MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2018 Winter Meeting

January 20 & January 24, 2018
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January 20 & January 24, 2018

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</table>
PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
January 20 & January 24, 2018

<table>
<thead>
<tr>
<th>No.</th>
<th>Motion</th>
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<tbody>
<tr>
<td>1</td>
<td>Minutes of the TAC 2017 Fall Meeting be approved as drafted</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>MTG.ASEC, Avoided Sources Energy Consumption Due to Waste Heat Recovery and Heat Pump Technologies be disbanded</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>The title and scope change to Technical Committee 1.10, Cogeneration Systems be revised as indicated below:</td>
<td>7</td>
</tr>
</tbody>
</table>

* * * * *
## NEW ACTION ITEMS
### TECHNICAL ACTIVITIES COMMITTEE
### January 20 & January 24, 2018

<table>
<thead>
<tr>
<th>Action No.</th>
<th>Responsibility</th>
<th>Summary of Action Items</th>
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<tbody>
<tr>
<td>1</td>
<td>Staff</td>
<td>Work with IT (Chris Walters) to gather input on the best way to distribute this new section head report to TCs &amp; Section Heads.</td>
<td></td>
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</table>

### Fall Meeting - October 3, 2017

<table>
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<tr>
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<tr>
<td>5</td>
<td>Lu</td>
<td>Work with TC 6.10 Chair and proposer of new TG on Biomass Boilers (David Bancroft) to see if two groups can join forces under TC 6.10 with possibly new title and scope.</td>
<td>On-going</td>
</tr>
<tr>
<td>6</td>
<td>Maston, Minor, Gowri, Lawrence</td>
<td>Review the two TC Ad Hoc final reports and make recommendation to TAC on how to proceed given that original purpose of Ad Hoc was to help resolve on-going issues between TAC and CEC.</td>
<td>On-going</td>
</tr>
<tr>
<td>7</td>
<td>Justice</td>
<td>Review latest TAC ROB (Aug. 2017) to confirm TAC is in full compliance with rules or if corrective measures are needed to bring TAC into compliance.</td>
<td>Complete</td>
</tr>
<tr>
<td>8</td>
<td>Justice</td>
<td>Develop rough draft of new Section Head report template for TAC review and discussion in Chicago.</td>
<td>Complete</td>
</tr>
<tr>
<td>10</td>
<td>Maston/Minor</td>
<td>Work with CEC and MORTS to get program submission tips template out to TCs again and possibly posted to TC webpage and Houston conference page.</td>
<td>On-going</td>
</tr>
<tr>
<td>12</td>
<td>Section Heads</td>
<td>Present a summary on section performance at section breakfast in Chicago using data from activity form (RPs, Quorum, Program submissions, HDBK, etc.) to show TCs there is value from collecting this data over time.</td>
<td>On-going</td>
</tr>
<tr>
<td>13</td>
<td>Meredith, Wessel, Gowri</td>
<td>Will review current Section Head Tool and make recommendation to TAC in Chicago.</td>
<td>On-going</td>
</tr>
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LIST OF ATTACHMENTS

ATTACHMENT A: 2017-2018 TAC MBOs
ATTACHMENT B: EX-O PRESENTATION
ATTACHMENT C: TRAINING COORDINATOR REPORT
MEMBERS PRESENT:
Kelley Cramm, Chair
Thomas Justice, Vice Chair
Amir Jokar, Section 1
Elbert Phillips, Section 2
Jay Kohler, Section 3
Dennis Wessel, Section 4
Larry Smith, Section 5
Dawen Lu, Section 6
Sarah Maston, Section 7
Dustin Meredith, Section 8
Krishnan Gowri, Section 9
James Tauby, Section 10
Carl Huber, Section MTG
Marija Todorovic, Operations Coord.
Barbara Minor, Membership Coordinator/CEC Liaison
Victor Goldschmidt, Training Coordinator
Thomas Lawrence, BOD Ex-O

GUEST:
Jon Cohen
Ernesto Porras
Daniel Rogers
David Claridge
Kevin Marple
Michael Collarin
Christine Keltner
Kyle Gluesenkamp
Jason DeGraw
Scott Campbell
Blake Ellis
Cynthia Moreno
Chris Walter, Staff
Tony Giometti, Staff

MEMBERS ABSENT:
Ginger Scoggins, Coord. Officer

ASHRAE STAFF:
Mike Vaughn, MORTS
Tara Thomas, TC Staff

A. GROUP PHOTO OF TAC FOR ASHRAE MARKETING

B. CALL TO ORDER & INTROS DUCTIONS

Chair, Kelley Cramm, called the meeting to order at 8:00 am, EST on Saturday, January 20, 2018. Members and staff attended as recorded above.

Commitment to the ASHRAE Code of Ethics: In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics )

C. ADDITIONS AND/OR CHANGES TO THE AGENDA

No additions to the agenda
### D. ACTION ITEMS TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS

