ATTENDANCE

12 Voting Members: Quorum = 7

<table>
<thead>
<tr>
<th>Voting Members:</th>
<th>Ex-Officio Members:</th>
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<tbody>
<tr>
<td>Pat Graef – Chair (2021)</td>
<td>Adrienne Thomle – Board Ex-O</td>
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<tr>
<td>Richard Karg – Vice-Chair (2021)</td>
<td>Bill McQuade – CO</td>
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<td>Steve Baden (2022)</td>
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<td>Mike Blanford (2021)</td>
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<td>Roy Crawford (2022)</td>
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<td>Bill Healy (2022)</td>
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<td>Glenn Hourahan (2021)</td>
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<td>Mark Lawrence (2023)</td>
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<td>Bjarne Olesen (2023)</td>
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<td>Steve Saunders (2023)</td>
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<td>Eric Werling (2021)</td>
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<td>Jon Winkler (2021)</td>
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<td>Staff:</td>
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Incoming Members:

| Steve Baden (2022)                     | X                            |
|                                      |                              |

Guests

| Jon Winkler (2021)                     | X                            |
|                                      |                              |

Staff:

| Theresa Weston                        | X                            |
|                                      |                              |

PRINCIPAL MOTIONS

<table>
<thead>
<tr>
<th>Motion #1:</th>
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<tbody>
<tr>
<td>Rick Karg moved, and Bill Healy secon ded that the January 21, 2021 Virtual Winter Meeting minutes be approved.</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
<tr>
<td>Motion passed by unanimous voice vote, 9-0-0, CNV</td>
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<tr>
<th>Motion #2:</th>
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<tr>
<td>Communications Subcommittee recommends that the RBC webpage format be approved as presented with the addition of information as noted.</td>
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<tr>
<td>Vote:</td>
</tr>
<tr>
<td>Motion passed by unanimous voice vote, 9-0-0, CNV</td>
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<thead>
<tr>
<th>Motion #3:</th>
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<tbody>
<tr>
<td>Communications Subcommittee recommends that the Wildfire Smoke Hazards for Dwelling Occupants Residential Issue Briefs be approved as presented.</td>
</tr>
<tr>
<td>Discussion:</td>
</tr>
<tr>
<td>None.</td>
</tr>
<tr>
<td>Vote:</td>
</tr>
<tr>
<td>Motion passed by unanimous voice vote, 9-0-0, CNV</td>
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<tr>
<th>Motion #4:</th>
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<tr>
<td>Rick Karg moved, and Eric Werling secon ded that the updates to the RBC Reference Manual be approved as presented.</td>
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1 All votes are recorded as yes-no-abstain.
**Vote**: Motion passed by unanimous voice vote, 7-0-0, CNV

### NEW AND OPEN ACTION ITEMS

<table>
<thead>
<tr>
<th>June 21, 2021 RBC Virtual Annual Meeting</th>
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<tbody>
<tr>
<td>1</td>
<td>Lilas Pratt</td>
</tr>
<tr>
<td>2</td>
<td>Bjarne Olesen</td>
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<tr>
<td>3</td>
<td>RBC Members</td>
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<table>
<thead>
<tr>
<th>May 20, 2021 Communications Subcommittee Meeting</th>
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<tbody>
<tr>
<td>1</td>
<td>Lilas Pratt, Bill Healy, Mark Lawrence</td>
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<td>3</td>
<td>Comm SubC</td>
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<thead>
<tr>
<th>January 14, 2021 Communications Subcommittee Meeting</th>
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<tbody>
<tr>
<td>2</td>
<td>Mark Lawrence</td>
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### MEETING NOTES

1. **Call to Order** – **Meeting convened at 12:01pm EDT.** Quorum was established.
   - Pat Graef welcomed and introduced the incoming RBC Members.

2. **Review of Action Items**

3. **Report from the Chair**
   - Pat Graef reflected on the work and commitments of the past year including the unexpected roster changes and assignments like the work on the Green Guide residential chapter and the Epidemic Task Force.

