

**Residential Buildings Committee
Las Vegas Winter Conference Virtual Meeting
Friday, January 21, 2022
MEETING MINUTES**

ATTENDANCE

13 Voting Members: Quorum = 7

Voting Members:		Ex-Officio Members:	
Richard Karg – Chair (2022)	X	Adrienne Thomle – Board Ex-O	X
Bill Healy – Vice-Chair (2022)	X	Tim McGinn – CO	X
Mike Blanford (2024)	X	Lilas Pratt – Staff Liaison	X
Roy Crawford (2022)	X	Stephanie Reiniche – Staff	X
Wes Davis (2022)	X		
Steve Emmerich (2024)	X	Guests:	
Pat Graef (2022)	X	Danielle Ashley	X
Mark Lawrence (2023)	X	Theresa Weston	X
Carol Marriott (2024)	X	Chadwick Collins	X
Bjarne Olesen (2023)	X	Sarah Maston	X
Rachel Romero (2024)	X	Samuel Taylor	X
Steve Saunders (2023)	X		
Chandra Sekhar (2024)	X		

PRINCIPAL MOTIONS¹

Motion #1: Bill Healy moved, and Chandra Sekhar seconded that the meeting minutes from the October 29, 2022 web meeting be approved as presented.

Vote: Motion passed 12-0-0, CNV

Motion #2: Mark Lawrence moved, and Wes Davis seconded that the changes to the MOP be approved as presented.

Vote: Motion passed 12-0-0, CNV

Motion #3: Process Subcommittee moved that the RBC approve the course proposal for an updated training on Standard 62.2 as presented.

Vote: Motion passes 12-0-0, CNV

¹ All votes are recorded as yes-no-abstain.

NEW AND OPEN ACTION ITEMS

January 21, 2022 RBC Las Vegas Virtual Meeting			
✓	Rick Karg	Post his TC Chair breakfast video to the RBC Basecamp. (Note: the video was posted on 1/21/22)	Complete
2	Lilas Pratt	Send the standard project committee liaison paperwork to Steve Saunders and Bill Healy	New

January 19, 2022 Process Subcommittee Las Vegas Virtual Meeting			
1	Lilas Pratt	Work with ASHRAE web page staff to add a link to the Buildings Conference web page to the RBC web page	In Process
2	Steve Saunders	Sign up for the Standards Action newsletter	New

January 18, 2022 Communications Subcommittee Las Vegas Virtual Meeting			
2	Lilas Pratt	Work with Joslyn Ratcliff to improve the search options for the RBC webpage	New
3	Lilas Pratt	Ask Marketing what is required to request a separate residential webpage	New
4	Carol Marriott, Wes Davis, and Mark Lawrence	Meet to brainstorm on topics for webinars, podcasts, etc	New

September 16, 2021 Communications Subcommittee Web Meeting			
2	Lilas Pratt	Update RBC webpage with link to the ETF information and add IEQ article suggested by Chandra Sekhar	On-going

MEETING NOTES

1. Call to Order – Meeting convened at 10:02. Quorum was established.
2. Review of Agenda (Karg)
3. Announcements
 - Rick Karg noted that he is looking for members for the working group that will write the Working from Home Residential Issue Brief (RIB).
 - He also noted that there is a TC Chair breakfast at each ASHRAE conference where the other standing committees under Tech Council provide a short presentation. Rick Karg has recorded a 3 minute video that will be presented at the TC Chair breakfast. The video will be posted on Basecamp. It might be a good item to add to the web page.
4. Review of [Action Items](#)

5. Report from Staff

- Lilas Pratt noted that the brainstorming spreadsheet will be added to Google Sheets shortly. An email with the link to the sheet will be sent to the committee when that is completed.
- Stephanie Reiniche reported that Lilas Pratt is officially retiring on March 4, 2022. Under the current transition plans, Stephanie will be providing staff support until a permanent replacement is identified.

6. Report from BOD Ex-Officio

(File: [ASHRAELeadershipPreso_2022_WinterConf_RBC_Thomle.pdf](#))

- Adrienne Thomle reviewed the ASHRAE Leadership presentation for the Las Vegas Winter Conference.
- Rick Karg pointed to suggestions from Tim McGinn during the October 29, 2021 meeting discussions as being significant opportunities for the committee.
- Tim McGinn shared feedback from a member survey that showed the biggest industry challenge identified by members in that survey is support for decarbonization, electrification, resiliency, and climate change efforts.