#### STATUS-ACTION ITEMS

**Fall Meeting - October 3, 2017**

<table>
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<tbody>
<tr>
<td>1</td>
<td>MORTS</td>
<td>Issue another survey to TCs and SSPC 90.1 prior to Winter Meeting and another TAC/SSPC 90.1 session with interested TCs</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>MORTS</td>
<td>Distribute e-mail to Handbook Subc. Chairs and TC Chairs to encourage them to host Handbook Subc. Meetings via web/conference call prior to Society meetings</td>
<td>Complete</td>
</tr>
<tr>
<td>3</td>
<td>MORTS</td>
<td>Drop TC Subc. Meetings (D.f.5) from future TAC agendas. Instead e-mail all HDBK Subc. Chairs &amp; TC Chairs to encourage them to hold HDBK Subc. Meetings via web meeting prior to Society meetings.</td>
<td>Complete</td>
</tr>
<tr>
<td>4</td>
<td>Minor</td>
<td>Solicit input from TAC members on 3 good / 3 bad things CEC does</td>
<td>Complete</td>
</tr>
<tr>
<td>5</td>
<td>Lu</td>
<td>Work with TC 6.10 Chair and proposer of new TG on Biomass Boilers (David Bancroft) to see if two groups can join forces under TC 6.10 with possibly new title and scope.</td>
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<td>6</td>
<td>Maston, Minor, Gowri, Lawrence</td>
<td>Review the two TC Ad Hoc final reports and make recommendation to TAC on how to proceed given that original purpose of Ad Hoc was to help resolve on-going issues between TAC and CEC.</td>
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<td>7</td>
<td>Justice</td>
<td>Review latest TAC ROB (Aug. 2017) to confirm TAC is in full compliance with rules or if corrective measures are needed to bring TAC into compliance.</td>
<td>On-going</td>
</tr>
<tr>
<td>8</td>
<td>Justice</td>
<td>Develop rough draft of new Section Head report template for TAC review and discussion in Chicago.</td>
<td>Complete</td>
</tr>
<tr>
<td>9</td>
<td>Cramm</td>
<td>Follow-up with CEC leadership on deadline that was used for Chicago program review – 1 week was insufficient time. Need to get cleared up for Houston so TAC has enough time for review.</td>
<td>Complete</td>
</tr>
<tr>
<td>10</td>
<td>Maston/Minor</td>
<td>Work with CEC and MORTS to get program submission tips template out to TCs again and possibly posted to TC webpage and Houston conference page.</td>
<td>On-going</td>
</tr>
<tr>
<td>11</td>
<td>ExCOM / Goldschmidt</td>
<td>Schedule time for ExCom discussion with VG on training vision for TAC and TCs. If possible, schedule as face-to-face meeting. Solicit feedback in advance from TAC and TCs on current training via survey or other means.</td>
<td>Complete</td>
</tr>
<tr>
<td>12</td>
<td>Section Heads</td>
<td>Present a summary on section performance at section breakfast in Chicago using data from activity form (RPs, Quorum, Program submissions, HDBK, etc.) to show TCs there is value from collecting this data over time.</td>
<td>On-going</td>
</tr>
<tr>
<td>13</td>
<td>Meredith, Wessel, Gowri</td>
<td>Will review current Section Head Tool and make recommendation to TAC in Chicago.</td>
<td>On-going</td>
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ANNUAL MEETING  
June 24 & 28, 2017

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Cramm</td>
<td>Create a guide template for the summary report from section heads on a proposed plan for reducing time commitment for meetings.</td>
<td>Reassigned Justice</td>
</tr>
</tbody>
</table>

WINTER MEETING  
January 28 & February 1, 2017

<table>
<thead>
<tr>
<th>Action No.</th>
<th>Responsibility</th>
<th>Summary of Action Items</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Justice</td>
<td>Review recommendations for O&amp;M and provide feedback on how to move forward with the O&amp;M Initiatives</td>
<td>Reassigned Maston</td>
</tr>
</tbody>
</table>

E. APPROVAL OF MINUTES
It was moved and seconded that,

1) minutes of the TAC 2017 Fall Meeting be approved as drafted

MOTION #1 – PASSED 14-0-0 CNV

F. CHAIR’S REPORT (Cramm)

a) Disposition of Motions from Last Meeting Requiring Higher Body Approval – TAC MOP motion modified & approved by TechC – Change allows TAC to have Coordinator positions, but all other details surrounding each Coordinator position will now reside in the TAC Reference Manual

b) New or Carryover Action Items Assigned to TAC by Tech. Council: Review TAC ROB section for accuracy.

1. Review TAC ROB section for accuracy – AI #7 F17 (Justice) – cover under vice chair report

2. TAC provide a recommendation at this meeting as to whether a new TC, TG, TRG, MTG or Presidential Ad Hoc should be formed to focus attention on the topic of Resiliency / Natural Disaster Preparedness for the Society.

3. Review of TC Ad Hoc final reports & recommendation to TAC. – AI #6 F17 (Maston, Minor, Gowri, Lawrence)

c) New Information Items:

1. Thank you for the strong level of TAC support for Student Activities event this afternoon. As a result, we need to conclude today’s meeting by 1:30 pm – MBO 1.2

2. TAC Input Provided on Tracks for 2019 Winter Meeting

3. TAC/TC/SSPC 90.1 Interface/Liaison Session – Mon. 1/22, 2 pm – 4 pm, State Ballroom – 4th Floor

4. TC & SSPC 90.1 survey results on TC issues with Standard 90.1 & TCs most needed by SSPC 90.1 to help on standard through working groups. –TAC and SSPC 90.1 leadership met together again in Chicago, as they did in Long Beach, to work on the long standing problem of not enough TC involvement with the SSPC to help with the development of the standard and better understand the Standards process. Members of the TCs and SSPC 90.1 were surveyed prior to this meeting for feedback. The leadership of TAC and SSPC 90.1 then met here at this meeting to review all the survey responses received and to develop a joint response back to each respondent. The end goal of this effort is to recruit more TC liaisons for the standard and to increase at the TC level the awareness and understanding of the standard development processes.

