



MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2015 Annual Meeting

June 27 & July 1, 2015

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January 24 & 28, 2015**

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**PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
January 24 & 28, 2015**

| No. | Motion | Page |
|------------|---|-------------|
| 1 | draft minutes of the TAC 2014 Web/Conference Meeting be approved as drafted | 3 |
| 2 | Section 5.1.2 of the TC/TG/TRG/MTG MOP be amended as indicated below: | 4 |
| 3 | Section 2.5.1.4 of TC/TG/TRG/MTG MOP be revised to clarify the voting terms for a Member Non Quorum as indicated below. | 4 |
| 4 | TG1.Optimization (Opt), converted to TC 1.13 (Optimization) with the same scope and title: | 16 |

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**NEW ACTION ITEMS
TECHNICAL ACTIVITIES COMMITTEE
January 24 – January 28, 2015**

| Action No. | Responsibility | Summary of Action Items | PAGE |
|-------------------|-----------------------|--|-------------|
| 1 | Vaughn | Distribute information on Finance & Effective Meetings to TAC | 3 |
| 2 | Section Heads | Continue to send staff a prioritized list of TCs that are interested in conducting E&P meetings | 3 |
| 3 | Thomas | Provide TAC with a list of YEA members that currently serves on a technical committee | 3 |
| 4 | Cramm | Encourage YEA members to join or attend TAC meetings | 3 |
| 5 | Vaughn/Adams | Implement YEA into the coordination meetings held Saturday 7AM at Society meetings | 3 |
| 6 | CEC / TAC AD HOC | Provide information on how technical committees can play a role in specialty conferences | 4 |
| 7 | Vaughn/Cooper | Schedule an interface meeting with web developers to review options for updating features on TC websites | 16 |
| 8 | Lawrence | Investigate options for importing the roster email address into outlook | 16 |

**STATUS-ACTION ITEMS
Fall Meeting 2014 – September 10th & October 27th, 2014**

| Action No. | Responsibility | Summary of Action Items | Status |
|-------------------|-----------------------|--|---------------|
| 13 | Luther/Staff | Develop ideas for possible new MTG communication paths | On-going |
| 14 | Staff | Investigate use of SharePoint as TAC, and possibly TC, committee productivity tool | On-going |

LIST OF ATTACHMENTS

ATTACHMENT A: 2014-2015 TAC MBOs

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

January 24 – January 28, 2015
Winter Meeting

MEMBERS PRESENT:

Eric Adams, Chair
Tom Lawrence, *Vice Chair*
Thomas Sobieski, *Section 2*
Jay Kohler, *Section 3*
Mike Bilderbeck, *Section 4*
Kenneth Peet, *Section 5*
Mark Hegberg, *Section 6*
Adrienne Thomle, *Section 7*
Stephen Duda, *Section 8*
Lynn Werman, *Section 9*
Kenneth Cooper, *Section 10*
Ken Luther, MTG Head
Cynthia Gage, *Training Coordinator*
Kelley Cramm, *Roster Coordinator*
Ben Leppard, *BOD Ex-O*

GUESTS:

Art Hallstrom

ASHRAE STAFF

Mike Vaughn, *MORTS*
Tara Thomas, *TC Staff*

MEMBERS ABSENT:

Nadar Jayaraman, *Section 1*
Jeff Traylor, *Liaison/Special Activities Coordinator*
Bjarne Olesen, *Coordinating Officer*

A. CALL TO ORDER & INTRODUCTIONS

Chair, Eric Adams, called the meeting to order at 8:00 am, CST on Saturday, January 24, 2015. Members and staff attended as recorded above

B. ADDITIONS AND/OR CHANGES TO THE AGENDA

No additions to the agenda

C. ACTION ITEMS TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS

STATUS-ACTION ITEMS

Fall Meeting 2014 – September 10th & October 27th, 2014

| Action No. | Responsibility | Summary of Action Items | Status |
|------------|----------------|--|----------|
| 1 | TAC | Send examples of TC specific ethics issues based on experience to Cynthia for possible inclusion in new ethics training module | Complete |
| 2 | Lawrence/Staff | Develop alternate proposal for MNQ clarification issue based upon discussion from today's meeting and vote; e.g., set minimum quorum at 4 for 6 member TCs, but allow MNQs to count towards 6 number | Complete |

| | | | |
|----|---------------|--|----------|
| 3 | Section Heads | Encourage all TC chairs at Section Breakfast on Sunday morning in Chicago to try and attend the TAC/YEA mixer Sunday afternoon | Complete |
| 4 | Staff | Poll TAC new members for training dates sometime between mid-October and mid-November | Complete |
| 5 | Staff | Check with CEC staff to determine if TAC/YEA forum proposal for Chicago was accepted | Complete |
| 6 | Section Heads | Send MORTS a ranked list of TCs in section that struggle with meeting quorum and should be given priority for E&P meeting reservations | Complete |
| 7 | Section Heads | Select a TC from section for Top TC award and notify staff prior to January 12 th so that certificate can be created prior to Chicago meeting | Complete |
| 8 | Adams | Help new Section 1 & 3 Section Heads with selecting a TC from section for Top TC award | Complete |
| 9 | Section Heads | Check status of TC websites in section prior to Chicago meeting and report to TAC and TC chairs in section | Complete |
| 10 | Staff | Send each section head the number of roster changes that were made this year for each TC in section after 14-15 rosters were distributed | Complete |
| 11 | Section Heads | Send Roster Coordinator a list of two or three TCs in section that would be good candidates to <u>test</u> new online roster update system. | Complete |
| 12 | Staff | Keep request for voting discipline designation on Section Head Breakfast reminders | Complete |
| 13 | Luther/Staff | Develop ideas for possible new MTG communication paths | On-going |
| 14 | Staff | Investigate use of SharePoint as TAC, and possibly TC, committee productivity tool | On-going |

