



# MINUTES

## Handbook Committee

June 29, 2014  
Sheraton Seattle  
Seattle, Washington

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### MEMBERS PRESENT:

Hank Bagheri, chair  
Daniel Dettmers, vice chair, 2014R chair  
Don Fenton, 2014R  
Ted Hansen, 2014R  
Fred Lorch, 2014R  
Ramon Pons, 2014R  
Phillip Trafton, 2014R  
Chris Ahne, 2015A chair  
Paula Hernandez, 2015A  
Frank Mills, 2015A  
Forrest Yount, 2016S chair  
Michael Patton, 2016S  
Patrick Marks, 2016S  
Nicolas Lemire, 2016S  
Paul Lindahl, 2016S  
David Yuill, 2017F chair  
Larry Akers, 2017F  
Bass Abushakra, 2017F  
Van Baxter, 2017F  
Sheila Hayter, 2017F  
Ramesh Paranjpey, 2017F  
Ginger Scoggins, BOD ExO  
Dan Pettway, Publishing and Education Council (PEC) chair, CO

### MEMBERS ABSENT:

Annette Dwyer, 2016S  
Sheldon Jeter, 2015A  
George Sestak, 2015A  
Gerald Williams, 2015A

### STAFF PRESENT:

Mark Owen, staff liaison, Editor/Grp Mgr, Handbook and Special Publications  
Heather Kennedy, Managing Editor, Handbook  
Steve Comstock, Publisher/Director of Publications and Education

### VISITORS:

Mick Schwedler, incoming BOD ExO  
Darryl Boyce, PEC vice chair, incoming CO  
Roberto Aguilo, incoming 2018R  
Scott Fisher, incoming 2018R  
Bill Murphy, incoming 2018R  
Kelley Cramm, incoming 2018R

### ADDITIONAL DISTRIBUTION:

Publishing and Education Council (PEC)  
Chapter Technology Transfer Committee (CTTC)

## MAJOR PASSED MOTIONS

(None.)

## ACTION ITEMS

No.	Responsibility	Action Item
1	Electronic Media, Training Subcoms	Develop training on collaborative options for TCs for presentation at June 2015 Annual Conference's training session.
2	Owen	Work with staff web team to consolidate and repair Handbook Comments Database on Handbook Central.
3	Staff	Add a TC column to the Handbook Chapter Revision History.
4	Staff	Investigate ways for liaisons to be notified when a TC changes its Handbook Subcommittee Chair, or if they could have email aliases (like TC chairs) that redirect to new personnel.
5	Owen	Invite TC 1.12 to have a representative attend the committee's January 2015 meeting in Chicago, for the purpose of clarifying their two new chapter proposals.
6	Staff	Investigate methods and cost to post a summary of chapter content changes since the last edition for users to see when they log in to Handbook Online.
7	Owen, all liaisons	Send reference manual draft to committee members. Committee members send comments to Mr. Lemire (with cc: to Mr. Owen) by September 1.
8	All liaisons	Use the revision history in consultation with TCs to identify revision needs and communicate them to committee leadership and staff, who can help link these resources to the TCs.

### 1. Call to Order

Mr. Bagheri called the meeting to order at 10:36 a.m. and noted that a quorum was present.

### 2. Introductions

Mr. Bagheri welcomed all attendees. Members and visitors introduced themselves.

### 3. Approval of Minutes

It was moved and seconded

(1) to approve the minutes of the committee's January 2014 meeting in New York.

**MOTION (1) PASSED, voice vote.**

#### **4. Agenda Updates**

Mr. Bagheri noted the following corrected, moved, or added items:

9.4.1 Proposed new chapter on moisture control (TC 1.12)

#### **5. Chair's Comments**

Mr. Bagheri noted the launch of ASHRAE Terminology ([www.ashrae.org/ASHRAEterms](http://www.ashrae.org/ASHRAEterms)), the successor to the ASHRAEwiki terminology site. The new site was created as a result of actions by Publishing and Education Council acting on the recommendations of TC 1.6 and the Publications Committee. The site might be useful for TC Handbook subcommittees in their revision work.