5. 13th RPM Capable Society Meeting for TCs TC 1.6, TC 1.10, TC 1.12, TC 2.1,TG2(HVAC), TC 5.8, TC 5.11, TC 6.9, TC 7.3, TC 7.9, TC 8.3, TC 9.2, TC 9.4, TC 10.3, and TC 10.6 in Chicago
6. RP-1650 Survey Sponsored by TCs 7.3, 7.6, and TC 7.8 needs help in boost number of respondents. (Maston)
7. TC websites being used again to notify TC members that they can obtain a free name badge for TC meeting in Registration
8. Follow-up with CEC Leadership on review deadline used for Chicago – 1 week was insufficient time. – AI #9 F17 (Cramm)

d) MBOs – Attachment A

e) Proposed plan for reducing time commitment for meetings: Section heads prepare written report on section status, send to Mike Vaughn and TAC Chair by Tuesday, 1/23, (5:00 pm?) and then during Wednesday, 1/24, meeting only spend ~3-5 minutes each highlighting key points. Any ‘new business’ requiring committee vote will be noted and taken-up after review of each section. Will encourage similar efficiency in the reports by others during the Saturday, 1/20, session.

G. BOD EX-OFFICIO & COORDINATING OFFICER (Lawrence & Scoggins)
2018 EXO Report to TAC presented by Tom Lawrence – Attachment B

H. VICE CHAIR’S REPORT (Justice)
The attached Trend Based Performance Metrics report was present by Tom Justice. The report is summarized as Attachment C.
a) Initial Plans for SY 18-19 and request for suggestions from TAC members
b) Review TAC ROB section for accuracy – AI #7 F17 (Justice)
c) Develop rough draft of new section head report template to TAC for discussion – AI #8 F17 (Justice)

Action Item 1 <Vaughn> Work with IT (Chris Walters) to gather input on the best way to distribute this new section head report to TCs & Section Heads.

I. MTG SECTION HEAD (Huber)
a) Status of MTGs:
   1. MTG.ACR – Air Change Rate
   2. MTG.ASEC – Avoided Sources Energy Consumption Due to Waste Heat Recovery and Heat Pump Technologies

It was moved and seconded that,

(2) MTG.ACR, Avoided Sources Energy Consumption Due to Waste Heat Recovery and Heat Pump Technologies be disbanded

MOTION #2 – PASSED 14-0-0, CNV

3. MTG.BD – Building Dampness
4. MTG.BIM – Building Information Modeling
5. MTG.EBO – Effective Building Operation – NEW!
6. MTG.HCDG – Hot Climate Design Guide
7. MTG.IAST – Impact of ASHRAE Standards and Technology on Energy Savings / Performance
8. MTG.LowGWP – Alternative Lower Global Warming Potential Refrigerants
9. MTG.OBB – Occupant Behavior in Buildings
b) Other MTG Related Issues & News - TBD
c) Proposed New MTGs – None so far

J. ROSTER COORDINATOR & CEC LIAISON – (Minor)
a) 17-18 Rosters – Status on Goals & Number of Changes processed by staff after Long Beach Meeting
Copies of all 2017-2018 TC/TG/TRG rosters plus rosters for other Society committees that TAC may
need to interface with this coming year can be found in the “Rosters” folder within the “Ref. Info” folder
on the TAC FTP site.

The current roster can be accessed anytime at http://ASHRAE.org/MyActiveCommittees (if you have not
logged in lately, you might need to set up a new username and password). All of the committees you are a
member of will appear. Click on the “blue” roster text at the left hand side of a committee to reveal the
roster with linked contact information. Make sure every TC Chair in your Section knows how to access
the roster.

b) Changes for Roster Update Process this Year? – New Online Roster Update Form – Timeline for New
online Roster System fully integrated with ASHRAE Database.

c) Roster Update Schedule and goals for 18-19 Rosters
Links for the 2018-2019 TC/TG/TRG roster update workbooks was e-mailed by staff December. The
following tentative deadlines are proposed in order to have rosters ready for distribution to the TCs by the
end of May:

- Wednesday, February 1 – TCs should turn-in the first draft of their completed roster update workbook
to their section head for review and approval.
- February 15th to 28th - The final draft of all roster update workbooks must be approved by section
head and turned into staff for processing during this period. GOAL: Get 95% of Rollover Rosters
turned in by 2/28/18, and remainder turned in by 3/31/18
- March to May – Section head works with staff and TC to finalize 2018-2019 rosters so that they can
be distributed to TCs by June 1st. GOAL: All rosters completed and distributed with liaisons included
by 6/15/18

d) Update on CEC activities and issues Improve understanding of TC chairs and program subcommittee
chairs about how CEC works CEC Liaison (Minor & Maston Lead Discussion) – MBO 1.1
Following-up on the successful joint effort last summer/fall to help develop the Society’s 2018 Winter
meeting technical program together, CEC and TAC decided at this meeting repeat this effort for the
Houston meeting. TAC program reviewers will be identified by February 5th or sooner. Once identified,
CEC & TAC will participate in a joint training session on review procedures and on the new program
submission software that will be used for the Houston program. Lastly, CEC and TAC during the
Saturday meeting were able to brainstorm several ideas to improve the program process and new program
software further.

e) Each TAC Member name 3 good things and 3 bad things CEC does- AI #4 F17 (Minor)

K. OPERATIONS COORDINATOR (Todorovic)

a) TAC Activities Report to other Standing Committees
1. Standing committee Liaisons to TCs – Tips and Suggestions for Speaking Time at Section Head
   Breakfast (Liaison speaking guidelines)
2. Liaison report to other committees
3. Spanish translation of TC documents and on-going maintenance
   A team headed by John Constantinide of CTTC worked to translate Technical Committee documents
   into Spanish. The first one completed was Introduction to Tech Committees
   (https://www.ashrae.org/standards-research--technology/technical-committees) and it now appears on
   the ASHRAE website. His team has continued their work since then and has completed or are
   working on the following additional TC documents:
   - Introduction to technical committees – on TAC webpage, but is not on the “ASHRAE en
     Español” page of the ASHRAE website. It has detailed presentation notes and can be presented
     by anyone.
• The TC MOP is done but it has not been published on the ASHRAE website yet
• A revision to a brochure outlining how to become involved in technical committees is done but not published on the website yet
• The document detailing all TC scopes is being translated currently
• A disclaimer specifying that the translation is done by volunteers and has been added to the translations, but is not approved by ASHRAE yet.