CARRY-OVER ACTION ITEMS
June 28 & July 2, 2014

| Action No. | Responsibility | Summary of Action Items | Status |
|------------|----------------|---|----------|
| 1 | Adams | Create a smaller committee or group with members of TAC/CEC to address program issues. A smaller group of members would also eliminate the need for interface meetings during both society meetings | Complete |
| 9 | Hegberg | Work with Thomle/Peet/Vaughn to develop procedures to be approved by the Fall Meeting for E&P meetings to "go live" in Chicago | Closed |

D. APPROVAL OF MINUTES

It was moved and seconded that,

- (1) draft minutes of the TAC 2014 Web/Conference Meeting be approved as drafted

MOTION #1 – PASSED 14-0-0 CNV

E. CHAIR'S REPORT (Adams)

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval – No motions submitted by TAC at last meeting.
- b) New or Carryover Action Items Assigned to TAC by Tech. Council
 1. Define how ASHRAE TCs can better support residential sector – MBO 1.7
 2. Ethics, Conflict-of-Interest Training for TCs – Scheduled to be covered by Cynthia Gage during the Chair's Training breakfast on Sunday morning.
 3. Leadership Training on Finance & Effective Meetings – MBO 1.8

Action Item 1 <Vaughn> Distribute information on Finance & Effective Meetings to TAC

- c) New Members Council Referrals – No new referrals at this time
- d) New Information Items
 1. Beta Test #7 of E&P Meetings for TCs 1.5, 2.2, 4.2, 6.8, 7.9, 8.4, 8.8, 9.2, and 10.2 in Chicago – AI #6 F14 & AI #9 A14 Discussions were made to remove the word physical from the E&P title. Further discussion and a formal proposal is expected involving Thomle, Duda and Cooper

Action Item 2 <Section Heads> Continue to send staff a prioritized list of TCs that are interested in conducting E&P meetings

2. No YEA/TC Mixer Sunday Afternoon in Chicago - AI #3 F14 – Continue to encourage YEA members to become involved in Technical Committees
3. TechC Innovative Ideas List - Add a YEA Member to TAC as a voting member/consultant

Action Item 3 <Thomas> Provide TAC with a list of YEA members that currently serves on Technical Committees

Action Item 4 <Cramm> Encourage YEA members to join or attend TAC meetings

Action Item 5 <Vaughn/Adams> Implement YEA into the coordination meetings held Saturday 7AM at Society meetings

4. Create smaller committee or group with TAC/CEC to address program issues – AI #1 – A14
- e) TAC MBOs for Society Year 2014-2015 are provided in **Attachment A**

F. BOD EX-OFFICIO & COORDINATING OFFICER (Leppard & Olesen)

After thanking the committee for all their hard work and efforts, Leppard discussed the Strategic Plan and promoting the ASHRAE app. Leppard also discussed moving forward with ASHRAE's joint efforts with IAQA and encouraged TAC to discuss upcoming conferences with CEC.

Action Item 6 <CEC / TAC Ad Hoc> Provide information on how technical committees can play a role in specialty conferences

G. VICE CHAIR'S REPORT (Lawrence)

- a) Clarify in TC MOP if MNQs should be counted towards min.(6) and max.(18) number of VMs for TCs – AI #2 F14

It was moved and seconded that,

- (2) Section 5.1.2 of the TC/TG/TRG/MTG MOP be amended as indicated below:

Quorum to conduct business at meetings is established when the number of voting members present exceeds 1/2 of the number of total voting members of the committee (subject to the section 5.1.1 exception), or a minimum of 4 voting members, whichever is greater.

MOTION #2 – PASSED 13-0-1 CNV

It was moved and seconded that,

- (3) Section 2.5.1.4 of TC/TG/TRG/MTG MOP be revised to clarify the voting terms for a Member Non Quorum as indicated below.

- (1) A Voting Member-non quorum is not counted against the maximum number of Voting Members cited in Paragraph 2.5.1.1. One Voting Member non-quorum may be allowed to count toward the minimum number of Voting Members in 2.5.1.1.

MOTION #3 – PASSED 13-0-1 CNV

- b) Improve TC New Member Involvement with help from YEA and CTTC - MBO #2.1
1. TAC/YEA Forum #3 - Demystifying ASHRAE Technical Committees – Mon.1/26, 11-12pm – Chicago Room
 2. TAC/YEA Video on TCs targeted to Chapters

H. ROSTER COORDINATOR (Cramm)

- a) Copies of current 14-15 Rosters Copies of all 2014-2015 TC/TG/TRG rosters plus rosters for other Society committees that TAC may need to interface with this coming year can be found in the "Rosters" folder within the "Ref. Info" folder on the TAC FTP site.

By now, each TC, TG and MTG chair should have received a PDF & MS-Excel file of their current 2014-2015 roster from their Section Head for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to <http://ASHRAE.org/MyActiveCommittees> and log in (if you have not logged in lately, you might need to set up a new username and password). All of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information. Make sure every TC Chair in your Section knows how to access

the roster.

