I. CALL TO ORDER
Don Brandt called the meeting to order at 8:00 a.m.

II. REVIEW OF AGENDA
Additions included:
- Board Chair Comments - Item III.A.
- YEA Liaison Report Item - VIII.D.
- Mark Hegberg’s Comments - Item VIII.E.
- CTTC Liaison Report - Item XI.A.

III. APPROVAL OF MINUTES
Notes from the June 13, 2013 Conference Call were reviewed with no changes.

A. Board Chair Comments
Tim Wentz thanked everyone for their service and participation and recognized Don Brandt for his outstanding leadership.

IV. BOARD ExO REPORT
Eckhard Groll thanked everyone for their participation on the PDC and their service to ASHRAE.

V. CHAIR’S REPORT
Don Brandt thanked everyone on the committee for the tremendous amount of time and work they gave to the PDC this year.
A. Status of ’12–’13 MBOs
   Don Brandt provided a status update of the PDC MBOs. Updates are included in Appendix A.

VI. FINANCIAL REPORT
   Steve Comstock indicated that performance was not as strong this year it was in the past.
   Revenues were lower for several projects including chapter, eLearning, online and SDL courses.
   However, Mr. Comstock indicated that PEC is doing generally well and cut-backs are not expected.
   Several new educational offerings will be seen in the upcoming year. He highlighted plans to
   increase the number of HVAC Design training courses, holding at least one oversees in an effort to
   attract more members from outside of the United States. In addition, plans are in the works to
   archive and deliver online courses on demand. A new eLearning infrastructure will be complete in
   August, and that portal is expected to be used for other ALI courses including the Career
   Enhancement Curriculum.

VII. STAFF REPORT/UPDATE
   A. 2012-13 In-Company/Chapter programs
      This year - 10 chapter programs to 516 individuals
      Last year - 34 programs to 2,515 individuals
      The difference is attributed to the Puerto Rico courses held last Fiscal Year.
      Staff continues to communicate with previous users and potential new users.

   B. 2013 Winter Conference registrations
      This year (Dallas) - 19 courses reaching 811 individuals
      Last year (Chicago) - 20 courses reached 928 individuals.
      The Optimization of HVAC Systems course was removed from the 2013 Dallas course
      schedule.

   C. 2013 Spring Online Course Series registrations
      This year - 10 courses; 236 registrations
      Last year - 7 courses; 211 registrations

   D. 2012 Fall Online Course Series registrations
      Fall 2012 - 11 courses; 276 registrations
      Fall 2013 - 13 courses are scheduled

   E. 2013 ALI courses at other industry meetings
      This year - 16 courses reached 536 individuals
      Last year - 24 courses reached 1,322 individuals

   F. 2012-2013 HVAC Design Training registrants
      Level I: Essentials: - 5 courses reached 196 participants
      Level II: Applications - 4 courses reached 136 participants
VIII. SUBCOMMITTEE REPORTS

A. Planning

1. Proposal to co-sponsor Building Enclosure Commissioning Process Seminar

Steve Comstock reported that ASHRAE has developed courses with other organizations as a means to tap into a specific market audience. He stated the importance of reviewing the business arrangement and the revenue share. He mentioned too that ASHRAE controls the logo and would approve how and where it appeared in any co-sponsorship.

While most committee members favored the course topic, they agreed that an objective overview of the content was needed. An independent review by TC 4.4 was recommended, and Kelley Cramm volunteered to speak with the TC chair.

**ACTION** – Kelley Cramm to speak with the Chair of TC 4.4 in Denver. (Complete)

**ACTION** – Staff to provide the committee with information from the Energy Modeling course proposal. (Included as separate attachment.)

B. Operations

No items were discussed.

C. Professional Practices

No items were discussed.

Other Reports

D. YEA Liaison

As the YEA Liaison, Cameron Labunski encouraged increased communications with the YEA committee. YEA received a substantial increase in applications for the August 2013 HVAC Design training scholarship and interest is expected to grow even more. According to Mr. Labunski, communication with the YEA committee would allow PDC to better understand the concerns and professional development needs that affect YEA members.

Michael Collarin also said a few words on behalf of YEA, emphasizing the interest in the training scholarship.