#### **6. Board of Directors Ex-Officio (BOD ExO) Member Report**

Ms. Scoggins gave a PowerPoint presentation (*Attachment A*) highlighting Society news and resources, particularly the new Strategic Plan 2014, and emphasized that she was available to help the committee in two-way communication with the BOD. She thanked committee members for their work.

#### **7. Coordinating Officer (CO) Report**

Mr. Pettway reported on specific initiatives of Strategic Plan 2014, including training and education, member value and involvement, and cooperation with other organizations. He added that BOD members will be more involved with committees in guiding and tracking implementation of objectives supporting the plan. He thanked committee volunteers for their hard work and contributions to the world through the Handbook.

#### **8. Handbook Editor's Report**

Mr. Owen provided a brief summary of information on distribution and sales for 2014 *Refrigeration* and ASHRAE Handbook Online.

Mr. Owen also reported that, since March 2014, about 10% of renewing members have been choosing to receive as their 2015 member benefit a subscription to ASHRAE Handbook Online plus the annual CD. Another 3% of renewing members are choosing the option to receive all formats—print, CD, and online—for an additional fee.

#### **9. Volume Subcommittee Reports**

##### **9.1 2014 Refrigeration**

Mr. Dettmers reported that the volume is complete and mailings to members have begun. He thanked the volume subcommittee liaisons for their work in making this happen.

##### **9.2 2015 HVAC Applications**

Mr. Ahne reported that 3 TCs were represented at the volume meeting and that 80% of the chapters are either submitted, have no changes, or are in communication regarding completion. The 7 chapters for which no communication has been received will be the focus of follow-up at the Seattle conference.

He further reported that TC 9.8 is planning to propose a new chapter on natatoriums for the 2019 volume.

##### 9.2.1 Proposed new chapter on mold, dampness control from TC 1.12

Members had questions for the TC, but with no representative attending, it was suggested that consideration of the proposal be postponed. Because this is a very late proposal for the 2015 HVAC Applications volume, Mr. Owen suggested that staff edit and prepare the chapter (already submitted) on a provisional basis pending approval at the January 2015 meeting in Chicago.

### 9.3 2016 HVAC Systems and Equipment

Mr. Yount reported 20 attendees at the volume meeting. Questions included the following:

- Is there an online option for collaborative revision work (e.g., Sharepoint 365)? Mr. Ahne said that the Electronic Media Subcommittee is working with the Training Subcommittee on finding and presenting solutions at the next annual conference's training session (**ACTION ITEM #1**).
- Could the comments database be consolidated into a single, current list? Mr. Owen said that the Handbook Comments Database has been nonfunctional and/or problematic for some time and that he is working with website staff to fix it (**ACTION ITEM #2**).

Mr. Yount reported that the Handbook chapter revision history was well received and suggested adding a TC column for clarity (**ACTION ITEM #3**).

He also requested that staff look into how liaisons could possibly be notified when a TC changes its Handbook Subcommittee Chair, or if they could have email aliases (like TC chairs) that redirect to new personnel (**ACTION ITEM #4**).

### 9.4 2017 Fundamentals

Mr. Yuill reported 3 attendees at the subcommittee's volume meeting. He reported that feedback to the content reminders in the handout provided was generally positive, and that the TCs represented are on track with chapter reviews and communicating with their liaisons.

#### 9.4.1 Proposed new chapter on moisture control from TC 1.12

Mr. Yuill reported that a proposal from TC 1.12 had been received the Thursday before the conference. However, no one from the TC was in the meeting to answer some questions on the proposed content. Mr. Bagheri suggested and the committee agreed that further consideration be postponed until the January 2015 meeting in Chicago, with the TC invited to send a representative (**ACTION ITEM #5**).

## 10. Subcommittee Reports

### 10.1 Training

#### 10.1.1 Handbook training for liaisons

Mr. Yuill reported that training was conducted earlier in the morning, with 12 to 15 attendees including not only liaisons but several TC Handbook chairs.