- b) Goals for 15-16 Rollover Rosters TC/TG/TRG roster update workbooks, which will be used to create the 2015-2016 rosters, was e-mailed by staff to section heads for distribution to their committees in late November/early December. Section heads were asked to have these workbooks distributed to their committees by mid-December. The following tentative deadlines are proposed in order to have rosters ready for distribution to the TCs by the end of May:
- **Wednesday, January 28** – TCs should turn-in the first draft of their completed roster update workbook to their section head for review and approval.
 - **February 15th to 28th** - The final draft of all roster update workbooks must be approved by section head and turned into staff for processing during this period. **GOAL: Get 95% of Rollover Rosters turned in by 2/28/15, and remainder turned in by 3/31/15**
 - **March to May** – Section head works with staff and TC to finalize 2014-2015 rosters so that they can be distributed to TCs by June 1st. **GOAL: All rosters completed and distributed with liaisons included by 6/15/15**
- c) Roster changes made summer 2014 per section – Complete
- d) Proposed Changes for Roster Update Process Next Year? New Online Roster Update System – Pilot Testing – MBO #1.5– AI #11 F14 Pilot Testing – MBO #1.5-AI #11 F14 Efforts underway by Tara and ASHRAE I.T. staff to develop an online database tool for collecting annual roster update information. See H.b.1. for additional details.

I. LIAISON & SPECIAL ACTIVITIES COORDINATOR (Traylor)

- a) Develop plan for chapter outreach to communicate role of TCs & how to get involved – Work with CTTTC to brainstorm simple implementable 5 minute segments to encourage member involvement with TCs.
- b) Implement TAC / RAC / StdC / CEC coordination meeting at Society meetings – Improve coordination with all committees. CEC has provided valuable feedback during the interface meeting.
- c) Increase the number and visibility of E&P meetings – MBO 2.4 & AI #8 & AI #9
- d) TAC Inter-Society Liaisons - Annual Reports Reminder.
- e) Standing committee Liaisons to TCs – Tips and Suggestions for Speaking Time.
- f) New & Ongoing Referrals - TC/TG/TRG Assignments or Reassignments – No New Referrals at this time.

J. TRAINING COORDINATOR (Gage)

- a) Training plans for Chicago - The presentation will start with a brief discussion of ethics issues. This will be a companion to the handout which will accompany the Sunday Section Breakfast materials. Roster Update training will be the primary topic.
- b) Update on “How to” Training Modules effort - TAC has approached Don Bivens, Chair of RAC, on the development of training modules for the ASHRAE research process. TAC has provided an example of content for three modules: Overall process, Developing an RTAR, and

Developing a WS. RAC is very interested in pursuing a joint TAC/RAC effort. Further discussions planned for Chicago on developing research training modules.

Suggested changes to the Technical Committee home page have been forwarded to ASHRAE staff. The changes include the development of a dedicated webpage for TC training modules and information. Besides TAC-developed training modules, links to existing training information from other committees will also be included.

- c) Feedback on TAC Position Training & Section Head Dashboard Training presentations

K. MULTIDISCIPLINARY TASK GROUP SECTION REPORT (Luther)

- a) Status of MTGs
1. MTG.BD – Building Dampness
 2. MTG.BIM – Building Information Modeling
 3. MTG.CCDG – Cold Climate Design Guide
 4. MTG.ET- Energy Targets – Scope Clarification Change?
 5. MTG.HCDG – Hot Climate Design Guide
 6. MTG.LowGWP – Alternative Lower Global Warming Potential Refrigerants
 7. MTG.O&MEE – Operations and Maintenance Activities that Impact Energy Efficiency
- b) Other MTG Related Issues & News
1. MTG.HPAS - High Performance Air Handling Systems for Buildings except Low Rise Residential – Completed assignment and voted to disband
 2. Possible ideas for streamlined communication with MTGs – Ongoing
- c) Proposed New MTGs – Pending feedback from RAC

L. SUNDAY'S SECTION MEETINGS/BREAKFAST AND REMINDERS

- a) Liaison Speaking Guidelines (TAC chair conveys to all Liaisons prior to Chicago)
- b) Section Head Meetings Sunday A.M.
- c) Potential Reminders
1. 2014-2015 Hightower Award Recipient – John Carter, TC 4.3
Mr. John Carter's contributions to ASHRAE TC 4.3 include programs, Handbook Chapters, and a tour through all three officer positions: Secretary, Vice-Chair, and a three-year term as Chair. He is now in his sixth year and third term as Secretary, and Secretary is arguably one of the most meritorious, and greatly benefit ASHRAE Members.

Mr. Carter's contributions to ASHRAE technical committees and especially to TC 4.3 in the last four years have been exemplary and make him a well deserving recipient of the *George B. Hightower Technical Achievement Award*.
 2. 2014-2015 Service to ASHRAE Research Award Recipient – Iain Walker, TC 4.3
Dr. Walker has been actively involved as a volunteer in some capacity (as a Work Statement Author, a PES member, or PMS member) on at least five different research projects over the past several years. In one case (RP-1478), that work was inspired by the Presidential Ad Hoc Homeland Security Committee, who specifically called for research on test methods for determining building tightness and collection of building tightness data in its May 2006 memo *CBR Strategies and Information/Methods Gaps*. Iain Walker took up that cause as a member of the PES and PMS.

Dr. Walker's contributions to ASHRAE technical committees in the area of research and especially to TC 4.3 in the last four years have been exemplary and make him a well deserving recipient of the *Service to ASHRAE Research Award*.

3. 2014-2015 Top TC Award for Section

TAC has developed a new award call the Outstanding Technical Committee Award. The purpose of the award is to recognize, annually, a single Technical Committee within each TAC Section that has the highest measured performance based on a set of weighted criteria as compared to other TCs within that same Section. The goal of this award is to reward TCs for the behaviors and activities that further the goals of TAC and exhibit excellence in the operation of a technical committee. The criterion used is a point system with values assigned to various metrics and activities, which are collected through the TC activity form. The award will serve to heighten TC Chair and committee member awareness of what activities are valued to encourage improved performance, and foster friendly competition between TCs within a Section.

4. 2015-2016 Roster Update Process & TC Input Deadline

Remember, the current 2014-2015 roster for your TC, TG or MTG is in effect until after the June meeting this year. The new committee rosters for Society year 2015-2016 will be created based upon the update information that each TC, TG or MTG provides to their section head at this meeting by midnight, Tuesday, 1/27/15 and these new rosters will go into effect on July 1, 2015. Please see your section head for the 2015-2016 Roster Update form if you still need a copy.

