

**Residential Buildings Committee
Tampa Annual Conference
Meeting Minutes
Monday, June 26, 2023
8:30 AM - 11:30 AM EDT**

ATTENDANCE

Voting Members:		Guests:	
William Healy – Chair (2023)	X	John Anderson	X
Chandra Sekhar – Vice Chair (2023)	X	Laura Anderson	X
Carol Marriott – Process Chair (2024)	X	Chip Barnaby	X
Rachel Romero – Communications Chair (2024)	X	Darryl Boyce	X
Michael Blanford (2024)	X	Kristen Cetin	X
Steven Emmerich (2024)	X	Dick Foster	X
Philip Fairey (2025)	X	Ron Gagnon	X
Jaap Hogeling (2025)	X	Pat Graef	X
Mark Lawrence (2025)	X	Patricia Guillant	X
Bjarne Olesen (2023)	X	Scott Hellendrung	X
Michael Pouchak (2025)	X	Richard Karg	X
Steve Saunders (2023)	X	Stephanie Kunkel	X
Yashkumar Shukla (2023)	X	Zach Lando	X
		Nicole Lantonio	X
Ex-Officio Members:		Austin Lind	X
Adrienne Thomle – Board Ex-O	X	Ashish Rakheja	X
		Alex Rees	X
ASHRAE Staff:		Mark Tardif	X
Derrick Nesfield – Staff Liaison	X	Wayne Kraft-Trane	X
		Iain Walker	X
Incoming Members:		Theresa Weston	X
Darcy Carbone	X		
Wesley Davis	X		
Jinjuan “Dove” Feng	X		
Li Lan	X		
Pawel Wargocki	X		

PRINCIPAL MOTIONS

Motion #1: Rachel Romero moved, Philip Fairey seconded, that the meeting minutes for February 6, 2023, and June 7, 2023 Full Committee Meetings be approved as presented.

Vote: 8-0-1, CV

Motion #2: Carol Marriott moved, Rachel Romero seconded, that updates to the Nomination and Tally Form be approved as presented.

Vote: 9-0-0, CNV

Motion #3: Rachel Romero moved, Carol Marriott seconded, that the updates to Reference Manual be approved as presented.

Note: Updates to Nomination and Tally Form will be noted in the Reference Manual

Vote: 9-0-0, CNV

Motion #4 (Amended): RBC Communications Subcommittee moves that motion to have ASHRAE create a new webpage titled “Residential Buildings” under the header of “Technical Resources” on ashrae.org be presented to Operations Subcommittee as amended.

Vote: 9-0-0, CNV

NEW AND OPEN ACTION ITEMS

Full Committee

June 7, 2023 – Web Meeting

- **AI 4: Bill Healy** to contact CEC. **On-going**
 - CEC representative Kristen Cetin attended the meeting.
 - CEC has a follow-up meeting set for June 27, 2023.

Communication Subcommittee

June 25, 2023 – Tampa In-Person Meeting

- **AI 1: Rachel Romero** to add podcast to RBC webpage. (**Note: This should be completed by ASHRAE Staff**).

MEETING NOTES

1. Call to Order
 - a. Welcome & introductions – **Meeting convened at 8:32 AM EDT (Quorum Achieved)**
2. Review of Agenda (Healy)
 - a. Bill Healy recapped the scope of RBC’s mission to the committee.
3. Presentation of 2023 Residential Buildings Service Award
 - Richard Karg

- RBC Chair Bill Healy presented Richard Karg with the 2023 Residential Buildings Service Award highlighting his many accomplishments to the residential industry and his service to RBC.
- Karg was not present at the meeting but was able to accept the honor via hybrid meeting link.

4. Review of [Action Items](#) (Healy)

5. Report from Staff (Nesfield)

a. Status of RBC Journal Article on VISB-RIB

- VISB-RIB was published in the June 2023 issue of the ASHRAE Journal.

6. Approval of Minutes from February 6, 2023, and June 7, 2023, Full Committee Meetings
(Committee Vote)

(File: [02-06-23_WM_RBC_AGENDA_MeetingMinutes_FinalDraft.pdf](#))

(File: [06-07-23_CC_RBC_MeetingMinutes_FinalDraft.pdf](#))

Motion #1: Rachel Romero moved, Philip Fairey seconded, that the meeting minutes for February 6, 2023 and June 7, 2023 Full Committee Meetings be approved as presented.

Vote: 8-0-1, CV

7. GAC Liaison (Darryl Boyce)

a. Staff to send meeting minutes to GAC Liaison Darryl Boyce along with link to website that contains existing minutes.