### 10.2 Functional

Mr. Yount reported regarding Action Item #3 from January 2014 that the subcommittee communicate with the Electronic Media Subcommittee on the issue of notifying members about changes in Handbook content online. He reported that the subcommittee recommends creating a list of chapters and sections that have been updated for both the print and online versions on a semiannual basis, and that a list of changes be available when users log in to Handbook Online. Staff will investigate methods and cost for this with the hosting vendor (**ACTION ITEM #6**).

#### 10.2.1 Manual of Procedures (MOP) changes

(None.)

#### 10.2.2 ARG changes

Mr. Yount reported that, regarding Action Item #4 from January, the subcommittee recommends only the editorial change of removing the Handbook Online "+" reference and believes that the *Guidelines for TCs on Feature Development for ASHRAE Handbook Online* available on the website is sufficient.

#### 10.2.3 Reference Manual

Mr. Yount reported that Mr. Lemire has drafted a reference manual. Mr. Lemire described the draft to the committee. Mr. Yount asked that committee members be sent the draft and that they send comments on it to Mr. Lemire and Mr. Owen by September 1 (**ACTION ITEM #7**). The subcommittee will then update the draft

based on the comments and present it for review and vote for the January 2015 meeting. After approval, Mr. Yount said that the MOP could be examined for items that do not require outside approvals.

### 10.3 Electronic Media

Mr. Ahne reported that the subcommittee will provide content to the Training Subcommittee by September 1 for the June 2015 TC training on collaboration tools and resources.

Mr. Ahne reported that the subcommittee suggests publicizing instances when TCs add content or features online. Mr. Patton commented that such publicity could promote a cultural change for TCs to give continuous attention to their online chapters.

### 10.4 Strategic Planning

Mr. Dettmers reported that the revision history provided by staff was very helpful in highlighting areas needing attention. During the subcommittee's discussions, it was suggested that the College of Fellows and the International Ad Hoc Subcommittee be asked to help find qualified reviewers/revisers and other resources in a targeted way for TCs with Handbook chapters in need of help. Liaisons and volume chairs are asked to use the revision history in consultation with TCs to identify these needs and communicate them to committee leadership and staff, who can help link these resources to the TCs (**ACTION ITEM #8**).

### 10.5 International Ad Hoc

Mr. Mills reported that the subcommittee will develop ideas for reviewing Handbook chapters to determine if more internationally relevant content is needed (or should be re-included if previously dropped), and, if so, how to obtain such input. One possibility is looking at various conference programs to find revisers. Mr. Baxter suggested it might be useful to coordinate with the Associate Societies Alliance; Mr. Mills indicated that he would investigate that possibility.

## 11. Information Items

### 11.1 Year 2013-14 MBOs

Mr. Bagheri reviewed the status of MBOs for 2013-14 (*Attachment B*). (Mr. Dettmers will develop MBOs for 2014-15 after reviewing the new Strategic Plan 2014.)

## 12. Action Items

Mr. Owen reviewed action items from the January 2014 meeting:

No.	Responsibility	Action Item	Status
1	Owen	Investigate and report on the possibility of providing Word base files that include off-cycle revisions.	Complete
2	Baxter	Notify TC 2.5 of the result of Motion #2 and notify other TCs of the opportunity to contribute.	Complete
3	Functional Subcommittee	Communicate with the Electronic Media Subcommittee on the issue of notifying members about changes in Handbook content online.	Complete
4	Functional; Hernandez	Report in June regarding ARG guidance on developing features for ASHRAE Handbook Online.	Complete
5	Functional; Lemire	Work on the Reference Manual and report in June 2014.	Complete
6	Scoggins	Inform the President-Elect Advisory Committee (PEAC) of discussions regarding providing collaboration tools and training for TCs.	Complete

7	Bagheri	Inform PEC and the Electronic Communications Committee (ECC) of discussions regarding providing collaboration tools and training for TCs.	Complete
8	Electronic Media, Training Subcoms	Cooperate to develop content for expanded TC Handbook chairs' training at Annual Conferences.	In progress
9	Staff	Update and distribute history of the revisions for each chapter.	Complete
10	All liaisons	Check their TCs' revision histories, query their TCs as to reasons for chapters having few or no recent revisions, and communicate as needed with their volume chairs and TAC section heads.	Ongoing
11	International Subcommittee	Hold a conference call between now and June, and meet and report to the committee in Seattle on strategic planning from international perspective.	Complete

### **13. Old Business**

#### **13.1 TC Workloads**

Mr. Bagheri reported that he is consulting with the chair of TAC to find ways to help. Mr. Dettmers plans to continue this effort next year.