All changes to the roster should be noted on the roster update form. Changes requested after June 30th are considered emergency roster changes. The following are considered to be valid emergencies:

- Quorum is affected because a voting member can no longer attend meetings due to job change or long-term illness.
- Resignation of Chair or MTG voting member
- Two voting members become employed by the same company
- Error in roster due to mistake by ASHRAE staff
- Addition of new participating group to a MTG

By now, each TC, TG and MTG chair should have received a PDF & MS-Excel file of their 2014-2015 roster from their Section Head for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website by logging into the member's only section at <http://ASHRAE.org/MyActiveCommittees>. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information.

5. TC/TG/TRG Chair's Training Workshop Reminder

Sunday January 25, 9:45-10:45a in Chicago Room (5th floor) in the Palmer House Hilton Hotel. As with the Breakfast meeting, both the Chair and Vice-Chair are expected to attend; attendance will be tracked so that we can assess who has been trained. Bring questions - if you need an answer, it's quite likely others also need the same answer. A main focus of this particular workshop will be the roster update process.

6. TC Activity Form due this Tuesday by Midnight

An electronic copy of your TC Activity form for the Chicago meeting is due to your Section Head before midnight Tuesday, 1/29. Section heads can provide an electronic copy of the form if still needed.

7. ASHRAE Code of Ethics

The BOD's reaffirmation of ASHRAE's Code of Ethics provides an opportunity for sharing and reminding ASHRAE members of their responsibilities under this code. Technical Committees are the major drivers behind ASHRAE's technical content, and thus TC Chairs are at the frontline for ensuring that their committees are performing within the Code of Ethics guidelines. If you have any questions or concerns regarding appropriate conduct, contact your Section Head. See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/>

8. Location of TC & Section Head Mailboxes at this Society meeting & Free Wi-Fi Access at this Society meeting

Mailboxes are located just outside ASHRAE Headquarters Office (Salon 3 Room – 3rd Floor).

9. Useful TC/TG/TRG/MTG Chair Information and forms on ASHRAE website

Information for TC/TG/TRG and MTG chairs can be found on the Technical Committee page of the ASHRAE website at the following link: <http://www.ashrae.org/tcs>

The TC/TG/TRG Manual of Procedures (MOP) has been revised to include a new committee type, Multidisciplinary Task Groups (MTGs). MTGs are different from TCs, TGs, and TRGs. The objective of the MTG is to first try to better coordinate and focus the activities of the affiliated TC and non-TC groups (EHC, REF, SSPCs, outside groups, etc) that make-up the MTG on the task for which the MTG was created without duplicating the functions of a TC or TG so that the task can be completed as efficiently as possible. In special cases, MTGs may also be authorized by TAC to assume some TC/TG functions, such as research, if it is deemed necessary to better complete their task assignment.

Since the need, purpose, and progress of each MTG is reassessed and reaffirmed by TAC each year, there are no term limits for the MTG Chair, Vice Chair, Members and Alternates.

10. New MTGs that have been formed

TAC approved the formation of the following new multidisciplinary task group (MTG):

MTG.O&MEE – Operations and Maintenance Activities That Impact Energy Efficiency

Scope: MTG.OMBE will coordinate TC/TG/TRG activities to help support the application of ASHRAE guidelines, Standards and other technical resources to support regulatory bodies, utilities, building owners and others who are attempting to enhance efficiency of existing buildings. Responsibilities include suggestions for research, development and presentation of technical programs of all types on maintenance and its impact on energy consumption and efficiency. It will be especially involved with interactions with those who are introducing and evaluating strategies for building efficiency enhancements.

This MTG will maintain interface with and call on the resources of TCs in Sections 2, 4, 6, 7, 8 and 9 and maintain an especially close relationship with Standards 90.1 & 2. It will also maintain a relationship with GGAC. It will both draw on their knowledge and contribute areas of interest that it may be productive for them to consider.

The chair and vice chair of the MTG is Thursten Simonsen and Robert Baker, respectively.

For more information on this MTG and the six other active MTGs, please go to the MTG section on the following web page: <http://www.ashrae.org/tcs>

Also since the 2014 annual meeting, **MTG.HPAS – High Performance Air-handling Systems for Buildings except Low-Rise Residential Building**
Voted to disband as a MTG after completing their charge.

If your TC would like to have a voting representative on a particular MTG, please contact the ASHRAE Manager of Research and Technical Services, Mike Vaughn, at MORTS@ashrae.net.

11. E&P Beta Test #7 TC meetings being Held in Chicago

The 7th beta test of Electronic and Physical (E&P) meetings, which allows some TC members to participate in the TC meeting from a remote location electronically, will occur in Chicago and the following nine TCs have agreed to participate in this test: TC 1.5, TC 2.2, TC 7.9, TC 4.2 (RP-1561 PMS & RP-1699 PMS), TC 6.8, TC 8.4, TC 8.8, and TC 9.2.

The chairs of those TCs participating should provide to their Section Head feedback on their E&P meeting experience before TAC meets on Wednesday morning, 1/28 so that we can continue to improve this new service. Those interested in possibly having E&P capability for their next TC meeting in Atlanta should contact Mike Vaughn (MORTS@ashrae.net)

12. CEC Seeking Track Suggestion for 2016 Annual Meeting in St. Louis & Other Program Information

The Conferences and Expositions Committee (CEC) oversees ASHRAE's annual and winter conferences and other specialty conferences and expositions globally. The CEC continually works to improve the conference experience for all attendees. To help keep a "pulse" on the technical issues facing professionals in the HVAC&R marketplace, the CEC seeks ideas for tracks for the St. Louis 2016 meeting next year and annual and winter conferences beyond as well as topics for specialty conferences from TC members.