7. Approval of meeting minutes

- October 29, 2021 Fall Meeting minutes

Motion #1: Bill Healy moved, and Chandra Sekhar seconded that the meeting minutes from the October 29, 2022 web meeting be approved as presented.

Discussion:

- A typo in the first bullet of item 10.c. will be corrected before the notes are posted.

Vote: Motion passed 12-0-0, CNV

8. New Business

- Approval of MOP changes (File: [RBC_MANUAL_OF_PROCEDURES_06-22-2021_F_edits12-02-21.docx](#))
- Rick Karg introduced the changes and noted that they are editorial in nature.

Motion #2: Mark Lawrence moved, and Wes Davis seconded that the changes to the MOP be approved as presented.

Vote: Motion passed 12-0-0, CNV

9. Communications Subcommittee Update (Lawrence)

- Mark Lawrence reported on the activities of the Communications Subcommittee. See also the subcommittee meeting notes in [Attachment 1](#).
- **C.1A.** Update on RBC webpage
 - Mark Lawrence reviewed the [Website Analytics](#) provided by Marketing.
 - He noted some of the recent and planned additions to the content on the RBC web page (www.ashrae.org/residential). Planned changes include a short video explaining RBC as well as additional content.

- A form to solicit feedback from visitors to the webpage is also being developed by the subcommittee.
 - It was noted that some additional search engine optimization (SEO) would be appropriate for the web page as it does not currently show up in searches for the word “residential” when using the web page search option.
- **C.2A.** Update on Residential Issue Briefs (RIB)
 - Chandra Sekhar is leading the working group developing an RIB on *Ventilation and IAQ in Bedrooms*. The working group has strong international membership and has been meeting regularly. Completion of the RIB is targeted for April 2022.
 - Rick Karg is soliciting members for the working group that will develop an RIB on *Working from Home*.
 - Rick Karg noted the international outreach that has been made possible by the work of RBC.
- **C.2B.** Status of Residential Buildings [Journal column/articles](#)
 - The committee has committed to delivering quarterly residential columns to the ASHRAE Journal as well as full articles as appropriate. Two are currently in the works: one on wildfire and one on the solar decathlon.
- **C.3A.** Update on plans for residential [virtual seminars/podcasts/videos](#)
 - The committee is working to define what topics are appropriate for this initiative and how to best approach the presentation of those topics.
- **C.3B.** [Promotion of residential](#) DL presentations
- **C.3C.** Update on Residential DL’s and presentation template
 - These two activities are both related to Distinguished Lecturer (DL) activity.
 - The committee submitted a nomination for Paul Francisco as a new DL presenting on Standard 62.2. The committee continues to look for additional candidates to nominate in the future.
 - The committee has also created a working group to review and update the outdated *ASHRAE is in the House* DL presentation which could be added as a topic for any existing DLs that already speak on residential topics.
 - The subcommittee is also following the publication of the Multifamily Zero Energy AEDG so that they can help promote any DL talks on that document in the future.

10. Process Subcommittee Update (Healy)

- Bill Healy reported on the activities of the Process Subcommittee. See also the subcommittee meeting notes in [Attachment 2](#).
- **P.1B.** Update on Buildings Conference
 - The next Buildings Conference will be in Clearwater Beach, FL in December 2022.
 - Bjarne Olesen and Mike Blanford serve on the Conference Steering Committee representing RBC. They have been active in promoting and supporting the residential track for that conference.
- **P.1C.** Status of Technical Program offerings for ASHRAE conferences
 - The goal is to identify topics of interest and then reach out to appropriate TCs for collaboration on those topics.
 - A topic has been identified for a possible seminar in Toronto and members of the subcommittee will be reaching to several TCs in Las Vegas.