8. Report from BOD Ex-Officio (Thomle)

a. Report from BOD

- Adrienne Thomle presented her Leadership Presentation to the RBC members and guests.

9. Review of Residential Buildings Service Award Criteria Updates **(Committee Vote)**

a. Carol Marriott discussed the edits made to the Nomination and Tally Form (see Attachment 1 for more information).

b. Rachel Romero noted that 2022 RBC Award recipient Theresa Weston has not been posted on the RBC webpage. Both Theresa Weston and Richard Karg to be posted on webpage.

Motion #2: Carol Marriott moved, Rachel Romero seconded, that updates to the Nomination and Tally Form be approved as presented.

Vote: 9-0-0, CNV

10. Review of Reference Manual Updates **(Committee Vote)**

a. Bill Healy briefly reviewed updates made to Reference Manual.

b. Final draft was sent to committee members and staff prior to meeting.

Motion #3: Rachel Romero moved, Carol Marriott seconded, that the updates to Reference Manual be approved as presented.

Note: Updates to Nomination and Tally Form will be noted in the Reference Manual

Vote: 9-0-0, CNV

11. Communications Subcommittee Update (Romero)

Rachel Romero recapped the notes from the subcommittee meeting on June 25, 2023, meeting (see [Attachment B](#)).

- a. **C.1A.** Add additional resources, videos, podcasts, etc. to website.
- b. **C.2A.** Develop Residential Issue Briefs as issues are identified.
- c. **C.2B.** Provide input to Task Force for Building Decarbonization on unique needs of residential sector in the drive for decarbonization.
- d. **C.3A.** Complete revision of ASHRAE in the House presentation for use by Distinguished Lecturers.
- e. **C.3B.** Work with CTTC to determine needs of chapters for Residential Content.
 - Mark Lawrence recapped the report he emailed to Rachel Romero to be discussed at the Communication Subcommittee Meeting on June 25, 2023.

Rachel Romero Moved:

Motion #4: RBC Communications Subcommittee moves that RBC recommends to the Operations Subcommittee to recommend to Tech Council that ASHRAE staff create a new webpage titled “Residential Buildings” under the header of “Technical Resources” on ashrae.org website.

Motion #4B to Amend: Philip Fairey moved, Carol Marriott seconded, to amend the motion to add at the end of the motion and that *Residential Buildings Committee will be the content provider of the webpage “Residential Buildings”*.

Vote: 9-0-0, CNV

Rachel Romero Moved:

Motion #4B (As Amended) Vote: 9-0-0, CNV

12. Process Subcommittee Update (Marriott)

Carol Marriott recapped meeting notes from June 23, 2023, Process Subcommittee Meeting (see [Attachment A](#)).

- a. **P.1A.** Develop process to solicit and track ideas for ASHRAE Journal features on Residential Buildings.
 - Rachel Romero volunteered to do an article on the Solar Decathlon.
 - Bill Healy encouraged incoming members to think about journal topics they would like to write on.
 - Carol Marriott showed the Journal process developed by Michael Blanford.
 - Bill Healy noted that the Journal Process is part of the updated Reference Manual.
- b. **P.1B.** Complete assessment of RBC’S future role in Buildings Conference and developing tracks for Residential at ASHRAE Conferences.

- c. **P.2A** Develop a system to annually identify key issues facing residential sector to guide activities of committee.
- d. **P.2B.** Work appropriate TC's to propose the development of new residential guidelines, standards, or guidance documents as needed.
- e. **P.3A.** Nominate additional residential DL's.

13. Review of [RBC MBOs](#) (File: [RBC_22-23_MBOs_06-22-2023.xlsx](#))

14. New Business

a. Strategic Planning

- Carol Marriott provided an overview of the Strategic Planning effort RBC has been conducting since April 2023.
- Adrienne Thomle noted that everything is more ASHRAE internally focused.
- Need to reach out to NAHB (National Association of Home Builders of the United States) and other organizations to have a larger impact on the residential community, need to tell our message.
- Room for greater collaboration.
- Global Technical Interaction Committee (GTIC) – global committee to find out what is happening throughout the world and bridge ASHRAE's work with that. A liaison is a possible option.
- Shukla: There is a great opportunity and knowledge to expand residential standards/work more relevant to international community.
- Who is the audience? Architects, contractors, is there a priority as to whom we work with first? North America organized differently than Europe, same with Asia-Pacific.
- Identifying trends could cover a lot of ground. Ownership trends are an example as well as senior housing.
- Bill Healy inquired as to whether RBC should be broadening their efforts to inform the larger public.
- Philip Fairey stated that Residential Buildings is more in the hands of the public than any other building.
- Planning Committee representative Stephanie Kunkel inquired whether RBC had any liaisons or would consider adding liaisons from other organizations or committees.
- Ashish Rakheja: Members Council received an AI from the BOD for the development of an ambassadorship position.
- Rachel Romero noted that we need to have actionable items at the conclusion of these strategy sessions.

