

**Residential Building Committee
Meeting Minutes
Friday, October 2 Conference Call**

Attendance

Members Present:

Max Sherman (Chair)
Chris Mathis (Vice-Chair)
Charles Culp
Steven Emmerich
Philip Fairey (Technical SubC)
Paul Francisco (Publications SubC)
Roger Grochmal
David Lee
Neil Leslie (Programs SubC)
Dan Pettway (Stakeholders SubC)
Ian Walker
Theresa Weston (Conference SubC)
Glenn Hourahan (Consultant)

Members Not Available:

Costas Balaras
Robert Bean
Jim Vallort (Coordinating Officer)

ASHRAE Staff

Lilas Pratt (Staff Liaison)

Subcommittee Members:

Paul Haydock (not available)

Guests:

John Harrod

Principal Motions

No motions.

New and Open Action Items

January 25, 2015 Chicago Winter Meeting

6	Publications SubC (Francisco)	Develop a recommendation for improving general building science education by June 2015 Atlanta meeting	On-going
8	Conferences SubC (Weston)	Send the Buildings Conference organizing committee proposal for CEC about increasing ASHRAE involvement to the committee	On-going
9	Programs SubC (Leslie)	Develop an approach to making information and assistance available to the chapters on ASHRAE's current residential information	On-going

April 17, 2015 Conference Call

2	Chris Mathis	Develop draft MOP for the Residential Buildings Committee	On-going
3	Technical SubC (Fairey)	Review ASHRAE's current residential information for gaps on the topic of moisture and report recommendations for any additional guidance	On-going
6	Technical SubC (Fairey)	Review STDs 90.1 & 90.2 for useful guidance to include in IECC's proposed residential multi-family code and report back to Mathis	On-going

October 2, 2015 Conference Call			
1	Weston	Contact Bill Bahnfleth regarding the residential content of IAQ 2016 Conference	New
2	All	Send Neil Leslie ideas on conference/technical papers for future ASHRAE conferences	New
3	Publications SubC (Francisco)	Develop a formal proposal for a residential Handbook index for presentation to the appropriate committee under PubEd Council	New
4	Stakeholders SubC (Pettway)	Create a one paragraph description for the proposed Stakeholders Workshop	Complete
5	Subcommittee Chairs	Review and update the initial Subcommittee descriptions and send to Mathis for inclusion in the Manual of Procedures (MOP).	New
6	All	Send content information to Mathis for inclusion in the RBC PowerPoint presentation.	New
7	Hourahan	Report back to committee on the November RMI Residential Energy meeting	New

Meeting Minutes

1. Call to Order (Sherman) – **Meeting convened at 1:05pm EDT**
 - a. ASHRAE Code of Ethics (www.ashrae.org/codeofethics)
 - b. Introductions
 - c. Review of Roster ([Attachment A](#))
 - The code of ethics was reviewed.
 - Introductions were deferred until the first face to face meeting.
 - The roster and subcommittees were reviewed.
2. Review of Agenda
 - The latest agenda has several updates from previously sent versions.
 - No additional changes were requested.
3. Approval of minutes (Sherman)
 - The approved minutes from the final meeting of the Residential Ad-hoc were referenced and the committee was encouraged to review those minutes as background.
 - There were no questions on those minutes.
4. Announcements (Sherman)
 - A web page has previously been created to share activity from the Residential Ad-hoc committee: www.ashrae.org/residential
 - Committee members are asked to send interesting information that this committee should know about to Max Sherman and Lilas Pratt for inclusion on future agendas.
 - Philip Fairey reported on the recently published reports from DOE on the Weatherization Assistance Program: http://weatherization.ornl.gov/evaluation_nr.shtml
5. Liaison Reports
 - a. Marketing and Communications (Scott)