Please submit your suggestions to ASHRAE Staff member Tony Giometti (Giometti@ashrae.org)

TC Volunteers needed to help improve the ASHRAE technical program for meetings

Provide to your Section Head after each Society meeting a list of qualified volunteers from your TC that are potential Technical Session chairs and reviewers of session papers that are related to TC's scope for use by the Conferences & Expositions Committee (CEC) in developing technical content for future technical programs.

TC Program Subcommittee Chair Training in Chicago

Please notify your program subcommittee chair that CEC will be offering training to them as follows in Chicago: Tuesday, 1/27, 11:15 a.m. – Noon, Kimball Room, (3rd Floor) Palmer House Hilton Hotel.

Upcoming Program Dates & Orlando Program Tracks

Atlanta Meeting - June 27 – July 1, 2015

- Conference Paper accept/reject notifications sent January 30, 2015
- Seminar, Forum and Workshop Proposals Due on February 9, 2015
- Revised Conference Papers/Final Technical Papers due February 13, 2015
- Conference and Technical Paper Final Accept/Reject Notifications sent Feb. 27, 2015
- Seminar, Forum, Workshop Accept/Reject Notifications sent March 23, 2015
- All PPTs Due Online by June 5, 2015
- Final Day for Commercialism Revision Upload prior to on-site by June 17, 2015
- Speaker's Lounge Opens on June 27, 2015
- Conference Website: <http://www.ashrae.org/atlanta/>

Seminar and Forum proposals for Atlanta are due by Monday, February 9th, 2015.

Please visit the following site for more information and to submit your proposal:

www.ashrae.org/atlanta

Orlando Meeting - January 23 - 27, 2016

- Conference Paper abstracts due on March 23, 2015
- Conference Paper Abstract Accept/Reject Notifications sent April 6, 2015
- Technical papers due by April 20, 2015
- Website Opens for Seminar, Forum and Workshop Proposals on June 4, 2015
- Final Conference Papers Submitted for Review by July 6, 2015
- Conference Paper accept/reject notifications sent August 3, 2015
- Seminar, Forum and Workshop Proposals Due on August 10, 2015
- Revised Conference Papers/Final Technical Papers Due on August 21, 2015
- Conference and Technical Paper Final Accept/Reject Notifications sent August 28, 2015
- Seminar, Forum, Workshop Accept/Reject Notifications sent September 11, 2015
- Conference Website: <http://www.ashrae.org/orlando/>

Program Focus at Orlando Winter Conference

- **Track 1: Systems and Equipment**
Selection of equipment and systems is paramount to HVAC&R design. Papers and programs in this track will assist designers, engineers, and operators in the design, selection, and operation of HVAC&R systems and equipment.
Track chair: Gary C. Debes - gcdebes@verizon.net
- **Track 2: Fundamentals and Applications**
Fundamentals are the foundation for understanding applications in engineering. Key components of ASHRAE fundamentals include thermodynamics, psychrometrics, fluid and mass flow, IAQ, and building envelope. This track provides opportunities for papers and presentations of varying levels across a large topic base. Concepts, design elements and shared experiences for theoretical and applied concepts of HVAC&R design are included.
Track chair: Cynthia Moreno - cindym@tmmechanical.com
- **Track 3: Design Build**
Joining the contractor and the designer into the same team, the design-build method of project delivery is increasing in percentage of projects awarded in the US. This track explores the challenges and benefits of D-B project delivery. Highlight successful

projects; discuss contracts; review management responsibilities; offer alternative design and construction processes. These topics and more will be included.

Track chair: James Liston - jfliston@verizon.net

- **Track 4: International Design**

Design for various environmental elements, geography and culture demand that new and innovative strategies be developed. As an international organization, ASHRAE strives to meet the needs of a global membership. HVAC&R systems vary globally and this track provides an opportunity to share innovative and necessary design elements that can be shared internationally.

Track chair: Leon Shapiro - leoneshapiro@gmail.com

- **Track 5: Standards, Guidelines and Codes**

ASHRAE is known for its standards and design guidelines – and they are constantly evolving with the intent on improving the built environment and its systems. Designers, Contractors, Architects and Owners must be able to keep up with the continuing changes in the current cycle but to also be prepared for the future changes. In addition, there is a large interaction of ASHRAE with the code authorities and government to incorporate these standards and guidelines. The series of sessions in this track highlight the changes to the standards and guidelines, their projected path and optimum design techniques to meet or exceed the standards.

Track chair: Michael Collarin - Michael.Collarin@parsons.com

- **Track 6: Cutting-Edge Technologies**

As energy codes become increasing more stringent, we are challenged to find creative ways to improve efficiencies in the effort to achieve net zero buildings. This track will include the most recent advances in HVAC&R system design, equipment, and construction techniques. Programs included will focus on efficiency, responsible use of resources and energy recovery.

Track chair: Ann Peratt - agregg.ksu@gmail.com

- **Track 7: The Great Debate**

Engineers commonly weigh multiple solutions to find the best match for a certain project. Centralized or Decentralized heating and cooling? Chemical or non-chemical water treatment? These sessions and papers will present divergent methods for accomplishing the same task. Hear all sides of the debate and decide for yourself.

Track chair: Chuck Curlin - ccurlin@shultzeg.com

- **Track 8: Modern Residential Systems**

Engineering for residential HVAC and plumbing systems and equipment used to be referred to as catalog engineering: for a two bedroom house choose one from Column A; for a three bedroom house choose one from Column B. Recent years have seen a boom in energy efficient solutions for the savvy, fiscally-conscience home owner. From glazing to water heating to lighting, this track will provide you with the latest advances for the residential market.