**ACTION** – Staff to provide a copy of the training roadmap to YEA. (Complete)

Cameron Labunski provided a brief report on activities within the Certification Committee. He indicated that the committee is concerned with the low pass rates for international exams and is looking for ways to improve understanding of the exam process. He noted that new online practice exams being developed may serve as a beneficial resource.

Cameron reported that the Certification Committee is considering ANSI accreditation for the certification programs. Dan Pettway added that DOE is initiating a process to be led by NIBS that will consider requiring all certifications to be ANSI accredited.

E. Mark Hegberg

Mark Hegberg spoke to the PDC about his delays in completing revisions to the Water Systems Design and Heating Systems SDLs. According to Mr. Hegberg, he is actively working on both
SDLs and expects a first draft of the Heating Systems course to be complete by July 30. However, he pointed out that both projects are much larger and are taking much more time than initially expected. He attributes the delays to the fact that he was unable to obtain access to the original electronic files and therefore had to re-create the content for both courses.

Kelley Cramm recommended that the PDC review the SDL course development process and revise as needed.

IX. 2014 WINTER CONFERENCE COURSES
The following ALI courses were approved by email ballot for the 2014 Winter Conference in New York.

6-Hour
- Commercial Building Energy Audits
- Complying with Standard 90.1-2010 (or 2013 if ready)
- Energy Modeling: Best Practices and Applications
- Implementing Energy Mgt in New & Existing Bldgs (Revised)
- Operations & Maintenance of High-Performance Buildings

3-Hour
- Air-Air Energy Recovery Applications: Best Practices
- Combined Heat & Power: Creating Efficiency through Design & Opns
- Commercial Ground Source Heat Pumps
- Commissioning for High-Performance Buildings
- Data Center Energy Efficiency
- Designing High-Performance Health Care Facilities
- Electric Rates, Rules and Regulations
- Evaluating the Performance of LEED-Certified Buildings
- High-Performance Building Design: Applications & Future Trends
- Humidity Control Troubleshooting
- Laboratory Design: The Basics and Beyond
- Project Management for Improved IAQ (Awaiting revised title)
- Fundamentals and Application of Standard 55 – Thermal Environmental Conditions for Human Occupancy (Awaiting final title)
- Using Standard 90.1-2010 (or 2013 if ready) to Meet LEED Requirements
- Optimization of HVAC&R Systems and their Components

Alternates
- Advanced High-Performance Building Design
- Building Enclosure Commissioning (if approved)

X. OLD BUSINESS (Brandt)
A. Manual of Procedures (MOP)
   Darin Nutter reported that a motion for changes to the PDC MOP was forwarded to the PEC Functional Planning Committee for final approval.

B. Reference Manual
Hugh McMillan thanked everyone for their work on the PDC Reference Manual. The manual will include links to appropriate Webpages to ensure accuracy. Additional revisions will continue to be made as needed.

Kelley Cramm moved that the Reference Manual be approved with continual updates. Cameron Labunski seconded. The motion passed unanimously, CV.

C. Career Enhancement Curricula
Hugh McMillan reported that the Career Enhancement Curricula will be in place for the 2013 Fall Online Courses. He suggested an article in Insights or the eSociety newsletter to highlight the roll-out.

Cameron Labunski recommended a defined marketing plan to avoid confusion with other programs and courses. He also recommended that the program be publicized to the CTTC, YEA and student members.

The program will be closely tracked over the next fiscal year to determine its success.

D. Training Road Map
Jim Bochat discussed controls training with TC 1.4 and concluded that the engineering community needs controls training, particularly training on standard sequences and performance verification. More conversation is expected with the TC.

E. Leadership Training
Don Brandt reported that the Leadership Training Initiative will likely be an action item in FY 2013-14. No immediate PDC action is required.

F. Review of Open Action Items
Don Brandt led a review of Open Actions. Updates are included in Appendix B.

XI. NEW BUSINESS
A. CTTC Liaison Report
Nathan Hart reported that the CTTC is excitement about the 2014 ALI courses. They are concerned about the chapter level costs, and questioned the idea purchasing course materials only – which is an option in the pricing schedule.