4. **Report from BOD Ex-Officio**
   - Adrienne Thomle reviewed the ASHRAE Leadership presentation (File: ASHRAELeadershipPreso_2021VAC_EXO_F 6-18-21.pdf)

5. **Report from Staff**
   - Lilas Pratt reported on the Letter Ballot votes since the last committee meeting.
• The Residential Guideline Submission was approved 10-0-1-1, CNV (Yes, No, Abstain, No Response) on May 10, 2021.
• The Manual of Procedures was approved 9-0-1-2, CNV (yes, no, abstain, no response) on June 9, 2021.

6. Approval of meeting minutes
   • Jan 21, 2021 Virtual Winter Meeting

   **Motion #1**: Rick Karg moved, and Bill Healy seconded that the January 21, 2021 Virtual Winter Meeting minutes be approved.
   **Vote**: Motion passed by unanimous voice vote, 9-0-0, CNV

7. Process Subcommittee Update (**Attachment A**)
   • Glenn Hourahan reported on the work of the Process Subcommittee and the progress against their MBOs as listed below and noted in the report in **Attachment A**.
   • He noted that all MBOs are considered mostly or totally complete as the process to address all the noted items has been developed.
     - MBO 1.1 – Determine RBC’s role with the Buildings Conference
     - MBO 1.2 – Initiate the process for a new residential guideline
     - MBO 1.3 – Develop a process to collaborate with TCs
     - MBO 1.4 – Update residential information in existing ASHRAE documents
     - MBO 1.5 – Develop guidance document for use of ASHRAE residential building science guide
   • Work on the Buildings Conference will continue in the new Society Year and some questions from Standards Committee PPIS on the residential guideline will require a response from RBC prior to the fall meeting cycle.

8. Communications Subcommittee Update (**Attachment B**)
   • Bill Healy introduced the proposed changes to the format of RBC webpage and noted that this is currently in draft form. Once approved, the changes will be implemented on the ASHRAE website. This work was done under MBO 2.4.

   **Motion #2**: Communications Subcommittee recommends that the RBC webpage format be approved as presented with the addition of information as noted.

   **Discussion**:
   • Steve Saunders noted that this new format allows for easy updates.
   • A list of residential conferences can be added to the Other Resources page.
   • The change should be announced to membership and others so that they know the resource is now available.
   • International resources will also be added as appropriate.

   **Vote**: Motion passed by unanimous voice vote, 9-0-0, CNV

   • Bill Healy introduced the Wildfire Smoke Hazards for Dwelling Occupants Residential Issue Briefs for consideration by the full committee. This work was done under MBO 2.42
• Rick Karg noted that RBC is hosting a roundtable on Tuesday, June 29 on this topic and the brief.

**Motion #3:** Communications Subcommittee recommends that the Wildfire Smoke Hazards for Dwelling Occupants Residential Issue Briefs be approved as presented.  
**Discussion:** None.  
**Vote:** Motion passed by unanimous voice vote, 9-0-0, CNV

• Bill Healy reported on the work of the Communications Subcommittee and the progress against their MBOs as listed below and noted in the report in [Attachment B](#).
  
  ▪ MBO 2.1 – Identify major trends and put out to membership and leadership  
  ▪ MBO 2.2 – Develop position documents, issues briefs, and/or public policy issue briefs  
  ▪ MBO 2.3 – Propose and sponsor residential Seminar, Distinguished Lecturer, and/or Training opportunities  
  ▪ MBO 2.4 – Improve and increase residential information on ASHRAE website  
  ▪ MBO 2.5 - Develop a Residential Award

9. New Business  
   a. Review and Approval of changes to RBC Reference Manual  
      • Pat Graef introduced the updated Reference Manual.  
      • The Reference Manual is an historical document that explains the work of the committee – what it is and how it is done