- There will be press releases on the residential sessions in the technical program at the Orlando Winter Meeting.
- b. Staff Report (Pratt)
- No report.
6. Old Business
- a. Review of Action Items ([Attachment B](#))
- Action items from the Residential Ad-hoc committee were reviewed.
7. Subcommittee Reports
- a. Conferences (Weston)
- The subcommittee is planning their initial web meeting in early November.
 - Weston reported on the current status of the Buildings XIII Conference (Thermal Performance of the Exterior Envelopes of Whole Buildings) to be held in December 2016. The committee was encouraged to attend the conference.
 - Additional information is available at:
<http://www.seabec.org/assets/docs/buildings%20xiii%20call%20for%20papers.pdf>
 - The IAQ 2016 Conference will be held in Alexandria, VA in September 2016. The joint conference with ASHRAE and AIVC will have a strong residential focus. Bill Bahnfleth is conference chair. Abstracts are due November 2, 2015.
 - Additional information is available at: <https://www.ashrae.org/membership--conferences/conferences/ashrae-conferences/iaq-2016>
 - This committee may wish to plan a meeting at one of these conferences.

AI 1: Weston to contact Bill Bahnfleth regarding the residential content of IAQ 2016 Conference.

- b. Programs (Leslie)
- Leslie reported that the technical program at the Orlando Winter Meeting will have a residential track with 10 sessions. Three of five sessions submitted by the residential committee were accepted.
 - The program tracks for the St Louis Annual Meeting do not include a specific residential themed track. The deadlines for papers for the St Louis Annual meeting have passed.
 - The tracks for the 2017 Winter Meeting in Las Vegas have not yet been announced. The Conference Paper abstract and Full Technical Paper deadlines for Las Vegas will likely be in March 2016
 - All committee members are encouraged to start generating ideas for future conference/technical papers. This committee can then work through the appropriate cognizant TC on those ideas. Possible topics include: VRF technology, moisture control, mini-splits and multi-splits.

AI 2: All RBC members to send Neil Leslie ideas on conference/technical papers for future ASHRAE conferences.

- c. Publications (Francisco)
- The subcommittee held a conference call on Friday, 9/25/15.
 - Francisco reported that the committee discussed a periodic residential entry in the ASHRAE Journal as well articles for other periodicals
 - The committee initiated work on a list of topics in the residential area including information on what is out there, what is needed, who is the audience, which organization should be responsible, and if not ASHRAE, what role would ASHRAE have.

- The committee proposed an idea for a document that would index all of the residential information in the ASHRAE handbooks.
- Francisco noted that this subcommittee will need to cover education, communications, and outreach as well as publications. Technical SubC also discussed outreach and audience, so there will need to be close coordination between these two committees.

AI 3: Publications Subcommittee (Francisco) to develop a formal proposal for a residential Handbook index for presentation to the appropriate committee under PubEd Council.

d. Stakeholders (Pettway)

- The subcommittee held a conference call on Friday, 9/25/15.
- Pettway reported that the subcommittee wanted to better understand the objectives and planned activities of the RBC before considering what other stakeholders need to be represented on the committee. Specifically, what is the committee's strategy to bring value to the whole community and what is the intended delivery channel?
- The subcommittee discussed marketing efforts for the Society's residential activities.
- A second Stakeholder's Workshop was proposed. Suggestions from the subcommittee were to:
 - Hold the workshop in DC
 - Target the workshop for early May 2016
 - Include stakeholders who missed last time (real estate, insurance, etc)
 - Build on the work of the first workshop
 - Focus on research opportunities
- Funding will need to be requested. The budget for the first workshop was \$20K. This workshop may need \$25K. A request should be presented at the Tech Weekend webinar in order to allow 4 to 6 months planning time.
- The agenda and other details can be at the Orlando meeting
- The Conferences Subcommittee may wish to assist in the workshop planning.