With new -2013 Standard courses being available at the 2014 meeting, the question came up about how long the -2007 Standard courses would remain available. It was recommended that courses on the 2007 version of Standards 90.1 and 62.1 remain in inventory for at least one year after the -2013 courses are released. The concern is that many organizations are still using the 2007 Standards.

XII. COMMITTEE MEMBER/OFFICER ROTATION (Brandt)
A. Thank you to outgoing members
Don Brandt thanked outgoing committee members Cindy Cogil, Kelley Cramm, Saunders Smith and Larry Stoff for their participation on the PDC. The committee recognized Don Brandt for his contributions to ASHRAE and the PDC. Don Brandt then turned over the reins to incoming chair, Hugh McMillan.
B. **New Chair Welcome**
    Hugh McMillan welcomed the new PDC members and said that he looked forward to working with everyone in the upcoming year. He announced the following new subcommittee assignments:

    **Operations Subcommittee**
    Cameron Labunski (Chair), Jim Bochat, Eduardo Donoso, Branko Todorovic

    **Planning Subcommittee**
    Darin Nutter (Chair), Bill Simpson, Mo Hosni, Vincent Tse

    **Professional Practices Subcommittee**
    Dick Hayter (Chair), Nathan Hart, David Knebel, Dusty Stoabs

C. **New Member Orientation**
    Expected in August 2013.

XIII. **NEXT MEETING**
    September 2013 Conference Call

XIV. **ADJOURN**
    Kelley Cramm moved and Cameron Labunski seconded to adjourn at 11:30 am.
APPENDIX A: ‘12–’13 MBOs

_PDC - MBO - 2012 – 2013_
_Rev Feb 2013_

_Don Brandt Chair_

ASHRAE Strategic Plan (SP) Directions:

_Direction 1:_ ASHRAE will lead the advancement of sustainable building design and operations.
_Direction 2:_ ASHRAE will be a world-class provider of education and certification programs.
_Direction 3:_ ASHRAE will position itself as a premier provider of HVAC&R expertise.
_Direction 4:_ ASHRAE will be a global leader in the HVAC&R community.

<table>
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<tr>
<th>Objective</th>
<th>SP Direction</th>
<th>Expected Completion</th>
<th>Fiscal Impact</th>
<th>Responsibility</th>
<th>Status</th>
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<tr>
<td>Update PDC MOP</td>
<td>PDC</td>
<td>June</td>
<td>None</td>
<td>Operations</td>
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<tr>
<td>Update PDC Reference Manual</td>
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<td>None</td>
<td>Planning</td>
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<td>Comment on NSPE Engr Changes</td>
<td>2</td>
<td>All year</td>
<td>None</td>
<td>Prof Practice</td>
<td>Underway/Continuous</td>
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<tr>
<td>Review Member Survey for products requested</td>
<td>2,3</td>
<td>All year</td>
<td>$5K</td>
<td>All</td>
<td>Underway/Continuous</td>
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<td>Continue to develop PD Seminars and Courses</td>
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<td>All year</td>
<td>$10K</td>
<td>All</td>
<td>Continuous</td>
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<tr>
<td>Develop Career Enhancement Curriculum Program</td>
<td>2</td>
<td>June</td>
<td>$5K</td>
<td>Operations/Staff</td>
<td>Underway/Continuous</td>
</tr>
<tr>
<td>Develop ALI Courses as requested</td>
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<td>All year</td>
<td>$5K</td>
<td>All</td>
<td>Continuous</td>
</tr>
<tr>
<td>Develop Road map for future PDC products</td>
<td>2</td>
<td>All year</td>
<td>None</td>
<td>All</td>
<td>Underway</td>
</tr>
</tbody>
</table>
APPENDIX B: Action Items Open as of April 22, 2013

Each member of the PDC to investigate whether a course to which he or she is the liaison should be removed, sunсетted, or revised. (Active projects listed below.)

- **PDS 6 – Commercial Ground Source Heat Pumps. Dr. Nutter** is the liaison. The TC wants to update the course, but first wants to update the publication that the course is based upon. Kirk Mescher, current member of ASHRAE’s BOD and former member of the PDC, believes that an existing course might be appropriate for ASHRAE to adopt or adapt.