**Motion #4:** Rick Karg moved, and Eric Werling seconded that the updates to the RBC Reference Manual be approved as presented.  
**Discussion:**  
• Glenn Hourahan noted that he had reviewed the sections that pertain to the Process Subcommittee and was fine with the changes.  
• Bill Healy proposed that the one-page document on how to Journal articles/columns be added in the next version update.  
• Glenn Hourahan suggested that the no longer active subcommittees be moved to an appendix so as to be less confusing in the next version update.  
**Vote:** Motion passed by unanimous voice vote, 7-0-0, CNV

b. RBC MBOs and Strategic Plan Considerations (ROB 2.423.004)  
   • Pat Graef reviewed the MBO tracking spreadsheet and noted the completion levels.  
   • The committee accomplished something in every category and developed processes for continuing the work moving forward.  
   • (File: [Jun2021_RBC_20-21_MBOS_F.xlsx](#))

10. Recognition of Outgoing Members (Graef)  
    • **Glenn Hourahan:** Committee Consultant 2015-2018, Committee Member 2018-2021, Process Subcommittee Chair 2020-21.  
    • **Eric Werling:** Committee Member 2018-2021, Internal Activities Subcommittee Chair 2019-20
Jon Winkler: Committee Member 2018-2021, Internal Activities Subcommittee Vice-chair 2019-20

11. Remarks from Outgoing Chair (Graef)
   • Pat Graef noted that the committee reorganized this year to fulfill the charter as outlined in the ROB. The committee responded with enthusiasm and diligence. Two subcommittee members did double duty serving on both subcommittees.
   • Pat thanked all the committee members for their hard work during the year.

12. Remarks from Incoming Chair (Karg)
   • Rick Karg thanked Pat Graef for her leadership in guiding the committee to turn corner this year to become an effective operation highlighting residential within ASHRAE.
   • He also thanked the outgoing members and welcomed the new members to the committee.
   • The subcommittees and MBOs are being developed for the upcoming Society Year.
   • All new members will be added to the RBC Basecamp over the next week.

13. Remarks from the Coordination Officer
   • Bill McQuade congratulated the committee on a great year and thanked Pat Graef for her outstanding leadership.

14. Upcoming Meetings (TBD)
   • An orientation meeting is planned for this summer at time/date TBD.

15. Adjourn – Meeting adjourned at 1:35pm EDT
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
BPI – Building Performance Institute
CEE – Consortium for Energy Efficiency
CM – Corresponding Member of TC
DL – Distinguished Lecturer
DOE – US Department of Energy
ETF – Epidemic Task Force
HUD – US Department of Housing and Urban Development
ICC – International Code Council
MBO – Management by Objective
MOP – Manual of Procedures
MTG – Multi-disciplinary Task Group
NAHB – National Association of Home Builders
NARI – National Association of the Remodeling Industry
PCM – Provisional Corresponding Member of TC
PD – Position Document
PPIB – Public Policy Issue Brief
RESNET – Residential Energy Services Network
RBC – Residential Building Committee
RIB – Residential Issue Brief
RP – Research Project
RTAR – Research Topic Acceptance Request
SSPC – Standing Standard Project Committee
TC – Technical Committee
VM – Voting Member
Motions for Residential Building Committee Approval:

None

Information Items (Status updates since the Jan 2021 meeting):

1. MBO 1.1 – Determine RBC’s role with the Building Conference
   Status: Complete
   Lead: Bjarne Olesen
   Priority/Timing: Immediate Term
   Goal: Create process for RBC involvement in this conference.
   • The Conference Steering Committee has agreed that there will be a residential track for
     the next conference. Bjarne Olesen will chair that track with help from Theresa Weston.
   • Text has been added to RBC Reference Manual to guide future participation.
   • RBC members Bjarne Olesen and Mike Blanford (RBC representatives) serve as voting
     members on the Conference Steering Committee.
   • The conference is scheduled for December 5-8, 2022 (Clearwater, FL).