b) TAC or TC Procedure Motions for approval
   1. TBD

c) Basecamp for documents
   TAC is developing a new process to transition all downloadable committee documents for a meeting from FTP sites to Basecamp, and it is significantly helping improve the ability for members to access current, revised and new documents wherever there is an internet connection so that committee members don’t have to download documents they already have or only need just to check a few items when needed.

d) Implement regular coordination/interface meeting at Society meetings or via web between TAC ExCOM and ExCOMs of RAC / HBC / StdC / CEC / and new RBC (Residential Building Committee) – Ongoing
   More of an External Relations issue, and MBO will either evolve or a new one created depending on the approach that ASHRAE will take.

e) TAC Inter-society Liaisons - Annual Reports due in Houston
   ASHRAE TC 1.6 – Terminology and members of USNC/IIR are continuing reviewing terms provided by the International Institute of Refrigeration (IIR) that are also in the ASHRAE terminology database providing harmonization improvements of the definitions on the benefit of ASHRAE and IIR performance of global conduction cooperation.

L. TRAINING COORDINATOR (Goldschmidt)
   a) TC/TG/TRG Chair’s Training Workshop plans for Chicago - Track and Encourage Attendance - New Training materials for TC/TG/TRG/MTG members
      1. TC Roster Update Training on rules, schedule, and use of New Online Input form

b) Update on Program & Research Recorded “How to” Training Modules
   A summary of the Training Coordinator report is included as Attachment C.
   1. Recommended Program Training Modules.
   2. Draft PMS Training Module
   3. Draft WS Development Process Module

c) Position training and mentor assignments for new TAC members (Lu, Smith, Huber, Goldschmidt, Maston)?

d) Investigate opportunities for TCs & TAC to become more involved with Professional Development Committee (PDC) - MBO 3.2

M. SUNDAY’s SECTION MEETINGS/BREAKFAST AND REMINDERS (Cramm)
   a) Liaison Speaking Guidelines (TAC chair conveys to all TC Liaisons prior to Chicago via e-mail)
   b) Section Head Meetings Sunday A.M. – Finalize draft agenda (see attached prelim. Draft)
   c) TAC ExCOM focus on Section 10 at this meeting – MBO 3.1
   d) Section Heads present summary on section performance based upon data from past activity reports – AI #12 F17 (All Section Heads)
   e) Review current Section Head Tool and make a recommendation to TAC in Chicago – AI #13 F17 (Meredith, Wessel, Gowri)

N. CEC CONSULTANT REPORT (Maston)
   a) Update on CEC activities and issues to help improve understanding of TAC, TC chairs, and program subcommittee chairs about how CEC works. – One of the most important duties for TCs is the creation of
programs for the ASHRAE meetings, but this process continues to be misunderstood and a point of contention between the TCs and CEC. First step is the creation of a position within TAC to have a CEC Liaison. Work with the CEC Liaison to develop additional methods for effective communication.

b) Work with CEC and MORTS to get program submission tips template out to TCs again and possibly posted to TC webpage and Houston conference page. – AI #10 F17 (Maston)

O. STAFF REPORT (MORTS)
ASHRAE will be updating their database software (Net Forum) to the latest version provided by the vendor this spring. As a result, it was recommended by ASHRAE I.T. staff that we postpone the effort to integrate the online roster update input with the database until after this update is completed. Goal is to process the SY 19-20 TC rosters using an online input form that is fully integrated with the ASHRAE database for even better efficiency.

P. SECTION HEAD REPORTS
Presenting highlights only from their written reports submitted Tuesday

a) New motions that TAC must consider at this meeting from TCs in section?
   1. Proposed New TC/TG/TRGs, or Merges, or Disbands?
   2. Proposed Name and Scope Changes

It was moved and seconded that,

(3) The title and scope change to Technical Committee 1.10, Cogeneration Systems be revised as indicated below:

Title: Combined Heat and Power Systems

Scope: TC 1.10 is concerned with combined heat and power (CHP) systems, their cycles and components including heat recovery, combustion turbine inlet cooling (CTIC), energy conversion and system integration. The systems provide both power (electric and/or mechanical) and thermal energy (heating and/or cooling) and are variously known as cogeneration systems; trigeneration systems; combined heat and power (CHP); and combined cooling, heating and power (CCHP) systems.