**Update** - Kirk Mescher will present a new short course at the January 2014 conference.

- **PDS 11 – Design & Remediation to Achieve Acceptable IAQ. Mr. Hart** is the Liaison. Mr. Hart spoke with the IAQ TC committee. Hoy Bohanon, who was identified by the TC, has agreed to review the course materials and provide feedback to the PDC. Staff sent the materials to Mr. Bohanon. **Staff** will follow up and provide an update by the 2013 Spring Meeting.

Hoy Bohanon reviewed this course and reported that most of the information has been superseded by the IAQ Guide. Therefore, it is recommended that the course be sunсетted. Anyone who has an interest in this topic should be steered to the IAQ Guide or the Avoiding IAQ Problems course.

**Update** – Nathan Hart motioned and Darin Nutter seconded the motion to sunset PDS 11-Design & Remediation to Achieve Acceptable IAQ seminar. The motion passed unanimously CV.

- **PDS 13 – Design & Specification of DDC Systems. Mr. Hart** is the Liaison. The TC has agreed to review the course materials and provide feedback to the PDC. Staff sent course materials to the TC. **Staff** to follow up and provide an update by the 2013 Spring meeting.

TC 1.4 reviewed the course and reported that it should be updated. Revisions are recommended.

**Update** - Nathan Hart will follow-up with TC 1.4 with a request for a 3 or 6 hour course training.

- **PDS 17 – Designing Desiccant Systems for Preconditioning O.A. Air Systems. Mr. McMillan** is the Liaison and will continue to follow up with TC 8.12 and TC 55. Staff sent course materials to the TC. According to the TC, the materials are out of date and a decision will be made to revise or remove the course. **Mr. McMillan** will provide an update at the 2013 Spring meeting.

Recommend the course be sunсетted at the Denver meeting.

**Update** – Hugh McMillan motioned and Bill Simpson seconded the motion to sunset PDS 17 - Designing Desiccant Systems for Preconditioning O.A. Air Systems. The motion passed 10-1-0 CV.
- **PDS 22** – DDC Retrofits: From Project Planning Through Performance Verification. **Mr. Hart** is the Liaison. The TC has agreed to review the course materials and provide feedback to the PDC. Staff sent course materials to the TC. **Staff** to follow up and provide an update by the 2013 Spring meeting.

TC 1.4 reviewed the course and reported that it should be updated. Revisions are recommended, possibly combining it with PDS 13 above.

**Update** - Nathan Hart will follow-up with TC 1.4 with a request for a 3 or 6 hour course training.

- **PDS 36** – Understanding & Specifying BACnet Systems. **Mr. Hart** is the Liaison. Dave Fischer will review and, if necessary, update the course materials. **Staff** to follow up and provide an update by the 2013 Spring meeting.

This is an older course that staff was not able to locate and send to SSPC 135. The 3-hour Introduction to BACnet Short Course is currently active.

**Update** – Nathan Hart motioned and Kelley Cramm seconded the motion to sunset PDS 36 – Understanding & Specifying BACnet Systems. The motion passed unanimously CV.

- **SC 11** – Design of Commercial Ground-Source Heat Pumps. **Dr. Nutter** is the Liaison. Kirk Mescher, current member of ASHRAE’s BOD and former member of the PDC, believes that an existing course might be appropriate for ASHRAE to adopt or adapt.

**Update** - Kirk Mescher will present a new short course at the January 2014 conference.

- **SC 24** – Minimizing Liability in IAQ: Design, Construction & Operations Issues. **Mr. Hart** is the Liaison. Hoy Bohanon will review and provide feedback. Staff sent course materials to the TC. **Staff** to follow up and provide an update by the 2013 Spring meeting.

Hoy Bohanon reviewed this course and reported that most of the information has been superseded by the IAQ Guide. Therefore, it is recommended that the course be sunnedown. Anyone who has an interest in this topic should be steered to the IAQ Guide or the Avoiding IAQ Problems course.

**Update** – Nathan Hart motioned and Darin Nutter seconded the motion to sunset SC 24 – Minimizing Liability in IAQ: Design, Construction & Operations Issues. The motion passed unanimously CV.