AI 4: Stakeholders SubC (Pettway) to create a one paragraph description for the proposed Stakeholders Workshop.

e. Technical (Fairy)

- The subcommittee held a conference call on Monday, 9/21/15.
- Fairey outlined the subcommittee's objectives and action plan:
 1. Create a map and table listing residential technical activities and resources from ASHRAE as well as outside organizations allied with ASHRAE
 2. Develop a gap analysis based on the map (covering energy, IEQ, sustainability, bldg science) identifying what is missing and ways fill the gaps
 3. Propose ways that ASHRAE can push the state of the art including a categorization and prioritization of activities.
- The subcommittee listed education as a top priority with a focus on organizations and practitioners who are not currently members of ASHRAE. Stakeholder Subcommittee was asked to identify the appropriate audience for education materials.
- The subcommittee discussed home assessments and suggests the following organizations as potential collaborators: ACCA, ICC, RESNET, BPI, USGBC, EPA, DOE, CAGBC, CRESNET, IAQA, ISIAQC
- Including existing resources outside of ASHRAE in the map and gap analysis will make it much easier to collaborate with other organizations on issues like home assessments.
- If the home assessment document becomes a collaborative publication, this activity may not belong in the Technical Subcommittee.

8. New Business

- a. Manual of Procedures
 - The committee agreed that the MOP should include a paragraph on the operation of each of the subcommittees.
 - The initial draft is targeted for review and vote by the committee in Orlando. Once finalized, the MOP will need to be approved by Tech Council.
 - **Secretary's note:** *The MOP would go to the Operations/Planning Subcommittee under Tech Council for approval. They would then report that approval to the full Council.*
 - The committee will also eventually need to develop a Reference Manual.

AI 5: Subcommittee chairs to review and update the initial Subcommittee descriptions and send to Mathis for inclusion in the Manual of Procedures (MOP).

- b. RBC PowerPoint
 - The committee members and others may have to do some marketing in the residential area, so a set of slides will be helpful to that effort.
 - Mathis has content from various sources but would like committee members to share additional content/information that they feel should be included with him.
 - The committee may wish to include fairly detailed speaker's notes in the presentation.

AI 6: All Committee members to send content information to Mathis for inclusion in the RBC PowerPoint presentation.

- c. RMI Residential Energy Workshop (<http://www.rmi.org/residentialenergyplus>)
 - Hourahan spoke with the organizers at Rocky Mountain Institute (RMI) on their upcoming workshop. The RMI effort may be more downstream than what this committee is doing.
 - Hourahan will attend the workshop and plan to report back to this committee.

AI 7: Hourahan to report back to committee on the November RMI Residential Energy meeting.

9. Close of Meeting
 - a. Review of Open Action Items
 - b. Future Meetings – **Preliminary** Orlando Schedule (subject to change)
 - Residential Building Committee – Monday, January 25, 9am-12n
 - Technical Subcommittee – Sunday, January 24, 8:30am-9:30am
 - Publishing Subcommittee – Sunday, January 24, 9:30am-10:30am
 - Conferences Subcommittee – Sunday, January 24, 10:30am-11:30am
 - Programs Subcommittee – Sunday, January 24, 1pm-2pm
 - Stakeholders Subcommittee – Sunday, January 24, 2pm-4pm

10. Adjournment – **Meeting adjourned at 3:00pm EDT**

Attachment A – Residential Building Committee Roster & Subcommittees

Committee

Voting Members: Max H Sherman (Chair), R Christopher Mathis (Vice chair), Constantinos A Balaras, Robert Bean, Charles H Culp III, Steven J Emmerich, Philip W Fairey, Paul Francisco, Roger D Grochmal, David F. Lee, Neil P Leslie, Daniel C Pettway, Iain S Walker, Theresa A Weston,

Non-Voting Members: Glenn C. Hourahan (Consultant), James K Vallort (Coordinating Officer)

Subcommittees

Conferences Subcommittee: Weston (Chair), Balaras, Lee, Walker

Manages the conferences and workshops RBC is responsible for or is supporting. RBC will oversee Society's role in the Building series of conferences (typically held every 3rd December in Clearwater). The purpose of this sub-committee is to provide high-level and logistical oversight for the conferences and workshops RBC is responsible for.

Programs Subcommittee: Leslie (Chair), Balaras, Grochmal, Walker

Generates content for and coordinates residential program items for ASHRAE and ASHRAE-sponsored conferences. Typically this sub-committee works with TCs and Members to facilitate forums, seminars, symposia and other technical presentations. The purpose of this sub-committee is to bring residential content to the program.