b. SPC 241 (Iain Walker)

- Steve Emmerich and Iain Walker have been working on the residential section of this standard.
- A copy of the SPC 241 will be coming out soon. Comments are welcome. Please contact either Steve Emmerich or Iain Walker.
- An advisory public review of SPC 241 is already underway.

15. Recognition of Outgoing Members (Healy) –

RBC Chair Bill Healy recognized outgoing members:

- a. Chandra Sekhar, Vice-Chair to RBC
- b. Mark Lawrence, Voting Member to RBC
- c. Bjarne Olesen, Voting Member to RBC
- d. Steve Saunders, Voting Member to RBC
- e. Adrienne Thomle, BOD Ex-Officio
- f. Sarah Maston – Coordinating Officer

16. Recognition of Incoming Members (Healy) –

RBC Chair Bill Healy recognized the incoming members:

- a. Darcy Carbone
- b. Wes Davis
- c. Dove Feng
- d. Dean Gamble
- e. Li Lan
- f. Pawel Wargocki
- g. Steven Sill – BOD Ex-Officio
- h. Ashish Rakheja – Coordinating Officer

17. Remarks from Chair (Healy)

- a. Subcommittee Assignments SY 23-24
 - Bill Healy encourages incoming members to reach out to him and Rachel Romero if they know what subcommittee they would like to serve on.

18. Upcoming Meetings

- a. Full Committee: TBD
- b. Subcommittee Meetings: TBD

19. Adjourn – **Meeting adjourned at 11:37 AM 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

ACCA – Air-condition Contractors of America

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

Residential Buildings 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>
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ATTACHMENT A – Process Subcommittee Tampa Meeting Notes

RBC Process Subcommittee Meeting

Tampa Annual Conference

Sunday, June 25, 2023

1:00 PM – 2:00 PM EDT

Subcommittee Members: Carol Marriott (chair), Michael Pouchak,

In-Coming Members (SY 23-24): Li Lan, Jingjuan “Dove” Feng

Not In Attendance: Mike Blanford, Steve Emmerich, Chandra Sekhar, Bjarne Olesen, Steve Saunders

ASHRAE Staff: Derrick Nesfield (Staff Liaison)

Guests: Dick Foster

Meeting convened at 1:07 PM EDT (Quorum not achieved)

New Business

- Review of Residential Buildings Service Award Process (***Subcommittee Vote not taken***)
 - Subcommittee opened discussion about edits to Nomination and Tally Form.
 - Instructions were moved from bottom of last page of the tally form to top of first page.
 - There was discussion of Item #8 (ASHRAE Distinguished Lecturer Residential-related Presentation) of Category A. The subcommittee agreed to reward 0.5 points per presentation with a cap of 3 total points.
 - Item #10 of Category was a duplicate of Item #8 and was removed from the list.
 - The nomination deadline, located at the end of the last page, on the tally form for the upcoming Residential Buildings Service Award will be October 1, 2023.
 - Motion to be presented at full committee meeting on June 26, 2023.
- Update on strategic planning session (Pouchak)
 - Mike Pouchak recapped the strategic planning sessions RBC held in April and May 2023.
 - Meeting notes are available on RBC Basecamp under New Topics.
 - Mike Pouchak discussed the “5 Whys”, the results from the brainstorming session held on May 24, 2023.
 - Attendees were divided into three groups to identify gaps of knowledge in the Indoor Environmental Quality. Notes are posted on RBC Webpage.
- Update on ASHRAE Journal process (Blanford/Marriott)
 - Michael Blanford has developed a process for submitting articles to the ASHRAE Journal.
 - Process to be discussed at full committee meeting on June 26, 2023.
 - It was agreed that articles are to be submitted about four times a year.
 - List of topics posted on RBC Basecamp.

- Residential Zones Control
 - Dick Foster encouraged RBC to consider zone control in future documents and ongoing work RBC is doing.

