

**Residential Buildings Committee  
2025 Orlando Winter Conference  
In-Person Meeting AGENDA  
Monday, February 10, 2025  
9:00 AM - 12:00 PM EST**

**ATTENDANCE**

<b>Voting Members:</b>		<b>Guests:</b>	
Rachel Romero – Chair (2025)	X	Devin Abellon	X
Carol Marriott – Vice Chair (2025)	X	Costas Balaras	X
Yashkumar Shukla – Process Chair (2025)		Carrie Brown	X
Jingjuan “Dove” Feng – Communications Chair (2026)	X	Núria Casquero-Modrego	X
Chrissi Antonopoulos (2027)	X	Charlie Culp	X
Darcy Carbone (2026)	X	Faith Evren	X
Wes Davis (2026)	X	Scott Grefsheim	X
Shivraj Dhaka (2027)		Ed Janowiak	X
Philip Fairey (2025)	X	Ralph Koerber	X
(2026)	X	Sedi Lawrence	X
Jaap Hogeling (2025)	X	Jongk Lee	X
Li Lan (2026)		AuraLee MacPherson	X
Kimberly Llewellyn (2027)	X	Farhan Adil Mehboob	X
Mike Pouchak (2025)	X	Christine Miner	X
Xudong Wang (2026)		Karlyle Munz	X
Pawel Wargocki (2026)		Clay Nessler	X
<b>Ex-Officio Members:</b>		Wilmer Pasut	X
Joseph Sanders – Board Ex-O	X	Adrienne Thomle	X
<b>ASHRAE Staff:</b>		Iain Walker	X
Derrick Nesfield – Staff Liaison	X	Elon Yates	X
Jacob Karson – GAC	X		
Leigh Lain Walker - MOBD	X		

## PRINCIPAL MOTIONS

**Motion #1:** Carol Marriott moved, Darcy Carbone seconded, to approve the full committee meeting minutes from the Annual Conference in Indianapolis, Indiana on June 24, 2024.

**Vote: 6-0-4, CNV**

**Motion #2:** Mike Pouchak moved, Darcy Carbone seconded, to assign Chrissi Antonopoulos as chair of planning committee for the stakeholder workshop.

**Vote: 8-0-2, CNV**

## NEW AND OPEN ACTION ITEMS

### Full Committee

#### **Monday, February 10, 2025 – 2025 Orlando Winter Conference**

- **AI 1: Process Subcommittee** to align ASHRAE's current strategic plan with RBC's Strategic Plan.
- **AI 2: Derrick Nesfield** to update text on Basecamp with latest motion voted on by RBC committee.

### Communication Subcommittee

#### **Sunday, February 9, 2025 – 2025 Orlando Winter Conference**

- **AI 1: Derrick Nesfield** to inform the Building XVI Conference that RBC is planning their stakeholders workshop at the conference.
- **AI 2: Derrick Nesfield** to confirm if the Ex-Com for the Building XVI Conference will be at the workshop once they have been confirmed by Building XVI.

#### **Friday, January 10, 2025 – Web Meeting**

- **AI: Mike Pouchak and Wes Davis** to find ASHRAE Journal articles from the last five years to be added to new RBC webpage.

#### **Thursday, December 21, 2023 – Web Meeting**

- **AI 2: Carol Marriott** to update Reference Manual to include DL Slide procedure. **On-going**

### Process Subcommittee

#### **Sunday, February 9, 2025 – Orlando Winter Conference**

- **AI 1: Process SubC** to review gap list before next subcommittee meeting, vote on top priority items, and share at least one action out to any committee related to residential. On-going
- **AI 2: Jaap Hogeling and Pawel Wargocki** to generate list of gaps on IEQ and bring them to the respective committees they serve on. On-going
- **AI 3: Process SubC** to reach out to CEBD about including residential content. On-going