### **14. New Business**

(None.)

### **15. Adjournment**

The meeting was adjourned at 1:07 p.m.

Respectfully submitted,



Mark S. Owen  
Staff liaison  
Editor/Group Manager, Handbook and Special Publications

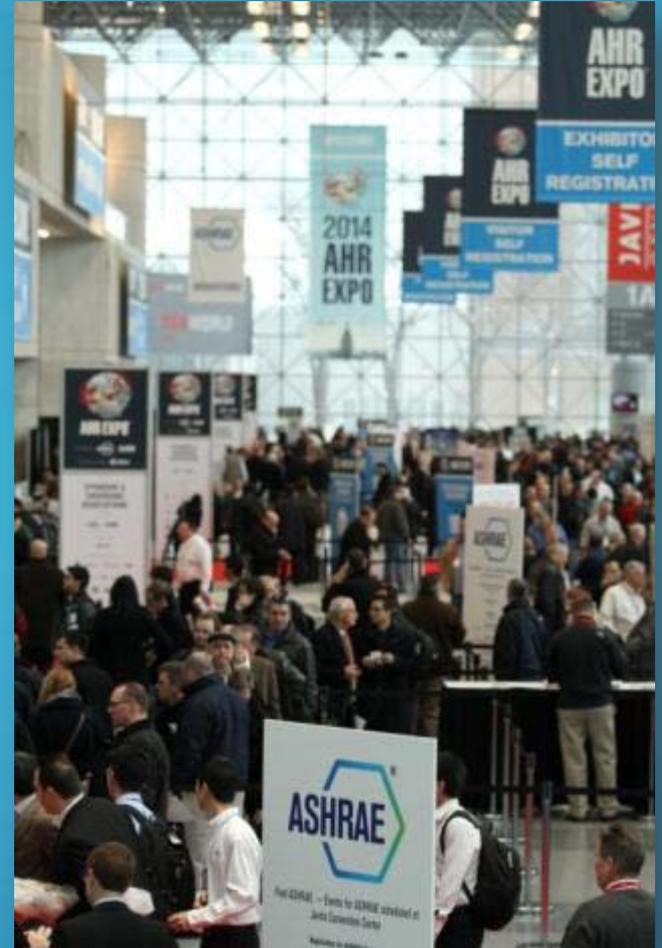


# **ASHRAE Update**

**from the President-Elect Advisory Committee**

# New York Report

- 2,800 attendees: ASHRAE Conference
- Over 61,000 attendees (42,991 visitors and 18,219 exhibitor personnel): AHR Expo
  - Professionals from all 50 states and over 130 countries
  - Over 1,900 exhibiting companies from around the world.
  - 2014 AHR Expo has highest registered attendance in its history



# ASHRAE Strategic Plan STARTING 2014

The Board and Planning Committee have spent significant effort to revise ASHRAE's Strategic Plan. As the plan was developed everyone was asked for input, the fruit of this activity is here today.....