Review of MBO Activities

- Carol Marriott reviewed MBO Activities for the current Society Year.
- P.1A, P.2A, and P.3A were identified as activities that are instrumental in the planning sessions for the 5-Year MBO plan.
- **MBO #1: Increase visibility of ASHRAE content for the Residential Buildings sector to members and non-members.**
 - *P.1A. Develop process to solicit and track ideas for ASHRAE Journal features on Residential Buildings (Lead: Michael Blanford)*
 - *P.1B. Complete assessment of RBC'S future role in Buildings Conference and developing tracks for Residential at ASHRAE Conferences (Lead: Bjarne Olesen) – Complete*
- **MBO #2: Identify and address gaps and needed updates in ASHRAE residential information and resources.**
 - *P.2A Develop a system to annually identify key issues facing residential sector to guide activities of committee (Lead: Mike Pouchak)*
 - *P.2B. Work appropriate TC's to propose the development of new residential guidelines, standards, or guidance documents as needed (Lead: Steven Emmerich, Steve Saunders)*
- **MBO #3: Collaborate with appropriate ASHRAE committees to develop residential training resources.**
 - *P.3A. Nominate additional residential DL's (Lead: Carol Marriott)*

Next Meeting – Main Committee Meeting – Monday, June 26, 2023, from 8:30 AM – 11:30 AM EST (2023 Annual Conference – Tampa, Florida)

Meeting adjourned at 2:02 PM EDT

ATTACHMENT B – Communications Subcommittee Tampa Meeting Notes

RBC Communications Subcommittee Meeting

Tampa Annual Conference

Sunday, June 25, 2023

2:00 PM – 3:00 PM EDT

Subcommittee Members: Rachel Romero (chair), Philip Fairey, Jaap Hogeling, William Healy

Not In Attendance: Mark Lawrence, Yashkumar Shukla

In-Coming Members (SY 23-24): Jingjuan “Dove” Feng, Li Lan, Wes Davis, Theresa Weston

ASHRAE Staff: Derrick Nesfield (Staff Liaison)

Guests: Dick Foster, Robert Bean

Meeting convened at 2:07 PM EDT (Quorum Achieved)

Principal Motions

Motion #1: Rachel Romero moves, Jaap Hogeling seconded, that Residential Buildings Committee be given a webpage titled “Residential Buildings” under the Technical Resources tab on ashrae.org.

Vote: 4-0-0, CV

New Action Items

- **AI 1: Rachel Romero** to add podcast to RBC webpage. (Note: This should be completed by ASHRAE Staff).

Review of MBO Activities

- **MBO #1: Increase visibility of ASHRAE content for the Residential Buildings sector to members and non-members.**
 - ***C.1A. Add additional resources, videos, podcasts, etc. to website (Lead: Rachel Romero)***
 - Podcast recorded on June 13, 2023, is complete and to be posted by Tuesday.
 - Rachel noted that the promotional video script is complete.
 - Rachel to send final draft of script to staff liaison who will send it to Marketing team for review.
 - Rachel to finish draft of webpage and send it to Derrick Nesfield for implementation.
- **MBO #2: Identify and address gaps and needed updates in ASHRAE residential information and resources.**
 - ***C.2A. Develop Residential Issue Briefs as issues are identified (Lead: Philip Fairey or Jaap Hogeling)***
 - To be discussed more in next Society Year.

- ***C.2B. Provide input to Task Force for Building Decarbonization on unique needs of residential sector in the drive for decarbonization (Lead: William Healy and Philip Fairey)***
 - Philip Fairey, Jaap Hogeling, Theresa Weston, David Goldstein to form a committee for development of RIB on decarbonization.
- **MBO #3: Collaborate with appropriate ASHRAE committees to develop residential training resources.**
 - ***C.3A. Complete revision of ASHRAE in the House presentation for use by Distinguished Lecturers (Lead: Yash Shukla)***
 - Theresa Weston sent updated In the House presentation to Yash, Rachel, and Bill for review.
 - ***C.3B. Work with CTTC to determine needs of chapters for Residential Content (Lead: Mark Lawrence) - Complete***
 - Mark Lawrence sent his report on C.3B via email to Rachel for her to report on.
 - Mark hosted Region II online “campfire” drop-in session, but attendance for the event was low.
 - Mark noted two points in his report:
 - There was no real understanding of the single-family sector.
 - ASHRAE had good resources for large multi-family sector but more training be beneficial
 - Mark recommended that RBC develop a plan to reach out and collaborate with other associations already rooted in the single-family sector.

Next Meeting

- Main Committee Meeting – Monday, June 26, 2023, from 8:30 AM – 11:30 AM EST (2023 Annual Conference – Tampa, Florida)

Meeting adjourned at 2:59 PM EDT