#### **Thursday, January 16, 2025 – Web Meeting**

- **AI 2: Dove Feng** to reach out to Co-Chair's Iain Walker or Jennifer Isenbeck of IEQ Steering Committee. **On-going**

## Monday, December 2, 2024 – Web Meeting

- **AI 1: Yash Shukla** to reach out to Comm. SubC to generate an issue brief on cold-climate heat pumps to be drafted by Philip Fairey and another author. **On-going**

### MEETING NOTES

1. Call to Order – **Meeting convened at 9:00 AM EDT**
  - Welcome & Introductions
2. Review of Agenda (Romero)
3. Review of [Action Items](#) (Romero)
  - Action Items from Indianapolis Annual Conference thru today were reviewed.
  - New action items added from today's meeting and yesterday's subcommittee meetings
4. Report from Staff (Nesfield)
  - No report from Staff.
5. Approval of Minutes June 24, 2024, Full Committee Meeting at 2024 Indianapolis Annual Conference (**Committee Vote**)  
(File: [06-24-24\\_AM\\_RBC\\_AGENDA\\_MeetingMinutes\\_FinalDraft.pdf](#))

**Motion #1: Carol Marriott moves, Darcy Carbone seconds, to approve the full committee meeting minutes from the Annual Conference in Indianapolis, Indiana on June 24, 2024.  
Vote: 6-0-4, CNV**

6. Report from BOD Ex-Officio (Sill)
  - Report from BOD
    - Joe Sanders presented the Leadership Meeting presentation at RBC Full Committee meeting.
    - GAC (Government Affairs Committee) has developed a new program to identify Subject Matter Experts (SMEs) who can effectively communicate with non-technical audiences. Reach out to GAC for more information.
    - CEBD: Eight CEBD projects have developed project summaries.
    - Updates have been made to refrigerant guidelines.

**AI #1: Process Subcommittee to align ASHRAE's current strategic plan with RBC's Strategic Plan.**

7. Process Subcommittee Update (Shukla) – **see Attachment 1 for meeting notes from February 9, 2025**
  - Darcy Carbone presented the Process Subcommittee report by reviewing the notes from subcommittee's meeting on Sunday February 9, 2025.
  - The subcommittee spent much of the meeting on MBOs 2.2, 3.1, and 3.2.

- For MBO #2.2, the subcommittee identified homeowners, designers/architects and builders/contractors as a target audience and generated a list of gaps for each audience member.
  - Carol Marriott stated that the committee should review Std 44 to determine if their focus is commercial buildings and not residential. It was later stated that Std 44's current focus is commercial buildings.
8. Communications Subcommittee Update (Feng) – *see Attachment 2 for meeting notes from February 9, 2025*
- Dove Feng presented the Communications Subcommittee report by reviewing the notes from subcommittee's meeting on Sunday, February 9, 2025.
  - Chrissi Antonopoulos volunteered to chair the planning committee for the stakeholder workshop. Sedi Lawrence, Darcy Carbone, Carol Marriott and Theresa Weston volunteered to serve on planning committee.
  - Darcy has reached out to Rich and Ross Trethewey about the keynote speaker position for the stakeholder workshop and is awaiting their response.
  - Rachel Romero, Carol Marriott, and Dove Feng will meet with Stephanie Reiniche to discuss other options outside of developing an MOU.
  - Wes Davis stated that he is seeking more speakers for podcast on IEQ.

**AI: Derrick Nesfield to update text on Basecamp with latest motion voted on by RBC committee.**

**Motion #2: Mike Pouchak moved, Darcy Carbone seconded, to assign Chrissi Antonopoulos as chair of planning committee for the stakeholder workshop.**

**Vote: 8-0-2, CNV**

9. Review of [RBC MBOs](#) (File: [2023-24\\_ASHRAE MBO Tracking\\_RBC \(Updated as of 06-23-2024\).xlsx](#))
- MBOs reviewed during subcommittee reports.
  - MBO #1.3 was completed.

