MINUTES
ASHRAE PROFESSIONAL DEVELOPMENT COMMITTEE
June 29, 2015
Atlanta, Georgia

MEMBERS PRESENT
Darin Nutter, Chair
Cameron Labunski, VC/Planning
Jim Bochat, VC/Operations
Hank Bagheri
Fred Betz
Charlie Henck
Bill McQuade (incoming)
Rob Risley (incoming)
Kristin Schaefer
Bill Simpson
Jeremy Smith (incoming)
Kay Thrasher
Branko Todorovic
Vincent Tse
Dennis Wessel, BOD ExO
Daryl Boyce, Coordinating Officer

STAFF PRESENT
Karen Murray, Staff Liaison
Steve Comstock, Director

GUESTS PRESENT
Don Brandt
Victor Goldschmidt
Chuck Gulledge
Jin Jin
Lindsey King
Mitesh Kumar
John Nix
Aakash Patel
Keith Reihl
Michael Woodford

MEMBERS ABSENT
Mo Hosni

I. CALL TO ORDER
Chairman Darin Nutter called the meeting to order at 8:02am and welcomed everyone. Committee Members, guests and staff introduced themselves.

II. REVIEW OF AGENDA
Dr. Nutter led a review of the agenda. The following items were noted:

- Keith Reihl will discuss VRF Certification.
- Course Liaison responsibilities will be discussed in Item IX.
- Brainstorming discussion will focus on encouraging new course proposals.

III. APPROVAL OF MINUTES FROM MAY 5, 2015 CONFERENCE CALL
Cameron Labunski moved and Charlie Henck seconded approval of Minutes from the May 5, 2015 conference call with no change. Motion passed unanimously (CNV). Minutes posted on PDC page, ASHRAE Website.
IV. BOARD ExO REPORT
Dennis Wessel provided a society update, highlighting items from the Presidential Elect Advisor Committee (PEAC) presentation including IAQA updates, next steps in the Strategic Plan involving strong global focus and marketing outreach, the impact of centralized training on CRCs, effective use of volunteer time, and new roles in the residential market.

Mr. Wessel thanked the committee members for their participation.

**ACTION:** Staff Liaison to forward a copy of the PEAC presentation to the Committee.

Incoming PDC Chair Chuck Gulledge thanked Mr. Wessel for his work and introduced Bill McQuade, incoming PEC liaison to PDC.

Darryl Boyce thanked everyone for their work and emphasized the important roles PDC will take on in the upcoming year. Significant work will include:

- Determining how to effectively delivery training at the chapter level.
- Building Performance Alliances.
- Working with other organizations on training and education needs/offerings.
- Globalization – Adding value to the international thirst for education and professional development training.

Mr. Gulledge thanked Mr. Boyce for his work with the PDC.

V. CHAIR’S REPORT
A. Status of ’14-’15 MBOs *(See Appendix A)*
Dr. Nutter provided an update on the PDC MBOs. He thanked the committee for their input and noted that the MBO Objectives would be ongoing, with processes now in place to keep the work flowing.

Keith Riehl said a few words on behalf of TC 8.7 Variable Refrigerant Flow (VRF). He emphasized the importance of VRF to most manufacturers and the potential interest in a VRF course. Mr. Riehl encouraged the PDC to explore options for VRF training and certification. It was noted that a VRF course is being developed for presentation at the 2016 Winter Conference.

**ACTION:** Staff liaison to relay the request for a VRF certification program to the Certification Committee. *Complete.*

VI. FINANCIAL REPORT
Karen Murray and Steve Comstock reported that year to date PDC revenues are on track. Though online course revenues are low, conference course revenues are expected to increase and SDL revenues are expected to exceed forecast. In-company and chapter courses are in line with forecast. Both stated that HVAC Training drives most of the success.