MOTION #3 – PASSED 13-0-0 CNV

3. Section 6 Only - Proposed new TG 6.11 (Wood Energy Utilization) & Impact on TC 6.7 (Solar & Other Renewable Energies) – AI #5 F17 (Lu)

4. TBD

b) Updates on any Special Assignments assigned to TCs in section

c) Feedback of Effectiveness of TC Activity reporting tool – MBO #2.1

d) Feedback on New TC Roster Update System – Phase 1 (Online form) – Positive feedback on the new roster update tool. Additional changes in phase 2.

e) Improve TC Websites – Status of Websites in Section
   1. Long Beach minutes posted?
   2. Chicago agenda posted?
   3. TC feedback on new template? Suggested enhancements?

f) Other Problems & Issues for TAC action or information?
   1. RPM Meeting Feedback from Chicago - (Priority for RPM given to TCs that won’t make quorum in Chicago or Houston) – MBO #2.3
   2. TBD

Q. UNFINISHED BUSINESS
No unfinished business to discuss at this time

**R. NEW BUSINESS**
Discuss an initiative to thank federal government employees who volunteer for ASHRAE

**S. REVIEW NEW ACTION**
Vice Chair, Tom Justice concluded the meeting

**ADJOURN**
<table>
<thead>
<tr>
<th>Item #</th>
<th>MBO</th>
<th>Status</th>
<th>Date Due</th>
<th>Assigned To</th>
<th>Applicable Strategy #</th>
<th>MBO Comments</th>
<th>Strategic Direction Specific Comments</th>
<th>Fiscal Impact</th>
</tr>
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<tbody>
<tr>
<td>1.0 Internal Management</td>
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<tr>
<td>1.1</td>
<td>Improve understanding of TC chairs and program subcommittee chairs about how CEC works</td>
<td>Ongoing</td>
<td></td>
<td>TAC and Staff</td>
<td>1c</td>
<td>One of the most important duties for TCs is the creation of programs for the ASHRAE meetings. Assist TCs in understanding how to get on the Program</td>
<td>Efficiency, better programs at ASHRAE meetings</td>
<td>Unknown</td>
</tr>
<tr>
<td>1.2</td>
<td>Methods to streamline the face-to-face meeting times for TAC</td>
<td>New</td>
<td>January 15, 2016</td>
<td>Chair working with all on TAC, staff</td>
<td>1A, 2A</td>
<td>Many of the volunteers who participate in ASHRAE committees are overloaded at the annual and winter meetings attending meetings. This objective will look at ways we can decrease the required face-to-face time, with a target of maybe 2-3 hours maximum on Saturday and 1 hour on Wednesday.</td>
<td>Efficiency</td>
<td>None</td>
</tr>
<tr>
<td>1.3</td>
<td>Monitor use and evaluate effectiveness of new TC activity reporting tool</td>
<td></td>
<td>Jan-18</td>
<td>TC Section Heads</td>
<td>2a</td>
<td>Is this the right tool we need?</td>
<td>Efficiency</td>
<td>NA</td>
</tr>
<tr>
<td>1.4</td>
<td>Implement systems to assist TC's in achieving quorum</td>
<td>This is a low priority for the year</td>
<td>30-Jun-19</td>
<td>TAC and staff</td>
<td>2b</td>
<td>Section heads to start the process in Long Beach</td>
<td>Efficiency</td>
<td>Unknown</td>
</tr>
<tr>
<td>1.5</td>
<td>Implement systems to assist TC's in achieving quorum</td>
<td>This is a low priority for the year</td>
<td>30-Jun-19</td>
<td>TAC and staff</td>
<td>2b</td>
<td>Section heads to start the process in Long Beach</td>
<td>Efficiency</td>
<td>Unknown</td>
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<tr>
<td>1.0</td>
<td>Internal Management</td>
<td>Continued</td>
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<td>1.6</td>
<td>Roll out the Roster Update system</td>
<td>New on-line TC roster update system continues to be developed. One TC from each section will be asked to test system using their 17-18 spreadsheet information to see if system provides same results as spreadsheet. Expect to roll-out new system this fall.</td>
<td>Sep-17</td>
<td>TAC &amp; Staff</td>
<td>2a</td>
<td>Getting the annual updates to TC rosters is a major obstacle to increased volunteer participation due to complex rules, tools, and time commitment.</td>
<td>Efficiency</td>
<td>Minimal - On-line TC roster update system is being developed by salaried ASHRAE I.T.staff as time allows.</td>
</tr>
<tr>
<td>1.7</td>
<td>Investigate what TAC can do to support Section 10 (Refrigeration) regarding activities/membership</td>
<td>This is a low priority for the year</td>
<td>TBD</td>
<td>TAC and staff</td>
<td>3a</td>
<td>What can we do to assist in this?</td>
<td>Technology transfer</td>
<td>None</td>
</tr>
<tr>
<td>1.8</td>
<td>Together with staff, define further improvements to the Roster Update process</td>
<td>On-going - Good progress made. Beta test of online tool next step.</td>
<td>January 15, 2016</td>
<td>Roster Coordinator &amp; Staff</td>
<td>1A, 2A</td>
<td>Annual updates to TC rosters is a major obstacle to increased volunteer participation due to complex rules, tools, and time commitment.</td>
<td>Efficiency</td>
<td>Potential development cost; $50k</td>
</tr>
<tr>
<td>1.9</td>
<td>Investigate the potential for an on-line alternative to the spreadsheet Section Head tool entry</td>
<td>New</td>
<td>June 30, 2016</td>
<td>TC Section Heads, Chair and Staff</td>
<td>1A, 2A</td>
<td>This is a follow-on to the MBO 1.1 which is monitoring the effectiveness of the Section Head reporting tool. The reporting tool was a good development, but compliance has lagged.</td>
<td>Efficiency</td>
<td>Potential development cost; $50k (Guess, similar to MBO 1.4)</td>
</tr>
<tr>
<td>Item #</td>
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<td>2.0</td>
<td>External Relations</td>
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<tr>
<td>2.1</td>
<td>Develop plan for residential position within TechC &amp; TAC &amp; RBC</td>
<td>On-going</td>
<td>June 30, 2016</td>
<td>Chair &amp; Staff</td>
<td>2C, 5A</td>
<td>Define direction for residential MTGs or TCs within TAC with the understanding that the one residentially focused TC recently voted to disband. This really is more of an External Relations issue, and MBO will either evolve or a new one created depending on the approach that ASHRAE will take.</td>
<td>Externally focused</td>
<td></td>
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<td>2.2</td>
<td>Develop plan for chapter outreach to communicate role of TCs &amp; how to get involved</td>
<td>On-going</td>
<td>June 30, 2016</td>
<td>Vice Chair &amp; Spec. Act. / Liaison Coord. &amp; Cooper</td>
<td>2C</td>
<td>One of the most important duties for TCs is the creation of programs for the ASHRAE meetings, but this process continues to be misunderstood and a point of contention between the TCs and CEC. First step is the creation of a position within TAC to have a CEC Liaison. Work with the CEC Liaison to develop additional methods for effective communication (beyond the CEC-TAC coordination meeting at 7:00 am Saturday).</td>
<td>Chapter Outreach</td>
<td>Minor</td>
</tr>
<tr>
<td>2.3</td>
<td>Implement opportunities for TC's to become involved with Student Members</td>
<td>TAC/Student Activities Event scheduled for Saturday afternoon in Chicago. Hope to make this a recurring event.</td>
<td>30-Jun-19</td>
<td>TAC and staff</td>
<td>1c</td>
<td>TAC to liaison with Student Activities Committee to identify opportunities.</td>
<td>Strategic - Students &amp; TC's, future of ASHRAE</td>
<td>Unknown</td>
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<td></td>
<td>External Relationships</td>
<td>Continued</td>
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<td>2.4</td>
<td>Improve understanding of TC chairs and program subcommittee chairs about how CEC works</td>
<td>New. CEC Liaison has been created and filled for 2015-2016</td>
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<td></td>
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<td>June 30, 2016</td>
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<td></td>
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<td>Chair and CEC Liaison</td>
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<td></td>
<td></td>
<td>2C</td>
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<td>Work with CTTC to brainstorm simple implementable 5 minute segments to encourage member involvement with TCs. CEC-TAC coordination meeting at 7:00 am Saturday. We have the PowerPoint presentation that was prepared 1-2 years ago, but this tool is not being used it appears.</td>
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<td></td>
<td>Efficiency, better programs at ASHRAE meetings</td>
<td>none</td>
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ASHRAE UPDATE