- **P.2A** Proposal of new residential guidelines or standards
 - The *Design and Construction Practices for controlling Humidity Residential Buildings* guideline now as a number: GPC 46P. Phillip Agee has now been named as chair as recommended in the RBC proposal for this guideline.
 - RBC is the primary cognizant committee along with TC 1.12. A call for members was posted in the December 3, 2021 ASHRAE Standards Actions. (<https://www.ashrae.org/file%20library/technical%20resources/standards%20and%20guidelines/standards%20actions/sadec032021.pdf>)
 - Philip Agee has requested a liaison contact from the RBC. Steve Saunders has agreed to be that a liaison contact. Some paperwork is required to formalize this connection. Lilas Pratt will forward that paperwork to the committee.
 - The SPLS liaison for this guideline will be Paul Lindahl.
 - The committee discussed the possibility for a residential analog to 189.1 for residential. The question is whether there is a role for a residential green building standard.
- **P.2B.** Propose and development/update of residential guidance documents
 - Bill Healy noted that RBC is working with EHC on the status and final home of the ETF residential guidance documents and the update process. RBC would like to have a role in maintaining and updating those documents.
 - The subcommittee is exploring the option of developing guidance on wildfires as a follow up to the RIB on that topic. Steve Emmerich is leading that initiative. The first step would be to develop a proposed scope.
- **P.2C.** Proposal of new research projects
 - The intent is to identify topics and then reach out to TCs for collaboration opportunities. The committee is still looking into this and waiting for RAC funding to open up for new research projects.
- **P.3A.** Approval of new residential training proposal
(File: [62-2 ALI Short Course December-16-2021 application.docx](#))
 - Pat Graef led this initiative and was the primary author of the proposal.
 - The course proposal is for a 3 hour short course on Standard 62.2. The course would be based on a previously provided short course on this subject with new instructors and updated content in order to reboot the offering.
 - Once approved by the committee, it would go to Training and Education Committee (TEC) for review and approval. TEC would then oversee the development, review, and execution of the course offering.
 - The subcommittee approved the changes to the Portal 6-0-0, CNV.

Motion #3: Process Subcommittee moved that the RBC approve the course proposal for an updated training on Standard 62.2 as presented.

Vote: Motion passes 12-0-0, CNV

11. EXECUTIVE SESSION

- **P.1A** Residential Buildings Service Award
 - Chair, Rick Karg, recused himself from the discussion as he had submitted a nomination for the award. Vice-chair, Bill Healy, presided over the discussion.

- Two submissions were received and reviewed by a small working group. That working group made a recommendation to the subcommittee. The subcommittee approved the nomination 4-1-1, CNV. The one negative vote was because they disagreed with the selection.
- It was later noted that the submission not chosen was ineligible for the award due to his membership on Technology Council. He will be encouraged to resubmit once he has rolled off Technology Council.
- The next Subcommittee meeting will include a review of the award criteria for next year's award cycle.
- Once the recommended nomination is approved, the next step will be to send the completed nomination form to H&A for them to review and bless the committees selection.

Executive Session Motion

Motion #5: Process Subcommittee moved that the RBC approve the nomination of Theresa Weston for the 2021-22 Residential Buildings Service Award.

Discussion:

- Important to note that the subcommittee did find that both submissions were qualified for the award.
- The ineligible submission would be welcome to resubmit after they roll off Tech Council.

Vote: 11-0-0, CNV

12. Review of [RBC MBOs](#) (File: [21Jan2022_RBC_21-22_MBOs.xlsx](#))

- The committee reviewed the MBOs and updated the status.

13. Upcoming Meetings

- A doodle poll will be sent out to schedule subcommittee meetings in late February.

14. Adjourn – Meeting Adjourned at 12:00pm 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

RBC Webpage Google Analytics

From: Ratcliff, Joslyn
Sent: Wednesday, December 15, 2021 12:17 PM
To: Pratt, Lilas
Subject: RBC web page - Google Analytics

I pulled the latest data for RBC based on the discussion during the October call in advance of tomorrow's meeting.
Please let me know if you have any questions.

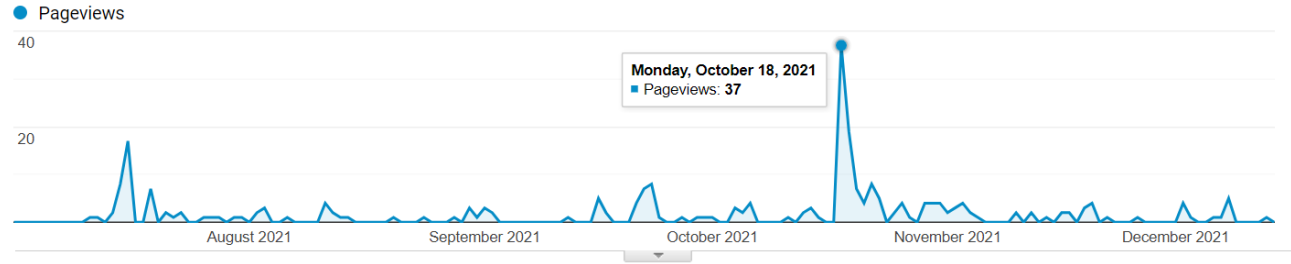
I think this covers the items they are looking for. The page doesn't get a lot of traffic compared to other pages on the site. Let me know if you think there are other things I can/should add.

