

**Residential Building Committee  
ASHRAE Virtual Annual Meeting  
Monday, June 21, 2021**

**ATTENDANCE**

**12 Voting Members: Quorum = 7**

Voting Members:		Ex-Officio Members:	
Pat Graef – Chair (2021)	X	Adrienne Thomle – Board Ex-O	X
Richard Karg – Vice-Chair (2021)	X	Bill McQuade – CO	X
Steve Baden (2022)			
Mike Blanford (2021)	X	Incoming Members:	
Roy Crawford (2022)	X	Steve Emmerich	X
Bill Healy (2022)	X	Carol Marriott	
Glenn Hourahan (2021)	X	Rachel Romero	X
Mark Lawrence (2023)	X	Chandra Sekhar	X
Bjarne Olesen (2023)	X	Tim McGinn (CO)	
Steve Saunders (2023)	X		
Eric Werling (2021)	X	Guests	
Jon Winkler (2021)		John Bailey	X
		Sarah Maston	X
Staff:		Theresa Weston	X
Stephanie Reiniche	X	Eric Yang	X
Lilas Pratt – Staff Liaison	X		

**PRINCIPAL MOTIONS<sup>1</sup>**

**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

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

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

**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

**Motion #4:** Rick Karg moved, and Eric Werling seconded that the updates to the RBC Reference Manual be approved as presented.

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<sup>1</sup> All votes are recorded as yes-no-abstain.

**Vote:** Motion passed by unanimous voice vote, 7-0-0, CNV

## NEW AND OPEN ACTION ITEMS

June 21, 2021 RBC Virtual Annual Meeting			
1	Lilas Pratt	Send blurb for announcement on new website	New
2	Bjarne Olesen	Send information on residential conferences to Lilas Pratt for inclusion on RBC webpage	New
3	RBC Members	Send information to Lilas Pratt for inclusion on the RBC webpage as it is available and noted	New

May 20, 2021 Communications Subcommittee Meeting			
1	Lilas Pratt, Bill Healy, Mark Lawrence	Develop and send an email to TCs to suggest collaboration on seminars and associated speakers	Open
3	Comm SubC	Contact Bill Healy if willing to volunteer as liaisons for prioritized TCs on list	Open

January 14, 2021 Communications Subcommittee Meeting			
2	Mark Lawrence	Develop a list of seminar topics and associated TCs to approach about submitting proposals for the Las Vegas Conference Technical Program.	On-going

## 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**

## **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  
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

**RBC Process Subcommittee Report  
Meeting of June 15, 2021**

**Subcommittee:** Glenn Hourahan (chair), Roy Crawford, Eric Werling, Bjarne Olesen, Rick Karg

**Not available:** Jon Winkler

**Other Committee:** Pat Graef, Bill Healy, Mark Lawrence, Steve Saunders, Adrienne Thomle (ExO), Bill McQuade (CO)

**Incoming Committee:** Rachel Romero, Chandra Sekhar, Tim McGinn (incoming CO)

**ASHRAE Staff:** Lilas Pratt

**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 approach 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
- Process and template for creating Residential Issue Briefs (RIBs) added to Reference Manual. Process for creating Position Documents and Public Policy Issue Briefs is in the Technology Council's MOP.
  - 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.