

**Residential Buildings Committee Minutes
Thursday, December 15, 2022
Winter Web Meeting**

ATTENDANCE

13 Voting Members: Quorum = 7

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

PRINCIPAL MOTIONS¹

Motion #1: RBC Process Committee recommends that the Building XV Conference report (written by Bjarne Olesen) be sent to CEC.

Vote: 9-0-0 CNV

Secretary's Notes: Jaap Hogeling left the meeting early before the motion was made.

NEW ACTION ITEMS

December 15, 2022 Web Meeting			
1	Derrick Nesfield	Send journal article to RBC Committee members for review and comment. Note: Members to provide feedback on article by end of calendar year.	New
2	Derrick Nesfield	Work with subcommittee chairs to set up future meetings.	New

MEETING NOTES

1. Call to Order – **Meeting convened at 10:02 AM EDT.** Quorum was established.
2. Review of Agenda (Healy) – **Agenda was adopted as presented.**
3. Review of [Action Items](#) (Healy) – **There were no open action items.**
4. Report from Staff (Nesfield/Reiniche) – **No report.**
5. Report from BOD Ex-Officio (Thomle)
 - Adrienne Thomle noted that the Leadership Presentation for the Winter Conference hasn't been shared yet and she is waiting for the final version from Staff.
 - She also indicated that she is working on the committee evaluation report and will work with Derrick to setup a meeting with Bill Healy and Chandra Sekhar to review it before she submits it.
 - Please submit any future member suggestions to Bill Healy, Chandra Sekhar, and Adrienne Thomle with a copy to Derrick.
6. New Business
 - *Standard 15.2, Safety Standard for Refrigeration Systems in Residential Applications*
 - Bill Healy stated that Roy Crawford reached out to him about a request to make the 15.2 subcommittee of SSPC (Standing Standards Project Committee) 15 into its own SSPC. Roy wants RBC to consider making a motion for this request since a similar motion to the SSPC 15 main committee did not pass.
 - Per the latest cognizant TC list provided by Steve Hammerling, TC 8.11 is the cognizant TC for the SSPC.
 - Staff and Members provided additional information on the background of why 15.2 was done via a subcommittee of Standard 15. When originally proposed for development, there were concerns about the potential for divergence and concerns about the ability to form a balanced committee. The process for development was done the same as the SSPC 41 series.
 - Discussion was had as to whether it is within RBC's purview to recommend that 15.2 become a standalone committee. Staff indicated that was the responsibility of Standards Committee and suggested that the committee work with Roy Crawford in the background to address the reasons SSPC 15 rejected the request for Subcommittee 15.2 to become its own standing committee.
 - Bill Healy stated that more information is needed before RBC can consider whether, or not, action by the committee is appropriate. Committee to continue working with Roy Crawford behind the scenes.
 - If Roy Crawford decides to attend the RBC meeting at the Atlanta Winter Conference, representatives from Standard 15 and Standards Committee should be in attendance.
 - RBC Journal Article
 - Chandra Sekhar has completed his proposed journal article on sleep quality.

- The article only needs to be approved by RBC prior to submission to the Journal editor.
- Mike Blanford stated that he reached out to ASHRAE Journal editors but has yet to receive a response.

AI 1: Derrick Nesfield to send journal article to RBC Committee members for review and comment. Note: Members to provide feedback on article by end of calendar year.

- Standard 241P, *IAQ Pathogen Mitigation Standard*
 - The existing call for members closes on December 23, 2022.
 - The standard will be a non-ANSI and consensus-based mirroring the ANSI process.
 - Publication is expected in 6 months.
 - Staff can provide updates as the project progresses.
 - Standard 240P, *Evaluating Greenhouse Gas (GHG) and Carbon Emissions in Building Design, Construction and Operation*,
 - Philip Fairey requested that discussion be had on Standard 240P. In particular, he asked if there was residential representation and if residential input would be sought. Stephanie Reiniche reported she wasn't sure of all the background of the members but would make sure that input is sought and will reach out to this committee when appropriate.
 - 90.2 has issued an addendum that adds carbon metrics for residential buildings.
7. Communications Subcommittee Update (Romero) – ***Rachel Romero was unable to attend, and the updates were reported by Bill Healy***
- **C.1A.** Add additional resources, videos, podcasts, etc. to website.
 - Bill Healy brought up the topic of creating a promotional video for website and request for funding.
 - Stephanie Reiniche stated the request for funding would need to be done by the Winter Conference. The motion would need to be recommended by Communications approved by RBC then sent to Ops with Tech Council approving and submitting the request to Society Finance Committee. There is not money in the Tech Council budget this Society year for a video.
 - Stephanie Reiniche stated it would be helpful to provide the requested dollar amount to Derrick Nesfield and her. Staff will provide the Finance Committee known (even if not yet approved) budget amounts in advance of motion coming forward. **Note: Mark Lawrence is tasked with drafting the motion for the promotional video with a budget of \$10K.**
 - *Secretary's Notes: As a piece of information the Task Force on Building Decarbonization are doing their own videos with staff adding front and end matter. The cost for the development is staff time.*
 - **C.2A.** Develop Residential Issue Briefs as issues are identified.
 - The Issue Brief on Working from Home is almost complete.
 - The issue brief should be approved by the full committee before posting to the RBC website.