#### 10. New Business

- Planning Committee (PLC) Guest
  - Farhan Adil Mehboob presented the Planning Committee's latest presentation.
- CEBD Project: Single Family Guide (Kimberly Llewellyn)
  - Vice Chair of the Special Projects Subcommittee Devin Abellon provided a brief overview of the One-Pager Retrofit Single Family Guide.
  - Devin has been in contact with RBC Chair Rachel Romero about what RBC would need to help complete this task. Staff support was requested for help on the one-page single family guide from CEBD.
  - Kimberly Llewellyn stated that brainstorming sessions have commenced for the one-page guide.
- Quantifying Health Impacts and Healthy Buildings Focus - Iain Walker

- Iain Walker stated that there are opportunities for research projects in this area.
- Iain Walker stated that RBC can offer letters of support to other TCs who want to conduct this research.
- Derrick Nesfield to ask Stephanie Reiniche if RBC can support an RTAR.
- RBC at Annual Decarbonization Conference - Iain Walker
  - Carrie Brown stated that abstracts for the conference are due on Friday, February 14, 2025.
- ASHRAE 62.2 Addendum Update on Process - Philip Fairey and Pawel Wargocki
  - Philip Fairey stated that GAC wants to know if RBC has a position on windowless bedrooms.
  - Philip stated that 62.2 has gone through five versions and that the latest version was sent back to the IEQ subcommittee for further revisions.

#### 11. Executive Session

- Executive Session did not take place. Rachel Romero acknowledged that the committee submitted their letter ballots for the 2024-2025 Residential Buildings Service Award recipient.

#### 12. Upcoming Meetings

- Subcommittee Meetings
  - Process: Thursday, March 20, 2025, from 11:00 AM – 12:00 PM EDT
  - Communications: Friday, March 14, 2025, from 10:00 AM – 11:00 AM EDT
    1. **New AI: Derrick Nesfield to send a new doodle poll to Communications Subcommittee to determine new recurring meeting schedule**  
*(Secretary's Note: March 14<sup>th</sup> subcommittee meeting was rescheduled for Thursday, March 13, 2025, from 10:00 AM – 11:00 AM EST)*
- Next In-person meeting: Phoenix, AZ
  - June 22: Subcommittees
  - June 23: Full Committee Meeting

#### 13. Adjourn – **Meeting adjourned at 10:52 AM EST (Brainstorming Session begins at 11:00 AM EST)**

#### 14. Brainstorming Session at the Conclusion of Meeting (11:00 AM – 12:00 PM EST)

- Identifying gaps related to residential industry
  - Residential NZE (Net Zero Energy) Design Knowledge Gaps
    1. One gap identified during discussions was that homeowners have a lack of understanding of the implications of their home design choices.
    2. Another identified gap was the lack of understanding of the consequences of poor design and construction practices. There are several legal cases that have dealt with these types of practices. One task suggested for this gap is conducting a legal case review related to poor construction.

3. Another suggestion was to write communications for homeowners, so they are as informed as contractors or builders. Communication should be nontechnical so homeowners can better grasp the information.
- Designer/Architects
    1. Two gaps were identified for designers/architects: 1) Lack of tools to communicate the value proposition of high-quality construction for homeowners; 2) Lack of awareness of ASHRAE resources.
    2. It was suggested to start an education process by compiling a list of vetted existing online resources.
  - RBC should also consider the following types of stakeholders:
    - Architects
    - Engineers
    - GCs and HVAC Contractors
    - High Performance Building Programs
    - Insurance Underwriters
    - Financial Institutions
    - Utilities & Implementors

## **Residential Buildings Committee (RBC) Scope and Purpose from the Rules of the Board (ROB)**

### **2.423.001 SCOPE AND PURPOSE**

This committee shall be responsible for identifying major residential trends impacting the practice of HVAC&R, informing the ASHRAE leadership and membership of these trends and their potential impacts, and making recommendations on new activities and policies in response to these trends. In addition, this committee shall serve as a resource to the Society on activities and issues that relate to residential impacts of building technologies including but not limited to ventilation, and thermal organizations that focus on residential buildings. The committee will be responsible for implementation of the residential aspects of the Strategic Plan.

