MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2019 Annual Meeting

May 23, 2019 (Web/Conference Call)
June 22 & June 26, 2019

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Technical Activities Committee.
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**PRINCIPAL MOTIONS**

**TECHNICAL ACTIVITIES COMMITTEE**
May 23, 2019,
June 22 & June 26, 2019

<table>
<thead>
<tr>
<th>No.</th>
<th>Motion</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>minutes of the TAC 2019 Winter Meeting be approved as drafted</td>
<td>2</td>
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<tr>
<td>2</td>
<td>A new multidisciplinary task group titled MTG.Refrigeration and Air Conditioning (RAC) Plant Assessment Guide – be formed as shown below:</td>
<td>5</td>
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<td>3</td>
<td>A new multidisciplinary task group titled MTG.Indoor Agricultural Plant Production Facility Design, Systems, and Equipment – be formed as shown below:</td>
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<td>4</td>
<td>TC 1.10, Combined Heat and Power Systems, change their scope as shown below:</td>
<td>6</td>
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<tr>
<td>5</td>
<td>TC 6.10, Fuel and Combustion, change their scope as shown below:</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>TAC recommends to Tech Council to make the changes to the TAC as shown * * * * * *</td>
<td>8</td>
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</tbody>
</table>

**NEW ACTION ITEMS**

**TECHNICAL ACTIVITIES COMMITTEE**
May 23, 2019,
June 22 & June 26, 2019

<table>
<thead>
<tr>
<th>Action No.</th>
<th>Responsibility</th>
<th>Summary of Action Items</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Goldschmidt</td>
<td>TAC will review TC MOP to determine balance requirements are needed for standards related TRG tasks</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Staff</td>
<td>Meredith asked for the Activity Form training (<a href="#">Attachment B</a>) to be posted to website</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Kohler/Meredith</td>
<td>Kohler to work with Meredith on ongoing referrals to close out</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Meredith</td>
<td>Work to organize another YEA mixer at the Winter Meeting with YEA and Student Activities and TAC</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>Kohler/Staff</td>
<td>Staff was asked to consider how to include TAC members recently rolling off in email distribution list that may be participating</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Kohler/Maston</td>
<td>Explore reinstating ExCom meeting with CEC</td>
<td>4</td>
</tr>
</tbody>
</table>
7. Huber
   Huber agreed to develop draft procedures for a MTG to become permanent functional group (such as a TC).

8. Goldschmidt, Smith, Leach
   A subcommittee was asked to review proposed MOP changes and bring up later if warranted.

9. Smith, Leach and Goldschmidt
   TAC develop guidance on performance criteria for dissolution or other imposed changes to FG so that mandates are more objective to more clearly communicate expectations.

10. SH1
    Invite TC 1.5 to address TAC directly on why scope changes are appropriate.

11. Staff
    Staff was asked to determine what needs to be done with TC 2.7 representation and NIBS.

CARRYOVER-ACTION ITEMS
Winter – June 16 & 19, 2019

<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>Maston</td>
<td>Provide slides and letters on TC ReOrg Efforts to Section Heads</td>
<td>Complete</td>
</tr>
<tr>
<td>2</td>
<td>Smith/Goldschmidt/Tauby</td>
<td>Review TC MOP in relation to the ROB and report back by the Annual Meeting</td>
<td>Complete</td>
</tr>
<tr>
<td>3</td>
<td>Staff</td>
<td>Include updates to the online tool in preparation for release during the annual meeting in Kansas City</td>
<td>Complete</td>
</tr>
<tr>
<td>4</td>
<td>Smith</td>
<td>Continue to work with TC 5.2 on revised scope changes that are not as controversial</td>
<td>Complete</td>
</tr>
<tr>
<td>5</td>
<td>Justice/Kohler/Vaughn</td>
<td>Continue to meet via conference calls monthly to keep each other updated on TAC activities. The full committee will also continue with web meetings prior to the Annual Meeting</td>
<td>Complete</td>
</tr>
<tr>
<td>6</td>
<td>Justice/Kohler</td>
<td>Continue to meet with CTTC and CEC regarding updates to the Commercialism Policy</td>
<td>Complete</td>
</tr>
</tbody>
</table>

CARRYOVER-ACTION ITEMS
Fall Conference/Web Meeting – September 14, 2018

<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>Work with Goldschmidt regarding ongoing action items and TC training issues</td>
<td>Complete</td>
</tr>
</tbody>
</table>
### Carryover-Action Items

**Annual Meeting** – June 23 & 27, 2018

<table>
<thead>
<tr>
<th>Action No.</th>
<th>Responsibility</th>
<th>Summary of Action Items</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Todorovic</td>
<td>Develop a briefing document for CEC and PubEd explaining the need for possible new procedures and disclaimers covering Society program presentations held in TC meetings. Some TCs are recording and posting such presentations to YouTube now, which can then be modified by others without any control from ASHRAE.</td>
<td>On-going</td>
</tr>
<tr>
<td>3</td>
<td>Maston</td>
<td>Update on efforts to form CEC/TAC Working Group to develop better documentation of CEC process / procedures and to make finding information on the submission process easier to find on the website.</td>
<td>Complete</td>
</tr>
<tr>
<td>14</td>
<td>MTG.SH &amp; MORTS</td>
<td>Develop MTG activity form based on TC activity form, but focused on MTG activities instead.</td>
<td>On-going</td>
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**Spring Meeting** – April 19, 2018

<table>
<thead>
<tr>
<th>Action No.</th>
<th>Responsibility</th>
<th>Summary of Action Items</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>Goldschmidt/ Smith/ Tauby/ Kohler</td>
<td>Review the current training materials and make recommendations in Houston</td>
<td>Complete</td>
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</tbody>
</table>

**Winter Meeting** - January 20 & January 24, 2018

<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>Staff/ Justice</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>On-going</td>
</tr>
</tbody>
</table>
LIST OF ATTACHMENTS

ATTACHMENT A: Section Head Breakfast Agenda
ATTACHMENT B: Dashboard Training
ATTACHMENT C: TAC 18-19 MBOs update
ATTACHMENT D: BOD EX-O Presentation
ATTACHMENT E: TC Training Workshop Slides
ATTACHMENT F: Proposed TAC MOP changes
ATTACHMENT G: TC Chairs Breakfast Slides
ATTACHMENT H: MTG.OBB TC 1.14 proposal
A. CALL TO ORDER & INTRODUCTIONS
Chair, Tom Justice, called the meeting to order at 11:00 am, EDT on Thursday, May 23, 2019. Members met to discuss logistics and agenda for new TC chair breakfast meeting in Kansas City. The agenda can be tweaked if necessary.

RECESS - The TAC Meeting is scheduled to reconvene on Saturday, June 22nd during the 2019 Winter Meeting.

***

A. CALL TO ORDER & INTRODUCTIONS Chair, Tom Justice, called the meeting to order at 8:00 am, CDT on Saturday, June 22, 2019. Members and staff attended as recorded above. Justice referred to the 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: www.ashrae.org/about-ashrae/ashrae-code-of-ethics)
B. ADDITIONS AND/OR CHANGES TO THE AGENDA
Goldschmidt asked to 25 minutes on guidance for maneuvering TC meetings.
Lu requested TC 6.10 be added to list of TC scope change considerations

C. ACTION ITEM TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS
Action Items from previous meetings were reviewed, some at this time, some later in the meeting. [A status summary can be found on page iv of these minutes]

D. APPROVAL OF MINUTES– Winter meeting

It was moved and seconded that,

(1) minutes of the TAC 2019 Winter Meeting be approved as drafted

MOTION #1 – PASSED 13-0-0 CNV

E. CHAIR’S REPORT (Justice)

a) Disposition of Motions from Last Meeting Requiring Higher Body Approval
Motion #6 from the Atlanta Meeting requested a one-year extended term for TAC members rolling off TAC was not approved. TAC members rolling-off are instead encouraged to informally help mentor their successor this coming Society year. Assignments will be discussed later on agenda.

b) New or Carryover Action Items Assigned to TAC by Tech. Council
There was one action items related to TRG4.IAQP that will be discussed later on agenda.

c) New Information Items:
   1. New ASHRAE 2019-2024 Strategic Plan Approved by Board
      TAC will play key role in Initiative 3 (Organizational Streamlining). Plan is now available from ASHRAE website.

   2. TAC Budget Streamlining
      Idea Sheet for SY19-20 & beyond was sent to TechC after Winter meeting

   3. Update on TRG4.IAQP & Std. 62.1 Issue & possible need for changes to our procedures
      Justice recused himself from discussions on this topic. Kohler reported he’d looked into issue with SH 4, Dennis Wessel. TAC reviewed balance issues and concluded the TRG is compliant with the TC MOP which notes that chair should work towards balance. Balance categories and other specifics or definitions are not explicitly provided. TAC felt issue would be most appropriately handled as a Standards Committee issue and defer to their procedures for tasks as part of their Standards development procedures. TAC will review TC MOP to determine balance requirements are needed for standards related TRG tasks (AI #1).

   4. Hightower Award presentation
      Going forward, Members Council will approve TAC recommendation for TAC’s Hightower Award at Winter meeting and present at Annual meeting.

   5. Misuse of ASHRAE E-mail Alias System for commercial spam – Purchasers of used equipment example
      Jokar had raised example of used equipment purchasers spamming email alias list. No response has been given by ASHRAE legal team but ASHRAE may wish to develop acknowledgment of use agreement to limit spamming.

   6. RAC is forming a new Research Advisory Panel to develop new Research Strategic Plan for Society
      Rick Hermans, Victor Goldschmidt and Dawen Lu indicated an interest in volunteering. Staff
submitted their names for consideration.

7. **Update on TC ReOrg Subc. Efforts**
   Maston reported that the Ad Hoc on TC reorganization continues to explore ideas to utilize members’ time most efficiently and effectively. TAC is looking at the following 1) Adjusting meeting times into a block schedule and 2) moving subcommittee meetings into a time slot on the same day, and maybe immediately before the main group meeting. The Ad Hoc is also exploring ideas to improve functional group performance including: 1) Possible mergers, 2) Possible joint subcommittee meetings, 3) Holding interim meetings online, and 4) Updated mailing lists/communications structures. The earliest any major changes would occur would be in conjunction with the society year, at the annual conference in Austin, June 2020. TAC hopes to have general guidelines by the Fall 2019 so that TAC Section heads can start working with their TC’s to initiate changes.

8. **TC websites being used again to notify TC members that they can obtain a free name badge for TC meeting in Registration**
   ASHRAE continues to track the number of members only attending TC meetings and not the program. The aim is to allow TC members to attend program by freeing up schedules.

9. **TC 1.5 (Computer Applications) proposed scope change**
   The TC had not submitted changes in response to TAC comments but may for Wednesday TAC meeting.

10. **Update needed to TC 1.10 (Combined Heat and Power Systems) website to update scope statement to latest**
    TAC would consider TC 1.10 change later in meeting.

11. **Training on new Activity Form and Dashboard for TAC Section Heads – Meredith**
    Meredith updated all on the latest TC Activity Form and Dashboard. There were a couple of changes made including making quorum and automatic calculation, changing the program entry to allow indication of sponsored or cosponsored programs. Meredith emphasized the deadline for TCs should be Tuesday night at 9 PM to allow completion for Wednesday morning. Meredith asked for the Activity Form training ([Attachment B](#)) to be posted to website ([AI #2](#)).
    
    This Activity Form was not rolled out as a webtool yet but is expected to do so soon. Meredith has a list of things that need to be added to the webtool.

12. **Offer to send Thank you letters to Employers is available again this year.**
    TAC members will receive an email after KC meeting to send a thank you letter to your employer if you wish.

13. **Region Referrals – No new referrals assigned to TAC yet.**
    There were no new referrals from Tech Council. Kohler to work with Meredith on ongoing actions to close out ([AI #3](#)).

   d) **MBOs**
    An update on TAC MBOs is included as [Attachment C](#) Work to organize another YEA mixer at the Winter Meeting with YEA and Student Activities and TAC ([AI #4](#)).

   e) **Proposed plan for reducing time commitment for meetings**
    Section heads were asked to prepare written report on section status to send to staff and TAC chair by Tuesday, 6/25, (~9:00 pm). This would allow for a 3-5-minute report during Wednesday meeting to highlighting key points, action items or motions. Any ‘new business’ requiring committee vote will be noted and taken-up after review of each section.
F. **BOD EX-OFFICIO & COORDINATING OFFICER** (Lawrence & Schwedler)

Lawrence reviewed the BOD EX-O report to TAC (*Attachment D*).

Schwedler thanked TAC members for their work. Noted his role was to make sure impediments to TAC’s work were out of the way.

G. **VICE CHAIR’S REPORT** (Kohler)

a) Initial Plans for SY 19-20 and request for suggestions from TAC members
b) Update & discussion on efforts to develop new activity form & section head trend report template – MBO 1.1 & MBO 1.4

Meredith will address this topic later.

c) SY 19-20 TAC Roster & New Members: Leach, Cohen, Bennett, Mercer, Henck

Kohler asked all to assure contact emails were updated for staff to update email aliases in July. Staff was asked to consider how to include TAC members recently rolling off that may be participating, SH emeritus or something along these lines (*AI #5*).

Kohler noted that many TAC and CEC issues have seemed to work themselves out with the help of the joint CEC/TAC ExCom meeting. Section Heads can now help CEC review program tracks and submissions. SHs can help TCs to help assure quality program proposals are submitted. TAC may wish to explore holding TAC ExCom with CEC again to improve even further (*AI #6*).

Smith asked if TAC should consider inviting TCs, or any other standing committees to speak with TAC. TAC could invite RAC, specific TCs, etc. to follow model of what was done with CEC.

H. **MULTIDISCIPLINARY TASK GROUP SECTION REPORT** – (Huber)

a) Status of MTGs:

1. **MTG.ACR** – Air Change Rate
   No updates

2. **MTG.BIM** – Building Information Modeling
   There has been talk about becoming a TC. Generally, has 12-25 participants at meetings.

3. **MTG.EBO** – Effective Building Operation
   No updates

4. **MTG.HCDG** – Hot Climate Design Guide
   This MTG anticipates their work will be done in 1-2 years and could disband upon publication.

5. **MTG.HWBE** – Health and Wellness in the Built Environment
   This MTG held their 1st meeting in ATL and are meeting in KC as well.

6. **MTG.IAST** – Impact of ASHRAE Standards and Technology on Energy Savings / Performance
   MTG approved a research project that is underway. Dan Pettway is chairing PMS and will meet with vendor in KC. MTG will disband when project is completed.

7. **MTG.LowGWP** – Alternative Lower Global Warming Potential Refrigerants
   MTG is quite active with Jim Wolf chairing. There are 30-40 members and 100+ attending meetings. RP-1807 is complete. RP-1806 and RP-1808 ongoing and close to being complete. A related AHRI sponsored project (WS-1855) is in the works as well.

8. **MTG.OBB** – Occupant Behavior in Buildings
Huber reported that MTG.OBB was ready to submit a request to become a TC 1.14 if TAC would be agreeable. This TC has been extremely active overseeing a Handbook chapter and multiple ASHRAE research projects. Huber was asked to determine with MTG if they really wish to be a TC and to be bound by the more restrictive TC rules. TAC can formally consider on Wednesday.

b) **Other MTG Related Issues & News – MBO 1.2**

None

c) **Proposed New MTGs**

1. **MTG.RAC - Refrigeration and Air Conditioning (RAC) Plant Assessment Guide**

   It was moved and seconded that,

   (2) A new multidisciplinary task group titled MTG.Refrigeration and Air Conditioning (RAC) Plant Assessment Guide – be formed as shown below:

   **MTG.Refrigeration and Air Conditioning (RAC) Plant Assessment Guide**

   The MTG will coordinate and oversee the creation of an ASHRAE/UNEP Guide for Refrigeration and Air-Conditioning (RAC) Plant Assessments. The Guide aims to be an international reference for the safe and sustainable operation and maintenance of air-conditioning and refrigeration plants, with special focus on developing markets. The Guide is to form the basis of tools that will verify compliance to recommended practices that can be verified through a point-based qualification or verification scheme. The work will be a cooperative effort with United Nations Environment due to the critical need for such guidance in the developing world with availability of UNEP funding to offset authoring expenses.