ExO Report to Committees
2018 Winter Conference
ASHRAE Wants YOU!

- Standing committee appointments sought for 2018-19
- Join President-Elect Shelia Hayter as she works to position ASHRAE to be the industry leader in the transition toward fully optimizing building energy performance
- [ashrae.org/nominate](http://ashrae.org/nominate)
- Nominations due by February 15
Presidential Initiatives – Extending Our Community
President’s Luncheon Preview

- Global community
- Technological horizon
- Value to members
Presidential Initiatives – Extending Our Global Community
President’s Luncheon Preview

- Partnership Award from the UN Environment Ozone Secretariat: Held in Toronto, Canada, November 2017
- Second Developing Economies Conference: Held in Delhi, India, November 2017
  - Brought together engineers, building professionals and policymakers
  - Addressed infrastructure and urbanization challenges in developing economies.
- First CRC Region XIV Europe: Held in Belgrade, Serbia, December 2017
- ASHRAE Associate Society Alliance (AASA): Brussels, Belgium, April 22-23, 2018
  - First meeting outside of North America
  - A forum where 65 professional societies from around the world exchange knowledge and ideas in the arts and sciences of HVAC&R from a global perspective.
  - Currently investigating an evolution into a Global HVAC&R Alliance
Presidential Initiatives –
Extending Our Global Community
President’s Luncheon Preview

NEW - Region XIV
• Established July 1, 2017
• 1,800 members
• Close collaboration with REHVA and CIBSE

Chapters:
• Cyprus
• Greece
• Ireland
• Portugal
• Spain
• United Kingdom – Midlands
• United Kingdom – London and South-East
• Danube

Additional chapters coming in 2018
Presidential Initiatives – Extending Our Technological Horizons

President’s Luncheon Preview

• Multi-Family Residential Research Project/90.2: To deliver residential building energy performance that is at least 50% more efficient than the energy efficiency defined by the 2006 International Energy Conservation Code.

• IAQ Conference Series Extended: Goal of partnering with the new Indoor Environmental Quality Global Alliance (IEQ-GA).

• Air Infiltration and Ventilation Center Partnership (Coming Soon): To give ASHRAE members full access to their growing library of information.
President’s Luncheon Preview

- ASHRAE Technology Portal: Subscriber based access to all conference papers in Chicago as well as transactions from Long Beach and other conferences.
- ASHRAE’s Reinvestment of Research Dollars: Of the almost $2.7 million raised in Society Year 2016-2017, $2 million went to research projects.
  - ASHRAE matched this amount doubling the support for research.
- Solar Decathlon: Eleven teams participated. ASHRAE was a sponsor and provided judges.
Presidential Initiatives – Extending Value To Our Members

President’s Luncheon Preview

• New Building EQ Portal: Launched December 2017
• New ASHRAE Website: Launching February 2018
• New Standard 90.1 Portal: Launched January 2018
• ASHRAE Leadership Academy: May 18-19, 2018, Atlanta, GA
  - Rising chapter leaders network & learn best practices
• Global Giveback: April 22-28, 2018
  - Service-oriented sustainability events during a one-week period to generate excitement at the local level and increase chapter visibility
Ethics Enforcement Procedures Task Group will review and recommend changes to ROB 3.980 Enforcement Procedures for Violation of the ASHRAE Code of Ethics. In addition, the Task Group will address procedures for Ethics allegations against Officers and/or BOD members. The Task Group may also consider making the review investigation more independent from ASHRAE leadership.