## **Acronym List**

AHRI – Air-conditioning, Heating and Refrigeration Institute  
 AIA – American Institute of Architects  
 ALI – ASHRAE Learning Institute  
 BPI – Building Performance Institute  
 CEE – Consortium for Energy Efficiency  
 CM – Corresponding Member of TC  
 CTTC – Chapter Technology Transfer Committee  
 DL – Distinguished Lecturer  
 DOE – US Department of Energy  
 ETF – Epidemic Task Force  
 GAC – Government Affairs Committee  
 H&A – Honors and Awards Committee  
 HUD – US Department of Housing and Urban Development  
 ICC – International Code Council

MBO – Management by Objective  
MTG – Multi-disciplinary Task Group  
NAHB – National Association of Home Builders  
NARI – National Association of the Remodeling Industry  
PCM – Provisional Corresponding Member of TC  
PPIS – Planning, Policy and Interpretations Subcommittee (under Standards Committee)  
RESNET – Residential Energy Services Network  
RBC – Residential Building Committee  
RP – Research Project  
RTAR – Research Topic Acceptance Request  
SPC – Standard Project Committee  
SSPC – Standing Standard Project Committee  
TC – Technical Committee  
TPS – Title, Purpose, Scope  
VM – Voting Member

**Residential Buildings Committee 2024-2025 MBOs**

	Description	Comments/Activities supporting MBO
1	<p><b>Relevance within ASHRAE: Promote ASHRAE's presence and importance in the residential built environment</b></p>	<p><b>1.1</b> - Plan to host stakeholder workshop with a facilitator, invite partners outside of ASHRAE, etc. (<i>Comm. SubC</i>)  <b>Lead: Dove Feng and Wes Davis</b></p> <p><b>1.2</b> - Complete work of subcommittees: Residential Buildings Service Award; ASHRAE Journal articles, conference sessions, etc. (<i>All SubCs</i>)  <b>Leads: Li Lan (ASHRAE Journal); Jaap Hogeling, Darcy Carbone (Conference Sessions)</b></p> <p><b>1.3</b> - Develop liaison position from RBC to CEC and maintain representative on the Buildings Conference. (<i>Comm. SubC</i>)  <b>Lead: Chrissi Antonopoulos</b></p>
2	<p><b>Decarbonization in Residential: Empower ASHRAE membership with residential decarbonization educational resources</b></p>	<p><b>2.1</b> - Promotion of existing guidelines and standards through RBC channels. (<i>Comm. SubC</i>)  <b>Lead: Shivraj Dhaka</b></p> <p><b>2.2</b> - Develop tools and trainings gap list that can be shared with other committees. (<i>Process SubC</i>)  <b>Lead: Kimberly Llewellyn</b></p> <p><b>2.3</b> - Work with Center of Excellence for Building Decarbonization committee to include residential content. (<i>Process SubC</i>)  <b>Lead: Philip Fairey (RBC Liaison to Special Project Subcommittee), Darcy Carbone</b></p>

3	Indoor Environmental Quality: Consolidate ASHRAE residential IEQ resources	<p><b>3.1</b> - Partner with 62.2 and 241 to expand residential content. (<i>Process SubC</i>) <b>Lead: Philip Fairey, Kimberly Llewellyn (62.2), Pawel Wargocki (62.2 and 241)</b></p> <p><b>3.2</b> - Develop one webinar/podcast on IEQ in residential. (<i>Comm. SubC</i>) <b>Lead: Wes Davis</b></p> <p><b>3.3</b> - Understand gaps in IEQ within ASHRAE organization and resources (<i>Process SubC</i>) <b>Lead: Jaap Hogeling, Pawel Wargocki</b></p>
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## ATTACHMENT 1 – Process Subcommittee Orlando Meeting Notes