   **MOTION #2 – PASSED 13-0-0 CNV**

   **BACKGROUND:** TAC approved with contingency of title change to avoid RAC acronym. Also, is assessment the right word or is the intent to refer to sustainable O&M? The specifics would be led to Huber’s discretion. REF or perhaps SSPC could be invited as well.

2. **MTG.IPP - Indoor Plant Production (IPP) Facility Design, Systems, and Equipment**

   It was moved and seconded that,

   (3) A new multidisciplinary task group titled MTG.Indoor Agricultural Plant Production Facility Design, Systems, and Equipment – be formed as shown below:

   **MTG.IAPP will coordinate TC/TG/TRG technical activities related to the design of indoor plant production facilities and their HVAC&R systems. The priority of the MTG will be coordinating communication and opportunities between and through each of the involved committees to align and provide an ASHRAE society stance and direction for the development of plant production facilities. There is an ASABE standard in development, X653, which focuses on environmental conditions for indoor plant production facilities. This ASHRAE MTG will help guide designers, engineers and owners on how to best design and select the HVAC&R systems and equipment given the conditions in that standard. The MTG would ensure that aspects related to energy efficiency, efficacy, and selection of optimum HVAC&R systems are well understood within ASHRAE.**

   **MOTION #3 – PASSED 13-0-0 CNV**
**BACKGROUND:** TAC approved proposal with addition of Agricultural to the title as shown. TC 9.2, Industrial Air Conditioning and Ventilation, and TC 5.4 Industrial Process Air Cleaning can be added to the list of potential representatives.

I. **POTENTIAL MOTIONS READY FOR TAC CONSIDERATION INDIVIDUALLY OR AS CONSENT AGENDA**

   a) TAC considered a couple of TC scope changes that were submitted ahead of meeting.

   It was moved and seconded that,

   (4) TC 1.10, Combined Heat and Power Systems, change their scope as shown below:

   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 electrical/mechanical power (electric and/or mechanical) and cooling/heating thermal energy (heating and/or cooling) and are variously also known as cogeneration systems; trigeneration systems; combined heat and power (CHP); and combined cooling heating and power (CCHP) systems.

   **MOTION #4 – PASSED 13-0-0 CNV**

   It was moved and seconded that,

   (5) TC 6.10, Fuel and Combustion, change their scope as shown below:

   TC 6.10 is concerned with the properties of conventional, alternative and waste product fuels and the characteristics important to their utilization for heating, refrigeration and air conditioning. These characteristics are the combustion process, including combustion air supply and venting combustion products, pollution emissions from the combustion of fuels, and the operation of fuel burning equipment.

   **MOTION #5 – PASSED 13-0-0 CNV**

J. **ROSTER COORDINATOR / CEC LIAISON** – (Maston)

   A. 19-20 Rosters – Status on Goals & Number

   The new roster update process has been up and running for 6 months ago. Nothing but positive comments so far. Tara is currently working on distributing rosters for SY 19-20.

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

   It is expected that ASHRAE IT will have time to fully coordinate roster tool in net forum in near future.

   C. Roster Update schedule and goals for 20-21 Rosters – More time needed by staff to merge TC rosters

   D. Update on CEC activities and issues to improve understanding of TC chairs and program subcommittee chairs about how CEC works (CEC Liaison Maston Lead Discussion)

   TAC is considering reinstitution of a joint ExCom meeting with Conferences and Expositions Committee (CEC) and Chapter Technology Transfer Committee (CTTC) to continue to discuss and communicate on ASHRAE program issues, perhaps once per year at the Winter meeting.

K. **OPERATIONS COORDINATOR** (Todorovic)

   Todorovic was not able to attend meeting. Updates are listed below if applicable.

   a) TAC Activities Report to other Standing Committees
1. **Standing committee Liaisons to TCs – New Tips and Suggestions for Speaking Time at new Section**  
   Head Breakfast format  
   Committee liaisons can be invited to address TC chairs in the new format. Speakers for this breakfast include CEC and someone from staff on RPMs.

2. **Liaison report to other committees**
3. **Spanish translation of TC documents and on-going maintenance**

b) **Proposed TAC or TC Procedure Motions for approval:**
   1. AI #2 (ATL) & AI#12 (Fall) – Review TC & TAC procedures against Rules of Board (ROB) & suggest edits to procedures to be consistent w/ ROB intent. Goldschmidt to report on suggested TAC MOP changes later.

Other items discussed related to TAC and TC procedures:
   - Make sure TRGs include statement of balance requirements. TGs and MTGs can remain unbalanced. Can borrow from SSPC interest definitions if desired.
   - Develop separate MOP for each functional group (TC TG TRG MTG)
   - MTG membership criteria –MTG chair & VC should be ASHRAE members
   - Should path for MTG to become permanent functional group (such as a TC) be included in procedures? Huber agreed to develop draft procedures (AI #7).

c) **Should we try to implement again regular coordination/interface meeting at Society meetings or via web between TAC ExCOM and ExCOMs of RAC / HBC / StdC / CEC / CTTC /?**

As noted earlier, TAC may consider holding ExCom with CEC again.

d) **TAC Inter-society Liaisons - Annual Reports due in Kansas City**

e) **New Business**
   1. MoW Nomination form
   2. Nikola Tesla Archive Filled Nomination Form
   3. Offices US Old & New
   4. MST for TAC KCity

L. **TRAINING COORDINATOR** - (Goldschmidt)

a. **TC/TG/TRG Chair’s Training Workshop plans for Kansas City - New Training materials for incoming and current TC/TG/TRG/MTG chairs**
   Goldschmidt shared the slides for the training workshop on Maneuvering a Committee Meeting ([Attachment E](#)).
   1. Update on accuracy of current recorded “How to” Training Modules posted to website – MBO 1.3

b. **Position training and mentor assignments for new TAC members (Bennett, Cohen, Henck, Leach, and Mercer)?**
   See mentor assignments below.

c. **Investigate opportunities for TCs & TAC to become more involved with Professional Development Committee (PDC)**

d. **SY19-20 Mentoring Assignments for New TAC members**
   The following mentor assignments were proposed for the next Society Year:

<table>
<thead>
<tr>
<th>New Member</th>
<th>Section</th>
<th>Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Mercer</td>
<td>8</td>
<td>Carl Huber</td>
</tr>
<tr>
<td>Charles Henck</td>
<td>10</td>
<td>Vance Payne</td>
</tr>
<tr>
<td>Jennifer Leach</td>
<td>5</td>
<td>Larry Smith</td>
</tr>
</tbody>
</table>
c. **Enabling Motions for TAC MOP to Reflect the ROB**

Goldschmidt introduced several draft motions to update the TAC MOP. The motions would add text directly from ROB into the TAC MOP.

It was moved and seconded that,

(6) TAC recommends to Tech Council to make the changes to the TAC as shown in Attachment F.

**MOTION #6 – FAILED 6-6-0 CNV**

The motion did not pass at this time but TAC could discuss again later. A subcommittee of Goldschmidt, Smith, Leach were asked to review proposed changes and bring up later if warranted (AI #8). Points to consider from TAC members included whether or not MOP should be limited to procedures and limited to things TAC can control, and whether other committees are including this information in their MOP. Also, if implemented would referencing ROB section numbers in TAC MOP be adequate vs. duplicating the text.

M. **SUNDAY’S SECTION MEETINGS/BREAKFAST AND REMINDERS** (Justice / Maston)

a) Liaison Speaking Guidelines (TAC chair conveys to all TC Liaisons prior to Kansas City via e-mail)
b) Section Head Meeting Sunday A.M. – Finalize draft agenda (see attached prelim. Draft)
c) TAC ExCom focus on Section 10 at this meeting, which is struggling.

The list of reminders and slides for breakfast meeting were finalized by TAC. Slides are included as Attachment G.

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.
b) Work with CEC and MORTS to get program submission tips template out to TCs again and possibly posted to TC webpage and Orlando conference page.

Maston noted the input TAC section heads have offered in reviewing track submissions has been helpful. Incoming SHs may continue but way to influence is track recommendation. Leach seconded this that conference track chairs actively encourage TC input on track ideas.

O. **STAFF REPORT**

Vaughn reported that Steve Hammerling will be staff liaison to TAC going forward.

P. **SECTION HEAD REPORTS**

Section heads were asked to present only highlights only from their written reports submitted Tuesday night.

a) New motions that TAC must consider at this meeting from TCs in section?

i. Proposed New TC/TG/TRGs, or Merges, or Disbands?

   1. **MTG.OBB proposal**

   MTG.OBB submitted a proposal for conversion into a TC 1.14 (Attachment H). Current precedent and procedures are for MTGs to expire, or TRGs can convert to TCs, but not MTGs. TAC applauded the efforts of this MTG and encouraged their continued work, but TAC decided to await further direction in reorganization and decided to delay action at this time. This MTG has been wildly active with a new chapter to handbook, sponsored research and programs. TAC does
not wish to throw water on a successful group.

The following comments were made:
- Would or how would current TCs represented on MTG be involved in new TC? Would new TC still operate across sections?
- This MTG has been wildly active with a new chapter to handbook, sponsored research and programs. TAC does not wish to throw water on a successful group.
- Is there scope overlap with TC 2.1?
- There were concerns that adding a new TC would run contrary to current TC reorganization efforts.
- Should ask MTG to very clearly outline their scope in relation to existing TC scopes.
- Should definition of MTG be revisited? Is there a permanent functional group (FG) place for committees that reach over multiple sections.
- Has MTG completed their initial task? Have they done things outside their initial MTG charge? TAC should assure proper management of MTGs.
- This highlights that TAC may wish to do a better job of managing MTGs and assuring they had specified tasks to complete, three year maximum, etc.

2. Other
A number of committees are discussing merges or changes to their structure including TC’s 3.1, 3.2, 3.3, 3.8, 5.4, 6.3, 6.10, 8.8, 9.4, 9.8 & 10.3. It was suggested that TAC look at performance criteria for dissolution or other imposed changes so that mandates are more objective. Help more clearly communicate expectations. These criteria could be in TC MOP. Subgroup of Smith, Leach and Goldschmidt were asked to develop guidance (AI #9).

ii. Proposed Name and Scope Changes
1. TC 1.10 scope change
   This TC’s scope changes were approved at Saturday meeting.

2. TC 5.2 scope change?
   No changes would be pursued by TC 5.2

3. TC 6.10 scope change
   This TC’s scope changes were approved at Saturday meeting.

4. TC 1.5 title change
   TC had requested title change in spring. They request now to change title from Computer Applications to Emerging Computer Applications. TAC did not consider motion but suggested TC leadership address TAC directly on why changes were appropriate (AI #10).

iii. Proposed New MTGs
1. MTG.RAC
   This MTG was approved at Saturday meeting.

2. MTG.IPP
   This MTG was approved at Saturday meeting.

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

c) Feedback on Effectiveness of TC Activity reporting tool – MBO #1.4

d) Feedback on New TC Roster Update System – Phase 1 (Online form)
e) Improve TC Websites – Status of Websites in Section
   1. Atlanta minutes posted?
   2. Kansas City agenda posted?
   3. TC feedback on new template? Suggested enhancements?

f) Other Problems & Issues for TAC action or information?
   1. RPM Meeting Feedback from Kansas City
   2. Identify through TC Chair meetings which subcommittee meetings could be brought on-line – MBO #2.1
   3. Create opportunities for TCs to become involved with Student members at Winter meetings – MBO #2.2

A number of TCs commented favorably on new TC chair breakfast format. However, more time for interaction within section may be preferable for next time with 30 minutes suggested. TAC plans to use this format again in Orlando with tweaks to improve where possible.

TCs were generally appreciative of recognition given to TCs doing great work or examples of successes at the breakfast. It was reported TC 5.3 is doing a great job in leadership succession planning. TC 7.1 chair doing well in engaging and inviting with meeting attendees. TC 8.11 using QR code for sign ins and surveys.

It was reported that TC 2.7 voted for a representative to NIBS as part of ASHRAE’s MOU with NIB. Staff was asked to determine what else needs to be done to formalize this (AI #11).

Q. UNFINISHED BUSINESS
   Kohler asked TAC members for feedback on his MBOs

R. NEW BUSINESS
   Justice thanked outgoing TAC members for their participation and presented Krishnan Gowri, Amir Jokar, Bert Phillips, James Tauby and Dennis Wessel each with a certificate of appreciation. With that Justice handed over the chair duties to Jay Kohler. Kohler welcomed incoming members James Bennett, Jon Cohen, Charles Henck, Jennifer Leach and Kevin Mercer.

S. REVIEW NEW ACTIONS
   Action Items are included in minutes. TAC leadership will work with staff to schedule a Fall meeting.

T. ADJOURN
**TAC Section Breakfast- Agenda**

**Sunday, 6/23/19 @ KCCC 2215BC**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Since Atlanta on to Orlando- Overview of accomplishments/ challenges for the future.</td>
<td>TAC Chair</td>
<td>10 mins</td>
</tr>
<tr>
<td>Celebrations</td>
<td>TAC Chair</td>
<td>15 mins</td>
</tr>
<tr>
<td>• Awards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Best Practices</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Recognitions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training RPM and its use</td>
<td>Lilas Pratt</td>
<td>9 mins</td>
</tr>
<tr>
<td>Training– &quot;Principles of Leadership &amp; Change&quot; (some of this could be videotaped for later use)</td>
<td>Training Chair</td>
<td>25 mins</td>
</tr>
<tr>
<td>Liaison Reports</td>
<td></td>
<td>6 mins</td>
</tr>
<tr>
<td>• Tech Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• CEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section Discussions</td>
<td></td>
<td>15 mins</td>
</tr>
<tr>
<td>Strategic Plan / TC Reorganization Update</td>
<td></td>
<td>5 mins</td>
</tr>
<tr>
<td>Evaluation and Recommendations</td>
<td></td>
<td>5 mins</td>
</tr>
<tr>
<td>(on new format)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Jay Kohler to be the timekeeper.
TC/TG/TRG/MTG Activity Form

• Tracks the important activities a Functional Group (FG) has accomplished lately (since the last meeting or at the present meeting)
  • A Functional Group could be a TC, TG, TRG, or a MTG

• The form is required by **Tuesday night at 9:00 PM** to give your Section Head time to consolidate and report on your FG activities at the Wednesday morning TAC meeting
  • Hint: Much of the information can be completed before the main meeting

• Data from these forms are consolidated into a Section Dashboard
  • Trends can be observed and analyzed ONLY if the forms are turned in at each meeting

• **PLEASE:** Do not leave any cells empty
  • Please use zero if there is no count, a blank cell can affect downstream calculations
The form is broken down into a series of sections:

- Top-level information
- Membership
- Handbook and Standards Responsibilities
- Program Activities
- Current Research Activities
- TC Management
- Other Technical Activities and Award Nominations
- Open comment section
This section first defines the functional group
  • Note that the TC # format should be 01.01

It also defines the meeting in question. Here are examples on how the meeting information should look:
  • Meeting was Held (City): Kansas City
  • (Day): Tuesday
  • (Date): 6/25/2019
Membership Section

- Keeps track of main meeting attendance
- Used to (automatically) calculate quorum
- Hints:
  - Fill in the “Total on Committee Roster” column before the meeting
  - YEA members are age 35 or younger (this information is also noted on the roster)
    - Be sure YEA members are also included in the other numbers

<table>
<thead>
<tr>
<th>Membership</th>
<th>Quorum Established (Yes/No)</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number Present</td>
<td>Remote Participants</td>
</tr>
<tr>
<td>Voting Members (excluding Non-Quorum Members)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Quorum Members</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Corresponding Members</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Provisional Members</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Visitors/Guests</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>All members/guests who are ALSO YEA members</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Handbook and Standards Responsibilities