# Strategic Map



		Initiative 1	Initiative 2	Initiative 3	Initiative 4	Initiative 5
		Market Prioritization	ASHRAE Efficiency	Applied Product Development	ASHRAE's Role in the Global Community	ASHRAE's Role in the Residential Sector
GOALS	OBJECTIVES					
CONNECT:  Foster vibrant, informed and engaged ASHRAE and industry communities.	Develop, implement and assess methods to strengthen the member value proposition.					
	Maximize opportunities for member involvement in Society activities.					
EDUCATE:  Create learning experiences that enhance the knowledge and effectiveness of individuals that apply building sciences.	Prototype and experiment with new resources that integrate ASHRAE's science and technology into building performance and knowledge systems.					
	Develop programming and promotions that enable ASHRAE chapters to educate a wider range of audiences.					
	Expand educational topics and enhance delivery methods to address the needs of priority audiences including employers, owners and operators.					
EXTEND:  Develop, refine and optimize methods to increase awareness, adoption and application of ASHRAE's offerings.	Augment ASHRAE's marketing and promotional capabilities to drive higher levels of awareness and uptake of offerings.					
	Foster collaborations in the building industry to augment the positive impact of ASHRAE's offerings on building performance.					
ADAPT:  Work collaboratively within the global community to increase the value, usefulness and accessibility of building sciences and technology.	Identify and launch pilot programs in select international markets to customize and adapt offerings to address local demand.					
	Work to translate ASHRAE's science into practical tools and resources that drive effective building design, operations and management.					
	Ensure that ASHRAE's products, programs and services are well aligned to meet the needs of its membership.					