Task Group Meeting: During the Winter Conference
The Regional Staff Support Analysis Task Group is to study the placement of hired representatives (regional staff) in ASHRAE Regions to support volunteer programs, with particular focus on advocacy.

Preliminary Report to the Board: During the Winter Conference
The purpose of the Nomination Process Ad Hoc is to:

- Reviews all documents of the Nominating Committee including the By-laws, Board-Approved Rule’s and Nominating Committee Manual of Procedure and reference manual for current relevance.
- Review election procedures of similar organizations (ASME, ASHE, etc.).
- Determine if one nominee per office on the member ballot is appropriate.
- Determine if we should consider cancelling the tenet of “the job seeks the person, the person does not seek the job.”
- Determine if the balance of at-large and regional members of the Nominating Committee is optimal.

Final Report Due: April 2018
Global Training Center for Building Excellence - Dubai

- Opened: September 2017
- Purpose: To provide relevant self-supporting training to members and nonmembers in the Middle East and North Africa (MENA) and chapters in the Region at Large.
- Regional instructors and courses modified for the region
- Recognition: Individuals attending 42 hours of instruction and passing a course exam may earn the ASHRAE Building Excellence Credential MENA.
Global Training Center for Building Excellence - Dubai

Three courses have been held in Dubai:
- HVAC Design Training (twice)
- VRF Applications

GTC is reaching out to chapters in the RAL to schedule instructors from local engineering societies and universities including:
- Saudi Council of Engineers (SCE)
- Bahrain Society of Engineers (BSE)
- The British University in Egypt (BUE)
- Egyptian Engineers Syndicate (EES)
YEA

- Members Council and the ASHRAE Board approved the Young Engineers in ASHRAE (YEA) Committee transition to a grassroots committee, effective July 1, 2018.
- Change: YEA RVCs will now be nominated through each Region’s CRC nomination caucus.
- Change: YEA Chapter Chair position will become a required chapter position that receives transportation reimbursement to CRC.
STEM Scouts

• Sub-committee members will reach out to one chapter SAC chair in their area responsible for one of the eight STEM Scout groups that were provided as stronger groups.
• Goal: To have the chapter SAC chair and STEM Scouts liaison pilot a partnership.
• Pilot Goal: 3 to 5 chapters involved in pilot
• Timeline: 2 months to reach out for partnership and report
2019-2024 Strategic Plan

Timeline

- November 2017 - December 2017: Select Strategic Plan consultant & negotiate contract
  Complete - McKinley Advisors
- January 2018: Consultant presentation to BOD at ASHRAE Winter Meeting
- March 2018: Board strategic planning session
- June 2018: Board reviews first draft of Strategic Plan
- November 2018: Board reviews and approves revised draft of Strategic Plan
- December 2018 - March 2019: Stakeholder review of and feedback on revised draft of Strategic Plan
- June 2019: BOD approve Strategic Plan 2019-24 at ASHRAE Annual Meeting
- July 2019 - June 2014: Plan is implemented, tracked, and updated as necessary with status reported to the membership with Dashboard
Recent Publications and Standards

- ASHRAE Design Guide for Dedicated Outdoor Air Systems
- ASHRAE Design Guide for Air Terminal Units: Selection, Application, Control, and Commissioning
- IT Equipment Power Trends, 3rd Edition
- Fundamentals of Design and Control of Central Chilled-Water Plants
- Standard 90.1 Users Manual (both the printed book and online with an online version of the standard and redline)
Join Us

- ACREX India 2018, Bangalore, India, February 22-24
- Canadian Mechanical & Plumbing Exposition, Toronto, Canada, March 21-23
- USA Science & Engineering Festival Expo, Washington, D.C., April 7 & 8
- CHR 2018 – China Refrigeration 2018, Beijing, China, April 9-11
- ASHRAE Webcast, Making Energy Efficiency a Reality, April 19
- 2018 ASHRAE Annual Conference, Houston, TX, June 23-27
- ASHRAE 2017 Building Performance Analysis Conference, Chicago, IL, September 26-28
- AHR Expo Mexico, Mexico City, Mexico, October 2-4
- Third International Conference on Efficient Building Design, Beruit, Lebanon, October 4-5
- Chillventa 2018, Nurnberg, Germany, October 16-18
- Greenbuild 2018, Chicago, IL, November 14-15
TAC MEETING
180120 8:00 am – 3:00 pm

Agenda Item L
Training Coordinator
a) Chairs’ Training – track; new materials
b) Update on “How to” training modules
   1. Recommended Program Training Modules
   2. Draft PMS Training Module
   3. Draft WS Development Process Module
c) Position training & mentoring assignments
d) Opportunities for TC’s and TAC to be more involved in PDC
a) Chairs’ Training – track; new materials
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c) Position training & mentoring assignments
d) Opportunities for TC’s and TAC to be more involved in PDC
Chairs’ Training
Tentative Agenda

• 9:45 - 9:55 am  Convening, introductions  vg
• 9:55 – 10:20 am  “On-Line Roster System”  staff
• 10:20 – 10:30 am  Q&A  vg moderating
• 10:30 – 10:35 am  – chairs’ wants  all
• 10:35 – 10:40 am  – my dream  vg
• 10:40 – 10:45 am  – evaluation and closure
a) Chairs’ Training – track; new materials
b) Update on “How to” training modules
   1. Recommended Program Training Modules
   2. Draft PMS Training Module
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c) Position training & mentoring assignments
d) Opportunities for TC’s and TAC to be more involved in PDC
Prior to answering

Education/Training

Purpose/Vision

Questions to ask
Background

Educating

Training
Background

Educating

Training

FACTS

FACTS

FACTS

FACTS

FACTS
Background

Educating

Training
Background

Educating

Training
Vision/Purpose

Why?