### RBC Process Subcommittee Meeting

2025 Orlando Winter Conference

Sunday, February 9, 2025

1:00 PM – 2:30 PM EST

**Subcommittee Members:** Darcy Carbone, Philip Fairey, Jaap Hogeling, Kimberly Llewellyn, Carol Marriott

**Not in Attendance:** Yashkumar Shukla (Chair), Xudong Wang, Pawel Wargocki

**Other Committee Members:** Rachel Romero, Jingjuan “Dove” Feng

**Guests:** William Healy, AuraLee MacPherson, E Mitchell Swann, Li Song, Paulo Tabares, Larry Smith, Núria Casquero-Modrego, Theresa Weston

**ASHRAE Staff:** Derrick Nesfield (Staff Liaison)

### Meeting convened at 1:03 PM EST (Quorum Achieved)

#### New Action Items

- **AI 1: Process SubC** to review gap list before next subcommittee meeting, vote on top priority items, and share at least one action out to any committee related to residential.
- **AI 2: Jaap Hogeling and Pawel Wargocki** to generate list of gaps on IEQ and bring them to the respective committees they serve on.
- **AI 3: Process SubC** to reach out to CEBD about including residential content.

#### Old Action Items

##### Thursday, January 16, 2025 – Web Meeting

- **AI 1: Yash Shukla** to follow up with Philip Fairey on the progress of the issue brief draft. **Complete**
- **AI 2: Communications SubC** to reach out to Co-Chair’s Iain Walker or Jennifer Isenbeck of IEQ Steering Committee. **On-going**
- **AI 3: Communications SubC** to reach out to CEBD about including residential content. **Complete**
  - **Fairey: CEBD is interested in content on retrofit buildings.**

##### Thursday, December 2, 2024 – Web Meeting

- **AI 1: Yash Shukla** to reach out to Comm. SubC to generate an issue brief on cold-climate heat pumps to be drafted by Philip Fairey and another author. **On-going**

#### Review of MBO Activities

- **MBO #1: Relevance within ASHRAE: Promote ASHRAE's presence and importance in the residential built environment**
  - **1.2 - Complete work of subcommittees: Residential Buildings Service Award; ASHRAE Journal articles, conference sessions, etc. (Leads: Li Lan – Comm. SubC.**

***(ASHRAE Journal); Darcy Carbone (National Conference Sessions; Jaap Hogeling (International Conference Sessions)***

- The recipient for the 2024-2025 Residential Buildings Service Award was submitted to Honors and Awards. Executive Session will remain in effect until Honors and Awards approves of the submission at their committee meeting at the Orlando Winter Conference.
  - Carol Marriott noted that the upcoming summer conference does not have a residential track.
  - Carol also noted that CEC stated that not many new papers on residential have been submitted to them.
- **MBO #2: Decarbonization in Residential: Empower ASHRAE membership with residential decarbonization educational resources**
    - ***2.2 - Develop tools and trainings gap list that can be shared with other committees. (Lead: Kimberly Llewellyn)***
      - Carol Marriott stated that all information generated during RBC's Jamboard sessions were incorporated in the RBC Strategic Plan voted on by the committee at the Indianapolis Conference.
      - Rachel Romero provided a brief overview of the RBC Strategic Plan and how it will be used to help RBC address gaps in several residential topics (e.g. resiliency, IEQ, etc.).
      - During discussion about the target audience, the subcommittee came up with the following suggestions: homeowners, designers/architects, and builders/contractors.
      - The subcommittee generated lists of gaps for each targeted audience:
        - Homeowners
          - Homeowners unaware of choices they make that can contribute to their carbon footprint.
          - Non-technical communications to homeowners.
          - Government advocacy to require energy disclosure.
          - Review of legal cases with poor quality construction
          - Lack of understanding of consequences of poor design and construction.
          - Lack of performance data for cold-climate heat pumps.
        - Designers/Architects
          - Perception of homeowners unwilling to pay.
          - Lack of knowledge of ASHRAE resources.
            - Transfer of knowledge to the grassroots.
        - Builders/Contractors
          - Lack of tools to communicate value proposition high quality construction to homeowners.
          - Perception of homeowners or builders/contractors not taking a chance.