Track chair: Rocky Alazazi - mralazazi@yahoo.com

For more information, go to: www.ashrae.org/orlando

13. Section Head Report on TC/TG/TRG websites in Section

Is your committee website up to date? If not, please ask your webmaster to at least post the latest minutes and the Chicago meeting times and agenda. If your website has been neglected, add an action item for this meeting to appoint a responsible member of the TC/TG/TRG who will bring it back to life. This form of communication is critical to the efficient operation of your committee, and for attracting new members.

TAC and the Electronic Communications Committee (ECC) recently posted a webinar recording on how to set-up and maintain a basic TC website using the ASHRAE server and TC website template at the following link:

<http://media.ashrae.biz/webinar/TrainingWebinar.avi>

14. New TAC Presentation template can be used by TC members to make a presentation to their local Chapter

The new presentation template allows TC members, without a lot of effort, to give a presentation to their local chapter on TAC and the TCs in general and to also customize a few slides with information specific to their own TC or TCs. The template is posted now on the Technical Committee page of the ASHRAE website for download.

15. Does your TC Have an Idea for a New ASHRAE Learning Institute (ALI) course?

The Professional Development Committee (PDC) is seeking ideas for new ASHRAE Learning Institute (ALI) courses. The need is for practical courses of broad interest, ranging from face-to-face seminars, short courses, online courses, and self-paced courses. Examples would include courses with a focus on new technologies that need to be shared, fundamentals that may have been forgotten, standard applications that need explanation, and courses based from new design guides.

The objective of the ASHRAE Learning Institute (ALI) is to provide quality, authoritative and practical technical information of broad interest.

Please submit your new course ideas to Karen Murray kmurray@ashrae.org (ASHRAE staff) or Darin Nutter PDCchair@ashrae.net (PDC chair).

16. New Presentation Developed on TCs and ASHRAE Code Interactions

Model codes (codes that are intended to be used as a model for jurisdictions to adopt at the state and local level) are being revised at a fairly rapid rate. ASHRAE Staff has been interacting with some TCs to ensure that model codes do not prevent sound engineering practice in the HVAC&R world. ASHRAE has a path for establishing official ASHRAE positions on proposals, and a mechanism to submit proposals and comments to model code organizations. If approved in accordance with ASHRAE procedures, ASHRAE Staff will represent positions of the Society in the model code development process. Many TCs are unaware that such a mechanism exists, and a new presentation has been developed for posting on the TC page of the ASHRAE website www.ashrae.org/tcs intended to provide some additional information on how TCs 1) can help ASHRAE write more enforceable documents/standards, and 2) can provide input to the code development process through ASHRAE.

17. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings

Potential new members for your committee have been encouraged to drop-by your meeting in Chicago. As a result, please make a special effort to recognize and warmly welcome all visitors to your meeting – A TC can never have too many willing and able volunteers.

18. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings

More and more TCs are taking advantage of a new Society service that allows TCs to hold subcommittee meetings by phone and/or web. Many TCs are finding this to be a more efficient way for them to conduct subcommittee business and it also allows TC members that can't travel to meetings on a regular basis a way to still contribute to the TC. Such a change can also eliminate potential conflicts with the TC's program sessions at Society meetings. Please pass your conference call/web meeting/webinar requests on to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net

19. Employment Discipline added to ASHRAE BIO Online Input Form

A new input field titled Employment Discipline has been added to the ASHRAE online member (BIO) graphical input form and TAC would like ALL TC members to self-declare their employment discipline prior to the start of the new Society year on July 1, 2014 by going to the Members Only section

(<https://eweb.ashrae.org/eweb/DynamicPage.aspx?Site=ASHRAE&WebKey=8396a37a-9fc2-4f50-9332-5eebebe73494>) and enter their employment discipline information. The link should take you directly to the screen, which is located under demographics.

You will need your login and password to enter. Employment Discipline is located in the third section.

| Employment Discipline | |
|-----------------------|--|
| category: | Government and Organizations |
| discipline: | Not-for-Profit Organization (USGBC, Habitat, etc.) |

Once you have made the necessary updates, save the changes and logout.

Employment Disciplines:

Academic

Academic - Professor/Staff

Academic – Student

Government and Organizations

Government - Federal (e.g., DOE, EPA, USDA)

Government - National Lab (e.g., ORNL, NIST)

Government - Local (e.g., city or state governments)

Not-for-Profit Organization (USGBC, Habitat for Humanity, etc.)

Trade Association (ACCA, SMACNA, etc.)

Building Industry

Architect

Building Owner / Management Firm

Consultant

Contractor

Designer

Facilities Manager/Operator

Manufacturing Industry
 Manufacturer
 Manufacturer
 Manufacturer – Sales
 Manufacturer's Representative

Other
 Model Code Organization
 Retired
 Utility
 Other

Thus far, approximately **30%** of TC Members have declared their discipline.