2. MBO 1.2 – Initiate the process for a new residential guideline
   Status: Complete
   Lead: Steve Saunders
   Priority/Timing: Medium Term
   Goal: Initiate process for developing new residential guidelines.
   • The wording for a proposed new guideline (Design and Construction Practices for
     Controlling Humidity in Residential Buildings), along with the identification of a
     proposed chair and committee members, was finalized, approved by RBC, and submitted
     to the ASHRAE Standards Committee for consideration at its June 2021 meeting.
   • The intended emphasis of the guideline is on the design and construction of new
     residential buildings rather than existing buildings. Retrofitting / remediation of existing
     (occupied) buildings are not covered in this guideline. The main audience is the home-
     building community (large-tract builders, small custom builders, and the 1-to-3 homes/yr
     builders); what issues are of concern … and then points the user to suitable references /
     documents / citations for more information
   • At its 11 Jun 2021 meeting, the Standards Committee identified three items that will
     need to be addressed by RBC before resubmitting the proposal form in time for the Fall
     Technology Weekend.
In the purpose, is mold control a primary driver (controlling moisture and humidity are listed)?
Producers need to be added to the list of stakeholders and perhaps as well as to the proposed committee roster.
The Scope needs to be reformatted in prose manner (cannot be a bulleted listing of items).
• Text has been added to RBC Reference Manual to guide future activities.

3. MBO 1.3 – Develop a process to collaborate with TCs to help with research RTARs and Work Statements.
   **Status:** Complete
   **Lead:** Eric Werling (Roy Crawford and Jon Winkler assist)
   **Priority/Timing:** Immediate Term
   **Goal:** Expanded to develop a process to collaborate with other ASHRAE committees on research, standards, programs, handbooks, Journal, etc.
   • Reach out was accomplished with the current and incoming TAC Chairs on how RBC can best interact/liaise with the TCs. A two-pronged approached was identified:
     □ RBC (via the RBC Chair or assigned other) will provide briefings and/or content of interest at the TAC TC breakfast meetings to put a face to the RBC committee and to provide contact information to TCs that might be seeking RBC support/direction, related to the residential sector.
     □ RBC will directly approach a subset of TC’s with obvious, residential-focused scope, and individually seek to establish a more direct and pro-active relationship focused on residential related activities as is appropriate and supported by the respective TC chairs. RBC is to first identify specific collaborative topics for interaction with the varied TCs.
   • A list of prioritized TCs, and other ASHRAE Committees, has been created. Next steps for the new societal year are to (a) identify specific issues for RBC / TC collaboration and (b) select RBC person(s) to serve as possible liaisons to the high priority TCs.
   • Text has been added to RBC Reference Manual to guide future TC interactions.

4. MBO 1.4 – Update residential information in existing ASHRAE documents.
   **Status:** Partially complete
   **Lead:** Jon Winkler (Eric Werling and Mark Lawrence assist)
   **Priority/Timing:** Medium Term
   **Goal:** Develop process for updating residential information in ASHRAE documents.
   • Initiated review and compilation of ASHRAE resources with residential content; preliminary information cataloged in a spreadsheet.
   • Information being tabulated: document type (handbook, standard, guideline, etc.); handbook book or standard number; year published; cognizant TC; primary content type (general, residential, commercial, or other); residential content amount (brief description of the amount of residential content in the item ranging from “none” to the “entire item”); content title (handbook chapter title, etc.).
   • This compilation is also useful in supporting MBO 1.5 as well as objectives of the Communications Subcommittee.

5. MBO 1.5 – Develop guidance document for ASHRAE residential building science guide.
   **Status:** Partially complete
   **Lead:** Mark Lawrence (Eric Werling and Jon Winkler assist)
Priority/Timing: Long Term
Goal: Create document on how to identify and use existing ASHRAE residential content.

- An initial step was to identify which ASHRAE documents have residential content which ties this into MBO 1.4; Mark interacted with Jon Winkler in cataloging residential ASHRAE resources in the compilation spreadsheet.
- A preliminary compilation spreadsheet (and list) was reviewed by the Process S/C.
- Next step is to parse the list into what is truly “residential” (and into a manageable size of resources), then to determine the best pathways to share this content with interested stakeholders. An electronic application in the Technology Portal might be a good approach to this information.
- A draft summary of the resources and how to access them has been developed.
RBC Communications Subcommittee Report
Meeting of June 17, 2021

Members Present: Bill Healy (chair), Pat Graef, Steve Baden, Mark Lawrence, Mike Blanford, Steve Saunders
Not available: Steve Baden
Other Committee: Rick Karg, Glenn Hourahan, Adrienne Thomle (ExO), Bill McQuade (CO)
Incoming Committee: Steve Emmerich, Carol Marriott, Rachel Romero, Tim McGinn (incoming CO)
Guests: Theresa Weston
Staff: Lilas Pratt

Motions for Residential Building Committee (RBC) Approval:

1. Communications Subcommittee recommends that RBC approve the Residential Issue Brief Wildfire Smoke Hazards for Dwelling Occupants.