<table>
<thead>
<tr>
<th>Handbook Responsibilities</th>
<th>Standards Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Number of Chapters</strong></td>
<td><strong>Total Number of Standards</strong></td>
</tr>
<tr>
<td><strong>Chapter(s) approved at this meeting</strong></td>
<td><strong># Standards recommended</strong></td>
</tr>
<tr>
<td><strong>Special Publications (last six months)</strong></td>
<td><strong>Title(s):</strong></td>
</tr>
</tbody>
</table>

- Keeps track of Handbook and standards activities
  - The “Total” numbers should include all chapters or standards, even if they were not addressed during this meeting
  - The “approved” and “recommended” numbers would be at this meeting, or since the last meeting

- Hints:
  - Count all handbook chapters (reviewed, revised, or developed) that were approved by the FG through a vote for submission to the Handbook committee
  - Count all standards which the FG developed a recommendation for (reaffirm, revise, etc.)
  - Special publications are sometimes requested when there is a need for material that is unsuited for regular society publications. Enter the number and title(s) for these publications in the space provided if applicable.
• Keeps track of program activities at this meeting
  • This information helps us monitor if programs are getting accepted

• Hints:
  • For the “Submitted” and “Accepted” numbers, include only those programs which your FG initiated
    • Including those you invited other FGs to co-sponsor
  • The “Co-sponsored” number would be for those programs which were initiated by another FG
  • “TC Research Results” are special presentations that disseminate results from research sponsored by your FG
  • “Other Papers” are any papers from your FG that were in sessions not sponsored by your FG
Current Research Activities and TC Management

- Keeps track of current research activities and provides us a summary of FG management practices
  - This information helps us monitor if research is getting accepted
  - It also helps us determine if additional help is needed for a particular FG
- Hints:
  - The # of active RPs should not include any that were completed & approved at this meeting
  - The minutes are due 60 days after a meeting and the agenda is due 30 days prior to a meeting
  - The Chair and the Vice Chair are expected to attend both the Sunday breakfast and the Sunday training session
  - The Program, Handbook, and Research chairs each have a dedicated meeting they are expected to attend at each meeting

<table>
<thead>
<tr>
<th>Current Research Activities (active)</th>
<th>TC Management</th>
</tr>
</thead>
<tbody>
<tr>
<td># of new/revised RTARs submitted</td>
<td>0</td>
</tr>
<tr>
<td># of other active RTARs</td>
<td>0</td>
</tr>
<tr>
<td># of new/revised Work Statements submitted</td>
<td>0</td>
</tr>
<tr>
<td># of other active Work Statements</td>
<td>0</td>
</tr>
<tr>
<td># of active TRPs</td>
<td>0</td>
</tr>
<tr>
<td># of active RPs</td>
<td>0</td>
</tr>
<tr>
<td># of RPs completed &amp; approved at this meeting</td>
<td>0</td>
</tr>
<tr>
<td>Problems getting RTAR/WS approved?</td>
<td></td>
</tr>
<tr>
<td>Minutes completed on time?</td>
<td></td>
</tr>
<tr>
<td>Agenda distributed on time?</td>
<td></td>
</tr>
<tr>
<td>Did Chair attend training?</td>
<td></td>
</tr>
<tr>
<td>Did Vice Chair attend?</td>
<td></td>
</tr>
<tr>
<td>Did Program Chair attend training?</td>
<td></td>
</tr>
<tr>
<td>Did Handbook Chair attend training?</td>
<td></td>
</tr>
<tr>
<td>Did Research Chair attend breakfast?</td>
<td></td>
</tr>
</tbody>
</table>
Final Sections

<table>
<thead>
<tr>
<th>Other Technical Activities</th>
<th>Award Nominations (last six months)</th>
</tr>
</thead>
<tbody>
<tr>
<td># FAQs updated this meeting</td>
<td>0</td>
</tr>
<tr>
<td># New members added to roster</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td># of Other Nominations: Hightower, Research, Fellow, etc.</td>
</tr>
<tr>
<td></td>
<td>Specify Award:</td>
</tr>
</tbody>
</table>

Any Concerns or requests for the Technical Activities Committee? (Please type in space below, use Alt+Enter to drop to a new line)

- Keeps track of any additional technical activities including any nominations for awards
- Also provides an open comment section for feedback to TAC
- Hints:
  - As requested, members of an FG shall compose answers to or review FAQs assigned to their committee.
  - Use Alt+Enter to drop to a new line in the open comment section
Questions?
<table>
<thead>
<tr>
<th>Item #</th>
<th>MBO</th>
<th>Date Due</th>
<th>Assigned To</th>
<th>Applicable Strategy #</th>
<th>MBO Comments</th>
<th>Strategic Direction</th>
<th>Specific Comments</th>
<th>Fiscal Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Enhance TC's awareness of MTGs functioning through regular communications with TC representatives.</td>
<td>6/1/2019</td>
<td>TAC, TAC subc., 2a, 2b</td>
<td>Better ways are needed to judge the success of hosting TCs and identify where change is needed.</td>
<td>Efficiency</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>New MTGs start meeting at 2019 Winter meeting. Two new MTGs were approved by TAC in KC (Refrigeration and Air Conditioning Plant Assessment Guide, Indoor Agricultural Plant Production MTG) (Occupant Behavior in Buildings) has expressed a desire to be a TC.</td>
<td>15-Jun-19</td>
<td>MTC Chair and Training Coordinator, 2a, b, c, 2a, b, c</td>
<td>MTGs can serve as a vehicle for breaching TCs out of their individual silos and typically generate an increased level of excitement. This ground floor opportunity is often a draw for younger members.</td>
<td>Efficiency and Increased Passion</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Develop a new TC activity form online with user friendly features similar to the user friendly activity form online.</td>
<td>18-Jun</td>
<td>Training Coordinator and staff</td>
<td>Online activity form and user friendly input for each activity was not ready for roll out at 2019 Annual meeting due to staff availability. We will roll out after 2019 Annual meeting.</td>
<td>Efficiency</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Implement opportunities for TC's to become involved with Student Members.</td>
<td>20-Jun</td>
<td>TAC subcommittee, 2a, b</td>
<td>Currently less than 50% of TCs are reaching out to Student Members. TAC needs to lead the charge but needs some help with outreach.</td>
<td>Efficiency</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Ensure that subcommittees which are not current with the program could be brought online.</td>
<td>1-Nov-19</td>
<td>Section leaders</td>
<td>Many subcommittees, such as Handbook, could be more efficient if conducted on-line with a significant reduction in expense.</td>
<td>Efficiency</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Engage opportunities for TC's to become involved with Student Members.</td>
<td>Complete</td>
<td>TAC and staff</td>
<td>TAC to continue to communicate with Student Activities Committee on TC/Student Activities event at Winter Conference.</td>
<td>Strategies - Students &amp; TC's, Future of ASHRAE</td>
<td>None</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ASHRAE UPDATE
ExO Report to Committees
2019 ASHRAE Annual Conference
As members of ASHRAE or participants in ASHRAE activities, we pledge to act with honesty, fairness, courtesy, competence, integrity and respect for others in our conduct. We will avoid conflicts of interest, and behavior that is discriminatory and/or harassing.
President’s Luncheon

Monday, June 24
12:15 – 2:00 pm

Building for People and Performance.
Achieving Operational Excellence.

ASHRAE President 2019-20
Darryl K. Boyce, P.Eng
Nominations Welcome

- Nominations for appointed standing committees are sought annually
- Speak with your committee ExO if your appointed term is ending and you wish to be nominated for another committee
- If a person is completing his or her term on a committee in June 2019, the next appointed committee term would begin on **July 1, 2020**
- Self-nomination is also encouraged
- Nominations are due by **mid-February 2020**
- Councils are elected by the Board of Directors, but nominations are welcomed

For more information, visit: [ashrae.org/committee-nominations](http://ashrae.org/committee-nominations)
ASHRAE Nominations

ASHRAE website links are available for Board Officer and Director recommendations, nominations to Board-elected Standing Committees and Councils and appointments to Committees.

- **Board Officer and Director Recommendations**
  
  Link closes for the following Society year each **September 25th**

- **Board-elected Standing Committee and Council Nominations**
  
  Link closes for the following Society year each **September 15th**

- **Standing Committee Nominations, appointed by the President-Elect**
  
  Link closes for the following Society year each **February 15th**

For more information, visit: [ashrae.org/committee-nominations](http://ashrae.org/committee-nominations)
ASHRAE’s Commercialism Policy allows for Society activities that fulfill the mission of technological advancement with adherence to business plans that generate income to offset operational expenses such as AHR Exposition, ASHRAE periodicals, website, and Society conference events such as the Welcome Party, luncheons, registration kits, and receptions.

<table>
<thead>
<tr>
<th>Principles for Managing Advertising and Sponsorships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content should be labeled as advertising or sponsored.</td>
</tr>
<tr>
<td>Use of commercial names and logos shall not imply ASHRAE endorsement, approval or certification of products or services.</td>
</tr>
<tr>
<td>The inclusion of commercial information shall be fair and unbiased so as to avoid explicit promotion of a product or commercial entity.</td>
</tr>
<tr>
<td>Content shall adhere to accepted business practices specified by the U.S. Federal Trade Commission and recognized publishing authorities.</td>
</tr>
<tr>
<td>Activities including events at chapter meetings shall be managed to prevent an atmosphere in which commercial entities are encouraged to critique one another in the public forum.</td>
</tr>
</tbody>
</table>

For more information, visit: ashrae.org/commercialism
Presidential Ad Hocs

Standards Membership Model Ad Hoc
- In response to member requests for more flexibility in determining the benefit associated with ASHRAE membership, investigating potential membership business models
- Final report will be submitted in Kansas City
- Implementation will require collaboration among Finance Committee, Members Council and Publishing & Education Council

Smart Grid Design Guide Ad Hoc
- Developing Smart-Grid Application Guide to provide building owners, managers, and designers with guidance on the smart grid, applicable regulations, and how to operate their building in the smart-grid environment
- Publication planned for Fall 2019

Event Sponsorship Presidential Ad Hoc Committee
- Increasing event sponsorship revenue, thereby reducing conference registration fees, without violating the ASHRAE Commercialism Policy
- Appointed April 1, 2019
- Implementation will require coordination among advertising sales team, Development Committee and identified Society members
All ASHRAE Members are invited to participate – Get Involved!

157 Member Participants

290 Meetings

Government Outreach Day Events are Growing!

<table>
<thead>
<tr>
<th>SY</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-19</td>
<td>29</td>
</tr>
<tr>
<td>17-18</td>
<td>16</td>
</tr>
<tr>
<td>16-17</td>
<td>9</td>
</tr>
<tr>
<td>15-16</td>
<td>2</td>
</tr>
</tbody>
</table>

Advocacy resources available in ASHRAE 365 and ashrae.org/advocacytoolkit
Signed Memoranda of Understanding  
Society Year 2018-2019

- American Institute of Architects (AIA)
- American Society of Plumbing Engineers (ASPE)
- U.S. Department of Energy (DOE)
- International District Energy Association (IDEA)
- International Facility Management Association (IFMA)
- Japanese Society of Refrigerating and Air Conditioning Engineers (JSRAE)
- New Buildings Institute (NBI)
- Pakistan HVACR Society (Pakistan HVACR Society)
- Society of Air-Conditioning and Refrigeration Engineers of Korea (SAREK)
- Vietnam Society of Refrigeration and Air-Conditioning Engineers (VISRAE) Pending
ASHRAE’s New Global HQ

• Building campaign to help fund the new HQ is underway
• Aims to be a net-zero-energy ready office
• Showcase for the latest HVAC&R equipment and technology
• Retrofitted new HQ building will have a zero carbon footprint
• Move expected by October 2020

Design team members were chosen based on an RFP, competitive bids and committee interviews. The design team includes: McLennan Design, Houser Walker Architecture and Integral Group.

Project Management: Collins Project Management
Construction Manager at Risk: Skanska
Commissioning Agent: Epsten Group

For more information, visit: ashrae.org/newhq
ASHRAE Launches All New Refrigeration Page

With refrigeration literally in its name, ASHRAE offers a wide selection of information and publications concerning refrigeration and refrigerants – from standards and design guides to ASHRAE courses as well as a monthly column in ASHRAE Journal, and more.

ASHRAE and the International Institute of Refrigeration (IIR) announced on April 11, 2019 the establishment of new definitions for five refrigeration keywords, which are:

- Cooling
- Refrigeration
- Chilling
- Freezing
- Cold Chain

For more information, visit: ashrae.org/refrigeration
World Refrigeration Day

The Coolest Day of the Year
June 26, 2019

• ASHRAE endorses the first World Refrigeration Day
• The day raises awareness of refrigeration, air conditioning and heat pumps and their role in modern society to a wider audience
• Free Webinar on June 26, 2019, “Refrigerants for Life: How Refrigerants Affect Modern Life”
• #Refrigerants4Life

For more information and to register for the free webinar, visit: ashrae.org/refrigeration
New Strategic Plan

Strategic Plan
2019–2024

MISSION
To serve humanity by advancing the arts and sciences of heating, ventilation, air conditioning, refrigeration and their allied fields.

VISION
A healthy and sustainable built environment for all.

Find out more about the new plan
Attend Seminar 27: ASHRAE's 2019 Strategic Plan: Development, Initiatives and Implementation
Monday, June 24 from 9:45–10:45 AM
Kansas City Convention Center, Room 2105
Strategic Plan At-A-Glance

Initiative Area: Built Environment Of The Future

1. RESILIENT BUILDINGS AND COMMUNITIES
2. INDOOR ENVIRONMENTAL QUALITY

Initiative Area: Future Of ASHRAE

3. ORGANIZATIONAL STREAMLINING
4. IMPROVE CHAPTER ENGAGEMENT, CAPACITY AND SUPPORT

Strategic Plan At-A-Glance available for download beginning 7/1/19
ashrae.org/strategicplan
Recent Publications

- Advancing DCIM with IT Equipment Integration (ASHRAE Datacom Series, Book 14)
- Standard 218-2019, Method of Test for Lubricant and Refrigerant Miscibility Determination
- Standard 30-2019, Method of Testing Liquid Chillers
- Standard 41.8-2016 (RA 2019), Standard Methods for Liquid Flow Measurement
- Standard 34-2019, Designation and Safety Classification of Refrigerants
- Standard 150-2019, Method of Testing the Performance of Cool Storage Systems
- Humidity Control Events in Perioperative Care Areas (free white paper from TC 9.6)
- Water-Cooled Servers Common Designs, Components, and Processes (free white paper from TC 9.9)

To purchase publications, visit: ashrae.org/bookstore
Upcoming Publications

- Smart Grid Application Guide for Building Professionals (Fall 2019)
- HPB Simplified (textbook) (Fall 2019)
- ASHRAE Design Guide for Multifamily Residential Buildings (Fall 2019)
- ASHRAE Design Guide for Ventilation of Hazardous Spaces (Fall 2019)
- Nearly ZEB Hospitals Guide Book (co-published w/RHEVA) (Fall 2019)
- HVAC Design Guide for DOE Nuclear Facilities, 2nd ed. (Fall 2019)
- A Practitioner’s Guide to Engineering Management (Fall 2019)
- Smart Grid Application Guide (Late 2019)
- Design Considerations for Datacom Equipment Centers, 3rd ed. (Datacom 3) (Late 2019)
- ASHRAE Design Guide for Hot-Climate Buildings (Late 2019)
- Natural Ventilation Design Guide (Jan 2020)
- Design Guide for Combustion Turbine Inlet Air Cooling Systems, 2nd ed. (Jan 2020)
- 125th Anniversary books: Evolution of Components and Design Build Practices after 1900; Proclaiming the Truth, 2nd ed.; Adventures in Heat & Cold; Twentieth Century of Air Conditioning (January 2020)
New Courses

- Advanced Design for Net Zero Buildings
- Choosing the Right Energy Code for Your Project: IECC 2018 or ASHRAE 90.1-2016
- How Smart, Efficient, Sustainable Systems Lead to Improved Resilience
- Thermal Energy Storage Systems for Air Conditioning

The following courses are being offered during the Annual Conference:

- Effective Presentation for Positive Results
- Guideline 36: Best in Class HVAC Control
- IgCC and ASHRAE Standard 189.1 Technical Provisions
- Laboratory Exhaust Stacks: Safe and Energy-Efficient Design
- Solar PV & Thermal Systems Analysis and Design

For more information, visit: ashrae.org/education
ASHRAE eLearning

- PDHs/CEUs: Most courses recognized by AIA and GBCI
- Train on your own schedule from any computer with internet access
- No special software required
- Free tracking reports
- More than 90 courses, including:
  - Introduction to Refrigerants NEW!
  - Refrigerant Selection NEW!
  - Refrigerant Management NEW!

