITEMS**

Chair reviewed the eight new action items and past carry-over action items from Albuquerque with the committee.

ADJOURN – Call ended at 12 noon

## Technical Activities Committee

## 2010-2011 MBOs

Chair: Charles C. Wilkin, PE

Date: July 1, 2010

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

AM – Annual Meeting      WM – Winter Meeting