

**Residential Building Committee
Meeting Minutes
Web Meeting
Wednesday, April 12, 2017**

Attendance

Members Present:

Max Sherman (Chair)	Jeff Inks
Chris Mathis (Vice-Chair)	Neil Leslie
Costas Balaras	Dan Pettway
Robert Bean	Iain Walker
Charles Culp	David Weishuhn
Philip Fairey	Theresa Weston
Paul Francisco	Glenn Hourahan
Chris Gray	Dan Int-Hout (ExO)

Members Not Available:

David Lee
Chris Van Rite
Pat Graef (Coordinating Officer)

ASHRAE Staff

Lilas Pratt (Staff Liaison)

Principal Motions¹

Motion 1: The Chair brought the January 29, 2017 meeting minutes to the floor for approval.

Vote: Motion passed without objection

Motion 2: Stakeholders Subcommittee moved that RBC approve the Stakeholders Workshop report with final editorial changes as noted.

Vote: Motion passed 12-0-0 CNV

New and Open Action Items

March 18, 2016 Conference Call Web Meeting

3	Neil Leslie	Create an approach for outreach to the chapters and RVCs with help from Jodi Scott, Lilas Pratt, and Chris Mathis. (Note: A Programs SubC call will be conducted to discuss)	On-going
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November 9, 2016 Conference Call Web Meeting

¹ All motion votes are listed as yes-no-abstain.

November 9, 2016 Conference Call Web Meeting			
1	Stakeholders Subcommittee	Develop an Outreach list that is separate from the stakeholders list.	On-going
6	Theresa Weston & RBC Members	Send the list of residential meetings/conferences to Pratt for distribution to RBC members for review and comment	On-going
9	Lilas Pratt	Investigate new member training materials	On-going

January 30, 2017 Las Vegas Winter Meeting			
1	Jim Scarborough	Provide GGAC legislative related information for possible inclusion on the RBC website	Open
3	Jeff Inks	Lead a task group to write the Reference Manual for RBC	On-going
4	Lilas Pratt	Send Reference Manual examples/templates to Jeff Inks	On-going
6	Theresa Weston	Provide a one paragraph description (TPS) of the conference for use in publicizing/explaining the conference	On-going
7	Technical Subcommittee	Discuss how RBC could provide leadership to determine why Standards 55, 90.2, 62.2 aren't more widely used	On-going

April 12, 2017 Conference Call Web Meeting			
1	Programs Subcommittee	Have a spring web meeting to discuss approaches for outreach to chapters and RVC (See 3/18/16 AI#3)	New
✓	Lilas Pratt	Update the PES list on the Design Guide RTAR and resend to Mike Vaughn.	Complete
3	Paul Francisco	Create and distribute a schedule with deadlines (completion, submission, publication) of residential Journal articles.	New
✓	Lilas Pratt	Verify number of words (length) requirements for Journal technical articles.	Complete
✓	Theresa Weston	Check with Andre Dejarlais on whether a meeting day/time has been requested for the Buildings Conferences committee in Long Beach	Complete
✓	Lilas Pratt	Forward information on Robert Bean's HPC presentation to RBC members.	Complete
7	Lilas Pratt	Check on rules regarding posting Seminar slides from other conferences on the RBC webpage.	New
✓	Lilas Pratt	Send ASHRAE YouTube channel URL to RBC members	Complete
9	Neil Leslie	Reach out to Gary Debes on the Chicago residential mini-track planned for Chicago and provide feedback to RBC	New
✓	Philip Fairey /Lilas Pratt	Set up an interim web meeting for the Technical Subcommittee prior to Long Beach	Complete

Meeting Minutes

1. Call to Order (Sherman) – **Meeting convened at 3:05 PM EDT**
 - a. ASHRAE Code of Ethics www.ashrae.org/codeofethics
 - b. Committee Structure – [Roster and Subcommittees](#)
 - c. Introductions
2. Review of Agenda
3. Approval of minutes
 - a. January 29, 2017 Winter Meeting
(File: [1-29-17 WM_RBC Mtg_MtgMinutesDraftR2.pdf](#))

Motion 1: The Chair brought the January 29, 2017 meeting minutes to the floor for approval.

Vote: Motion passed without objection

4. Announcements - None at this time
5. Liaison Reports
 - a. Marketing and Communications (Lauren Walters)
 - No report at this time
 - b. Staff Report (Pratt)
 - An RBC listserve has been created in response to inquiries about an RBC mailing list. The list serve is intended to help interested parties keep track of RBC's activities.
<https://www.ashrae.org/resources--publications/periodicals/listerves>
6. Old Business
 - a. Review of [Action Items](#)
 - The Programs Subcommittee will have a spring meeting to discuss the development of an approach for outreach to chapters and RVCs. The main questions to address are what approach should be used and who would create that approach.
 - The initial draft of a reference manual is expected by the Long Beach Annual Meeting for review by the committee.
7. Subcommittee Reports
 - a. Stakeholders (Mathis)
 - i. Stakeholder Workshop Final Report
 - The report is a recap of the Workshop. A Strategic Plan is also being developed and that will have recommendations for Tech Council.
 - The report is waiting on some final editorial revisions including removing the September meeting notes that are not related to the workshop.
 - The goal is also to include PDF copies of all the presentations that were given at the workshop. Copies of those presentations are still being assembled.
 - Once the editorial changes have been finalized, the report will be distributed to the committee and Tech Council.