- Bill Healy stated that letter ballots will be cast for issue brief approval.
- Bill Healy stated that a seminar on Sunday at Winter Conference on three topics.
- **C.2B.** Provide input to Task Force for Building Decarbonization on unique needs of residential sector in the drive for decarbonization.
 - Philip Fairey and Bill Healy indicated that there were working on developing an issue brief to inform the TFBD of the unique needs of the residential sector.
- **C.3A.** Complete revision of ASHRAE in the House presentation for use by Distinguished Lecturers. *Discussion Deferred*
- **C.3B.** Work with CTTC to determine needs of chapters for Residential Content.
 - Mark Lawrence is working with CTTC to find ways to outreach to the chapters.

8. Process Subcommittee Update (Marriott)

- **P.1A.** Develop process to solicit and track ideas for ASHRAE Journal features on Residential Buildings.
- **P.1B.** Complete assessment of RBC'S future role in Buildings Conference and developing tracks for Residential at ASHRAE Conferences.

Carol Marriott moved:

Motion #1: RBC Process Committee recommends that the Building XV Conference report (written by Bjarne Olesen) be sent to CEC.

Vote: 9-0-0 CNV

Secretary's Notes: Jaap Hogeling left the meeting early prior to the motion being made.

- **P.2A** Develop a system to annually identify key issues facing residential sector to guide activities of committee.
 - Carol Marriott reported on the Residential Topics Matrix posted to Basecamp by Mike Pouchak. The matrix contains a list of over 30 topics and all members were given an action item to rank their top five topics that should be discussed.
 - Mike Pouchak stated that 92% of the members have responded to RBC Residential Matrix in Basecamp.
- **P.2B.** Work appropriate TC's to propose the development of new residential guidelines, standards, or guidance documents as needed. *Discussion Deferred*
- **P.3A.** Nominate additional residential DL's.
 - Carol reported that the deadline to submit nominees was extended to December 23, 2022. No nominations had been received yet, but some are being prepared. Chandra Sekhar indicated that he was going to be submitting a nomination.
 - The Process Subcommittee will review the nominees at a meeting either the week of January 2nd or January 9th. To meet the deadline to submit the nominee to Honors and Awards, a letter ballot will need to be sent to the full committee for approval.

- An action item was assigned to the Process Subcommittee to review the award submission paperwork and Reference Manual to make sure that the language is consistent.

9. Review of [RBC MBOs](#) (File: [RBC_22-23_MBOs_v2.xlsx](#)) – **Updates were provided during the subcommittee reports.**

10. Upcoming Meetings

- Full Committee (In-Person): Monday, February 6th, 2023, 9:00 am – 11:00 am EST (Atlanta Winter Conference)
- Subcommittee Meetings: TBD

AI 2: Derrick Nesfield to work with subcommittee chairs to set up future meetings.

11. Adjourn – **Meeting adjourned at 11:02 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

AHRI – Air-conditioning, Heating and Refrigeration Institute
 AIA – American Institute of Architects
 ALI – ASHRAE Learning Institute
 BPI – Building Performance Institute
 CEE – Consortium for Energy Efficiency
 CM – Corresponding Member of TC
 CTTC – Chapter Technology Transfer Committee
 DL – Distinguished Lecturer
 DOE – US Department of Energy
 ETF – Epidemic Task Force
 GAC – Government Affairs Committee
 HUD – US Department of Housing and Urban Development
 ICC – International Code Council
 MBO – Management by Objective

MTG – Multi-disciplinary Task Group
NAHB – National Association of Home Builders
NARI – National Association of the Remodeling Industry
PCM – Provisional Corresponding Member of TC
PPIS – Planning, Policy and Interpretations Subcommittee (under Standards Committee)
RESNET – Residential Energy Services Network
RBC – Residential Building Committee
RP – Research Project
RTAR – Research Topic Acceptance Request
SPC – Standard Project Committee
SSPC – Standing Standard Project Committee
TC – Technical Committee
TPS – Title, Purpose, Scope
VM – Voting Member

ASHRAE Journal article/column Parameters

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

Journal Column Parameters:

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

Journal Article Parameters:

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

Process:

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

Timing:

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

Descriptions of Presentation Options

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

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

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

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

Residential Building Committee 2022-23 MBOs

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

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