If benchmarks would be helpful, the page itself is not among the top 500 visited – the 500th visited page on the site has received 513 pageviews and the RBC page has received roughly half of that, coming in at 262 pageviews. The pages that are within the top 25 have anywhere from 245,978 pageviews (#1) to 13,259 pageviews (#25).

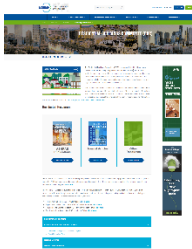
RESIDENTIAL BUILDINGS COMMITTEE (RBC) PAGE METRICS

All Data is for the time spanning July 1–December 14, 2021

Residential Buildings Committee Main Page Metrics



This trend over time shows the peaks and valleys of the Residential Buildings Committee (RBC) main page (<https://www.ashrae.org/residential>). A spike in pageviews occurred Monday, October 18, the day of the RBC call and social post promoting the RBC award, with 37 pageviews. Summative data for the page is below:

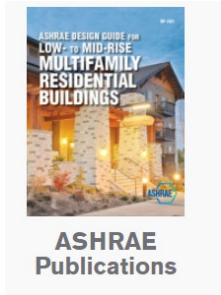


- **262 pageviews,**
 - **150 users entered ashrae.org from this page,**
 - **users typically spend 3 minutes and 43 seconds on the page.**
-

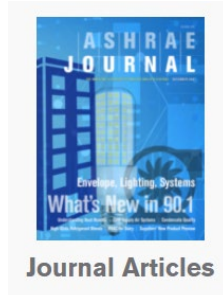
Document Downloads

- RBC Issue Brief - Wildfire Smoke Hazards for Dwelling Occupants – **76 downloads**
- Residential Buildings Service Award Description v4v2 = **67 downloads**
- Award Nomination Form = **17 downloads**

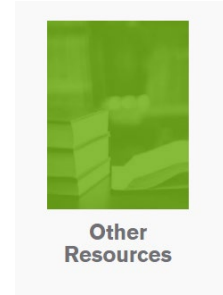
Linked Pages Metrics



- 17 pageviews,
- 8 users entered ashrae.org from this page,
- users typically spend 1 minute and 58 seconds on the page.



- 28 pageviews,
- 3 users entered ashrae.org from this page
- users typically spend 1 minute and 23 seconds on the page.



- 21 pageviews,
- 2 users entered ashrae.org from this page,
- users typically spend 3 minutes and 34 seconds on the page

Referrers / How users are finding the page?

The main ways users are getting to the site are, in order:

- Referred by ashrae.org (23%)
- Referred by Google organic (non-paid search result) 20%
- Referred by LinkedIn (16%)
- Clicking on the link directly (15%)
- Referred by Bing organic (non-paid search result) (4%)
- Various other methods too fragmented and impertinent to list here.

RBC related searches on the ashrae.org site search

Residential – 18 searches

Residential Ventilation – 5 searches

Residential zero – 5 searches

Residential Building Committee – 4 searches

UV-c residential – 4 searches

NOTE: Metrics are not included for meeting minutes, reference manual or other “ASHRAE-specific documents” since users will pull these on an as-needed basis not influenced by marketing efforts.

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.

ASHRAE Residential Focused Articles/Columns Proposed Topics

Goal: Inform members of role that ASHRAE and its members play in advancing the state of the residential building industry.

Topic	Potential Authors	Follow up Action
Triple-Pane Windows Offer an Attractive Tradeoff for Meeting the 2021 IECC Envelope Requirements	Katie Cort, Edward Louie, and Robert Hart	None: under review by ASHRAE
Humidity Control in Residences	Andy Ask	Bill: Provide feedback to Andy
Electrification in the Residential Sector: Air-Source Heat Pumps	Dave Roberts, John Winkler	Follow up on status
Multifamily Design Guide	Sean Denniston et al.	Pat Graef: Coordinate with potential author
Ventilation and IAQ	Mark Lawrence	Mark: draft manuscript
Heating and Cooling Challenges in Low Load Homes	Glenn Hourahan	Glenn: Begin drafting column
Advanced Energy Design Guide for Multifamily Buildings (when available)	Paul Torcellini	Bill: Check with Paul T. when AEDG is finalized.
Electrification in the Residential Sector	Sean Armstrong	Bill: Keep pinging Sean
What does resilience mean in terms of residential building (energy and IEQ) performance?		Mike: coordinate with HIRL researchers
Ventilation and IAQ in Multifamily Buildings		
Air Filtration Approaches for Residential Dwellings	Barney Burroughs, Jeff Siegel, Brent Stephens	