VII. STAFF REPORT/UPDATE
Ms. Murray provided the following ALI course summary:
2014-15 In-Company/Chapter programs
This year- 38 in-company/chapter programs to **1,335** individuals Avg 35 per course
Last year - 37 in-company/chapter programs to 1,352 individuals Avg 37 per course

A. 2015 Winter Conference registrations
This year (Chicago) - 20 courses reaching 962 individuals Avg 48 per course
Last year (New York) - 23 courses reaching 1004 individuals Avg 44 per course

B. 2015 Spring Online Course Series registrations
This year - 12 courses; 277 registrations Avg 23 per course
Last year - 13 courses; 270 registrations Avg 21 per course

C. 2015 Fall Online Course Series registrations
Fall 2014 – 13 courses; 256 registrations Avg 20 per course
Fall 2013 - 13 courses; 369 registrations Avg 28 per course

Fall 2015 - 10 courses are scheduled

D. 2014 ALI courses at other industry meetings
This year - 14 courses reached 624 individuals Avg 45 per course
Last year - 17 courses reached 850 individuals Avg 50 per course

E. 2014-2015 HVAC Design Training registrants
Level I: Essentials: - 9 courses reached 509 participants Avg 57 per course
Level II: Applications - 7 courses reached 305 participants Avg 44 per course

Total HVAC Design courses to date:
Level I – 25 courses/1,313 attendees Avg 53 per course
Level II – 17 courses/725 attendees Avg 43 per course

VIII. SUBCOMMITTEE REPORTS (See Appendix B - Notes of Conference Call June 18, 2015)
A. Planning Subcommittee
   1. Reference Manual Changes

   **ACTION:** Staff Liaison asked to send a copy of draft Reference Manual revisions to the Committee for review, possibly using Base Camp.

   2. Review of Residential Course Outline
   Dr. Nutter led a review of the residential course outline submitted by Ms. Thrasher and Mr. Betz. Discussion included the possibility of creating 62.2 and 90.2 training for residential builders, owners and code officials. Many state residential codes are changing, and exploring ways to sponsor training with NHAB may be worthwhile.

   **ACTION:** Ms. Thrasher agreed to act as liaison to the residential committee. Next step will be to contact Max Sherman to discuss residential course needs and create a Statement of Work (SOW) for discussion during the Fall Conference Call.

   **ACTION:** Staff Liaison to send a sample SOW to the committee.
B. Operations Subcommittee
   1. Manual of Procedures (MOP) Changes
      MOP changes in accordance with removal of the Professional Practices Subcommittee
      were approved. The approved MOP is included in revisions of PDC Reference Manual.

IX. COURSE LIAISONS
A. Assignment Process
   PDC course liaisons are regularly needed for new courses, and for existing courses when a
   previously assigned liaison moves off the committee. The PDC liaison is responsible to
   report course development progress to the PDC, audit the course when it is first presented
   and review attendee evaluation summaries to ensure the course is successful. Jim Bochat
   explained that when course liaisons are needed the PDC vice chair of operations will seek
   volunteers. Liaisons are not required to be topic experts.

B. Course Evaluation Reviews
   Course Liaisons shared their review comments.

X. 2016 WINTER CONFERENCE COURSES
Courses to be held at the 2016 Winter Conference are confirmed.

XI. OLD BUSINESS
B. Continuing Education Curriculum
   Dr. Nutter announced that a person has been awarded a certificate for completion of the
   ASHRAE Energy Saving Practices Career Enhancement Curriculum Program. New topics may
   be considered if the current programs are completed by more individuals.

C. Review of Open Action Items (See Appendix C)

XII. NEW BUSINESS
It was suggested that a course be developed to correspond with the 2015 Design Guide for Tall,
Supertall, and Megatall Building Systems.

Staff Note – Peter Simmonds is working on a Tall Buildings course to be presented at ACREX
2016 in February. He is interested in presenting the ALI course at other venues.

XIII. BRAINSTORMING
No discussion due to time restraints.

ACTION: Opportunities for New Courses to be added to fall conference call agenda for
discussion. (Chair/Staff Liaison)

XIV. COMMITTEE MEMBER/OFFICER ROTATION
D. Recognition of Outgoing Members
   Dr. Nutter recognized and thanked outgoing committee members for their contributions to
   the PDC. He then turned the meeting over to the 2015-16 PDC Chair, Mr. Cameron
   Labunski.
E. New Chair Welcome
Mr. Labunski thanked Dr. Nutter for his work with the PDC and welcomed the new PDC members.

