

**Residential Buildings Committee
Web Meeting Minutes
Wednesday, June 7, 2023
9:00 AM -10:00 AM EDT**

13 Voting Members: Quorum = 7

Voting Members:		Ex-Officio Members:	
William Healy – Chair (2023)	X	Adrienne Thomle – Board Ex-O	X
Chandra Sekhar – Vice Chair (2023)	ABS	Derrick Nesfield – Staff Liaison	X
Carol Marriott – Process Chair (2024)	X	Stephanie Reiniche – Staff	X
Rachel Romero – Communications Chair (2024)	X		
Michael Blanford (2024)	X		
Steven Emmerich (2024)	X	Guests:	
Philip Fairey (2025)	X	Chris Van Rite	X
Jaap Hogeling (2025)	X		
Mark Lawrence (2025)	X		
Bjarne Olesen (2023)	X		
Michael Pouchak (2025)	X		
Steve Saunders (2023)	X		
Yashkumar Shukla (2023)	X		

PRINCIPAL MOTIONS

Motion 1: Philip Fairey moved, Steve Emmerich seconded to approve letter in support for separate committee for Standards 15.2 to be sent to Standards Committee as presented.

Vote: 10-0-1, CNV

NEW AND OPEN ACTION ITEMS

Full Committee:

June 7, 2023 – Web Meeting			
1	Derrick Nesfield and Bill Healy	Generate report on this committee for Tech Council and OPS.	New
2	RBC Members	Share Residential Meet and Greet on their LinkedIn.	New
3	Derrick Nesfield	Send invite to Residential Meet and Greet to mailing list.	New

June 7, 2023 – Web Meeting			
4	Bill Healy	Contact CEC (Conferences and Exposition Committee) to discuss what RBC's role could be at the upcoming Buildings Conference and other future conferences.	New

February 6, 2023 – Atlanta Winter Conference Meeting (In-Person)			
1	Bill Healy	Draft letter for RBC to go to the Standard Committee regarding Standard 15.2. Letter to be reviewed and voted on by the committee.	Complete

Communications Subcommittee:

May 2, 2023 – Web Meeting			
1	Derrick Nesfield	Send invite to Steven Sill for all future RBC meetings.	Complete
2	Bill Healy	Reach out to Jaap Hogeling about leading a team to develop an RIB on decarbonization and residential. (Note: Follow up at Tampa Meeting)	Complete
3	RBC Members	Review Reference Manual and provide edits/feedback to Bill Healy and Chandra Sekhar by May 16, 2023.	Complete
4	Derrick Nesfield	Send calendar invite for full committee meeting in Tampa, Florida.	On-going
5	Derrick Nesfield	Add the Meet and Greet discussion to upcoming full committee meeting agenda in early June (Note: Doodle poll for one-hour full committee meeting for the first week of June has already been sent to committee).	Complete

March 8, 2023 – Web Meeting			
1	Jaap Hogeling	Send article on heat recovery in wastewater to the committee upon its completion. Link to article: https://www.rehva.eu/rehva-journal/chapter/shower-drain-heat-recovery-an-introduction	Complete
2	Bill Healy	Review the Topics List and let us know what to pursue for the next RIB.	On-hold

March 8, 2023 – Web Meeting			
3	Philip Fairey	<p>Provide update on Addendum F of Std 90.2. (Note: Addendum F going to Standards Committee for their next meeting.)</p> <ul style="list-style-type: none"> ○ Philip stated that Addendum F went through the Publication/Public Review (PPR) process, without public comments, but received two votes in the negative within SSPC to approve PPR. This resulted in the SPLS (Standards Project Liaison Subcommittee) needing to approve Addendum F for PPR, which was accomplished at the Atlanta Winter Conference in February 2023. ○ SSPC 90.2 held a ballot to proceed with publication of Addendum F, despite the two negative ballots. The ballot passed with no negative votes. ○ Because of the two negative votes with SSPC, the addendum will need to be approved by the Standing Committee. 	Complete
4	Derrick Nesfield	Contact ASHRAE Marketing about providing a template for presentation.	Complete
5	Derrick Nesfield	Look into finding space for RBC Meet and Greet for Tampa Conference.	Complete