For the complete course catalog, visit: https://elearning.ashrae.org
Certified HVAC Designer (CHD) Certification

Launched March 2019
The CHD certification validates competency of the HVAC Designer working under the responsible charge of an engineer.

Industry Need & Demand
In an “Industry Need” survey, ASHRAE Member respondents agreed the CHD is:

- A Worthwhile Professional Development Goal: 85% Yes, 15% No
- A Tool to Identify Competent New Hire Prospects: 74% Yes, 26% No

View the NEW CHD video here: ashrae.org/chd#video
Advanced Energy Design Guides

- Roughly **630,000 total copies of 12 published guides** in circulation
- **Advanced Energy Design Guide for K-12 School Buildings – Achieving Zero Energy** – Published January 2018
  Applicable to all sizes and types of K-12 school construction
  Applicable to office buildings 10,000 to 100,000 ft² with a building height of less than 75 feet.

For more information, visit: ashrae.org/freeaedg
Building EQ

Take your building to the next level beyond benchmarking

• Online data entry and submission
• Metered data exchange from ENERGY STAR® Portfolio Manager
• Consistent, streamlined process to conduct ASHRAE Level 1 Energy Audit
• Auto-populated audit reports aligned with ASHRAE Standard 211
• Measured data and actionable recommendations to improve building energy performance
• French translation now available for use

For more information, visit: ashrae.org/BuildingEQ
Launched in September 2018, the online standards review database allows members and non-members access to public review drafts for standards, guidelines, and addenda and to submit comments.

The new system offers:

• single sign-on feature

• new dashboard which highlights items that require attention, provides quick links to individual / committee comments, continuous maintenance proposals and outstanding ballot results

For more information, visit: ashrae.org/publicreviews
Publishing/Education Strategies to Improve Content Access

Enhance member access using online delivery

- ASHRAE Technology Portal for ASHRAE Journal, Research Reports, Conference Papers, Seminars
- Handbook PDFs added to ASHRAE Technology Portal to eliminate CDs
- 90.1 Portal syncs the 2016 standard with the user’s manual plus red-line version

Expand content available electronically

- Free Online Access to Science & Technology for the Built Environment, ASHRAE’s journal of archival research

Use web-based tools to optimize volunteer time


Customize training and translate publications applying business models

Trackable delivery of Handbooks to more countries

For more information, visit: ashrae.org/technology-portal
See You There!

- International Congress of Refrigeration 2019
  **August 24-30, 2019 – Montréal, Québec, Canada**

- 2019 ASHRAE Building Performance Analysis Conference
  **September 25-27, 2019 – Denver, CO**

- 7th International Conference on Energy Research and Development
  **November 19-21, 2019 – State of Kuwait**

- Greenbuild International Conference and Expo
  **November 20-22, 2019 – Atlanta, GA**

- 2019 Building XIV International Conference
  **December 9-12, 2019 – Clearwater, FL**

For more information, visit: [ashrae.org/conferences](http://ashrae.org/conferences)
Questions?

Please let your committee’s ExO know how and where you’d like to serve next!
"Maneuvering a Committee Meeting"

knee-jerk reactions

20190428

vg
Three to Four Weeks Prior
One or Two Days Prior
20 to 15 Minutes Before the Meeting
Start of the Meeting
During the Meeting
Just Prior Adjournment
Circa 1 Week After the Meeting
THREE TO FOUR WEEKS PRIOR

* send a date reminder and tentative agenda to all members
* mail out tentative agenda to include times and responsible party
* confirm meeting location and desired room arrangement
* assure availability of stuff: AV equipment, easels and flip charts, paper and pencil, drinks and munchies, etc.
ONE OR TWO DAYS PRI OR

* contact those responsible for agenda items, thanking them in advance

* confirm you have all notes and files necessary for the meeting
20 TO 15 MINUTES BEFORE THE MEETING

* arrive at the meeting room, confirm all is in order (visuals, amenities, hand-outs, etc.)

* perfect the seating arrangement (criteria: able to see everybody's eyes; with group dynamics in mind.; voting members in one group)

* write the agenda on a flip chart so all can see the progress of the meeting
20 TO 15 MINUTES BEFORE THE MEETING

* **greet** those coming to the meeting

* touch base to **confirm** all is OK for those responsible for special agenda items
START OF THE MEETING

CENTERING

CLARITY

CONDUCT
START OF THE MEETING

CENTERING
timely start; agenda; adjournment time

CLARITY

CONDUCT
START OF THE MEETING

CENTERING

timely start; agenda; adjournment time

CLARITY

Unified vision

CONDUCT
START OF THE MEETING

CENTERING
timely start; agenda; adjournment time

CLARITY
Unified vision

CONDUCT
Speaking, parliamentary process
* clarify and underscore the conduct for the meeting:
  * define when non-members of the committee can have the floor (exception for presenters)
technique ("hints"): 

a) up to 5 minutes at the start of the meeting and at the end of the meeting; and

b) up to 3 minutes prior to the body taking a vote, and/or if a member asks a question for clarification - or better yet unless a question is made
* clarify and underscore the conduct for the meeting:
  * define when members of the committee can have the floor (exception for presenters)
technique ("hints"): 

a) set a maximum time (3 minutes could be a realistic time) for a member to comment on a motion 

b) set a limit to the number of times one can speak on one motion (twice should be sufficient)
clarify and underscore the conduct for the meeting:

* Abiding with Robert’s Rules of Order

* advise that if you anticipate the need, you may declare to follow a consensual process rather than parliamentary process for specific agenda items. (Generally not a good idea; takes more time and delicate conduct)
technique ("hints"): 

a) Highlight some of the many times ignored subtleties of parliamentary; primarily:
   • First the motion made and seconded, then the discussion
   • No “withdrawing of a motion” or “friendly amendments”

b) Great to identify an “ad-hoc parliamentarian”
START OF THE MEETING

CENTERING
timely start; agenda; adjournment time

CLARITY
Unified vision

CONDUCT
Speaking, parliamentary process
DURING THE MEETING

role is to **facilitate** and **control** the discussion in order to effectively complete the agenda
DURING THE MEETING

...to facilitate...
DURING THE MEETING

...to facilitate...

a) consistency in following parliamentary procedures; be unbiased and equitable
i) consistency in following parliamentary procedures;

ii) NEVER be biased, and

iii) NEVER discuss a motion (however you may want to ask questions) - yes try to NEVER discuss a motion unless someone asks you a direct question –

iv) trust the wisdom and creativity of the group

v) Here is one that is a killer "At the Board of Directors...they said..."
DURING THE MEETING

...to facilitate...

b) if you are to vote, do it after all others have cast their vote
DURING THE MEETING

...to facilitate...

c) follow the procedures shared at the start of the meeting.
DURING THE MEETING

to facilitate...

d) show respect and exercise equity for all members.
DURING THE MEETING

...to facilitate...

• NEVER say "that is a good question...“ that would suggest that all other questions were not good.

• In like manner, NEVER say "that was a good presentation". Just say "thank you" to all.
DURING THE MEETING

...to facilitate...

e) another killer; after the chair pontificated a bit, the next presenter of a report is told: “...we are running a bit late please hurry with your presentation...”
DURING THE MEETING

...to facilitate...

f) keep the group focused (on the vision cast at the start)
DURING THE MEETING

...to facilitate...

g) this is the most important: read the body language of your members; be a listener; and show empathy towards all
DURING THE MEETING

...to facilitate...

h) I trust you realize that it is rude and impolite for you to confer with somebody next to you while one of your members has the floor.
DURING THE MEETING

role is to facilitate and **control** the discussion in order to effectively complete the agenda
DURING THE MEETING

...to control...

a) keep on time, and chart progress on the posted agenda
DURING THE MEETING

...to control...

b) follow the procedures shared at the start of the meeting.
DURING THE MEETING

...to control...

c) NEVER let a non-member speak ahead of a member (furthermore be sure to evenly enforce conduct in accordance with the stated procedures)
DURING THE MEETING

...to control...

d) enforce time limits on those discussing an agenda item.
DURING THE MEETING

...to control...

e) for those engaging in side conversations firmly request them to share their comments to the entire group or to excuse themselves or....
DURING THE MEETING

...to control...

f) make it known that professional ethics and courtesies do not include multitasking during a meeting; politely suggest they excuse themselves
DURING THE MEETING

...to control...

g) there are many alternatives to control somebody that is exhibiting rudeness, sour emotions, not abiding with the stated procedures.
i) Body language is one subtle way to communicate displeasure.

ii) Polite admonition during the meeting usually works but can backfire.

iii) Ignoring and calling on members to comment in a round robin fashion on the agenda item and excluding the person exhibiting rudeness from speaking sometimes works.
iv Calling a 10-minute break and asking to meet with the one causing the problems and try some “active listening” would probably be a good alternative but would take precious minutes from the meeting

v Be intentional in the seating arrangement for the trouble maker (facing you, maybe even at your side...)

vi Remember – you are in charge!
DURING THE MEETING

...to control...

h) finally, try to not get angry with someone that is exhibiting rudeness; try to keep your cool, and, by the way, a silent prayer many times helps. (and if necessary call security)
DURING THE MEETING

EQUITY
treating all equally

EMPATHETIC
loving and considerate

ENABLING
guiding and facilitating
JUST PRI OR TO ADJOURNMENT

* Summarize accomplishments

* List follow-ups (action items)

* Announce date for the next meeting

* Extend thanks as appropriate, and declare adjournment
CIRCA 1 WEEK AFTER THE MEETING

* email to all members with list of action items;

* request for comments on how to make the next meeting better

* reflect on what went well and extend appreciation
CIRCA 1 WEEK AFTER THE MEETING

* email to all members with list of action items;

* request for comments on how to make the next meeting better

* reflect on what went well and extend appreciation

And start planning for the next meeting!
Victor Goldschmidt (vg)

“ready to serve”

creating2@earthlink.net
MANUAL OF PROCEDURES

FOR

TECHNICAL ACTIVITIES COMMITTEE

REVISED: 12/11/2017
FOREWORD

The Technical Activities Committee is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Technology Council. The Rules of the Board (ROB) for the Technical Activities Committee are the constitution of the committee. Proposed changes to the ROB and their appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) is a supplement to the TAC ROB and describes the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP and revision thereto, following approval by the committee, shall be submitted to Technology Council or designated council subcommittee for approval.

Proposed TAC MOP and ROB changes shall normally only be presented to Tech. Council for approval once a year for consideration at their fall meeting. Proposed changes that TAC believes require more immediate attention shall first be presented to the chair of Tech. Council for permission to submit to Tech. Council.

YOUR COMMENTS ARE WELCOME

Should you have a comment or suggestions on this Manual of Procedure, please submit them electronically to the ASHRAE Manager of Research and Technical Services (MORTS).

E-mail: MORTS@ashrae.net

The MORTS will consolidate comments for TAC. TAC intends to maintain Manual of Procedure as a “living document” and update it as it is needed and practical.

RECENT REVISIONS

Summary of Changes for 12/11/2017 Revision:

1. Section D - COORDINATORS streamlined to continue to allow TAC Chair the authority to name and dissolve Coordinator positions, but all details on the current TAC Coordinators will now reside in latest TAC Reference Manual.
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SECTION A – TECHNICAL ACTIVITIES COMMITTEE – GENERAL

Part 1  Technical Activities Committee

A1.1 The Technical Activities Committee (TAC) shall supervise and assist in the formation and operation of technical committees (TCs), task groups (TGs), multidisciplinary task group (MTGs), and technical resource groups (TRGs), including determining scopes and membership.

A1.2 The Technical Activities Committee shall coordinate and cooperate with other committees whose activities involve TCs, TGs, MTGs, and TRGs, such as Chapter Technology Transfer, Handbook, Program, Refrigeration, Research Administration, Special Publications, and Standards in order to achieve the Society’s objectives.

Part 2  Membership

A2.1 The Technical Activities Committee shall consist of 16 voting members as described in Section 2.428.002.1 of the TAC ROB.

A2.2 Qualifications:

A. All members of this committee shall hold Member grade or higher in the Society and shall have been members for three (3) years prior to the start of their terms.

B. At least one member shall reside outside the U.S. and Canada.

C. All members shall have held at least one leadership role in the Society as chair of a technical committee prior to joining TAC.

D. All members shall have served on at least one technical committee (TC), task group (TG), multidisciplinary task group (MTG), or technical resource group (TRG) as a voting member for an aggregate of three or more committee years sometime prior to joining TAC.

E. All members should have regularly attended Winter and Annual Society Meetings for a minimum period of three years. An occasional absence does not disqualify a member who had regularly attended these meetings for a considerably longer period, providing that the absences do not suggest a pattern that would interfere with TAC activities.

F. Individuals expected to serve on other standing committees or currently serving as chair or vice chair of a TC/TG/MTG/TRG should not be considered for election to TAC for the year under consideration.
G. Whenever possible, candidates having also previously served on other standing committees should be considered.

H. Additional consideration should be given to individuals who have been active in technical areas that are currently priority issues to the Society and its membership.

I. Individuals expected to serve on other standing committees or currently serving as chair or vice chair of a TC/TG/TRG should not be considered for election to TAC for the year under consideration.

J. Proposed TAC members should be selected from individuals who satisfy the above criteria based on four prioritized objectives:
   1. Demonstrated leadership abilities in Society functions;
   2. Technical competence with attention to representing diverse disciplines on TAC;
   3. Balanced representation of employment categories (e.g., design, manufacturing, research and academics), and
   4. Balanced geographic representation

A.2.3 Term of Service:

The term of service for voting members is intended to be four (4) years subject to ROB 3.300 Election and Appointment Procedures.

Part 3  Meetings

A3.1 Normally three meetings are held each year: one at each Annual and Winter Society meeting and one at the fall Technology Weekend.

Part 4  Operations

A.4.1 This committee shall develop and maintain a plan to manage the implementation of the Society's technical efforts for BOD approval upon recommendation of the Technology Council.

A.4.2 It is the policy of the Society that information obtained from the Society technical program is to be considered preliminary and subject to revision until it is published by the Society.

A.4.3 Appointments to represent the Society in a specific technical area (except standards) shall be made by the chair of the Technical Activities Committee with the advice of the TC, TG, MTG, or TRG or panel at interest, with the advice of the Director of Technology and with the approval of the coordinating officer.

A.4.4 Instructions for their voting as an intersociety representative shall be given to them by their committee with the proviso that, if there is a new activity, this will first be reported to the Board for its consideration so that the Board will not be giving blanket delegation of authority, but will have approved in advance the character, scope and general contents of this activity. Thereafter, it will be the duty of the committee involved to instruct the intersociety representative as to how to vote to accomplish this.
A.4.5 The Board ex officio member shall be responsible for referring to the Board of Directors actions taken by the intersociety representatives.

A.4.6 This committee is authorized to appoint Technical Committees, Task Groups and Technical Resource Groups, and is responsible for their oversight and administrative support.

A.4.7 This committee shall be responsible for recommendation for publication of technical bulletins, other than those resulting from technical meetings.

A.4.8 Any member of TAC is eligible to introduce motions or items for consideration.