   Background: RBC initiated the Residential Issue Briefs (RIBs) to help inform ASHRAE leadership and membership on residential issues and trends. This is the first RIB developed.

2. Communications Subcommittee recommends that RBC approve the new format of the RBC webpage as presented with the addition of information on the Handbook and Distinguished Lecturer series residential topics.

   Background: The RBC webpage had become outdated. This update provides a more easily updateable format moving forward.

Information Items (Status updates since the Jan 2021 meeting):

6. MBO 2.1 – Identify major trends and put out to membership and leadership
   Status: Ongoing
   Lead: Bill Healy
   Priority/Timing: Immediate (Journal), Longer Term (other initiatives)
   Goal: Inform ASHRAE members and leaders of trends in the residential building sector and highlight ASHRAE efforts in the residential sector.
   • Two ASHRAE Journal Columns published this year (March 2021, June 2021). Two residential-themed articles published this Society Year.
   • Article submitted to ASHRAE Journal for consideration for September 2021.
   • Instructions for submittal of columns and articles to ASHRAE Journal to be placed in Reference Manual
   • Role for TC liaisons to check for potential authors on topics of interest identified by RBC
   • Stakeholder report and Residential Issue Briefs identify major trends for ASHRAE leadership
7. MBO 2.2 – Develop position documents (PDs), issue briefs, and/or PPIB’s
   Status: Issue Brief Completed, Other items Ongoing
   Lead: Pat Graef
   Priority/Timing: Immediate (issue briefs), Longer Term (PPIBs, PDs)
   Goal: Initiate process for creating Residential Issue Briefs, PDs, and PPIB’s
   - Initial RIB has been completed: “Wildfire Smoke Hazards for Dwelling Occupants.” This RIB was sent to EHC for a courtesy preview.
   - Briefs are intended to be internal documents to meet the mandate in the ROB to keep ASHRAE leadership apprised of issues and developments in the residential market.

8. MBO 2.3 – Propose and sponsor Seminar, Distinguished Lecturer (DL), and/or Training opportunities for residential within ASHRAE
   Status: DL Nomination Completed, Other items Ongoing
   Lead: Mark Lawrence
   Priority/Timing: Immediate (DL) and Long Term (Seminars/Training)
   Goal: Expand offerings of residential content to ASHRAE members through Distinguished Lectures at Chapter meetings, programs at Conferences, and Training.
   - One DL has been approved for the upcoming Society Year with a topic on Standard 90.2.
   - A plan has been developed and incorporated in the Reference Manual to utilize liaisons to work with TC’s to develop programs.
   - A survey of ASHRAE training and eLearning courses was completed, and no residential topics were identified. This lack of training could be addressed in future years.

9. MBO 2.4 – Improve and increase residential information on ASHRAE Website.
   Status: Complete
   Lead: Steve Saunders
   Priority/Timing: Medium Term
   Goal: Improve the transfer of information on ASHRAE’s activities in the residential sector to members and the public through an improved web presence.
   - Draft of new website format has been completed and is ready to go live once approved. Committee suggested additions of content on the DL series and Handbook.
   - Content identified by Process Subcommittee now available on the RBC website.
   - In future, RBC could consider incorporating short videos into the website.

10. MBO 2.5 – Develop a Residential Award
    Status: Complete
    Lead: Mike Blanford
    Priority/Timing: Immediate
    Goal: Recognize excellence in volunteer service focused on Residential Building issues
    - Proposed award writeup was approved by Honors and Awards Committee and will be submitted to the Members Committee and the Board of Directors for final approval.
    - Once approved, a submittal form will be developed.