*** Items above the bold line: manuscripts have either been submitted to ASHRAE Journal, or abstracts/drafts have been submitted to RBC.*

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>

Promoting Residential Content through CTTC

From: Pratt, Lilas

Sent: Thursday, September 23, 2021 11:26 AM

To: 'Mark Lawrence'

Subject: RE: RBC Communications SubC 9/16 Meeting - Quick Notes

Here is my suggestion: The committee should write several paragraphs outlining the message that they want to send to Chapter Program Chairs before they reach out to CTTC. If you reach out to CTTC without that, they are just going to ask you what it is you want to tell the chapters. Better to have that in hand first. Your message can go on ASHRAE letter head and be sent out in the form of a letter. I would highlight all of the existing residential DL presentations including the one Chandra just had approved, the one on 90.1, and the one that Chris Mathis does (there may be others, we will have to look at the list).

And, yes, the DL presentation (ASHRAE's in the House) that Chris Mathis does need to be updated – it has not been given in several years and it is VERY out of date. That probably needs to be updated before you tell the chapters that it is available for their chapter programs. I have attached the latest copy for your review (it is later version than the one that Mark attached to his email) and below are the comments Chris Mathis made when he sent it to me earlier this year. This version also has comments from me on some of the slides. Note: I would eliminate the information on the Residential Ad hoc – that is 6 year old information now. Instead the RBC slides should focus on all the things that RBC is currently doing and on how people can get more involved in residential work at ASHRAE (like the RBC listserv, TCs that have residential impact, etc).

- *Here is my last version with various data slides that need updating (in my opinion).*
- *This template BROADLY addresses ASHRAE and Residential Buildings.*
- *The HISTORY section is less relevant today, though certainly still informative*
- *MORE focus should be on current RBC initiatives and how they MESH with other ASHRAE initiatives (net zero, resilient, COVID, 62.2, 90.2, etc.)*
- *Separate, focused presentations on 62.2 and 90.2 should be prioritized (IMO).*
- *GAC should be prioritized as an internal customer (IMO)*
- *MARKETING should be engaged to foster greater demand for RBC content (this and others we discussed)*
- *I hope this helps your efforts.*
- *Please let me know how I might further assist.*

Residential Building Committee 2021-22 MBOs

MBO #	Description	Comments/Activities supporting MBO
1	Engage members having residential-buildings interest and encourage new ASHRAE membership from the residential sector.	<p>C.1A. Maintain and update content on RBC webpage, including additional resources, videos, podcasts, etc. Lead: Rachel Romero Priority: Ongoing</p> <p>P.1A. Finalize submission documents and promote the Achievements in Residential Award. Review entries and select award recipient. Lead: Mike Blanford Priority: Ongoing</p> <p>P.1B. Support Conferences and Exposition Committee (CEC) efforts to develop, promote, and communicate the Buildings Conference in December 22. Lead: Bjarne Olesen Priority: Ongoing</p> <p>P.1C. Work with appropriate Technical Committees (TCs) to propose and develop Technical Program offerings for ASHRAE conferences Lead: Bill Healy Priority: Intermediate</p>
2	Identify and address gaps and needed updates in ASHRAE residential information and resources	<p>C.2A. Develop Residential Issue Briefs as issues are identified. Lead: Rick Karg Priority: Ongoing</p> <p>C.2B. Manage the production of the Residential Buildings Column and publication of residential articles in the ASHRAE Journal Lead: Bill Healy/Mark Lawrence Priority: High – next column due in Qtr 4 2021</p> <p>P.2A Work with appropriate TCs to propose the development of new residential guidelines or standards as needed. Lead: Steve Saunders Priority: Intermediate</p> <p>P.2B. Work with appropriate ASHRAE committees to propose and develop/update residential guidance documents as needed (including maintenance of existing ETF guidance and coordination of new guidance). Lead: Steve Emmerich</p>