February 6, 2023 – Atlanta Winter Conference Meeting (In-Person)			
1	Rachel Romero and Mark Lawrence	Continue work on storyboard for promotional video.	On-going
2	Rachel Romero	Reach out to CEC for approval to post the seminar on RIBs the RBC Webpage. (Rachel noted RBC would have to pay to repost link)	Complete

September 30, 2022 – Web Meeting			
1	Rachel Romero	Find most recent copy of new RBC website draft and video draft.	Complete

Process Subcommittee:

June 5, 2023 – Web Meeting			
1	Mike Blanford and Carol Marriott	Generate a report on Journal process to be presented to full committee at Tampa Conference. (Note: Process Subcommittee will have to vote on report prior to full committee meeting)	On-going

March 13, 2023 – Web Meeting			
1	Derrick Nesfield	Contact Tony Giometti to request the latest CEC meeting minutes to determine what the committee is planning for the next Building Conference.	Complete
2	Mike Pouchak	Set up strategic planning session (end of March/early April) for 5-year MBO plan. Doodle poll to be sent out to committee.	Complete
3	Derrick Nesfield	Look into whether the full committee meeting in Tampa could be extended from a 2-hour meeting to a 4-hour meeting.	Complete

January 18, 2023 – Web Meeting			
1	Carol Marriott, William Healy, and Chandra Sekhar	Review of RBC Services Awards process to determine areas for a more streamlined process.	Complete

November 3, 2022 – Web Meeting			
1	ASHRAE Staff	Confirm who on ASHRAE Journal staff is the contact for RBC and connect Mike Blanford, Carol Marriott, and Bill Healy. <i>Staff Note: We are waiting for confirmation because the Journal Editor is leaving ASHRAE after the Winter Conference. Update June 2023: Kelly Barraza and Tani Palefski are the POC's with the ASHRAE Journal</i>	Complete

MEETING NOTES

1. Call to Order – **Meeting convened at 9:02 AM EDT (Quorum Achieved)**
 - a. Welcome & introductions
 - Chris Van Rite introduced himself to the committee.
2. Review of Agenda (Healy)
3. Review of [Action Items](#) (Healy)
4. Report from Staff (Nesfield) – **Discussion Deferred**
5. Approval of letter to Standards in support of a separate committee for Standards 15.2 (**Committee Vote**)

Motion 1: Philip Fairey moved, Steve Emmerich seconded to approve letter in support for separate committee for Standards 15.2 to be sent to Standards Committee as presented.

Vote: 10-0-1, CNV

6. Report from BOD Ex-Officio (Thomle)
 - a. Report from BOD to be presented at Tampa Meeting.

AI 1: Derrick and Bill Healy to generate report on this committee for Tech Council and OPS.

7. New Business
 - a. Updates on Reference Manual
 - Chandra Sekhar and Bill Healy to send finalized version to committee prior to main committee meeting at Tampa Conference.
 - Committee members to continue sending edits/comments to Chandra, Bill, and Derrick.
8. Communications Subcommittee Update (Romero)
 - a. **C.1A.** Add additional resources, videos, podcasts, etc. to website.
 - Continue work on promotional video script and finalizing website updates.
 - Podcast scheduled for recording on Tuesday, June 13, 2023 (**Topic: Role of ASHRAE in Residential**)
 - Rachel Romero, Philip Fairey, and Theresa Weston will be participants.
 - b. **C.2A.** Develop Residential Issue Briefs as issues are identified.
 - Moving forward with identifying new topics for RIBs.
 - c. **C.2B.** Provide input to Task Force for Building Decarbonization on unique needs of residential sector in the drive for decarbonization.
 - Philip Fairey noted that ASHRAE sent out SPC 240P for public comment.
 - Stephanie Reiniche confirmed via chat that SPC 240 is looking at comments and reviewing them. As of now, they have received 427 comments.
 - d. **C.3A.** Complete revision of ASHRAE in the House presentation for use by Distinguished Lecturers.
 - Rachel Romero stated that the presentation was submitted by Theresa Weston.
 - Rachel also noted the presentation should be ready by Annual meeting in Tampa.
 - e. **C.3B.** Work with CTTC to determine needs of chapters for Residential Content.
 - Mark Lawrence to report on his work with CTTC (Chapter Technology Transfer Committee) at main committee meeting.