Part 5. Strategic Plan

A.5.1 This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee’s assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee’s constituents prior to the Annual Meeting.

SECTION B – CHAIR AND VICE CHAIR

Part 1 Selection

B1.1 The Chair and Vice Chair of TAC are nominated by the President-Elect of the Society from the current membership of TAC and elected by the Board of Directors to serve one-year terms commencing at the close of the next Annual Meeting of the Society.

Part 2 Responsibilities of Chair

B2.1 The Chair of TAC is responsible for the organization of TAC and the TAC Executive Committee.

B2.2 The Chair shall preside over all meetings of TAC and the TAC Executive Committee.
B2.2.1 The Chair shall be responsible for the preparation of agendas for meetings of TAC and the TAC Executive Committee with the advice of the Manager of Research and Technical Services and TAC members.

B2.2.2 The Chair shall be responsible for ensuring that the Manager of Research and Technical Services provides minutes of the meetings of TAC and the TAC Executive Committee within 30 days of the meetings.

B2.2.3 All draft minutes distributed by TAC shall include the following notice on the bottom of the cover page: “These draft minutes have not been approved and are not the official, approved record until approved by this committee.”

B2.3 The Chair shall annually designate members of TAC to serve as Liaison Coordinator and Special Activity Coordinator during each Society year.

B2.4 The Chair shall appoint other Coordinators, ad hoc committees, or working groups from the membership of TAC or the Society whenever necessary in order to assist in fulfilling the responsibilities of TAC. As conditions change, the Chair may dissolve these other Coordinator positions and committees.

B2.4.1 The Chair shall appoint other committees and representatives as directed by the President or the Board of Directors or as requested by other standing committees of the Society.

B2.5 The Chair shall annually designate members of TAC to serve as Section Heads during each Society year.

B2.6 The TAC Chair shall, after consultation with the Section Heads, appoint a Chair for each Technical Committee, Task Group, Multidisciplinary Task Group, and Technical Resource Group. The TC/TG/MTG/TRG Chair shall preferably have served at least one term as Vice Chair or Secretary and may be appointed for one or more one-year terms, but not normally to exceed two consecutive terms.

B2.6.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/MTG/TRG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.

B2.6.2 The TAC Chair shall thank retiring TC/TG/MTG/TRG Chairs for their services.

B2.7 Members of TC/TG/MTG/TRGs shall be appointed by the TAC Chair from nominations made by the current TC/TG/MTG/TRG Chair and endorsed by the Section Head. Members of TC/TG/MTG/TRGs are appointed normally for a maximum of four consecutive one-year terms.
B2.7.1 An exception for additional consecutive terms may be granted by the TAC Chair if the TC/TG/MTG/TRG makes a written request and that request is approved by the Section Head. The extended appointment shall be made only if it serves the best interest of the Society.

B2.8 With the assistance of the Manager of Research and Technical Services, the Chair shall prepare and submit to the Technology Council and the Board of Directors, through the Executive Vice President, a semi-annual report, an annual report, and such other reports as are required to be submitted to the Board. The Chair shall submit a written or an oral report at the fall meeting of Technology Council.

B2.9 The Chair shall be responsible for providing information to Society members to publicize the activities of the Technical Committees, Task Groups, and Technical Resource Groups; and other items of current significant interest concerning the operation of TAC.

B2.10 The Chair shall be responsible for meeting annual objectives for TAC. A status report on the objectives shall be included in the semi-annual report submitted to the Technology Council at the Society Winter meeting. A final report of the objectives shall be included in the annual report submitted to the Technology Council at the Society Annual meeting.

B2.11 The Chair shall serve as a non-voting member of Technology Council and as a voting member of the Oversight and Functional Planning Subcommittees of Technology Council.

Part 3 Responsibilities of the Vice Chair

B3.1 In the absence of the Chair, the Vice Chair shall assume the Chair at any scheduled or called meeting of TAC or the TAC Executive Committee. Specific responsibilities of the TAC Vice Chair are outlined in the TAC Reference Manual.

SECTION C – EXECUTIVE COMMITTEE

Part 1 Membership

C1.1 The members of the Technical Activities Executive Committee (TAC ExCom) include the TAC Chair, the TAC Vice Chair, and the TAC Coordinators.

C1.2 The following Ex-Officio members of the Technical Activities Executive Committee may participate in the discussions but are not eligible to vote:

Manager of Research and Technical Services
Director of Technology
Board Ex Officio
Coordinating Officer
Consultants to the TAC
Part 2  Meetings

C2.1  The Technical Activities Executive Committee shall meet before the first scheduled meetings of TAC at the Annual and Winter Meetings of the Society. See the TAC Reference Manual for details concerning meetings of the Technical Activities Executive Committee.

SECTION D – COORDINATORS

Part 1  Authority to Appoint & Dissolve Coordinator Positions

D1.1  The TAC Chair shall have the authority to appoint and dissolve Coordinator positions as needed.

Specific responsibilities of the current coordinators are outlined in the TAC Reference Manual

SECTION E – SECTION HEADS

Part 1  Selection

E1.1  A Section Head is a member of TAC who has been designated by the Chair to supervise the TCs, TGs and TRGs that are assigned to a Section.

E1.2  The MTG Section Head is a member of TAC who has been designated by the Chair to supervise the MTGs in the MTG Section.

Part 2  Section Head Responsibilities

E2.1  Each Section Head shall be responsible for the coordination and development of the activities of the TCs, TGs and TRGs within his/her Section and shall provide liaison between them and TAC.

E2.2  The MTG Section Head shall be responsible for the coordination and development of the activities of the MTGs within the MTG section and shall provide liaison between them and TAC. The MTG scope may also involve interactions with other Councils, and those interaction activities shall be managed by the MTG Section Head and reported through TAC to Technology Council.

Specific responsibilities of the Section Heads are outlined in the TAC Reference Manual
SECTION F – ANCILLARY RESPONSIBILITIES

Part 1 Honors and Awards

F1.1 TAC will annually review all eligible nominations received and make a recommendation to the Honors and Awards Committee for its consideration on the George B. Hightower Award recipient based on the procedures outlined in the TAC Reference Manual.

F1.2 TAC will review all requests or suggestions for new awards, revisions to current awards, or award deletions according to the guidelines for awards outlined in the TAC Reference Manual.

Part 2 Broad Peer Review of Special Publications

F2.1 The Chair of TAC shall be notified by staff on a regular basis of all new special publications that are in development at the TC/TG/MTG/TRG level. The TAC Chair, in consultation with TAC members, shall then determine whether a publication requires a broader peer review by members of other TC/TG/MTG/TRGs per the broad peer review procedure described in Appendix F of the TC/TG/MTG/TRG MOP.

Part 3 Society Chapters Technical Publication

F3.1 Research and Technical Information Activities initiated by Society Chapters which may result in Chapter Technical Publications shall be conducted under the supervision and direction of the Technical Activities Committee and the appropriate TC/TG/TRG. (ROB 3.960.001)

Commented [HS6]: MOTION #6
From ROB 3.960.001
June 2019- TC Reorganization Update

We would like to thank everyone who took the time to submit feedback for our proposed plan- it has given us a lot of information to process! The biggest take-away for the Ad hoc, is that each functional group (FG - includes TCs, TGs, MTGs, and TRGs) is not in the same place. While there are some groups that would benefit from restructuring, others are very productive and could be used as best-practice models for other groups. So, we will be slightly redirecting our focus to be a little more all-encompassing.

First, our number one goal is still to utilize our members’ time more efficiently and effectively. To this end, we will be looking at two logistical items:

1. Adjusting meeting times into a block schedule. We currently have many meetings happening at non-standard times which leads to conflicts in people’s schedules and a very inefficient use of meeting space.
2. Looking into moving subcommittee meetings into a time slot on the same day, and maybe immediately before the main group meeting. This way, if someone can only attend for a few days, they can attend all meetings for a functional group.

In addition, functional groups will be working with their Section Heads in TAC to determine how to make their work more effective- what will it take to go from good to great? This may look like many things, including:

1. Possible mergers- many great ideas were suggested from TCs.
2. Possible joint subcommittee meetings
3. Holding interim meetings online
4. Updated mailing lists/ communications structures

Starting in Kansas City, we will be rolling out a new TC Chair/ Section Head Breakfast meeting structure, but it will continue to be at 6:30am on Sunday. Instead of having each section meet in its own room, we will be meeting in one of the larger ballroom-type rooms. Chairs and Vice-Chairs as well as program/ handbook subcommittee chairs will be invited to come. Participants will be seated by section. The agenda will include:

- Celebrations (Best Practice Highlights)
- Training
- Liaison Reports (Pub Ed Council, Members Council, RAC, Handbook, CEC)
- Section Discussions

We are hoping that this format will help us communicate more clearly, give us more time for training, and still allow both formal discussion time with our sections, as well as the opportunity to facilitate informal discussions.

Overall, we want you to know that TAC and the Section Heads will be looking at multiple ways to offer continuous leadership toward a more effective and efficient future. Stay tuned for more updates as we figure out the details, and reach out to your section head if you have any ideas for consideration . While some minor changes may roll out sooner, the earliest any major changes would occur would be in conjunction with the society year, at the annual conference in Austin, June 2020.

Best Regards,

Sarah Maston, Chair (sarah@greenfootprintscx.com)
Victor Goldschmidt, TAC (creating2@earthlink.net)  Barbara Minor, TAC (Barbara.H.Minor@chemours.com)
Thom Justice, TAC Chair (justfilter@yahoo.com)  Larry Smith, TAC (LarryS@li-hvac.com)
Tom Lawrence, TAC BOD ExO (lawrence@engr.uga.edu)  Bill McQuade, Planning (BMcQuade@ahrinet.org)
January 13, 2019

TC/ TG/ MTG/ TRG Chairs & Vice Chairs,

We have heard from our membership that the current technical working groups (TWG - includes TCs, TGs, MTGs, and TRGs) structure is not working as efficiently or effectively as it may have in the past. It is time for us to re-evaluate and determine how to be contributors and the driving force in our industry. Recently, we did a survey of our membership, which identified that the Technical Working Groups have the following issues:

- We are working in silos; too specific; need more global perspective
- Management of stagnant TCs and membership is lacking
- Takes too long to change things in TCs - members are getting discouraged
- We are not maintaining industry leadership
- We need to do a better job of sharing best practices

Change is needed - over the years we have focused more on how each TWG is unique, instead of looking for our similarities. We have spread our efforts too thin - jeopardizing leadership and affecting the quality and timeliness of our programs and publications.

TAC owns these issues and we are working to address them. We have started to invest time and funds in technology/ forms, including BaseCamp, a new electronic roster tool, and a revised activity tracking form. In addition, a committee was formed a few months ago to look at reorganizing the functional group structure. By taking on this reorganization, we hope to:

- Decrease the silo effect
- Increase collaboration for programs & research
- Increase opportunity for workshops for Handbook
- Increase meeting efficiency
- Increasing effectiveness of members’ volunteer time

So, we wanted you to know that this work has begun. It is going to take a considerable amount of time to plan and execute. Our goal is to discuss this with many of you in Atlanta and propose a working model for consideration in Kansas City, with a potential rollout in place for Orlando (2020). We may not get it right the first time; however, we are open to your constructive feedback and suggestions. Talk amongst yourselves and feel free to talk to us.

One question we would like to ask, is if your TWG were to merge with one or two other groups, which ones do you think most align with your current scope? Please direct your answers or inquiries to TAC through your individual Section Head or to Sarah Maston, the TWG Reorg Chair. Thanks for all you do for your TWGs and ASHRAE!

Best Regards,

Sarah Maston, TWG Reorganization Chair (sarah@greenfootprintscx.com)
Victor Goldschmidt, TAC (creating2@earthlink.net)
Thomas Justice, TAC Chair (justfilter@yahoo.com)
Thomas Lawrence, TAC BOD ExO (lawrence@engr.uga.edu)
William McQuade, Strategic Planning (William.F.Mcquade@jci.com)
Barbara Minor, TAC (Barbara.H.Minor@chemours.com)
Larry Smith, TAC (LarryS@li-hvac.com)
Announcements and Reminders for TC/TG/TRG & MTG
Chairs Kansas City 2019

A. **NEW!**

1. Discuss and confirm that TGs, TRGs, and MTGs in section will continue in 19-20 Society Year
   TBD

2. **19-20 Rosters Access & Distribution** - Remember, the current 2018-2019 roster for your TC, TG or MTG is in effect until after the June meeting this year – through Sunday, June 30th.

   By now, each TC, TG and MTG chair should have received a PDF & MS-Excel file of their new 2019-2020 roster from their Section Head or staff for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to www.ashrae.org [http://www.ashrae.org](http://www.ashrae.org) and log-in (if you have not logged in lately, you might need to set up a new username and password), click on the "Membership" tab in the header, Go to the “My ASHRAE” section of the Membership page and click on "My Participation" text, and scroll down to the “Manage” link. Click on the "Committees" link in the left sidebar. Now, you should see all of the committees that you are a member of will appear. Click on the "blue" roster text on the right hand side of a committee name to reveal the roster in various file formats

   The Provisional Corresponding Member (PCM) position is a relatively new position on TC/TG/TRG rosters. This position allows potential new members to be added by staff to the committee roster any time a request for membership is made by an individual. The position has a 2-year term on the committee. Staff will notify the chair and reissue a new roster to the committee chair any time a provisional member is added. The TC/TG/TRG chair has the option each year during the regular roster update process to convert provisional CMs that have been active participants on the committee the past year into regular CMs or voting members or drop them. If no action is taken, they will time expire from the roster and be removed by staff.

3. **TC E-mail Position Aliases Annual Update**
   SY 18-19 TC Position e-mail alias addresses for the mandatory positions of the Technical Committee management team (Secretary, Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster) will stay in effect until July 1st. The 18-19 E-mail Alias list with these position aliases is posted on the ASHRAE website [www.ashrae.org/TCs](http://www.ashrae.org/TCs) under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*. The new SY 19-20 E-mail Alias list will be posted in the same location shortly after the KC meeting.
4. **TC MOP (Manual of Procedures)**
   TAC has restructured the TC MOP so that it is easier to navigate and find information. The new TC MOP can be found on the ASHRAE website [www.ashrae.org/TCs](http://www.ashrae.org/TCs) under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*.

5. **Distribution of TC minutes changed in TC MOP**
   The TC MOP and *TC/TG/MTG/TRG Minutes Cover Sheet* form have both been updated and you are no longer required to send the TAC chair a copy of your minutes after each meeting. The new minutes cover sheet can be found on the ASHRAE website [www.ashrae.org/TCs](http://www.ashrae.org/TCs) under the headings *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs – Routine Forms for TC/TG/MTGs/TRGs*.

6. **How to Import Your TC Roster Information into MS-Outlook**
   Detailed instructions on how to import your TC roster information into MS-Outlook has been created and an e-mail announcement will be issued to all TC chairs, vice chairs, and secretaries once these instructions and the restructured TC MOP are posted to the TC page of the website ([www.ashrae.org/TCs](http://www.ashrae.org/TCs)).

7. **Updated TAC Presentation Template Available for TC members to use with local Chapter**
   TAC recently updated the standard presentation and presentation notes that TC members can use, without a lot of effort, to explain what TCs do for the Society and how that work benefits members in your local ASHRAE Chapter.

   The new presentation and presentation notes files are posted now at the following link [www.ashrae.org/tcs](http://www.ashrae.org/tcs) under the heading *General TC Information* at the top of the page in case you prefer to direct others to these files posted online. The presentation material is now also available in both English and Spanish.