		<p>Priority: Intermediate</p> <p>P.2C. Work with appropriate TCs to propose new research projects as needed.</p> <p>Lead: Roy Crawford</p> <p>Priority: Intermediate</p>
<p>3</p>	<p>Collaborate with appropriate ASHRAE committees to develop residential training resources</p>	<p>C.3A. Work with CTTC to propose and develop residential virtual seminars</p> <p>Lead: Carol Marriott</p> <p>Priority: Intermediate</p> <p>C.3B. Work with CTTC to promote DL’s residential presentations</p> <p>Lead: Mark Lawrence</p> <p>Priority: Intermediate</p> <p>C.3C. Nominate additional residential DL’s</p> <p>Lead: Mark Lawrence</p> <p>Priority: High – Submission deadline is Dec 1.</p> <p>P.3A. Work with Pub-Ed Training and Education Committee to propose and develop residential training offerings</p> <p>Lead: Pat Graef</p> <p>Priority: Intermediate to Long Term</p>

ATTACHMENT 1 – Communications Subcommittee Las Vegas Meeting Notes

RBC Communications Subcommittee

Virtual Las Vegas Meeting

Tuesday, January 18, 2022

SubC Members: Mark Lawrence (chair), Carol Marriott, Rachel Romero, Chandra Sekhar, Rick Karg

Not available: Wes Davis

Other Committee: Bill Healy, Steve Emmerich, Roy Crawford, Pat Graef, Steve Saunders, Adrienne Thomle

Staff: Lilas Pratt, Stephanie Reiniche, Joslyn Ratcliff

Guests: Theresa Weston

1) Call to Order – **Meeting convened at 10:03am EST.** Quorum was established.

2) Review of Open [Action Items](#)

3) Review of [MBO Activities](#)

MBO #1 Engage members having residential-buildings interest and encourage new ASHRAE membership from the residential sector.

C.1A. Maintain and update content on RBC webpage, including additional resources, videos, podcasts, etc.

Lead: Rachel Romero

Priority: Ongoing

Discussion Item:

- Review of [website analytics](#)
 - Joslyn Ratcliff had forwarded information on search engine optimization (SEO) that may be helpful to the committee for driving more people to the site.
- Discussion of feedback form for input from users
 - Joselyn Ratcliff also provided examples of how other committees solicit feedback on their webpage. This committee could do something similar.
 - One question for the committee is whether the feedback should be specific to articles/content to post on the web page or be more general in nature.
 - If feedback for articles/content is provided, there needs to be enough information to be able find the content suggestions
 - It would be helpful to also get feedback on content/work to be developed including guidance, research, etc.
 - Feedback goes into a database and an email is sent to the staff liaison who can request a database dump on the web input.
- Discussion of Advertisement for other organization websites
 - Rick Karg has spoken to John Jones at BPI (Building Performance Institute) about an advertisement for RBC. BPI was interested in a trade of advertising options with ASHRAE. Marketing has indicated that ASHRAE does not trade advertising.
 - Rick Karg has also reached out to Wes Davis at ACCA for the same discussion.
 - The committee may wish to ask other organizations just to include a link to the RBC webpage (rather than an advertisement). This would not take away

revenue generating advertising space. The pitch is that the RBC webpage has content that may interest them and that including such a link would have a positive affect on their SEO rating.

- Searching for Residential on the ASHRAE website
 - A search for residential does not currently bring up the RBC webpage, instead it brings up only ASHRAE COVID residential information
 - Fixing this may require some SEO information.
 - It is worth noting that there is a short URL to take people to the RBC webpage: www.ashrae.org/residential
 - The committee may want to add other terms that people would search to get them to the RBC page such as multifamily, single family, etc.
- Adding video / podcasts to the webpage
 - The first suggestion is to do a two-minute video and follow that up with a podcast. There are several examples of this sort of thing on the Building EQ webpage (www.ashrae.org/BuildingEQ)
 - It would be nice if a video effort had more interaction than just somebody talking.
 - In order to do something that requires production work, the committee would need to ask for funding as there is currently no money in the budget for any production work.

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: Rick Karg

Priority: Ongoing

Discussion Item:

- Update on Ventilation in Bedrooms RIB
 - Chandra Sekhar, workgroup leader, reported on progress noting that the working group has had two meetings so far along with an email brainstorming session.
 - The group is moving along well, still working on getting the IEQ incorporated into the document,
 - The target for completion is by the end of April 2022.
- Update on Working from Home RIB
 - Rick Karg is working to assemble the working group for this RIB and is trying to make the group as integrational as possible. One member is confirmed so far.

C.2B. Manage the production of the Residential Buildings Column and publication of residential articles in the ASHRAE Journal

Lead: Bill Healy/Mark Lawrence

Priority: High – next column due in Quarter 4 2021

Discussion Items:

- The committee continues to look for volunteers from both within and outside the committee for the next [Residential Issues Column](#)
- Status of [articles in the pipeline](#)
 - Rachel Romero is working on an article/column.