- Financial institutions don't incentivise improved constructions.
  - **2.3 - Work with Center of Excellence for Building Decarbonization (CEBD) committee to include residential content. (Lead: Philip Fairey, Darcy Carbone)**
    - Task is still on going.
    - Philip stated that residential is fully included in CEBD discussions.
    - Any gaps related to this task was discussed in MBO #2.2.
  - **MBO #3: Indoor Environmental Quality: Consolidate ASHRAE residential IEQ resources**
    - **3.1 - Partner with Standards 15, 62.2 and 241 to expand residential content. (Lead: Philip Fairey, Kimberly Llewellyn, Pawel Wargocki)**
      - Philip Fairey stated that the 62.2 Systems Subcommittee met today to on the language on residential-related proposals that are to be presented to the main 62.2 committee at the Orlando Winter Conference.
      - Philip noted that some were against adding ventilation for windowless bedrooms.
    - **3.2 - Understand gaps in IEQ within ASHRAE organization and resources. (Lead: Jaap Hogeling, Pawel Wargocki)**
      - Jaap Hogeling stated that he reviewed the list of the scopes of IEQ-related TCs and SPCs sent by Derrick Nesfield.
      - **New AI: Jaap and Pawel to generate list of gaps on IEQ and bring them to the respective committees they serve on.**
  - **MBO #4: Indoor Environmental Quality: Consolidate ASHRAE residential IEQ resources**
    - **4.1 - Outline the stakeholders in residential resilience. (Lead: Kimberly Llewellyn, Chrissi Antonopoulos (Comm. SubC))**
      - This task is on-going.
    - **4.2 - Engage 1 quality partner that does residential resilience to work with ASHRAE to educate, share info, etc. with a possible new MOU, issue brief, or communication item. (Lead: Kimberly Llewellyn, Chrissi Antonopoulos (Comm. SubC))**
      - This task is in progress and will be discussed at the full committee meeting on Monday, February 10, 2025.
- 1) **Next Meeting** - Orlando Winter Conference (February 8 – 12, 2025) – **All meetings are in-person**
- Communications Subcommittee: Sunday, February 9, 2025, from 2:30 – 4:00 PM EDT
  - Full Committee: Monday, February 10, 2025, from 9:00 AM – 12:00 PM EDT

**Meeting adjourned at 2:27 PM EST**

## ATTACHMENT 2 – Communications Subcommittee Orlando Meeting Notes

### RBC Communications Subcommittee Meeting

2025 Orlando Winter Conference

Sunday, February 9, 2025

2:30 PM – 4:00 PM EST

**Subcommittee Members:** Jingjuan “Dove” Feng (Chair), Wes Davis, Michael Pouchak, Rachel Romero

**Not in Attendance:** Chrissi Antonopoulos, Shivraj Dhaka, Li Lan

**Other Committee Members:** Darcy Carbone, Kimberly Llewellyn, Carol Marriott

**Guests:** Núria Casquero-Modrego, William Healy, Li Song, Theresa Weston

**ASHRAE Staff:** Derrick Nesfield (Staff Liaison)

### Meeting convened at 10:03 AM EDT (Quorum Achieved)

#### New Action Items

- **AI 1: Derrick Nesfield** to inform the Building XVI Conference that RBC is planning their stakeholders workshop at the conference.
- **AI 2: Derrick Nesfield** to confirm if the Ex-Com for the Building XVI Conference will be at the workshop once they have been confirmed by Building XVI.