AI 2: Committee Members to share Residential Meet and Greet on their LinkedIn.

AI 3: Derrick Nesfield to send invite to Residential Meet and Greet to mailing list.

- Mark Lawrence stated that this Friday, June 9, 2023, he will be holding an online campfire meeting for Region II.
 - Mark Lawrence confirmed that he will be at the CTTC meeting at Tampa Conference. The meeting is open invite.
 - f. Tampa Conference – Next Steps
9. Process Subcommittee Update (Marriott)
 - a. **P.1A.** Develop process to solicit and track ideas for ASHRAE Journal features on Residential Buildings.

- Subcommittee and Staff met with the Associate Editor Tani Palefski and Managing Editor Kelly Barraza of the ASHRAE Journal Staff via video chat on April 11, 2023.
- b. **P.1B.** Complete assessment of RBC’S future role in Buildings Conference and developing tracks for Residential at ASHRAE Conferences.

AI 4: Bill Healy to contact CEC (Conferences and Exposition Committee) to discuss what RBC’s role could be at the upcoming Buildings Conference and other future conferences.

- c. **P.2A** Develop a system to annually identify key issues facing residential sector to guide activities of committee. **Complete**
 - d. **P.2B.** Work appropriate TC’s to propose the development of new residential guidelines, standards, or guidance documents as needed. **Complete**
 - e. **P.3A.** Nominate additional residential DL’s.
 - Carol noted that Strategic Planning could drive some key aspects in this item.
 - f. Next Steps for Tampa Conference
 - Subcommittee to finalize updates to Service Award Tally Form prior to main committee meeting in Tampa. (**Note: Motion to be presented at subcommittee meeting**)
 - Continue work on Strategic Planning Session.
10. Review of [RBC MBOs](#) (File: [RBC_22-23_MBOs_04-03-2023.xlsx](#))
- a. Committee and Staff reviewed the MBOs to update progress.
 - b. Carol Marriott confirmed Items P.2A and P.2B are complete.
 - c. Adrienne Thomle stated that new MBOs for next Society Year need to be completed by August 1, 2023.
 - d. Stephanie Reiniche confirmed there will be a new OPS Chair and will provide an update once more information is available.

11. Upcoming Meetings

- a. Process Subcommittee (In-Person): Sunday, June 25, 2023, 1:00 PM – 2:00 PM EDT (Annual Conference – Tampa, FL)
- b. Communications Subcommittee (In-Person): Sunday, June 25, 2023, 2:00 PM – 3:00 PM EDT (Annual Conference – Tampa, FL)
- c. Main Committee (Hybrid): Monday June 26, 2023, 8:30 AM – 11:30 AM EDT (Annual Conference – Tampa, FL)

12. Adjourn – Meeting adjourned at 9:50 AM EST

Residential Building 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
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

ASHRAE Journal article/column Parameters

These columns/articles are intended to (a) educate ASHRAE members on key issues involving the arts and sciences of heating, ventilation, air conditioning, refrigeration, and their allied fields as they pertain to the residential sector, and (b) inform ASHRAE members of the role that ASHRAE and its members play in advancing the state of the residential building industry.

Journal Column Parameters:

- Length is 1,500-2,000 words
- Reviewed by the Residential Building Committee.
- There is no further peer review.

Journal Article Parameters:

- Length is 3000 words
- Reviewed by the Residential Building Committee
- Sent out for a peer review by Journal staff prior to publication.

Process:

- Residential Building Committee (RBC) identifies topics of interest. The Journal Coordinator reaches out to potential authors.
- Authors submit initial draft. A Word version of manuscript is submitted to the RBC through the Journal Coordinator. Graphics, if any, should be included with the manuscript. However, there is no specific graphic format requirement for this draft.
- Residential Building Committee draft review. The Journal coordinator circulates the manuscript to Residential Building Committee members requesting comment and asking whether there would be any objections to publication in ASHRAE Journal. Any Committee comments are provided to the author by the Journal Coordinator.
- Authors submit final draft. If necessary, the author will make changes to the article based on comments received from the Journal Coordinator and resubmit draft.
- Upon approval of RBC, the Journal Coordinator sends message to ASHRAE Journal editor indicating approval of manuscript and asking editor to coordinate with author. For submittal, ASHRAE Journal requests a Word version of the text. Graphics shall be sent as separate files. ASHRAE prefers 300 dpi .jpg or .tif files on photos, or original Excel files if graphics were created in Excel.