Motion 2: Stakeholders Subcommittee moved that RBC approve the Stakeholders Workshop report with final editorial changes as noted.

Vote: Motion passed 12-0-0 CNV

b. Publications (Francisco)

i. RTAR/Work Statement for Multi-family Design Guide

- The committee has previously approved a proposal to go the Special Projects Subcommittee under Tech Council. That SubC recommended that RBC either solicit co-funding from relevant stakeholders to that they pursue the guide as a Research Project.
- The proposal has been converted onto the RTAR/Work statement forms and submitted to RAC for consideration on their May 3, 2017 web meeting.
- The scope of the project has not changed.
- Roughly five members need to be identified for the Project Evaluation Subcommittee (PES). Glenn Hourahan, Chris Mathis, Chris Gray, Robert Bean, and Paul Haydock volunteer to on the PES.
- The PES will evaluate the bids received for the project. Once the bidder is selected, a Project Monitoring Subcommittee (PMS) will be formed. The PMS will likely include representatives from other stakeholders.

ii. Journal Articles

- There is some concern regarding a printed special issue devoted entirely to residential articles. The Journal staff would instead like to have a series of residential technical articles that could subsequently be consolidated into a digital special issue.
- The plan is to pursue all the article that were previously proposed for the special issue to be published one at a time over several months.
- Robert Bean and Glenn Hourahan authored an article on IEQ that is complete, but there was a desire to make it more residential oriented. They need to know how many additional words would be allowed to expand the scope.
- Submission guidelines on Journal articles are located on the ASHRAE website at: <https://www.ashrae.org/resources--publications/periodicals/ashrae-journal/submission-guidelines-for-ashrae-journal>.

iii. Building Science Education

- The intent is to create standard curriculum content that people can draw on.
- The next steps are to have a conference call with people from industry (who know what knowledge is needed coming out of school), academics (who might be willing to add more content), and DOE (who is developing content) to explore interest level.
- If there is interest, a plan forward will be developed.
- The industry group would include organizations that have been teaching and training in this area such as BPI and RESNET (Kathy Spigarelli)

iv. Handbook Index for Residential content

- Paul Francisco had reached out to the Handbook Committee chair, but had not yet heard back. A follow-up message was sent this week.
- Discussions on this initiative will continue as soon as contact has been made.

c. Conferences & Web (Weston)

i. Buildings Conference Series

- The reorganization process is still underway regarding the transfer of this conference from DOE to ASHRAE. The final result is envisioned as a stand-alone, self-sustaining conference.
- ASHRAE had been looking for co-funding from DOE, but those discussions are on hold pending budget considerations in Congress.
- The next conference in this series is planned for December 2019. A conference committee is being formed now with Andre Dejarlais as chair. Volunteers are being sought and the first meeting is planned for Long Beach.

ii. Residential resources and information

- A list of upcoming conferences is being compiled. The intent is to list these on the RBC website.
- Robert Bean recently conducted a session on Standard 55 at the HPC conference. The presentation went well with lots of good feedback.
- The slides can be downloaded here:
<http://www.healthyheating.com/2017.HPC.Nashville/2017.HPC.Nashville.Bean.htm#.WOWSmogrJaQ>
- A video discussion between Iain Walker and Robert BEan was captured following the event and can be seen here:
<https://www.youtube.com/watch?v=72EHmW2XiQE&feature=share>
- The committee suggests adding the link to the RBC web page.

d. Programs (Leslie)

i. Las Vegas Meeting Sessions

- There were 14 residential sessions including the 4 public sessions at the Expo.
- The Expo sessions were well attended with 50 to 200 attendees per session.
- There was good feedback on the non-public sessions as well.
- Not all submissions were accepted. Those not accepted may wish to resubmit their sessions for future programs.

ii. Long Beach Meeting Sessions

- Some of the sessions not accepted for Las Vegas were resubmitted and accepted for Long Beach.
- Long Beach has a reasonable amount of both residential and zero energy content. The Long Beach program can be viewed here:
<https://www.ashrae.org/membership--conferences/conferences/2017-ashrae-annual-conference#program>

iii. Chicago Meeting Sessions

- The deadline for Seminars and Workshops is August 1, 2017.
- Moving forward, RBC may wish to talk with CEC regarding residential content and sessions.
- The Chicago program has less emphasis on residential in the main tracks, but there will be another mini-track on residential for Chicago. RBC will likely be the sponsor of that mini-track.