Publications Subcommittee: Francisco (Chair), Bean, Emmerich, Haydock, Hourahan

Coordinates and generates technical content in ASHRAE publications relevant to residential buildings. This sub-committee will coordinate activities in residential guides and residential portions of broader guides. The purpose of this committee is to help determine and effect residential publications that will be of benefit to ASHRAE and residential community more broadly.

Stakeholders Subcommittee: Pettway (Chair), Culp, Grochmal, Hourahan, Lee

Focuses on interactions with external stakeholders relevant to residential buildings. Since ASHRAE is only one of many stakeholders in residential buildings, this sub-committee will focus on creating two-communication pathways with key stakeholders to keep ASHRAE and the stakeholders well informed and to assist ASHRAE in achieving its strategic objectives.

Technical Subcommittee: Fairey (Chair), Bean, Culp, Emmerich, Haydock

Interfaces with the technical parts of ASHRAE (e.g. the TCs) and the other functional parts of Technology Council (e.g. Research, Standards, Environmental Health) in order to facilitate residential activities. The purpose of this sub-committee is not to act as a "Super TC" but rather to provide some policy level perspective on how the technical parts of the Society can enhance ASHRAE's residential objectives.

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Attachment B – Action Items

January 25, 2015 Chicago Winter Meeting:

- **AI 6: Education Subcommittee** to develop a recommendation for improving general building science education by June 2015 Atlanta meeting.
 - *On-going for new standing committee*
 - *Now called Publications Subcommittee who will accept the action item.*
- ✓ **AI 7: All Subcommittees** to develop MBOs by the June 2015 Atlanta meeting.
- **AI 8: Conferences Subcommittee** to send the **Buildings Conference organizing committee** proposal for CEC about increasing ASHRAE involvement to the committee.
 - *On-going for new standing committee*
 - *Accepted. Will report on this.*
- **AI 9: Programs Subcommittee** to develop an approach to making information and assistance available to the chapters on ASHRAE's current residential information.
 - *On-going for new standing committee*
 - *Accepted by new subcommittee*
- ✓ **AI 10: Leveiseur** to report on Members Council's decision on developing different and/or limited membership to outside residential stakeholders.
- ✓ **AI 11: Technical Subcommittee** to develop a recommendation on what groups ASHRAE should collaborate with to develop guidelines for home assessments.
- ✓ **AI 12: Technical Subcommittee** to review and identify gaps in ASHRAE information on home assessments.

April 17, 2015 Conference Call:

- **AI 2: Mathis** to develop draft MOP for the Residential Buildings Committee.
 - *On-going for new standing committee*
 - *Accepted, on-going.*
- **AI 3: Stakeholders Technical Subcommittee** to review ASHRAE's current residential information for gaps on the topic of moisture and report recommendations for any additional guidance.
 - *On-going for new standing committee*
 - *Suggest re-assigning to Technical Subcommittee*
- ✓ **AI 4: Stakeholders Subcommittee** to report on draft plan to identify potential international residential stakeholders within and outside of ASHRAE.
- **AI 6: Technical Subcommittee** to review STDs 90.1 & 90.2 for useful guidance to include in IECC's proposed residential multi-family code and report back to **Mathis**.
 - *On-going for new standing committee*
 - *Accepted for discussion on next call*

October 2, 2015 Conference Call:

- **AI 1: Weston** to contact **Bill Bahnfleth** regarding the residential content of IAQ 2016 Conference.
- **AI 1: All RBC members** to send **Neil Leslie ideas** on conference/technical papers for future ASHRAE conferences.
- **AI 2: Publications Subcommittee (Francisco)** to develop a formal proposal for a residential Handbook index for presentation to the appropriate committee under **PubEd Council**
- ✓ **AI 3: Stakeholders SubC (Pettway)** to create a one paragraph description for the proposed Stakeholders Workshop.

- **AI 4: Subcommittee Chairs** to review and update the initial Subcommittee descriptions and send to **Mathis** for inclusion in the Manual of Procedures (MOP).
- **AI 5: All Committee members** to send content information to **Mathis** for inclusion in the RBC PowerPoint presentation.
- **AI 6: Hourahan** to report back to committee on the November RMI Residential Energy meeting.

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