F. New Member Orientation
Mr. Labunski announced that the new member orientation would take place in August and he encouraged everyone to attend. He noted that subcommittee member assignments would be made prior to the orientation.

XV. NEXT MEETING
Fall 2015 Conference Call

XVI. ADJOURN
The meeting was adjourned at 1200 noon.
## APPENDIX A: PDC ‘14-‘15 MBOs

<table>
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<tr>
<th>Objective</th>
<th>SP 2014</th>
<th>Compl. by</th>
<th>Fiscal Impact</th>
<th>Resp. Party</th>
<th>Comment/Status</th>
</tr>
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<tbody>
<tr>
<td>1. Develop courses that reach a wide range of audiences</td>
<td>3D</td>
<td>Jun 2015</td>
<td>None</td>
<td>Planning</td>
<td><strong>Ongoing.</strong> Identify products/methods for use by region/chapters. Proposals should relate depth and breadth of materials and objectives to as many members as possible.</td>
</tr>
<tr>
<td>2. Engage membership for new course ideas that align with the Strategic Plan</td>
<td>3D</td>
<td>Jun 2015</td>
<td>Varies</td>
<td>Operations</td>
<td><strong>Ongoing.</strong> Solicit and/or survey new course ideas through TCs, YEA members, design guide developers and Chapters/CTTC</td>
</tr>
<tr>
<td>3. Improve existing courses through assessment</td>
<td>1B</td>
<td>Jun 2015</td>
<td>None</td>
<td>Operations</td>
<td><strong>Ongoing.</strong> Review existing course assessment process; modify as needed to establish formal feedback loop</td>
</tr>
<tr>
<td>4. Develop strategies to offer products for international members</td>
<td>4A</td>
<td>Jun 2015</td>
<td>Varies</td>
<td>Planning</td>
<td><strong>Ongoing.</strong> Develop strategy and approaches to potentially offer useful courses to international members (must add value but not lose money). Consider technical information that covers all aspects, suitable for international use. Establish review guidelines.</td>
</tr>
<tr>
<td>5. Position PDC to offer new residential courses</td>
<td>5A</td>
<td>Jun 2015</td>
<td>Varies; Likely positive</td>
<td>Full PDC</td>
<td><strong>Ongoing.</strong> Develop strategy and approaches to offer useful courses related to residential built environment. (beginning of long-term effort)</td>
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Additional recommendations for Strategic Planning: None at this time.
APPENDIX B: Notes from June 18, 2015 Conference Call

NOTES
PDC PLANING & OPERATIONS SUBCOMMITTEES
CONFERENCE CALL
June 18, 2015

MEMBERS PRESENT
Darin Nutter, Chair
Cameron Labunsky, VC/Planning
Hank Bagheri
Charlie Henck
Fred Betz
Kristin Schaefer
Kay Thrasher
Vincent Tse

MEMBERS ABSENT
Jim Bochat, VP/Operations
Mo Hosni
Bill Simpson
Branko Todorovic

STAFF PRESENT
Karen Murray, Staff Liaison

I. CALL TO ORDER
PDC Chairman Darin Nutter welcomed everyone to the meeting at 10:34am.

II. REVIEW OF AGENDA
No changes made to the agenda.

III. MBO UPDATES
Dr. Nutter noted that the MBOs were discussed in detail during the previous conference call and would be finalized at the Annual Meeting in Atlanta. He reminded the committee to review the residential course outlines prepared by Kay Thrasher and Fred Betz, as the outlines directly relate to MBO Objective #5 - Position PDC to offer new residential courses. Copy included with minutes of the May 8, 2015 Conference Call. Comments should be directed to Ms. Thrasher and Mr. Betz.

A. Planning
Cameron Labunski reported that the status of MBO Objectives #1 and #4 assigned to the Planning Subcommittee was detailed in minutes of the spring conference call. No further updates were discussed.

B. Operations
Dr. Nutter noted that MBO Objectives #2 and #3 were assigned to the Operations Subcommittee and both would be discussed at the Atlanta meeting. He stated that, in reference to MBO Objective #3 - Improve existing courses through assessment, the course liaison assignment process and evaluation reviews would be on the June meeting agenda.