- Feedback from the Las Vegas meeting indicated interest in Energy Retrofits (some multi-family) seminars for Chicago.
 - RBC should probably weigh in on topics of interest. This will be discussed on the upcoming Programs SubC conference call.
- iv. Succession Planning
- Neil Leslie is rolling off the committee so a new Programs SubC chair will be named by Chris Mathis (incoming RBC chair) which will necessitate a transition period between the two SubC chairs.

Secretary's note: Neil Leslie was reappointed to RBC after this meeting.

- e. Technical (Fairey)
- i. RTAR on Thermal Comfort in Residences
- The SubC met to consider co-sponsorship of an RTAR with TC 2.1.
 - A number of questions were raised by the SubC that have now been sent to the RTAR authors and Max Sherman.
 - The SubC is not ready to recommend approval of co-sponsorship, but they believe the subject has merit and this effort should therefore continue to be explored with the TC and RTAR authors.
- ii. Active House
- Nothing new to report since Las Vegas.
 - There were some conflicting standards that will need to be addressed.
- iii. Globalization of Standards
- Nothing new to report since Las Vegas.
- iv. Status of Standard 90.2
- SSPC 90.2 has assigned responsibility for responses to all the comments and they are being addressed in bi-weekly meetings.
 - The committee is about halfway done with the comment response process with resolution being reached for most comments.
 - Another public review is expected after all the comments are resolved.
8. New Business
- Chris Mathis is working on 2017/2018 preliminary plans including the Strategic Plan for submission to Technology Council.
 - He will be reaching out to incoming members for 17-18 over the next couple of weeks.
9. Next Meeting
- a. Long Beach Annual Meeting, Monday, January 30, 9:00am-12:00pm
- b. Interim Subcommittee meetings - TBD
10. Adjourn – meeting adjourned at 5:00pm EDT

Residential Building Committee Roster & Subcommittees

2016-2017 Committee

Voting Members: Max H Sherman (Chair), R Christopher Mathis (Vice chair), Constantinos A Balaras, Robert Bean, Charles H Culp III, Philip W Fairey, Paul Francisco, Chris Gray, Jeff Inks, David F. Lee, Neil P Leslie, Chris Van Rite, Iain S Walker, Theresa A Weston, David Weishuhn

Non-Voting Members: Glenn C. Hourahan (Consultant), Daniel C Pettway (Consultant), Dan Int-Hout, III (BOD Ex-Officio), Patricia Graef (Coordinating Officer)

2016-2017 Subcommittees:

- Conferences: Weston (Chair), Balaras, Lee, Walker
- Programs: Leslie (Chair), Balaras, Inks, Walker
- Publications: Francisco (Chair), Bean, Gray, Hourahan, (Haydock)
- Stakeholders: Mathis (Chair), Culp, Hourahan, Lee, Pettway
- Technical: Fairey (Chair), Bean, Culp, Gray, Lee, Inks, David Weishuhn

2017-2018 Committee (Members Appointed)

Voting Members: R Christopher Mathis (Chair), Theresa A Weston (Vice chair), Robert Bean, Charles H Culp III, Pankaj R. Dharkar, Paul Francisco, Patricia Graef, Chris Gray, Jeff Inks, Daniel Int-Hout, Richard Karg, David F. Lee, Chris Van Rite, Iain S Walker, David Weishuhn

Non-Voting Members: Craig Drumheller (Consultant), Glenn C. Hourahan (Consultant), Van Baxter (BOD Ex-Officio), Ginger Scoggins (Coordinating Officer)

2017-2018 Subcommittees:

- Conferences: TBD
- Programs: TBD
- Publications: TBD
- Stakeholders: TBD
- Technical: TBD

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RULES OF THE BOARD – 2.423 RESIDENTIAL BUILDINGS COMMITTEE

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.

2.423.002 MEMBERSHIP

2.423.002.1 Composition

The members of this committee are as follow

- A. Maximum of fifteen (15) voting members, including a chair and a vice chair;
- B. Voting members shall include:
 - 1. a past member of Standards Committee
 - 2. a past member of Research Administration Committee
 - 3. a past member of Members Council
 - 4. a past member of Environmental Health Committee
 - 5. a home builder or someone representing the home building industry
 - 6. a past chair or other committee officer of a technical committee involved in residential issues
 - 7. a member from outside the U.S. and Canada
 - 8. a representative of at least one major residential stakeholder such as ACCA or RESNET
 - 9. a past Society officer
- C. Non-voting members include a Board ex-officio member and coordinating officer.

2.423.002.2 Qualifications

- A. The chair and vice chair shall hold the grade of Member or higher in the Society.
- B. The majority of the voting members of the committee must be ASHRAE members of Associate Grade or higher.

2.423.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.423.003 OPERATIONS

2.423.003.1 General Requirements

This committee shall maintain a long-range plan for ASHRAE's role in the "Buildings" conferences (sponsored by BETEC and ASHRAE) and submit this plan to Technology Council at the Annual Meeting.

2.423.003.2 Transportation Expenses

Transportation costs to bring members of other societies/groups with needed expertise to meet with this committee may be paid if approved by the chair of Technology Council.

2.423.004 STRATEGIC PLAN

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 that 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.

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