# Connect

# STRATEGIC PLAN INFORMATION

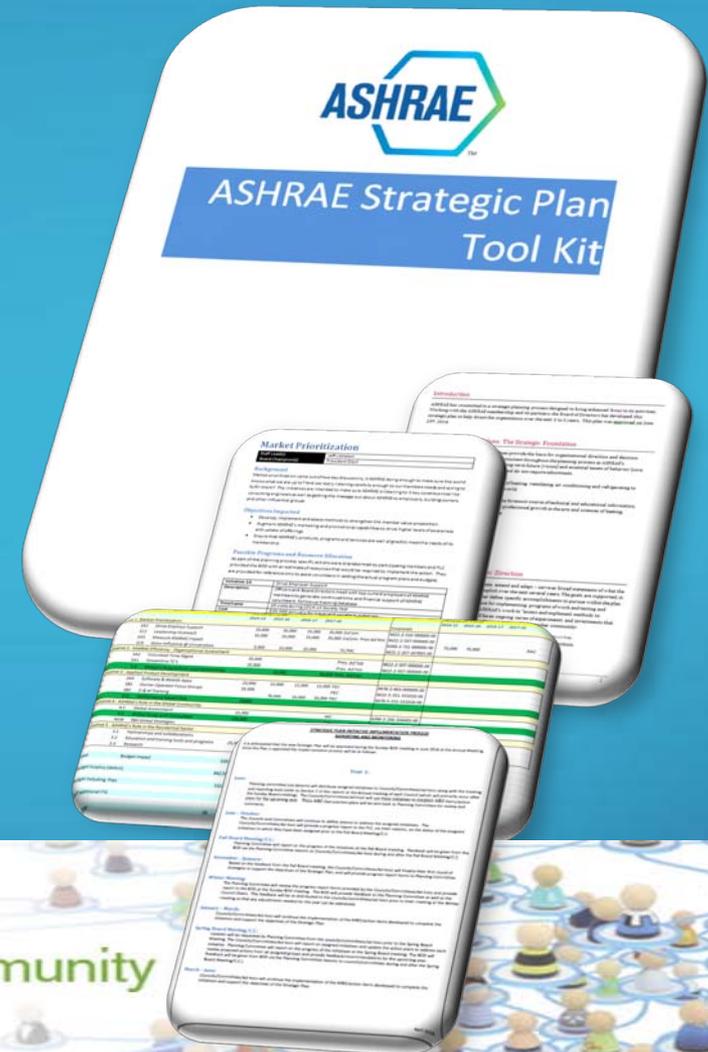
**DOCUMENTS AVAILABLE AT:**

**In SEATTLE @ REGISTRATION**

**OR**

**Online:**

**[www.ashrae.org/strategicplan](http://www.ashrae.org/strategicplan)**



The Built Environment Community

# ASHRAE<sub>x</sub>CHANGE.org

JOIN THE CONVERSATION

Provide **FEEDBACK** on **ASHRAExchange!!**

<https://www.ashraexchange.org>

Instant access anywhere. All four Handbook volumes. **ASHRAE Handbook ONLINE**

ASHRAEXCHANGE  
Welcome to the ASHRAEXCHANGE

Topic	Threads	Last Post
High-Performing Buildings ENERGY STAR Scores, Cost Effectiveness, Energy Saving Strategies and more	1	Building EQ vs. Green Star... by DORRICH 06-07-2013, 10:28 AM
Data Centers Power Requirements, Backup, Generators and more	1	Hydro gen Sources best... by LBT 05-04-2013, 05:46 PM
Hi-Rise Energy Saving Best Practices Sharing of best practices for Energy Saving in Hi-Rise buildings.	Never	
Book Reviews Share your thoughts on ASHRAE publications.	1	Design Manual for Hospitals... by ASHRAEXCHANGE 05-01-2013, 10:34 AM
Ground Source Heat Pumps	3	Ground Source Heat... by Tom Pulard Yesterday, 02:57 PM

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Track Changes to ASHRAE Standards? There's a Way. **REDLINE**

- Online discussion platform for real-time discussion and information exchange
- Popular topics: IAQ, high performing buildings, ground source heat pumps, technical training
- Since launch:
  - 1,051 threads and 1,480 posts
  - 14,812 unique visitors
  - 78,642 page views



The Built Environment Community



# ASHRAE

## Learning Institute (ALI)

### New Seminars

- Commercial Building Energy Audits
- Complying with Standard 90.1-2013
- Introduction to Building Enclosure Commissioning
- Significant Changes to Standard 90.1-2010 and IECC 2012 (co-sponsored by ICC)

### New Short Courses

- Applications of Standard 62.1-2013
- Design of Commercial Ground Source Heat Pumps
- Designing High-Performance Healthcare Facilities
- Electric Rates, Rules, Regulations
- Exceeding Standard 90.1-2013 to Meet LEED Requirements
- Fundamentals, Applications of Standard 55
- IAQ Best Practices for Design, Construction, Commissioning

### eLearning

- Website extensively redesigned
  - More intuitive layout
  - Easier navigation
  - Improved and expanded search functions
  - More competitive pricing
- New courses
  - Standard 189.1-2011
  - Humidity Control Design: Basic Principles, Loads, and Equipment
  - Building Information Modeling

# Educate

## HVAC Design Training

### HVAC Design Training

(Instructor Led)

- Response to real industry need as expressed by employers
- Offered more often and in locations outside Atlanta
  - New York
  - Dallas
  - Toronto
  - Dubai
- Attendance
  - Level I = 798
  - Level II = 416
  - Total = 1,214
  - US = 81%; Canada = 11%; International = 8%

# Newly Published Standards/Guidelines

- **Standards**

- 15-2013, *Safety Standard for Refrigeration Systems*
- 34-2013, *Designation and Safety Classification of Refrigerants*
- 55-2013, *Thermal Environmental Conditions for Human Occupancy*
- 62.1-2013, *Ventilation for Acceptable Indoor Air Quality*
- 90.1-2013, *Energy Standard for Buildings Except Low-Rise Residential Buildings*
- 169-2013, *Climatic Data for Building Design*
- 170-2013, *Ventilation of Health Care Facilities*
- 202-2013, *Commissioning Process for Buildings and Systems*

- **Guidelines**

- 0-2013, *The Commissioning Process*
- 4-2008 (RA 2013), *Preparation of Operating and Maintenance Documentation for Building Systems*

# New Publications/Products

- “Principles of Heating, Ventilating and Air-Conditioning,” 7<sup>th</sup> edition
- “Weather Data Viewer” CD, version 5
- ASHRAE Tools for LEED Package, version 4
- “Refrigeration Commissioning Guide for Commercial and Industrial Systems”
- “PUE<sup>™</sup>: A Comprehensive Examination of the Metric”
- “ASHRAE Pocket Guide for Air Conditioning, Heating, Ventilation, Refrigeration,” 8<sup>th</sup> edition
- “ASHRAE GreenGuide,” 4<sup>th</sup> edition