8. **Basecamp Information from ECC**
   More and more TCs and standing committees are making use of ASHRAE’s subscription to Basecamp3 to better organize, store, and distribute on-line committee files that are needed for their meetings through a dedicated committee Basecamp site. If you would like to learn more about Basecamp and how to request a site for your particular committee, please go to the Electronic Communications Committee (ECC) web page: ([https://www.ashrae.org/communities/committees/stANDING-committees/electronic-communications-committee](https://www.ashrae.org/communities/committees/standing-committees/electronic-communications-committee)) and scroll down to the section titled *Basecamp Guidance*.
B. **AT THIS MEETING**

1. **On-Site Training Options**

   i. **TC/TG/TRG Chair’s Training Topic - "Principles of Leadership & Change"**
      Sunday June 23rd, 9:45-10:45 AM in Room #2215BC in the Kansas City Convention Center (KCCC).

   ii. **RAC’s Research Subcommittee Chair’s Breakfast**
       Monday, June 24th, 6:30 AM – 9:30 AM Imperial (L) Marriott East. Please encourage your Research Subcommittee Chair or another representative from the TC to attend this meeting so that your RAC Research Liaison (RL) can get an update on the TC’s research activities and so that your RL can help resolve issues & questions that TC may have concerning their research program. The training portion of this meeting will focus on the various ASHRAE research grant and award programs and a proposed new project development process that will focus on developing or updating publications for better technology transfer of our research results and RAC announcements on upcoming deadlines and other items.

   iii. **TC Program Subcommittee Chair Training in Kansas City**
        Tuesday, 6/25, 11:15 AM – Noon, Room #2208 in the Kansas City Convention Center (KCCC). *Don’t complain about the meeting program and your TC’s submissions if you have not been to training.*

   A few things you might learn in training are as follows:
   - Incomplete program submissions is the biggest reason for rejection now. All information is needed up front for CEC selection process.
   - A packaged session on a similar topic is the best way to greatly improve your chances for acceptance.
   - There is no difference in how CEC handles 60 and 90 minute program slots. 60 minute slots are just as good as 90 minute slots if complete.

2. **Free Wi-Fi Access at this Society meeting**

   Marriott Meeting Rooms: **Network:** PSAV Meetings, **SSID Name:** ASHRAE, **PWD:** kansascity19

   **KCCC Wi-Fi Access:** **SSID Name:** ASHRAE, **Password:** kansascity19, **PWD:** (both case sensitive).

3. **Retiring TC/TG/TRG/MTG Chair Certificates**
   TC chairs that are completing their terms as chair at this Society meeting will be presented with a certificate of appreciation. Please coordinate with your Section Head.
as to when and where at the meeting you would like to be presented with the certificate (TC Chair Breakfast meeting or TC meeting).

C. **UPCOMING DEADLINES**

1. **TC Activity Forms for the Kansas City Meeting are due to Your Section Head before Wednesday, 6/26/19**  
   TC/TG/TRG Activity Feedback Form (Excel) can downloaded from the Technical Committee webpage under the “TC Forms and Documents” page -  
   [https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents](https://www.ashrae.org/standards-research--technology/technical-committees/tc-forms-and-documents). Section heads can also provide an electronic copy of the form if requested.

2. **Thank You Letters to Employers**  
   ASHRAE President – Sheila Hayter– has offered to send letters to the employers of TC volunteers this year thanking them for supporting their employee’s service on an ASHRAE TC during Society year 2018-2019. If requested by the volunteer, the letter will be sent to his/her employer by the end of July or early August and the volunteer will receive a copy.

   Please let your committee members know that they will be receiving an email about employer thank you letters in early July with details on how to request a thank you letter.

3. **Seminar and Forum proposals for Orlando are due by Friday, August 2nd, 2019.**  
   Please visit the following site to submit your proposal:
   
   For more information, go to: [www.ashrae.org/orlando](http://www.ashrae.org/orlando)

4. **2019-2020 Hightower Award & Service to ASHRAE Research Award Nominations by Friday, September 1st**  
   Nominations for the 2019-2020 George B. Hightower Technical Achievement Award are due to you Section Head by September 1, 2019 or sooner. The award recognizes outstanding technical leadership and contributions on a TC/TG/TRG during the past four years, excluding research and standards activities. Please go to the Technical Committee page of the ASHRAE website at the following link under the “Procedures, Forms…” heading: [http://www.ashrae.org/tcs](http://www.ashrae.org/tcs)

   Nominations for the 2019-2020 Service to ASHRAE Research Award for TC volunteer efforts in research are due to RAC research liaison by September 1, 2019 or sooner. Please go to the Research page of the ASHRAE website at the following link under the “Research Grants and Awards” heading: [http://www.ashrae.org/research](http://www.ashrae.org/research)

5. **2020 RPM (Remote Participation Meetings) Request for Orlando Meeting**  
   RPM Meetings at ASHRAE Winter Conference in Orlando
RPM meetings are not automatically assigned; you must request the RPM meeting every meeting.

If you think you might need an RPM meeting in Orlando, please submit your request via the committee meeting room request link on the ASHRAE website before the submission deadline of TBD.

Use the form for Technical Committees under the Committee Meetings accordion. Requests should be received by the deadline set by ASHRAE meetings staff. Please provide the reason for your RPM request in the box provided on the form. Everyone who requests an RPM meeting will get an email to confirm their request 4 to 6 weeks prior to the ASHRAE conference. If your committee no longer needs the RPM, please let us know in response to the confirmation request so we can provide RPM access to other committees that have requested during the same time slot.

The final RPM meeting schedule will be sent out 1 to 2 weeks prior to the start of the ASHRAE conference.

Please note that Sunday, Monday, and Tuesday tend to overbook and requests may need to be prioritized.

Scheduling priority will be given to committees that are trying to meet quorum and who are up to date on deadlines and meeting notes.

Last minute requests are very hard to accommodate, and priority will be given to emergency situations only.

D. REMINDERS

1. Useful TC/TG/TRG/MTG Chair Information and forms on ASHRAE website
   Information for TC/TG/TRG and MTG chairs can be found on the Technical Committee page of the ASHRAE website at the following link: http://www.ashrae.org/tcs

2. Request for each TC to briefly review ASHRAE Code of Ethics at start of meeting
   See the following link for the latest version of the ASHRAE Code of Ethics: https://www.ashrae.org/about-ashrae/

3. Make a Special Effort to welcome new Members, and Visitors to TC meeting
   Potential new members for your committee have been encouraged to drop-by your meeting. As a result, please make a special effort to recognize and warmly welcome all visitors to your meeting – A TC can never have too many willing and able volunteers.

4. Option for TC Subcommittees Meetings via Conference Calls and Web Meetings
   More and more TCs are taking advantage of a new Society service that allows TCs to hold subcommittee meetings by phone and/or web. Many TCs are finding this to be a more efficient way for them to conduct subcommittee business and it also allows TC members that can’t travel to meetings on a regular basis a way to still contribute to the TC. Such a change can also eliminate potential conflicts with the TC’s program sessions at Society meetings. Please pass your conference call/web meeting/webinar requests on to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net
5. **Is Your Committee Website up to Date?**

If not, please ask your webmaster to at least post the latest minutes and the Houston meeting times and agenda. If your website has been neglected, add an action item for this meeting to appoint a responsible member of the TC/TG/TRG who will bring it back to life. The new TC website template has greatly simplified the duties of the TC webmaster and this form of communication is critical to the efficient operation of your committee, and for attracting new members.

The recent conversion to a new TC website platform highlighted a couple areas where a refresher of the ASHRAE rules on website maintenance is warranted. First be aware that ASHRAE Products (i.e., handbook chapters, journal articles, final reports from research projects, etc.) cannot be published on your TC’s website. It is very appropriate to post the title and scope of the product and then link the reader to the ASHRAE bookstore or other location on the ASHRAE site where the product may be purchased. Any possible exceptions to this rule must be sent through Mark Owen for review and approval ([mowen@ashrae.org](mailto:mowen@ashrae.org)). The second issue involves timely posting of the draft minutes. Draft minutes (and final, approved minutes from the prior meeting) should be posted to your website (or otherwise distributed to the members) within 60 days after the meeting. Please ensure that your secretary and webmaster are aware of this deadline. To assist your secretary in understanding the procedures for taking and reporting minutes, a video has been developed and posted on the Technical Committees’ Training page [http://www.ashrae.org/tcs](http://www.ashrae.org/tcs). On the same page, a video has also been posted for use by webmasters to learn about the procedures and schedule to maintain the new websites.

6. **TC 2019-2020 Master Calendar – Now Available through Google** - The Technical Committee Master Calendar is now available through Google. In order to access this calendar you need to have a Google account.

Once you log into your Google account, follow the instructions below:

To add a friend's calendar, just follow these steps:
- At the bottom of the calendar list on the left, click Add and select Add a friend's calendar.
- Enter the appropriate email address (techservices1791@gmail.com) in the field provided, then click Add.

This calendar is public and will appear under 'Other Calendars' in the left column.

To set up Google Calendar Sync to your Outlook:
- Make sure you're using a supported operating system and Outlook version.
- Download Google Calendar Sync (version 0.9.3.6) at [http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe](http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe)
- Once a dialog box appears, click Save File. The downloaded file should open automatically. If it doesn't, manually open it from your browser's download window.
- Click OK to confirm that you're aware this is an executable file.
• Read through the Google Calendar Sync Terms of Service, and click I Agree.
• Follow through the Installation Options and click Install to finish the set-up process.

Once Google Calendar Sync is installed on your computer, the Google Calendar Sync Settings window will appear:

In the Settings window, enter your email address and password and select the Sync Option you prefer. Read about each Sync Option.

You’ll also be able to set the time interval for syncing to occur. Please keep in mind that 10 minutes is the minimum time interval allowed.

After the initial set-up, you can access the Google Calendar Sync Settings window again by double-clicking the calendar icon in your Windows System Tray.

E. RECENT ANNOUNCEMENT

1. CEC’s Standing Request for Future Society Meeting Program Track Suggestions
The Conferences and Expositions Committee (CEC) oversees ASHRAE’s annual and winter conferences and other specialty conferences and expositions globally. The CEC continually works to improve the conference experience for all attendees. To help keep a "pulse" on the technical issues facing professionals in the HVAC&R marketplace, and to create meetings that reach all of ASHRAE’s constituencies, the CEC seeks ideas for tracks for the Austin 2020 annual meeting and annual and winter conferences beyond as well as topics for specialty conferences from TC members.

Please submit your suggestions to ASHRAE Staff member Tony Giometti (Giometti@ashrae.org). You can also add your track suggestion in the “Comment” section of the TC Activity form for the Kansas City meeting.

2. CEC Always Seeks TC Volunteers willing to Support Content Development and Quality Control for Society Technical Program at Society Meetings
Provide to your Section Head after each Society meeting a list of qualified volunteers from your TC that are potential Technical Session chairs and reviewers of session papers that are related to TC’s scope for use by the Conferences & Expositions Committee (CEC) in developing technical content for future technical programs.

3. The Professional Development Committee (PDC) is seeking ideas for new ASHRAE Learning Institute (ALI) courses.

The Professional Development Committee (PDC) is actively seeking ideas for new ASHRAE Learning Institute (ALI) courses. We need practical courses of broad interest to be presented as face-to-face seminars or short courses, instructor-led online courses and self-paced courses. Examples include courses with a focus on new technologies that need to be shared, fundamentals for engineers new to the discipline, standard
applications that need explanation, and courses based on new design guides. Does your TC have a potential course idea?

Contact Karen Murray (ASHRAE staff) kmurray@ashre.org or Charlie Henck (2018-19 PDC chair) PDCchair@ashrae.net with your course ideas.

F. CURRENT & UPCOMING ASHRAE CONFERENCE PROGRAMS

1. Kansas City Annual Conference - June 22 – June 26, 2019
   Conference Website: https://www.ashrae.org/conferences/annual-conference
   Conference Program Chair: Carrie Anne Monplaisir

   Program Focus at Kansas City Annual Conference:
   i. Track 1: Systems & Equipment in the Built Environment
   ii. Track 2: Fundamentals and Applications
   iii. Track 3: Optimization in HVAC&R
   iv. Track 4: Commissioning New & Existing Buildings
   v. Track 5: Occupant Health & Safety
   vi. Track 6: Modeling Throughout the Building Life Cycle
   vii. Track 7: Professional Development
   viii. Track 8: Research Summit
   ix. Track 9: Radiant Heating & Cooling Mini-Track

   Seminar and Forum proposals for Chicago are due by Friday, August 2, 2019.
   Conference Website: https://www.ashrae.org/conferences/winter-conference
   Conference Program Chair: Melanie Derby.

   Program Focus at Atlanta Winter Conference
   i. Track 1: HVAC&R Fundamentals and Applications
   ii. Track 2: Systems and Equipment
   iii. Track 3: Refrigeration & Refrigerants
   iv. Track 4: Cutting Edge Approaches
   v. Track 5: High Efficiency Design and Operation
vi. Track 6: Big Data and Smart Controls

vii. Track 7: Ventilation, IAQ and Air Distribution Systems

viii. Track 8: Standards, Guidelines and Codes

3. Austin Annual Conference - June 27 – July 1, 2020
   Seminar and Forum proposals for Austin are due by **August 2nd 2019**.
   Conference Website: [TBD](#)
   Conference Program Chair: TBD

**Program Focus at Austin Annual Conference:**

**Current Conference Tracks:**

- Fundamentals and Applications*
- HVAC&R Systems and Equipment*
- Professional Development*
- Research Summit*

*indicates Tracks that will be part of the Program

**Potential Additional Track Ideas:**

- Optimization in HVAC&R
- Commissioning/Continuous Commissioning/Automated Fault Detection
- Modeling Throughout the Building Life Cycle
- Hydronic System Design
- Existing Buildings
- High Performance from Energy Intensive Building Types
- Energy Efficiency & Renewables
- Energy Recovery and Cascade Systems
- Building Certification and Operating Metrics
- Ground-Coupled Systems
- Life Safety
- Indoor Air Quality

Final list of tracks for Austin meeting will be finalized by the Conferences & Exposition Committee in Kansas City.

G. OTHER UPCOMING WORKSHOPS, CONFERENCES AND EVENTS

1. 2019

   i. **ICR 2019** – Aug. 24 to 30 – Montréal, CANADA
ii. **5th International HVAC/R Congress** – Aug. 28 to 29 – Puerta de Oro, COLUMBIA
   [https://acaire.org/congreso/](https://acaire.org/congreso/)

iii. **Building Simulation 2019** – Sep. 2 to 4 – Rome, Italy

iv. **2019 ASHRAE Building Performance Analysis Conference** – Sep. 25 to 27, Denver, Colorado, USA


The 13th International Energy Agency
HEAT PUMP CONFERENCE

Heat Pumps
- Mission for the Green World -
Ramada Plaza Hotel Jeju, Korea
May 11-14, 2020

ABSTRACT SUBMISSION BY MAY 15, 2019
ABSTRACT SUBMISSION EXTENDED BY JUNE 30, 2019

Co-organized by
International Energy Agency
Heat Pumping Technologies
Technology Collaboration Programme
(IEA HPT TCP)

The Society of Air-conditioning and Refrigerating Engineers of Korea
(SAREK)
• TAC Update: Since Atlanta and on to Orlando!
  • Overview of accomplishments/ challenges for the future

• Celebrations
  • Awards
  • Best Practices
  • Recognitions

• Training- RPM and its uses

• Training– "Principles of Leadership & Change"

• Liaison Reports
  • CEC

• Section Discussions

• Strategic Plan / TC Reorganization Update

• Evaluation and Recommendations (on new format)
ASHRAE has four committees whose focus is primarily on Technical Information

- Technical Committees (TCs) 94
- Task Groups (TGs) 0
- Technical Resource Groups (TRGs) 2
- Multidisciplinary Task Groups (MTGs) 11

Group of volunteers who provide the Society with expertise in a specific field or subject.
Recent Highlights

• New training tool rolled out for Basecamp 3
• Held 2\textsuperscript{nd} YEA/Student Activities Mixer in Atlanta
• New Roster Update form in use
• On-line Activity Form for TC’s about to go live
• New Section Head reports now ready
Recent Highlights

- New training tool rolled out for Basecamp 3
- Held 2nd YEA/Student Activities Mixer in Atlanta.
- New Roster Update form in use.
- On-line Activity Form for TC’s about to go live.
- New Section Head reports now ready.
Basecamp – What’s in it for my committee?