IV. PLANNING SUBCOMMITTEE
A. Update on Proposed Courses
Karen Murray reported the following course updates:
1. HVAC III - Introduction to Improving Existing Building Performance – Keen (2015)
   First draft in-house; Awaiting response from potential reviewers.
First draft out for peer review. Comments due back July 24, 2015.

B. **Review of New Proposals**
   No new proposals.

V. **OPERATIONS SUBCOMMITTEE**
Ms. Murray reported the following course updates:

A. **Course Updates**
   SDLs in Progress
      Total chapters: 9; Received: 1-6.
      Total chapters: 13 Received: 3. 3 more chapter due 6/19.
      Deadline extended until June 30 for Mr. Hegberg to cross check the values against current standards. Mr. Hegberg is working with ASHRAE Special Pubs.
   d. Psychrometrics (IP) – Brandt (2014)
      All chapters out for peer review, comments due back July 31, 2015.
   e. Refrigeration (SI) – Claas (2012)
      No contact. No payment issued. Received chapter 4 of 12. Need someone new to convert. (Ms. Thrasher suggested contacting Richard Royal, former chair of the Refrigeration Committee.)
      2-3 chapter remain. Mr. Hegberg intends to complete as soon as he submits Heating Systems Design –IP version.

B. **Approved Proposals** (Review status of newly approved courses/projects that were voted on after the last Society meeting, and comment on the schedule for the projects.)
   No proposal to report.

VII. **NEW BUSINESS**
A. **Course Liaison Reviews**
   Mr. Betz and Dr. Nutter reported on assigned course evaluations.
   Dr. Nutter asked committee members to submit their evaluation reviews to Ms. Murray so they can be maintained for future reference. Ms. Murray will send reviews by Mr. Betz and Dr. Nutter to the committee.

VIII. **BRAINSTORMING**
   No discussion.

IX. **ADJOURNMENT**
### Action Items

#### Meeting of June 29, 2015 (Atlanta)

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<tr>
<td>1</td>
<td>2</td>
<td>Staff</td>
<td>Forward a copy of the PEAC presentation to the Committee. <em>Complete.</em></td>
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<tr>
<td>2</td>
<td>2</td>
<td>Staff</td>
<td>Relay the request for a VRF certification program to the Certification Committee. <em>Complete.</em></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Staff</td>
<td>Send a copy of draft Reference Manual revisions to the Committee for review, possibly using Base Camp. <em>Complete.</em></td>
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<tr>
<td>4</td>
<td>3</td>
<td>Ms. Thrasher</td>
<td>Create a Statement of Work (SOW) for an ASHRAE residential course for discussion during the Fall Conference Call.</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>Staff</td>
<td>Send a sample SOW to the committee. <em>Complete.</em></td>
</tr>
<tr>
<td>6</td>
<td>4</td>
<td>Chair/Staff</td>
<td>Opportunities for New Courses to be added to fall conference call agenda for discussion.</td>
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#### Action Items

#### Meeting of May 8, 2015 (Conference Call)

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<td>9</td>
<td>6</td>
<td>Chair/Staff</td>
<td>Create proposed course sunset list. <em>Complete.</em></td>
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**PDC Voted to Sunset:**
- *Introduction to Green Buildings, Sustainable Design & Construction* (SC 19) – replaced by newer course
- *IAQ & Productivity: How to Maximize Investments in Indoor Climate* (SC 59) – low attendance
- *Groove Mechanical Piping System Technology and Design* (SC 60) – narrow focus and low attendance.

PDC agreed the *Maximizing Customer Benefits Using Key Electric Utility Products* (formerly Electric Rates, Rules and Regulations) may be of interest to younger audiences and worth offering again online.

**Follow-up:** Chairman Darin Nutter to reach out to the authors to discuss. *Complete. Will be discussed at Atlanta meeting.*
Follow-up: (Atlanta meeting) John Nix of TC1.9 agreed that the course is still valuable and wants to explore different rates/customer types and areas of smart grid rates. He will review the smart grid course to determine if similar information is being presented in both courses.

ACTION: Staff to send John copy of Smart Grid PPT. Complete.