What? By When? By Whom?

How?
Vision/Purpose

Why?

What? By When?
By Whom?

How?

Augmenting
Effectiveness
Efficiency
Vision/Purpose

Why?

What? By When? By Whom?

How?

Augmenting Effectiveness Efficiency

Solving Problem? Creating Opportunity? Priority & Need?
Vision/Purpose

Why?

What? By When? By Whom?

How?

Augmenting Effectiveness Efficiency

Solving Problem? Creating Opportunity? Priority & Need?

Functional Group(s)? Professional Staff? Officer(s)?
“Don’t tell people how to do things, tell them what to do and let them surprise you with their results”

General George S. Patton

“Never tell people how to do things. Tell them what to do, and they will surprise you with their ingenuity.”
War As I Knew It (1947) "Reflections and Suggestions"
a) Chairs’ Training – track; new materials

b) Update on “How to” training modules
   1. Recommended Program Training Modules
   2. Draft PMS Training Module
   3. Draft WS Development Process Module

c) Position training & mentoring assignments

d) Opportunities for TC’s and TAC to be more involved in PDC
Recommendations

A) Training Modules
1) Survey effectiveness of the current modules
2) Survey the perceived need and importance of the current and proposed modules (PMS&WS)
3) Make recommendations based on the above.

Suggesting that the above be an Action Item
5.1.2. The Training Coordinator is responsible for developing and presenting materials that will improve the efficacy of the committees under TAC purview as well as providing information that will expand the knowledge of the HVAC&R community about things resulting from all TAC involvement.
Recommendations

B) FG Dynamics

(Improving the efficacy of the committees...)

1) Schedule 2-hour leadership training for all section heads (at other than Society Meetings)

2) Developing equipping videos on: Robert’s Rules; Adverse Responses and Active Listening; and Responding to Conflict.

3) Evaluate success of the videos, and consider others to follow such as Mediation and Decision Making
Recommendations

B) FG Dynamics

(Improving the efficacy of the committees...)

1) Schedule 2-hour leadership training for all section heads (at other than Society Meetings)

2) Developing equipping videos on: Robert’s Rules; Adverse Responses/Active Listening; and Responding to Conflict.

3) Evaluate success of the videos, and consider others to follow such as Mediation and Decision Making

The production of the first two equipping videos is being scheduled for Spring
a) Chairs’ Training – track; new materials
b) Update on “How to” training modules
   1. Recommended Program Training Modules
   2. Draft PMS Training Module
   3. Draft WS Development Process Module
c) Position training & mentoring assignments
d) Opportunities for TC’s and TAC to be more involved in PDC
Recommendation

Draft PMS and WS Modules

1) Put on Hold until completion of the evaluation of the current modules

2) Apply the evaluation criteria (Solving Problem? Creating Opportunity? Priority & Need?)
a) Chairs’ Training – track; new materials  
b) Update on “How to” training modules  
   1. Recommended Program Training Modules  
   2. Draft PMS Training Module  
   3. Draft WS Development Process Module  
c) Position training & mentoring assignments  
d) Opportunities for TC’s and TAC to be more involved in PDC
a) Chairs’ Training – track; new materials

b) Update on “How to” training modules
   1. Recommended Program Training Modules
   2. Draft PMS Training Module
   3. Draft WS Development Process Module

c) Position training & mentoring assignments

Recommend that nothing be done at this time.
a) Chairs’ Training – track; new materials
b) Update on “How to” training modules
   1. Recommended Program Training Modules
   2. Draft PMS Training Module
   3. Draft WS Development Process Module
c) Position training & mentoring assignments
d) Opportunities for TC’s and TAC to be more involved in PDC
2.428.001.1 This committee shall coordinate technical activities in the fields of heating, refrigeration, air conditioning and ventilation, subject to the proviso that these activities shall be devoted to the public welfare and general benefit, and shall not be designed to promote any individual, private or commercial interests. (SBL 7.8)

2.428.001.2 This committee shall coordinate the technical activities of the Society including appointment, development and oversight of the Technical Committees, Task Groups, Multidisciplinary Task Groups, and Technical Resource Groups. (11-02-02-12)

2.418.001 SCOPE AND PURPOSE This committee identifies the educational needs of the HVAC&R industry, recommends and maintains policies, sets curriculum and oversees the development and delivery of educational products and services.
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2.418.001 SCOPE AND PURPOSE This committee identifies the educational needs of the HVAC&R industry, recommends and maintains policies, sets curriculum and oversees the development and delivery of educational products and services.
Driver???

• IF a TC (FG) wants to cooperate/partner with PDC that should not be controlled, just allowed

• If PDC is looking for recommendations for educational topics and/on potential teachers from the TCs (FG), then there should be a formal request from TAC who in turn would survey its Functional Groups.

Recommendation

• Clarify Driver/Purpose and reconsider
Summarizing

1) Survey effectiveness of the current modules
2) Survey the perceived need and importance of the current and proposed modules (PMS&WS)
3) Make recommendations based on the above.
4) Schedule 2-hour leadership training for all section heads (at other than Society Meetings)
5) Complete equipping videos on: Robert’s Rules; Adverse Responses and Active Listening; and Responding to Conflict.
6) Evaluate success of the videos, and consider others to follow such as Mediation and Decision Making
7) Put on Hold PMS and WS modules
8) Apply the criteria (Solving Problem? Creating Opportunity? Priority & Need?)
9) Position training & mentoring assignments – nothing be done at this time
10) Clarify Driver/Purpose and reconsider involvement in PDC