20. Upcoming Workshops and Conferences:

2015

- International Air-Conditioning, Heating, Refrigerating Exposition (AHR Expo) – 2015 - January 26 – 28, 2015 - Chicago, IL – Contact: <http://www.ahrexpo.com/>
- 2015 HVACR & Mechanical Conference for Education Professionals – March 9 to 11 – Baltimore, Maryland – Contact: <http://careersinhvacr.org/site/306/HVACR-Mechanical-Conference>
- 2015 ASHRAE Webcast – New Tomorrows for Today's Buildings: Existing Building Commissioning – April 23, 1 - 4 pm EDT – Contact: <https://www.ashrae.org/membership--conferences/webcasts> - Contact:
- Advanced HVAC and Natural Gas Technologies - May 6 – 9, 2015 - Radisson Blu Hotel, Riga, LATVIA – Contact: <http://www.rtu.lv/en/>
- 2015 International Conference on Energy and Environment in Ships - May 22 – 24, 2015 - Athens, Greece – Contact: <https://www.ashrae.org/membership--conferences/conferences/2015-international-conference-on-energy-and-environment-in-ships>
- ISHVAC-COBEE 2015: 9th International Symposium on Heating, Ventilation and Air Conditioning (ISHVAC) and 3rd Conference on Building Energy and Environment (COBEE) - July 12 – 15, 2015 - Tianjin, CHINA – Contact: <http://www.cobee.org/>
- ICR2015 (24th IIR International Congress of Refrigeration) - August 16 – 22, 2015 - Yokohama, JAPAN – Contact: <http://www.icr2015.org/index.html>
- Cold Climate 2015 - October 20 – 23, 2015 - Dalian, CHINA – Contact: <http://www.coldclimate2015.org/>
- 11th International Conference on Industrial Ventilation - October 26 – 28, 2015 - Shanghai, CHINA – Contact: <http://www.ventilation2015.org/>
- IBPSA 2015 (14th International Conference of the International Building Simulation Conference) – December 7 – 9, 2015 - Hyderabad, INDIA – Contact: <http://www.bs2015.in/>

2016

- International Air-Conditioning, Heating, Refrigerating Exposition (AHR Expo) – 2016 - January 25 – 27, 2016 - Orlando, FL – Contact: <http://www.ahrexpo.com/>
- CLIMA 2016 - May 22 – 25, 2016 - Aalborg, DENMARK – Contact: <http://www.clima2016.org/welcome.aspx>

- IAQVEC 2016 (9th International Conference on Indoor Air Quality Ventilation & Energy Conservation in Buildings) – Oct. 17 – 19, 2016 - Seoul, SOUTH KOREA – Contact: <http://iaqvec2016.org/>

21. Upcoming TC Award Nomination Submission Deadlines

2015-2016 Hightower Award Nomination Process and Deadline

Nominations for the 2015-2016 George B. Hightower Technical Achievement Award are due to you Section Head by **September 1, 2015**. The award recognizes outstanding technical leadership and contributions on a TC/TG/TRG during the past four years, excluding research and standards activities. Please go to the Technical Committee page of the ASHRAE website at the following link under the “Procedures and Forms...” heading: <http://www.ashrae.org/tcs>

2015-2016 Service to ASHRAE Research Award Nomination Process and Deadline

Nominations for the 2015-2016 Service to ASHRAE Research Award for TC volunteer efforts in research are due to RAC research liaison by **September 1, 2015**. Please go to the Research page of the ASHRAE website at the following link under the “Research Grants and Awards” heading: <http://www.ashrae.org/research>

22. PEC On-line Orientation Modules Now Available on Effective Meetings and other Useful Topics

New on-line orientation modules are now available at the link below on following subjects:

- ASHRAE Structure, Councils and Committees
- Budgets and Financial Statements
- Conducting Effective Meetings
- Strategic Planning

<https://www.ashrae.org/society-groups/councils#pubed>

M. STAFF REPORT (Vaughn)

- a) Feasibility of using SharePoint as TAC, and possibly TC, committee productivity tool – Ongoing

N. SECTION HEAD REPORTS

- a) Updates on any Special Assignments assigned to TCs in section
Section Heads recognized one chair on a committee in their section with an outstanding technical committee award. This new award will be presented annually to individuals for receiving the highest measured performance for their section, based on TC activities to further the goals of the society and excellence in the operation of a technical committee.

The recipients are listed below for the 2013-2014 society year:

Section 1, Kimberly Barker
Section 2, Dustin Meredith
Section 3, Scott R Gustafson
Section 4, Timothy P. McDowell
Section 5, Nicholas Deschamps
Section 6, *no recipient*
Section 7, Walter T. Grondzik

Section 8, W Vance Payne
 Section 9, David V Quirk
 Section 10, Donald L Fenton

b) Improve TC Websites – Status of Websites in Section - MBO #1.2

1. TCs that still have not yet updated the ASHRAE Logo on their website after Society logo was changed in 2011: TCs 5.4, 5.5, 7.3,7.8, 9.3, 9.8, and 10.7 (7 of 96)

Action Item 7<Vaughn/Cooper> Schedule an interface meeting with web developers to review options for updating features on TC websites

Action Item 8<Lawrence> Investigate options for importing the roster email address into outlook

c) Proposed New TC/TG/TRGs, or Merges, or Disbands

It was moved and seconded that,

- (4) TG1.Optimization (Opt), converted to TC 1.13 (Optimization) with the same scope and title:

Scope:TC 1.13 is concerned with identifying, developing and disseminating optimization techniques that enhance the performance of HVAC&R components, systems and building systems that are not application or tool specific. TC 1.13 Optimization is focused on the fundamentals of optimization techniques (such as: mathematical formulation, constraints handling, multi-objective optimization, approximation techniques, robust optimization, etc).

MOTION #4 – PASSED 14-0-0 CNV

1. Other TCs with low membership or quorum problems (1.6, 1.8, TG1.OPT, TRG4.IAQP, 7.4, 9.3, 9.4, 10.2 and 10.8)

d) Proposed Name and Scope Changes – None

e) Other Problems & Issues for TAC action or information?