- Steve Emmerich is working on a column on wildfires. The committee review may need to be a very quick turnaround on this one to meet deadlines.
- There have been a lot of ideas about equipment in the topic list that have not been covered in past columns/articles. Volunteers for equipment columns/articles would be most welcome.

MBO #3 Collaborate with appropriate ASHRAE committees to develop residential training resources

C.3A. Work with CTTC to propose and develop residential virtual seminars

Lead: Carol Marriott

Priority: Intermediate

Discussion Item:

- Carol Marriott noted that since ASHRAE is so focused on commercial, this MBO is really trying to get ASHRAE more focused on residential.
- The committee can develop their own webinar or podcast in addition to the more formal [presentation options](#) listed below.
- The first step may be to select a topic and then decide which vehicle is the best for the topic. Decide what is the most important topic in residential today and go after that first. The committee may also want to take advantage of the RIBs as a starting point.
- One topic to consider is heat pumps, but the committee would have to be careful about commercialization if using representatives from manufacturers in the webinars.

C.3B. Work with CTTC to promote DL's residential presentations

Lead: Wes Davis

Priority: Intermediate

Discussion Item:

- Regarding [promotion of existing DL presentations](#), an email was sent to CTTC asking them to add a residential topic bar to the Distinguished Lecturer web page. They will likely take this up at the Las Vegas meeting. If approved, the committee may need to help identify speakers with residential topics.

C.3C. Nominate additional residential DL's

Lead: Mark Lawrence

Priority: High – Submission deadline is Dec 1.

Discussion Item:

- Status of DL nominations and Topics
 - As previously reported, one nomination for a DL was submitted for consideration by CTTC in Las Vegas.
 - It was also noted that once the MF Zero Energy AEDG is published later this month, there are several existing DLs that will likely add this topic to their offerings. Once that happens, those speakers could be added to the residential topic bar.
- Update of *ASHRAE is In the House* DL presentation template
 - The current version of the presentation is out of date and needs updated.
 - Mark Lawrence is interested in reviewing copies of other residential DL presentations so as to minimize overlap with the In the House presentation and to have a context from which to build.

- Theresa Weston has noted that she would be happy to add that presentation to her list once it is updated and available.
- Mark Lawrence would like to put together a working group to review and update the *ASHRAE in the House* presentation.
- Volunteers include Rick Karg, Bill Healy, Theresa Weston, Pat Graef, and Mark Lawrence. Mark Lawrence will reach out to Wes Davis about leading the working group.
- Once updated, the presentation will be sent out to the full committee for review.

4) Next Communications Subcommittee Meeting (TBD)

- The next meeting will be scheduled for 2nd half of February 2022.
- A doodle poll will be sent out to set that date.

5) Adjourn – **Meeting adjourned at 11:30am EST**

ATTACHMENT 2 – Process Subcommittee Las Vegas Meeting Notes

RBC Process Subcommittee Virtual Las Vegas Meeting AGENDA Wednesday, January 19, 2022

SubC Members: Bill Healy (chair), Mike Blanford, Roy Crawford, Steve Emmerich, Pat Graef, Bjarne Olesen, Steve Saunders

Other Committee: Rick Karg, Mark Lawrence, Rachel Romero, Adrienne Thomle

Staff: Lilas Pratt, Stephanie Reiniche

Guests: Theresa Weston

- 1) Call to Order – **Meeting convened at 10:02am EST.** Quorum was established.
- 2) Brainstorming
 - The committee has started a spreadsheet populated with a list of key issues facing the Residential Buildings Industry. The spreadsheet is a great resource for topics for ASHRAE to address.
 - The spreadsheet will be put onto Google Sheets so that the full committee has access.
 - The committee needs to start a process of prioritizing the list and filling in the columns.

3) Review of [MBO Activities](#)

MBO 1: Engage members having residential-buildings interest and encourage new ASHRAE membership from the residential sector

P.1A. Finalize submission documents and promote the Achievements in Residential Award. Review entries and select award recipient.

Lead: Mike Blanford

Priority: Ongoing

Discussion Items:

- Nominations for the award were received and reviewed by the subcommittee on their December meeting. Their award recommendation will be discussed in full committee executive session.
- After this cycle is complete, the committee should do a reassessment of the process and how to improve it for the next cycle. There were some questions about scoring criteria that the committee may wish to discuss.
- Suggestions for the review include changing the due date to August rather than December so that the previous two years are more obvious. Discussions on the criteria should also be in executive session.