#### Open Action Items

##### Friday, January 10, 2025 – Web Meeting

- **AI 1: Rachel Romero** to reach out to Joe Sanders for next steps in preparation for stakeholders workshop. **Complete**
  - The workshop proposal passed Tech Council budget and is on pace to be approved by this spring.
  - The workshop budget considered of acceptable amount.
  - Rachel stated that planning and preparation for stakeholders workshop can continue.

##### Friday, August 9, 2024 – Web Meeting

- **AI 1: Subcommittee Members** to review topics list on Basecamp prior to next subcommittee meeting to determine next Journal article entry. **Complete**

##### Thursday, December 21, 2023 – Web Meeting

- **AI 2: Carol Marriott** to update Reference Manual to include DL Slide procedure. **On-going**

#### New Business

- Stakeholders Workshop
  - Communications Subcommittee discussed planning for stakeholders workshop.

- Dove Feng noted that the workshop agenda draft is available in a folder on RBC Basecamp (<https://3.basecamp.com/3106353/buckets/1154136/vaults/8300667412>). The agenda is based on the last stakeholders workshop in 2016.
- Ross Trethewey, Evan Tretheway, and Brian Orr were pitched as keynote speaker candidates for the workshop.
- During discussions of an outcome for the workshop, Kimberly Llewellyn stated that developing a joint-venture field guide from field practitioners could be a possible outcome from the workshop.
- Rachel Romero stated that an MOU could be another outcome of the workshop. Derrick Nesfield to update Stephanie Reiniche of this possible development.
- Theresa Weston stated that RBC should consider narrowing down the topic for the workshop. The topic should be related to the MOU the committee is considering developing.
- **New AI: Derrick Nesfield to inform the Building XVI Conference that RBC is planning their stakeholders workshop at the conference.**
- **New AI: Derrick Nesfield to confirm if the Ex-Com for the Building XVI Conference will be at the workshop once they have been confirmed by Building XVI.**
- Carol Marriott stated that a planning committee should be created for this workshop. To be discussed further at the full committee meeting along with assigning an RBC member to run the committee.

## Review of MBO Activities

- **MBO #1: Relevance within ASHRAE: Promote ASHRAE's presence and importance in the residential built environment**
  - ***1.1 - Plan to host stakeholder workshop with a facilitator, invite partners outside of ASHRAE, etc. (Lead: Dove Feng and Wes Davis)***
    - Discussed in New Business section.
  - ***1.2 - Complete work of subcommittees: Residential Buildings Service Award; ASHRAE Journal articles, conference sessions, etc. (Lead: Li Lan – ASHRAE Journal)***
    - Discussion Deferred.
  - ***1.3 - Develop liaison position from RBC to CEC and maintain representative on the Buildings Conference. (Lead: Chrissi Antonopoulos)***
    - Task is complete.
- **MBO #2: Decarbonization in Residential: Empower ASHRAE membership with residential decarbonization educational resources.**
  - ***2.1 - Promotion of existing guidelines and standards through RBC channels. (Lead: Shivraj Dhaka)***
    - Shivraj Dhaka was not in attendance.

- **AI: Mike Pouchak and Wes Davis to find ASHRAE Journal articles from the last five years to be added to new RBC webpage (*Secretary's Note: AI from January 10, 2025, meeting*).**
  
- **MBO #3: Indoor Environmental Quality: Consolidate ASHRAE residential IEQ resources.**
  - **3.2 - Develop one webinar/podcast on IEQ in residential. (Lead: Wes Davis)**
    - Wes Davis stated that Robert Bean has volunteered to do a podcast. Kimberly Llewellyn also volunteered to assist.

**Next Meeting - Orlando Winter Conference (February 8 – 12, 2025) – *All meetings are in-person***

- Full Committee: Monday, February 10, 2025, from 9:00 AM – 12:00 PM EDT

**Meeting adjourned at 3:59 PM EST**