1. E&P Meeting Feedback from Chicago (TCs 1.5, 2.2, 4.2, 6.8, 7.9, 8.4, 8.8, 9.2, 10.2)

O. UNFINISHED BUSINESS

No unfinished business at this time

P. NEW BUSINESS

TC 7.6 spoke with ASHRAE Secretary Jeff Littleton about collaboration with other societies on energy and emission issues. They discussed appropriate staff members establish a collaborative meeting with key personnel from the following, but not limited, organizations IFMA, BOMA, ASHE, AABC, ICC, NEBB, BCA, DOE, ASTM, APPA at the winter ASHRAE meeting in Orlando in January 2016 for energy and emission related issues of mutual interest. Benefits of the collaboration are:

- Improves relationships with these organizations – they have good programs for energy and emission issues but not as good as the ASHRAE energy management programs
- Supports the ASHRAE strategic plan initiative #4

- Requires no development time for programs as materials are already developed for 6-hour, 3-hour, 1-hour and ½ hour presentations that can be presented in the customary manner at locations requested by the various organizations.
- Proven that the plan will work by Illinois and Orlando chapters with related societies and organizations.

Q. REVIEW NEW ACTION ITEMS

Action items were reviewed with the committee and staff will distribute to TAC

ADJOURN

TAC 2015 Winter Meeting adjourned at 9:51 am., Wednesday, January 28, 2014

Technical Activities Committee MBOs 2014 - 2015

ATTACHMENT A

Eric Adams, Chair

1/27/2015

| Item # | MBO | Status | Date Due | Assigned To | MBO Comments | Strategic Direction | Link to Strategic Plan Initiatives | Link to TechC MBOs | Fiscal Impact |
|--------------------------------|--|--------|-----------------|--------------------------|---|--|------------------------------------|--------------------|---------------|
| 1.0 Internal Management | | | | | | | | | |
| 1.1 | Monitor use and evaluate effectiveness of new TC activity reporting tool | OPEN | June 30, 2015 | TC Section Heads | Tracking TC activity more closely will allow us to spot trends & problems, take action, and accelerate effective technology transfer & increase participation | Efficiency | 2A, 2B | TBD | NA |
| 1.2 | Ensure that TC web sites are current and useful. Performance target: 85% of TC web sites are current as of 2014 AM | OPEN | June 30, 2015 | TC Section Heads | Up-to-date and content filled TC websites will help to increase volunteer participation both within and outside North America | Externally focused | 4B | TBD | NA |
| 1.3 | Create a streamlined communication path for MTGs | NEW | January 1, 2015 | MTG Section Head & staff | Increased information flow. MTGs currently do not have a defined method for obtaining organizational information from the society. Since the information packet is different than that of a TC, a breakfast meeting may not be appropriate. However some communication vehicle needs to be developed. | Efficiency | 2B | TBD | Minor |
| 1.4 | Re-align assignments of TAC members to accommodate importance of MTGs | DONE | January 1, 2015 | Chair | Remove special assignments from MTG section head; assign to Liaison coordinator; modify / suggest changes to procedures as needed | Efficiency / Increased importance of inter-disciplinary work | 2B | TBD | NA |

| Item # | MBO | Status | Date Due | Assigned To | Applicable Strategy # | MBO Comments | Link to Strategic Plan Initiatives | Link to TechC. MBOs | Fiscal Impact |
|-----------------------------------|--|--------|------------------|---|---|--|------------------------------------|---------------------|--------------------------------------|
| 1.0 Internal Management | | | | | | | | | |
| 1.5 | Together with staff, define further improvements to the Roster Update process | NEW | January 15, 2015 | Roster Coord. & Staff | Annual updates to TC rosters is a major obstacle to increased volunteer participation due to complex rules, tools, and time commitment | Efficiency | 2B | #9 | Potential cost; \$0 In-house develop |
| 1.6 | Give Top TC award in each section | NEW | January 15, 2015 | TC Section Heads | Friendly competition between the TCs of each section may help to insure more participation. New Section Head Dashboard Tool gives the ability to emphasize different aspects of TC operation and increase awareness of gaps in TC performance | Efficiency | 2B | #9 | ? |
| 1.7 | Develop plan for residential position within TechC & TAC | NEW | June 30, 2015 | Chair & Staff | Define direction for residential MTGs or TCs within TAC with the understanding that the one residentially focused TC recently voted to disband. | Externally focused | 5A | #4 | |
| 1.8 | Implement PEC Leadership training on Finance and Effective meetings | NEW | June 30, 2015 | Training Coord. & TC Section Heads | PEC has developed modules in these two areas | Efficiency | 2B | #8 | |
| 2.0 External Relationships | | | | | | | | | |
| 2.1 | YEA Mixer at Winter meetings | OPEN | January 15, 2015 | Vice Chair | Events that bring TC and YEA members together will help to encourage greater volunteer participation at the TC level. | Outreach to Chapters; member involvement | 1C, 2B | #12 | \$5,000 |
| 2.2 | Develop plan for chapter outreach to communicate role of TCs & how to get involved | NEW | June 30, 2015 | Vice Chair & Spec. Act. / Liaison Coord. & Cooper | Work with CTTC to brainstorm simple implementable 5 minute segments to encourage member involvement with TCs | Chapter Outreach | 1B | #12 | Minor |

| Item # | MBO | Status | Date Due | Assigned To | Applicable Strategy # | MBO Comments | Link to Strategic Plan Initiatives | Link to Tech. MBOs | Fiscal Impact |
|-----------------------------------|---|--------|------------------|---|--|---|------------------------------------|--------------------|---------------|
| 2.0 External Relationships | | | | | | | | | |
| 2.3 | Implement TAC / RAC / Std's / CEC co-ordination meeting Saturday 7 AM at Society meetings | NEW | January 24, 2015 | Spec. Act. / Liaison Coord. | Improved coordination needed with all committees. Has successfully worked with CEC in providing valuable feedback. | Efficiency | 1B, 2A | #10 | |
| 2.4 | Increase the number and visibility of E&P meetings | NEW | June 30, 2015 | Vice Chair & Spec. Act. / Liaison Coord. & TC Section Heads | Create better visibility into E&P meetings by the society | Maximize opportunities for member involvement in Society Activities | 2A, 2B | #9 | |