• Basecamp is the program and it will have a ‘project’ for your committee that has:
  • Place to keep all important documents that is independent of who is in charge
  • Way to distribute documents, information and tasks easily
  • Permanent record of what was sent, to whom and when
An introduction

ASHRAE Basecamp 3
Search TC Training

TC Training and Presentations
Learn more about TC Training and Presentations at ashrae.org

Basecamp

Basecamp Intro for TCs – December 7, 2018
Basecamp – Forwarding Emails – October 2018
Basecamp – Working with Users
Basecamp – File Operations
Basecamp – Login
Getting Started – How to log in

• Detailed instructions can be found in:
  • Basecamp-Login KC 20181021.docx

The first thing to do is to click on the link provided in the email.

Never logged in to basecamp

You will not have a basecamp account. You will be asked to create an account and a password. You need to use the email address that the link was sent to.

Already using ASHRAE basecamp

If you already are part of an ASHRAE basecamp project and you are using the email address where you received the invitation, you will see the new project the next time you log in.
What you see when you first log in to Basecamp

 Docs & Files
- Houston 201806
- Past Meetings
- Approved Minutes
- Activity Reports

 To-dos
Make lists of work that needs to get done, assign items, set due dates, and discuss.

 Schedule
Set important dates on a shared schedule. Subscribe to events in Google Cal, iCal, or Outlook.

 Message Board
Post announcements, pitch ideas, progress updates, etc. and keep feedback on-topic.

 Email Forwards
Share emails with your team, collect comments, and reply directly to the original sender.
Recent Highlights

• New training tool rolled out for Basecamp 3.
• Held 2\textsuperscript{nd} YEA/Student Activities Mixer in Atlanta.
• New Roster Update form in use.
• On-line Activity Form for TC’s about to go live.
• New Section Head reports now ready.
YEA/ Student Mixer

• This is your committee’s Future.
• Take a proactive approach.
• Support your TC at the YEA Mixer.
• Greet visitors to your committee.
Recent Highlights

• New training tool rolled out for Basecamp 3.
• Held 2\textsuperscript{nd} YEA/Student Activities Mixer in Atlanta.
• **New Roster Update form in use.**
• On-line Activity Form for TC’s about to go live.
• New Section Head reports now ready.
- Latest changes are minor and more maintenance items.
- Consider having your Membership Subcommittee chair handling this task.
- Make sure that your Membership Subcommittee Chair is familiar with the TC MOP.
Recent Highlights

• New training tool rolled out for Basecamp 3.
• Held 2\textsuperscript{nd} YEA/Student Activities Mixer in Atlanta.
• New Roster Update form in use.

• On-line Activity Form for TC’s about to go live.
• New Section Head reports now ready.
The spreadsheet now automatically calculates quorum!

- The group’s name and number are more prominent
- The group’s number is defaulted to a consistent format (00.00)
- Cells are zero by default
- Program activity questions are more explicit
Recent Highlights

• New training tool rolled out for Basecamp 3.
• Held 2nd YEA/Student Activities Mixer in Atlanta.
• New Roster Update form in use.
• On-line Activity Form for TC’s about to go live.
• New Section Head summary reports now ready.
# Section Dashboard

<table>
<thead>
<tr>
<th>TC Number:</th>
<th>02.01</th>
<th>02.02</th>
<th>02.03</th>
<th>02.04</th>
<th>02.05</th>
<th>02.06</th>
<th>02.07</th>
<th>02.08</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC Name:</td>
<td>Physiology and Human Environment</td>
<td>Plant and Animal Environment</td>
<td>Gaseous Air Contaminants and Gas Contaminant Removal Equipment</td>
<td>Particulate Air Contaminants and Particulate Contaminant Removal Equipment</td>
<td>Global Climate Change</td>
<td>Sound and Vibration</td>
<td>Seismic, Wind and Flood Resistant Design</td>
<td>Building Environmental Impacts and Sustainability</td>
</tr>
<tr>
<td>Meeting City:</td>
<td>Atlanta GA</td>
<td>Atlanta GA</td>
<td>Atlanta GA</td>
<td>Atlanta GA</td>
<td>Atlanta GA</td>
<td>Atlanta GA</td>
<td>Atlanta GA</td>
<td>Atlanta GA</td>
</tr>
<tr>
<td>Meeting Day:</td>
<td>Tuesday</td>
<td>Tuesday</td>
<td>Tuesday</td>
<td>Tuesday</td>
<td>Tuesday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Sunday</td>
</tr>
<tr>
<td>Meeting Date:</td>
<td>1/15/19</td>
<td>1/15/19</td>
<td>1/15/19</td>
<td>1/15/19</td>
<td>1/14/19</td>
<td>1/15/19</td>
<td>1/13/19</td>
<td>1/13/19</td>
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<td>Form Version</td>
<td>18-01</td>
<td>18-01</td>
<td>18-01</td>
<td>18-01</td>
<td>18-01</td>
<td>18-01</td>
<td>18-01</td>
<td>18-01</td>
</tr>
<tr>
<td>TC Chair:</td>
<td>John Elson</td>
<td>Morgan Hayes</td>
<td>Paula Levassieur</td>
<td>Michael Corbitt</td>
<td>Enrica Galasso</td>
<td>Erik Miller-Klein</td>
<td>Patrick Marks</td>
<td>William Staxton Stafford</td>
</tr>
</tbody>
</table>

## Membership Statistics

<table>
<thead>
<tr>
<th>Quorum Achieved:</th>
<th>YES</th>
<th>YES</th>
<th>YES</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voting Members Present:</td>
<td>3</td>
<td>5</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Non Quorum Voting Members Present:</td>
<td>4</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Corresponding Members Present:</td>
<td>11</td>
<td>5</td>
<td>13</td>
<td>20</td>
</tr>
<tr>
<td>Provisional Members Present:</td>
<td>3</td>
<td>8</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Visitors Present:</td>
<td>6</td>
<td>14</td>
<td>13</td>
<td>19</td>
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<tr>
<td>YEA Members:</td>
<td>4</td>
<td>7</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>% of Total Voting Members Present:</td>
<td>33%</td>
<td>71%</td>
<td>83%</td>
<td>79%</td>
</tr>
<tr>
<td>% Total VM/CM:</td>
<td>31%</td>
<td>13%</td>
<td>13%</td>
<td>18%</td>
</tr>
<tr>
<td>Projected Room Size for Next Meeting:</td>
<td>32</td>
<td>52</td>
<td>41</td>
<td>52</td>
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</tbody>
</table>

## Handbook/Standards

<table>
<thead>
<tr>
<th># Handbook Chapters:</th>
<th>1</th>
<th>2</th>
<th>2</th>
<th>1</th>
<th>1</th>
<th>2</th>
<th>1 (Chapter 55)</th>
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<tbody>
<tr>
<td>Chapter(s) approved at this meeting:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td># of Standards (SPC, Std, Gdl, etc):</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>0</td>
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<td>Standards recommended this meeting:</td>
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<td># Special Publications:</td>
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<td>0</td>
<td>1</td>
<td>0</td>
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## Program Activities

<table>
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<tr>
<th># of Forums scheduled:</th>
<th>1</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0</th>
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<tr>
<td>Submitted:</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Sponsored and scheduled:</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Co-Sponsored and scheduled:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td># of Seminars Scheduled:</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
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<tr>
<td>Submitted:</td>
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<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Sponsored and scheduled:</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
Equipping Yourself to Serve as TC Chair

- Access your Checklist
- Recruit strong sub-committee chairs
- Read ASHRAE’s TC MOP
- Study Robert’s Rules of Order
- Establish and Maintain a Vision
- Build your Team
- Recognize Extra Efforts
Equipping Yourself to Serve as TC Chair

• Access your Checklist
  • Recruit strong sub-committee chairs
  • Read ASHRAE’s TC MOP
  • Study Robert’s Rules of Order
  • Establish and Maintain a Vision
  • Build your Team
  • Recognize Extra Efforts
Access your Checklist

Search TC Training

TC Training and Presentations
Learn more about TC Training and Presentations at ashrae.org

Webpage

- TC Website Maintenance Training Webinar (.mp4 file)
- TC Website Maintenance Training Slides (PDF file)
- Demo of new website (.mp4 file)
- TC Chairs Training Webinar (.mmv file - 13.3 MB)
- ASHRAE Tools for TCs (.pptx)

Master Calendar
Equipping Yourself to Serve as TC Chair

- Access your Checklist
- **Recruit strong sub-committee chairs**
- Read ASHRAE’s TC MOP
- Study Robert’s Rules of Order
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- Build your Team
- Recognize Extra Efforts
How Does an ASHRAE Technical Committee (TC) Work?

TAC Section Head

TC Chair

TC Vice-Chair

TC Secretary

TC Members
Voting Members
Corresponding Members
Provisional Corresponding Members

TC Webmaster

Formal Liaisons

Informal Liaisons

Handbook

Research

Program

Standards

Other
Equipping Yourself to Serve as TC Chair

- Access your Checklist
- Recruit strong sub-committee chairs
- Read ASHRAE’s TC MOP
- Study Robert’s Rules of Order
- Establish and Maintain a Vision
- Build your Team
- Recognize Extra Efforts
• Latest update available on ASHRAE website
• Outlines membership Categories & Requirements
• Summarizes the responsibilities of the executive committee
• Defines TC purpose & scope
• Lists the ASHRAE acronyms
• Guide to parliamentary motions in Appendix H
Equipping Yourself to Serve as TC Chair

- Access your Checklist
- Recruit strong sub-committee chairs
- Read ASHRAE’s TC MOP
- **Study Robert’s Rules of Order**
- Establish and Maintain a Vision
- Build your Team
- Recognize Extra Efforts
Robert’s Rules of Order


The motions below are listed in order of precedence (top to bottom). Any motion can be introduced if it is lower on the chart than the pending motion.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bring business before the assembly (a main motion)</td>
<td><em>I move that</em> ... OR <em>I move to</em> ... <em>(The lowest rank of motions)</em></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Kill the main motion</td>
<td><em>I move that the motion be postponed indefinitely</em> <em>(May be applied only to main motions)</em></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend wording of a motion</td>
<td><em>I move to amend the motion by</em> ... <em>(Amend by insert, strike out, strike out and insert, substitute [a whole paragraph or section]</em>)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Refer to a committee</td>
<td><em>I move to refer the motion to</em> ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>
Equipping Yourself to Serve as TC Chair

• Access your Checklist
• Recruit strong sub-committee chairs
• Read ASHRAE’s TC MOP
• Study Robert’s Rules of Order
• Establish and Maintain a Vision
• Build your Team
• Recognize Extra Efforts
Establish & Maintain a Vision

- What is ASHRAE’s President saying....this year it’s Interactive Buildings & Saving Energy
- Where is your segment of the Industry headed?
- Move out of your Silos!
- Utilize MTG’s to collaborate with other functional groups within ASHRAE.
- Regularly review your TPS!
Equipping Yourself to Serve as TC Chair

• Access your Checklist
• Recruit strong sub-committee chairs
• Read ASHRAE’s TC MOP
• Study Robert’s Rules of Order
• Establish and Maintain a Vision
• Build your Team
• Recognize Extra Efforts
TC Additions
Equipping Yourself to Serve as TC Chair

• Access your Checklist
• Recruit strong sub-committee chairs
• Read ASHRAE’s TC MOP
• Study Robert’s Rules of Order
• Establish and Maintain a Vision
• Build your Team

• Recognize Extra Efforts
Section 3

• For several years 5 TC’s from Section 3 have held joint Research and Program subcommittee meetings
  • TC 3.1 Refrigerants and Secondary Cooling
  • TC 3.2 System Chemistry
  • TC 3.3 Refrigeration Contaminant Control
  • TC 3.4 Lubrication
  • TC 3.8 Refrigeration Containment
Section 6

- Sponsored 12 Programs in Atlanta, 11 in Houston, 15 in Chicago, 15 in Kansas City.
- **TC 6.5** sponsored 9 programs in KC.
- **TC 6.10** has increased membership 36% over the past 2 years, with the addition of 15 members, 8 of which were YEA.
• After the 2019 Winter meeting, TC members **Larry Smith, Craig Wray, Pat Brooks, and Steve Idem** went through over 50 boxes of technical info that Hermann had amassed over his decades of membership with ASHRAE. Without these volunteers, this archive could have easily found it’s way to the dump and been lost forever.
TC 1.4 ASHRAE Annual Conference Schedule

<table>
<thead>
<tr>
<th>Conference Title</th>
<th>Date / Time</th>
<th>Room</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC 1.4 YEA Education Subcommittee Meeting</td>
<td>Sun, 06/23/19, 2:00 pm-3:00 pm</td>
<td>Taft</td>
<td>Marriott East</td>
</tr>
<tr>
<td>TC 1.4 Control Components and Applications</td>
<td>Sun, 06/23/19, 3:00 pm-4:00 pm</td>
<td>Taft</td>
<td>Marriott East</td>
</tr>
<tr>
<td>TC 1.4 Programs Subcommittee Meeting</td>
<td>Sun, 06/23/19, 4:00 pm-6:30 pm</td>
<td>Taft</td>
<td>Marriott East</td>
</tr>
<tr>
<td>TC 1.4 Research Subcommittee Meeting</td>
<td>Mon, 06/24/19, 2:00 pm-4:00 pm</td>
<td>Trimon E</td>
<td>Marriott East</td>
</tr>
<tr>
<td>TC 1.4 Handbook Subcommittee Meeting</td>
<td>Mon, 06/24/19, 4:00 pm-6:00 pm</td>
<td>Trimon E</td>
<td>Marriott East</td>
</tr>
<tr>
<td>TC 1.4 Main Technical Committee Meeting</td>
<td>Tues, 06/25/19, 1:00 pm-3:30 pm</td>
<td>210A</td>
<td>KCCC</td>
</tr>
</tbody>
</table>

The YEA aspect of the subcommittee meeting is intended for YEA members who don’t know what a technical committee is and for those that want to learn more about the format. This subcommittee meeting is meant to give an overview of TC 1.4’s purpose, the active members, and subcommittees. The YEA members discuss the status of the available control education resources and ways the TC can make meaningful contributions. If you are interested in learning about controls education resources, or want to contribute, please join the Education Subcommittee Meeting.

In this “broadening session,” led by moderator Chad Moore, the latest trends in control and emergency technology will be showcased by industry leaders. Diverse group backgrounds and perspectives make for a lively discussion.

Participants are encouraged to participate in the future ASHRAE conference and ask if there is anyone on controls that you think they would be beneficial? The program committee meeting is the right place to discuss the committee’s future technical program.

The TC 1.4 technical committee is responsible for identifying research, proposing research topics, selecting bidders, and monitoring research projects funded by ASHRAE. TC 1.4 has an active research program with several topics in various stages of development. Join this meeting to learn more about the TC 1.4’s specific research program.

What is the purpose of a Technical Committee meeting? The purpose of a Technical Committee meeting is to discuss the committee’s future technical program.
Other

• MTG.LowGWP is sponsoring 3 Programs in KC and has 3 active Research Projects.
• TC 1.4 is sponsoring or co-sponsoring 5 seminars for KC.
• TC 9.10 is sponsoring 3 seminars in KC.
Remote Participation Meetings (RPMs)

Lilas Pratt, Manager of Special Projects (ASHRAE staff)
What is an RPM?

- Remote Participation Meeting which is a face-to-face meeting combined with e-Meeting
- Committee members join via a GoToMeeting setup
- Computer, microphone and speakers provided for meeting room
- LCD projectors are NOT included with an RPM
- An RPM request is not required if committee members wish to use their own web meeting software and/or equipment
What is the purpose of an RPM?