# Free Resources

- Advanced Energy Design Guides
  - [www.ashrae.org/freeaedg](http://www.ashrae.org/freeaedg)
- Indoor Air Quality Guide
  - [www.ashrae.org/FreeIAQGuidance](http://www.ashrae.org/FreeIAQGuidance)
- Refrigeration Commissioning Guide
  - [www.ashrae.org/freeRefCxGuidance](http://www.ashrae.org/freeRefCxGuidance)
- Procedures for Commercial Building Energy Audits
  - [www.ashrae.org/pcbea](http://www.ashrae.org/pcbea)

# Advanced Energy Design Guides: 522,000 in circulation

Four 50% AEDGs



## Being Implemented

- 50% Grocery Stores
  - Quick Serve Restaurants
  - Places of Assembly

## Under Discussion

- Net Zero
  - K-12 Schools (2)
  - Quick Serve Restaurants
  - Places of Assembly
  - “Net Zero Ready” Guidance

[www.ashrae.org/freeaedg](http://www.ashrae.org/freeaedg)

# Quick Facts: Technical Committees

- 3,553 volunteers; 11% increase since 2011
- 572 volunteers from outside U.S. and Canada
- 314 volunteers are Young Engineers of ASHRAE (YEA)
- Sponsored 70% of Technical Program at 2013 Annual Conference
- Maintain over 200 Handbook chapters

# Extend and Adapt

Join Us in 2014

[www.ashrae.org/conferences](http://www.ashrae.org/conferences)

- Sept. 23-25, **AHR Expo Mexico**, Mexico City, Mexico
- Sept. 10-12: **ASHRAE/IBPSA-USA Building Simulation Conference**, Atlanta, Georgia
- Oct. 2-3: **International Conference on Efficient Building Design – Materials and HVAC Equipment Technologies**, Beirut, Lebanon

## Handbook Committee

MBOs Society Year: 2013-2014

Chair: Hank Bagheri

Date: 1 July 2014

### ASHRAE Strategic Plan (SP) Directions:

*Direction 1: ASHRAE will be a leader in advancing sustainable design, construction and operations for new and existing built environments.*

*Direction 2: ASHRAE will be a world-class provider of education and certification programs.*

*Direction 3: ASHRAE will position itself as an essential resource for optimizing the performance of building and energy systems throughout their life cycles. Direction 4: ASHRAE will be a global leader in the building and energy system community.*

Objective	SP Dir.	Compl. Date	Fiscal Impact	Responsible Party	Status	Comment
1. Promote incorporation of content on energy efficiency and sustainability in Handbook chapters.	1.1	1/14 and 6/14	None	Volume Liaisons	Complete	Liaisons to communicate at Winter and Annual Conf.
2. Request TCs to look at developing content for building operators.	1.5	1/14 and 6/14	None	Volume liaisons	Complete	Liaisons communicate at Winter and Annual Conf.
3. Identify and include new electronic content for Handbook Online.	3.3	1/14 and 6/14	None	Volume liaisons; Elec. Media Subcom	Complete	Liaisons ask TCs to add at least one feature to Handbook Online.
4. Improve quality control of Handbook chapter review and revision process. Provide enhanced guidelines for authors and revisers.	3.3	6/14	None	Functional Subcom	Complete	Develop additional tools and incorporate in ARG. Intent: Enhance guidelines for chapter revisions in the ARG.
5. Increase communication with Professional Development Committee	1 Ed S. P.	6/14	None	Chair	Ongoing	Chair to liase with PDC.
6. Identify opportunities to improve Handbook distribution.	3.3	6/14	TBD	Elec. Media Subcom	Ongoing	Collect data of membership for Handbook distribution choice
7. Update and conduct HBC liaison and TC reviser training sessions.	3.3	1/14 and 6/14	None	Training Subcom	Complete	Conduct at Winter and Annual Conf.
8. Review TC workload distribution with TAC.	1.6	6/14	None	Chair	Ongoing; staff provided revision history	Verify current TC chapter assignments are still valid and allowing TCs to regularly update content.

9. Review relevance of subcommittee structure.	-	6/14	None	Functional, Publicity Subcom	Complete	Evaluate applicability and streamline structure to make better use of volunteer time.
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**Recommendations for Strategic Planning:**

None at this time

HMB: mso 1 July 2014  
2013-14 HB-MBO (23 June 2013)