Timing:

- The finished column is due to ASHRAE during the last week of the 2nd month prior to the issue being published.
- For example, to be published in the March issue, the finished column would be due to ASHRAE by the last week of January.
- This column should have cleared all reviews from RBC.
- For adequate time for RBC review, it is suggested that authors get draft manuscripts to the Journal Coordinator by the start of the month.
- The manuscript is sent to RBC members with a request for review by the middle of the month.
- Articles will require a longer lead time due to the need for peer review. Plan on 6 months.

Descriptions of Presentation Options

DL presentations can be on any subject – the speakers and topics just need to be submitted and approved. These are provided live, virtually or in person, at ASHRAE chapter meetings. Information on the DL program here: <https://www.ashrae.org/communities/chapters/distinguished-lecturers>

An ASHRAE Tech Hour can be any subject. The committee would just need to put together an idea and pitch it to CTTC. A Tech hour is a very specific type of recording for which CTTC (Chapter Technology Transfer Committee) uses some professional production crew folks. The length would need to be 45 to 60 minutes. See examples of previous Tech Hours here: <https://www.ashrae.org/professional-development/tech-hour-videos>

An ASHRAE Journal podcast is a new thing, is set up to be more conversational, and is an audio recording only (i.e., a podcast). This would go through Journal rather than CTTC, I believe that they probably also use some professional production crew folks for these. See examples of previous Journal podcasts here: <https://www.ashrae.org/news/ashraejournal/ashrae-journal-podcast>.

Lastly, there are seminars for the technical program at an ASHRAE conference. The next available technical program would be in Toronto at the 2022 Annual Meeting. Deadline for submitting program proposals is February 17, 2022. ASHRAE Technical programs are handled by CEC (Conferences and Expositions Committee). For more information: <https://www.ashrae.org/conferences/2022-annual-conference-toronto> and <https://ashraem.confex.com/ashraem/s22/cfp.cgi>

Residential Building Committee 2022-23 MBOs

MBO #	Description	Comments/Activities supporting MBO
1	<p>Increase visibility of ASHRAE content for the Residential Buildings sector to members and non-members</p>	<p>C.1A. Add additional resources, videos, podcasts, etc. to website Lead: Rachel Romero Priority: Ongoing</p> <p>P.1A. Develop process to solicit and track ideas for ASHRAE Journal features on Residential Buildings Lead: Mike Blanford Priority: Ongoing</p> <p>P.1B. Complete assessment of RBC's future role in Buildings Conference and developing tracks for Residential at ASHRAE Conferences Lead: Bjarne Olesen Priority: Ongoing</p>
2	<p>Identify and address gaps and needed updates in ASHRAE residential information and resources</p>	<p>C.2A. Develop Residential Issue Briefs as issues are identified. Lead: TBD (either Philip Fairey or Jaap Hogeling) Priority: Ongoing</p> <p>C.2B. Provide input to Task Force for Building Decarbonization on unique needs of residential sector in the drive for decarbonization. Lead: Bill Healy/Philip Fairey Priority: Ongoing</p> <p>P.2A Develop a system to annually identify key issues facing residential sector to guide activities of committee Lead: Michael Pouchak Priority: Ongoing</p> <p>P.2B. Work with appropriate TCs to propose the development of new residential guidelines, standards, or guidance documents as needed. Lead: Steve Emmerich/Steve Saunders Priority: Ongoing</p>

3	Improve engagement with Chapters on residential content	<p>C.3A. Complete revision of ASHRAE in the House presentation for use by Distinguished Lecturers Lead: Yash Shukla Priority: Intermediate</p> <p>C.3B. Work with CTTC to determine needs of chapters for Residential Content. Lead: Mark Lawrence Priority: Ongoing</p> <p>P.3A. Nominate additional residential DL's Lead: Carol Marriott Priority: Ongoing</p>
----------	----------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------