P.1B. Support Conferences and Exposition Committee (CEC) efforts to develop, promote, and communicate the Buildings Conference in December 22.

Lead: Bjarne Olesen

Priority: Ongoing

Discussion Items:

- The Buildings Conference Steering Committee is working at slotting abstracts into sessions. Twenty residential abstracts were received. Reviewers may be needed for these. The deadline for papers is April 1, 2022.
- The subcommittee suggested that a link be added to the RBC web page to direct people to the Buildings Conference web page.

P.1C. Work with appropriate Technical Committees (TCs) to propose and develop Technical Program offerings for ASHRAE conferences

Lead: Bill Healy

Priority: Intermediate

Discussion Items:

- The committee discussed suggestions for the Toronto Annual Conference (<https://www.ashrae.org/conferences/2022-annual-conference-toronto>)
- The deadline for abstracts for the Toronto Conference is February 17, 2022.
- Bill Healy plans to reach out to TC 6.3 on an idea for a seminar on air distribution issues in light of tighter envelopes and more stringent codes. TC 4.3 might also be a resource for a seminar like this.
- TC 6.3 meets in Las Vegas on Tuesday, February 1 at 1-3pm Pacific time.

MBO 2: Identify and address gaps and needed updates in ASHRAE residential information and resources

P.2A Work with appropriate TCs to propose the development of new residential guidelines or standards as needed.

Lead: Steve Saunders

Priority: Intermediate

Discussion Items:

- The residential guideline that the committee had previously proposed had been approved during the fall 2021 meeting cycle and should now be in the process of soliciting members and forming the Guideline Project Committee (GPC).
- The Guideline/Project Committee has been assigned a number: GPC 46P.
- Suggestions for new guidelines or standards (refer to brainstorming spreadsheet) are needed. One idea is to look at existing standards/guidelines for commercial buildings to see if a residential version is warranted. The committee could also look to the RIBs for ideas to put forward.
- There is a new task force looking at pandemic and issues. Their first task is to work on a new standard to evaluate all the devices that have come out on the market in the wake of the Covid pandemic. This committee should stay involved to make sure that residential is covered by any actions from the Task Group.
- The committee would like to keep on top of all standards in development that have residential impact to make sure that they are able to participate in public reviews of relevant standards. This can be tracked through the Standards Actions newsletter (<https://www.ashrae.org/technical-resources/standards-and-guidelines/standards-actions>).

P.2B. Work with appropriate ASHRAE committees to propose and develop/update residential guidance documents as needed (including maintenance of existing ETF guidance and coordination of new guidance).

Lead: Steve Emmerich

Priority: Intermediate

Discussion Items:

- Rick Karg reported on the status of ETF guidance coordination. No final decisions have been reached to date. The task force is targeted to sunset at the end of this Society year.
- EHC is responsible for proposing how the documents will be maintained moving forward. The current suggestion is that EHC create a subcommittee for that purpose. This would also include the residential information.
- One suggestion for new guidance proposals would be as a follow up to the Wildfire RIB. The next step would be to create a scoping document and determine how the development should proceed (volunteer committee or outside contractor).
- Another suggestion is the electrification of buildings – any effort on this would need to be coordinated with the Decarbonization Task Force. There are a number of existing resources on this subject as well.

P.2C. Work with appropriate TCs to propose new research projects as needed.

Lead: Roy Crawford

Priority: Intermediate

Discussion Item:

- The committee is looking for ideas on research. Suggestions for new research topics may come from the brainstorming spreadsheet.
- RAC funding of research has slowed down considerably due to pandemic conditions. They did put a few projects out for bid recently, so funding does seem to be loosening up a bit moving forward.

MBO 3: Collaborate with appropriate ASHRAE committees to develop residential training resources

P.3A. Work with Pub-Ed Training and Education Committee to propose and develop residential training offerings

Lead: Pat Graef

Priority: Intermediate to Long Term

Discussion Item:

- The subcommittee reviewed and approved a proposal for a short course on Standard 62.2 at their December meeting. That short course proposal will be discussed and voted on during the full committee meeting.
- The draft proposal was sent to the staff liaison for training for input, but no response has been received. Lilas Pratt will follow up on that.

4) Next Process Subcommittee Meeting

- The next meeting will focus on possible updates to the rules for the residential award.

5) Adjourn – **Meeting adjourned at 11:12am EST**