- RPM was created to:
  - Assist committees in reaching and maintain quorum at ASHRAE Winter and Annual meetings

- RPM is not intended to:
  - Include visitors who are unable join meetings in person
  - Substitute for an LCD projector
RPM Procedures

- Request an RPM via the online RPM form by the meeting room request deadline (roughly 10-12 weeks prior to meeting)
- Request an RPM if you suspect a potential need – provide reason with request
- Confirm the RPM request in response to email from ASHRAE staff (roughly 6 weeks prior to meeting)
- Only confirm when you have determined who will need to (and be able to) participate remotely – provide names with confirmation
- Receive RPM details (roughly 2 weeks prior to meeting)
- Priority for committees who need RPM to meet quorum and who are up to date on deadlines and meeting minutes
Recent Changes to RPM

- RPM will be allocated for main committee meetings only
- Subcommittees that not able to reach quorum are encouraged to conduct a web meeting prior to the ASHRAE meeting – staff support is available to schedule web meetings
- No new requests will be accepted in the two weeks prior to the ASHRAE meeting except emergency situations on a case by case basis
- Accepting an RPM meeting and not picking up or using the equipment at the ASHRAE meeting (without prior notice) may result in forfeiture of RPM privileges at future meetings
Committee setup & Roster Approved?

- NO: No votes possible. RPM not needed
- YES: Main Committee or SubC?
  - NO: SUBC
    - No votes possible. RPM not needed
  - YES: 75% of Voting Members Attending Conference?
    - NO: Request Web Meeting prior to Conference
    - YES: 75% of Voting Members Attending Conference?
      - NO: Request Web Meeting prior to Conference
      - YES: Quorum met for all votes. RPM not needed.
      - MAIN: 75% of Voting Members Attending Conference?
        - NO: Collect names of remote members & Request RPM
        - YES: Verify names of remote members & confirm RPM
Questions?
Principles of Change

Technical Activities
January, 2019

Victor Goldschmidt
(email: creating2@earthlink.net )
231 386 9058
Change without a vision is like a sailboat without a rudder
CHANGE!

PREDICTIVE
CHANGE!

REACTION
CHANGE

- PREDICTIVE
- REACTIVE
- PROACTIVE
- PREDICTIVE
- REACTIVE
- PROACTIVE Maintenance
CHANGE

- PREDICTIVE  Maintenance or decay
- REACTIVE
- PROACTIVE
CHANGE

- PREDICTIVE Maintenance
- REACTIVE External - “MBOs”
- PROACTIVE
CHANGE

- PREDICTIVE Maintenance
- REACTIVE External drivers
- PROACTIVE
CHANGE

- PREDICTIVE Maintenance
- REACTIVE External drivers
- PROACTIVE Internal drivers
CHANGE

- PREDICTIVE Maintenance
- REACTIVE External drivers
- PROACTIVE Internal - visionary
CHANGE

- PURPOSE
- PROCESS
- PRODUCT
CHANGE

- PURPOSE  Personal agendas?
- PROCESS  Management/leadership?
- PRODUCT  Specific outcomes?
CHANGE

- **PURPOSE**  Visionary advancement
- **PROCESS**  Leadership/plans
- **PRODUCT**  Measurable steps
Change!

CURRENT

DESIRED FUTURE
Change!

CURRENT

“DELTA” change

DESIRED FUTURE
FOR EFFECTIVE CHANGE:

a) Must analyze past mistakes
b) Must get 100% support
c) Must consider the past, how one got there, and extrapolate
d) Vision statement should periodically be revised.
Myths

FOR EFFECTIVE CHANGE:

a) Must analyze past mistakes
b) Must get 100% support
c) Must consider the past, how one got there, and extrapolate
d) Vision statement should periodically be revised.
Ignore ??

FACE-UP !!!

CURRENT

Leadership

DESIRED FUTURE
Ignore ??

FACE-UP !!!

NEVER LOOK BACK !!!

CURRENT

DESIRRED FUTURE

Leadership
Myths

FOR EFFECTIVE CHANGE:

a) Must analyze past mistakes
b) Must get 100% support
c) Must consider the past, how one got there, and extrapolate
d) Vision statement should periodically be revised.
The “delta”

- Neither the present or the future.
- Unfamiliar, uncomfortable
- Costly
- Not safe
In the presence of change...

30% supportive
50% observers
20% blockers

CURRENT

“DELTA”
change

VISION
Myths

FOR EFFECTIVE CHANGE:

a) Must analyze past mistakes
b) Must get 100% support
c) Must consider the past, how one got there, and extrapolate
d) Vision statement should periodically be revised.
CHANGE!

PROACTIVE
“The one looking back while driving will miss the curves that lie ahead”
Myths

FOR EFFECTIVE CHANGE:

a) Must analyze past mistakes
b) Must get 100% support
c) Must consider the past, how one got there, and extrapolate
d) Vision statement should periodically be revised.
Change!

CURRENT

DESIRED FUTURE VISION
Idealized, Unreachable, Noun; Challenging Destination Energizing, Unifying Five words or less
A bottle at every hand’s reach
A bottle at every hand’s reach

Exceeding every student’s expectations
“Equipped to Educate and Serve”
“Excellence in Education, Knowledge and Charity”
"The Caribbean Lighthouse for the HVAC&R Industries"
“The Coolest Oasis of Learning For the HVAC&R Community”
Sustained Education and Community Engagement
"Maximized Professional Growth Reached"
Defining Change

- Define the Boundaries
- Clear Vision

CURRENT

“DELTA” change

DESIRED FUTURE
The “delta”

- Neither the present or the future.
- Unfamiliar, uncomfortable
- Costly
- Not safe

The future

The “delta”

The present
The “delta”

- Exciting
- Energizing
- New growth

The present

The future
Fun and Enrichment in Change

??? 4 U
What is the main purpose for your committee?
Idealized, Unreachable, Noun; Challenging Destination Energizing, Unifying Five words or less

Does your committee have a shared vision?
Ready to become a "change agent"?
Change!

CURRENT

LEADERSHIP SKILLS
ENVISION
EQUIP
EMPOWER
EDIFY
EVALUATE

DESIRED FUTURE
Change!

CURRENT

PLANNING SMARTS
VISION STATEMENT
CORE VALUES
TARGET
THRUSTS
BENCHMARKS

DESIRED FUTURE
FOR EFFECTIVE CHANGE:

A RECIPE FOR SUCCESS

Basic Ingredients

1) Vision Statement/Core Values
2) Leadership skills
3) Planning
4) Master Change
5) Communication
6) Response to Confrontation and Conflict
Growth without change is impossible

Change without vision is chaotic
Growth without change is impossible

Change without vision is chaotic

So... what do you now plan to do about it?
Victor Goldschmidt (vg)

“ready to serve”

creating2@earthlink.net
1) Extended Abstracts
2) Upcoming Deadlines for future conferences
3) Conference and Topical Conference Calendar
4) TC Program Subcommittee Chair Training
5) Paper Reviews
Extended Abstracts:

- Format introduced for the Kansas City Annual Meeting – Research Summit
- 68 Extended Abstracts submitted and 43 Accepted
- Plan to incorporate into the 2020 Annual Meeting in Austin, TX – Research Summit
- Has been a success!
Immediate Deadlines for the 2020 Orlando Winter Conference:

**Monday, July 8, 2019:** Final Conference Papers Due - Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment); Request for Conference Paper Sessions Due

**Friday, July 26, 2019:** Conference Paper Accept/Revise/Reject Notifications

**Friday, August 2, 2019:** Seminar, Workshop, Forum, Debate, and Panel Proposals Due

**Friday, August 9, 2019:** Revised Conference Papers/Final Technical Papers Due

**Friday, August 26, 2019:** Conference and Technical Paper Final Accept/Reject Notifications

**Friday, October 4, 2019:** Seminar, Workshop, Forum, Debate, and Panel Accept/Reject Notifications
Deadlines for the 2020 Austin Annual Conference:

**August 12, 2019**: Conference Paper Abstracts, Technical Papers and Paper Session Requests Due

**August 30, 2019**: Conference Paper Abstract Accept/Reject Notifications

**December 2, 2019**: Conference Papers Due - Submitted for Review (Includes Bio, Learning Objectives and Methods of Assessment)

**December 20, 2019**: Conference Paper Accept/Revise/Reject Notifications

**January 8, 2020**: Website Opens for Seminar, Workshop, Panel, Debate, Forum and Extended Abstract Proposals

**January 13, 2020**: Revised Conference Papers/Final Technical Papers Due

**February 10, 2020**: Program (Seminar, Forum, Workshop, Debate and Panel) and Extended Abstract Paper Due

**February 18, 2020**: Conference and Technical Paper Final Accept/Reject Notifications

**March 16, 2020**: Debate, Panel, Seminar, Forum, Workshop Accept/Reject Notifications

**May 1, 2020**: Upload of presentation open for review

**June 1, 2020**: Presentation submissions due
CEC: Upcoming Conference and Topical Conference Calendar

2019 ASHRAE Building Performance Analysis Conference
September 25-27, 2019 | Denver, Colorado
ashrae.org/BuildPerform2019

August, 15, 2019: Final presentations due

7th International Conference On Energy Research and Development
November 19-21, 2019 | State of Kuwait
ashrae.org/Kuwait

Buildings XIV Conference
December 9-12, 2019 | Clearwater, FL
ashrae.org/BuildingsXIV

October 1, 2019: Presentation submissions begin
November 4, 2019: Presentation submissions due

ASHRAE 2020 Winter Conference
February 1-5, 2020 | Orlando, FL
ashrae.org/Orlando

July 8, 2019: Conference papers due
August 2, 2019: Debate, Panel, Seminar, Forum, Workshop, and Debate proposals Due
TC Program Subcommittee Chair Training will be held:

Tuesday, June 25, 2019
11:15 am – 12:00 pm
KCCC, 2208
CEC: THANK YOU!

CEC would like to thank all of the Technical Committee members who volunteered to review Conference Papers.

This is an ongoing process and it has worked very well!

We wish to continue this work with TAC and all who are interested in reviewing Conference Papers.

It is a big job and we appreciate your contributions.

Thank You!
CEC Incoming Chair

Michael Collarin
Michael.Collarin@parsons.com
Section Discussions

(15 mins)
• New 2019-2024 Strategic Plan rolling out here in Kansas City
• There are four key areas that we are focusing on:
   Resilient Buildings and Communities
   Indoor Environmental Quality
   Organizational Streamlining
   Improve Chapter Engagement, Capacity & Support
• And by focusing on these areas, we have three goals that we are trying to achieve:
   #1: To position ASHRAE as an Essential Knowledge resource for a Sustainable, High-performance Built Environment
   #2: Maximize Member Value and Engagement
   #3: Optimize ASHRAE’s Organizational Structure to Maximize Performance
• Goal: Utilize our members’ time more efficiently and effectively

• Update logistics
  • Implement block schedule- afternoons only
  • Technical program in morning
  • Move subcommittees meetings to time block before main meeting?

• Section Heads are resources- talk to them!
  • What does your TC need to make their work more effective?
  • Possible mergers
  • Possible joint subcommittee meetings
  • Hold interim meetings online
  • Possible large informal meeting areas for collaboration

• What ideas do you or your TC have? Best Practices!

• We have a lot of expertise in our TCs – how do we effectively share it via programs, handbook, research, other?
There are evaluation forms on your tables. Please take a couple of minutes to let us know what you thought of this new breakfast format.

Also, if you have recommendations for the TC Reorganization effort, please feel free to write those on the back of the page.

Although it isn’t required, consider including your name at the bottom of the page so we can follow up with you!

Section Heads- please put your section number on the top of each evaluation. Thanks!
Incoming TAC (Technical Activities Committee)

Here to serve our members! If you need assistance, contact:

Incoming Chair: Jay Kohler, email TACchair@ashrae.net
Incoming Vice-Chair: Dustin Meredith, TACvchair@ashrae.net
Section 1 Head: Jennifer Leach, email SH1@ashrae.net
Section 2 Head: Jon Cohen, email SH2@ashrae.net
Section 3 Head: Barbara Minor, email SH3@ashrae.net
Section 4 Head: James Bennett, email SH4@ashrae.net
Section 5 Head: Larry Smith, SH5@ashrae.net
Section 6 Head: Dawen Lu, SH6@ashrae.net
Section 7 Head: Craig Messmer, SH7@ashrae.net
Section 8 Head: Kevin Mercer, SH8@ashrae.net
Section 9 Head: Vance Payne, SH9@ashrae.net
Section 10 Head: Charlie Henck, SH10@ashrae.net
MTG Head: Carl Huber, SHMTG@ashrae.net
Training Coordinator: Victor Goldschmidt, TACcoord1@ashrae.net
CEC Liaison/ TC Reorg Adhoc Chair: Sarah Maston, TACsalcoord@ashrae.net
**TG/TRG PROPOSAL FORM**

Return Form to:
Manager of Research & Technical Services
ASHRAE
1791 Tullie Circle, NE
Atlanta, Georgia 30329-2305
☎ 404-636-8400 • Fax 404-321-5478
E-mail: techserv@ashrae.org

**Date:** 6/23/2019

- Turn in no later than 3 weeks prior to the meeting for consideration by TAC

**TG/TRG Name:** Occupant Behavior in Building Design and Operation

**TG/TRG Section:** Section 1, TC 1.14

**TG/TRG Scope:** TC 1.14 is concerned with developing data, methods, tools and case studies to improve understanding of occupant behavior in building design and operation, and meeting individual needs of indoor environmental quality (IAQ, thermal, visual and acoustic comfort), health, productivity, as well as improving occupant interactions with building energy and control systems to reduce energy use and carbon emissions in buildings.

**Impact on Other TC/TG/TRGs:**

TC 1.14 focuses on occupant behavior in building design and operation, an area that is not covered by existing TCs or TGs. TC 1.14 will collaborate with several TCs on occupants related research and activities, including, TC 1.4 Control Theory and Application, TC 4.3 Ventilation Requirements and Infiltration, TC 4.7 Energy Calculations, TC 4.10 Indoor Environmental Monitoring, TC 7.1 Integrated Building Design, TC 7.3 Operation and Maintenance Management, and TC 7.5 Smart Building Systems. The TC 1.14 members represent several related TCs and MTGs.

TC 1.14 will contribute to the development of several ASHRAE standards: 55, 62.1, 62.2, 90.1, 90.2, 189.1, and 100. Improved occupant behavior data and models can be applied to the development of these standards to capture the impact of occupant behaviors on building performance. TC 1.14 will coordinate with related TCs on such contributions.

TC 1.14 will also collaborate with the newly started Annex 79 (2018-2023) “Occupant behavior-centric building design and operation” under the International Energy Agency’s Energy in Buildings and Communities Programme.
In general, we don’t expect negative impact on the existing TCs, TGs or MTGs. Instead, we see new opportunities for TC 1.14 to work with the existing TCs, TGs and MTGs to jointly propose research proposals, seminars, and publications.
**TG/TRG Roster:**

- minimum of 6 members; maximum of 18 members
- no more than one (voting) member from each company
- identify subcommittee chairmen (program, standards, research [TG’s only]) where possible
- Chair & Vice Chair must be ASHRAE members
- maximum of 2 member non quorum

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<th>Person’s Name:</th>
<th>Company</th>
<th>ASHRAE Member #</th>
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<tr>
<td>1</td>
<td>Chair (VM): Tianzhen Hong</td>
<td>LBNL</td>
<td>5132073</td>
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<td>2</td>
<td>Vice-Chair (VM): Da Yan</td>
<td>Tsinghua University, China</td>
<td>8242201</td>
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<td>Secretary: Jared Langevin</td>
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<td>8238758</td>
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<td>Chair of Research Subcommittee (VM): Bing Dong</td>
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<td>Chair of Interdisciplinary Subcommittee (VM): Chien-fei Chen</td>
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<td>VM (non quorum): Bjarne W. Olesen</td>
<td>DTU, Denmark</td>
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<td>19</td>
<td>VM (non quorum): William O’Brien</td>
<td>Carleton University, Canada</td>
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**TAC USE ONLY:**

Date Received: __________ Date Sent to TAC/FP: __________ Meeting Date: __________ Approved? Yes No