



MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2018 Fall Meeting

September 14, 2018

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September 14, 2018

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**PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
September 14, 2018**

No.	Motion	Page
1	draft minutes of the TAC 2018 Annual Meeting be approved as drafted	1
2	Utilize the new TC activity form & Section Head Tool starting at the 2019 Winter meeting	3
3	TAC recommends to the H&A Committee that Arthur D Hallstrom be the 2017-2018 recipient of the George B. Hightower Technical Achievement Award for TC Members	3

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Letter Ballot Motions Voted on Shortly After the Meeting

No.	Motion	Page
1	TAC Recommends to Technology Council that they recommend to the Board that Rule of the Board (ROB) 2.428.002.1 B be modified as noted below. ROB 2.428.002.1 B Non-voting members include a Board ex-officio member, a coordinating officer, <u>and a staff liaison.</u>	1
2	TAC Recommends to Technology Council that they recommend to the Board that Rule of the Board (ROB) 2.248.002.2 C be modified as noted below. ROB 2.248.002.2 C All members shall have held at least one leadership role in the Society as chair of a technical committee <u>TC, TG, TRG or MTG</u> prior to joining TAC.	3
3	TAC recommends to the H&A Committee that David Moss of TC 9.9 be the 2018-2019 recipient of the George B. Hightower Technical Achievement Award for TC Members	3

**NEW ACTION ITEMS
TECHNICAL ACTIVITIES COMMITTEE
September 14, 2018**

Action No.	Responsibility	Summary of Action Items	PAGE
1	Staff	Letter Ballot TAC for the two proposed ROB changes and the SY18-19 Hightower Award recipient.	2
2	Staff	Remove all references to Technical Bulletins from the TC MOP	2
3	Staff	Set-up	2
4	Lu	Work with TC 6.10 Chair on efforts for a new TG on Biomass Boilers <David Bancroft) and bring back recommendation for a possible new title or scope	2
5	Gowri/Minor/Maston/Lawrence	Review the Presidential Ad Hoc Reports on TC Structure requested by TechC and provide recommendation to TAC on how to resolving on-going issues between TAC and CEC.	2
6	Justice	Review latest TAC ROB (Aug. 2017) to confirm TAC is in full compliance with rules or if corrective measures are needed to bring TAC into compliance.	3
7	Justice	Develop rough draft of new Section Head report template for TAC review and discussion in Chicago	3
8	Cramm	Follow-up with CEC leadership on deadline that was used for Chicago program review	4
9	Maston	Work with CEC and MORTS to get program submission tips template out to TC Chairs and Program Subc Chairs again and possibly posted to TC webpage and Houston conference page.	4
10	Goldschmidt	Schedule time during ExCOM for discussion possible ways to increase motivation and excitement for training and future vision.	4
11	Section Heads	Present a summary on section performance at section breakfast in Chicago using data from activity form (RPs, Quorum, Program submissions, HDBK, etc.) to show TCs there is value from collecting this data over time.	4
12	Meredith/Wessel/Gowri	Review current Section Head Tool and make recommendation to TAC in Chicago.	4

**Rollover Action Items
Annual Meeting, June 24 & 28, 2017**

Action No.	Responsibility	Summary of Action Items	Status
2	Cramm	Create a guide template for the summary report from section heads on a proposed plan for reducing time commitment for meetings.	On-going
4	Section Heads	Request feedback from TCs on use of RPMs and submit to MORTS	On-going

**Rollover Action Items
Winter Meeting, January 28 & February 1, 2017**

Action No.	Responsibility	Summary of Action Items	Status
1	Jokar/Todorovic	Review recommendations for O&M and provide feedback on how to move forward with the O&M Initiatives	On-going
3	Cooper/Wessel/Smith	Review the activity forms and investigate ways to consolidate the dashboard tool	On-going

LIST OF ATTACHMENTS

- ATTACHMENT A:** Status of Carry-over TAC Action Items from previous TAC Meetings
ATTACHMENT B: TAC 17-18 MBOs

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

October 3, 2017
2017 Fall Meeting

MEMBERS PRESENT:

Kelley Cramm, Chair
Thomas Justice, *Vice Chair*
Amir Jokar, *Section 1*
Elbert Phillips, *Section 2*
Jay Kohler, *Section 3* – Joined late
Dennis Wessel, *Section 4* – Joined late
Michael Sherber, *Section 5*
Dawen Lu, *Section 6* – Joined late
Larry Smith, *Section 7*
Dustin Meredith, *Section 8*
Krishnan Gowri, *Section 9*
James Tauby, *Section 10* – Joined late
Carl Huber, MTG Head
Victor Goldschmidt, *Training Coordinator*
Tom Lawrence, *BOD Ex-O*

GUESTS: None

ASHRAE STAFF

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

MEMBERS ABSENT:

Marija Todorovic, *Liaison/Special Activities Coordinator*
Barbara Minor, *Membership Coordinator / CEC Liaison*
Ginger Scoggins, *Coordinating Officer*

A. CALL TO ORDER & INTRODUCTIONS

Chair, Kelley Cramm, called the meeting to order at 11:00 am, EDT on Tuesday, October 3, 2017. Members and staff attended as recorded above

B. ADDITIONS AND/OR CHANGES TO THE AGENDA

The ASHRAE Code of Ethics is to be adhered to by those doing ASHRAE business whether or not they are an ASHRAE member. The link will below will be provided on future agendas <https://www.ashrae.org/about-ashrae/adhvae-code-of-ethics>

C. APPROVAL OF MINUTES

It was moved and seconded that,

- (1) draft minutes of the TAC 2017 Annual Meeting be approved as drafted

MOTION #1 – PASSED 9-0-0-7 CNV

D. CHAIR'S REPORT (Cramm)

- 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 – Review TAC section in latest version of ROB for accuracy and compliance
- c) Review & Status Action Items from Previous TAC Meetings – **Attachment A**
- d) Review TAC 17-18 MBOs – **Attachment B**

- e) New Members Council Referrals: TC 7.3 is working on a survey relating to O&M Initiatives to Support ASHRAE's New Strategic Plan
- f) New Information Items:
 1. Dashboard Tool Analysis – Wessel & Smith – AI#3 W17
 2. Plan to Survey TCs and SSPC 90.1 prior to Winter Meeting and another TAC/SSPC 90.1 session with interested TCs.

Action Item 1 <Staff>

Issue another survey to TCs and SSPC 90.1 prior to Winter Meeting and schedule another TAC/SSPC 90.1 session with interested TCs in Chicago

3. Status of TC 7.3 survey on PEC recommendations for O&M initiatives as requested. – In Progress
4. Top 3 biggest problems and 3 things TAC likes from CEC?

Action Item 2 <Minor>

Solicit input from TAC members on 3 biggest problems and 3 things TAC likes from CEC

5. TCs are still being encouraged to hold subcommittee meetings, if possible, prior to Chicago meeting via web meetings – Remove item from future agenda based on feedback.

Action Item 3 <Staff>

Distribute email to Handbook Sub Chairs and TC Chairs to encourage them to host Handbook Sub Meetings via web/conference call prior to Society meetings.

6. Status on New Template for Section Head reports
7. How to handle proposed Bio Fuel group given new title & scope for TC 6.7 (Solar and Other Renewable Energies)? – TC 6.7 declined to take on this topic

Action Item 4 <Lu>

Work with TC 6.10 Chair on efforts for a new TG on Biomass Boilers <David Bancroft) and bring back recommendation for a possible new title or scope

8. TAC Review of Presidential Ad Hoc Reports on TC Structure Requested by TechC

Action Item 5 <Gowri/Minor/Maston/Lawrence>

Review the Presidential Ad Hoc Reports on TC Structure requested by TechC and provide recommendation to TAC on how to resolving on-going issues between TAC and CEC.

9. TC MOP translated to Spanish – Completed by Ken Cooper

E. BOD EX-OFFICIO & COORDINATING OFFICER (Lawrence)

Added input in regards to the TC structure and agreed to collaborate with TAC to review the Presidential Ad Hoc Reports

F. VICE CHAIR'S REPORT (Justice)

- a) Proposed MOPs, ROB and Reference Manual Changes

Action Item 6 <Justice>

Review latest TAC ROB (Aug. 2017) to confirm TAC is in full compliance with rules or if corrective measures are needed to bring TAC into compliance.

It was moved and seconded that,

- (2) Section D-Coordination of TAC MOP be modified as noted below.

D1.1 The TAC Chair shall appoint an Operations Coordinator ~~Liaison Coordinator, a Special Activities Coordinator~~, and any other Coordinators needed to conduct the business of TAC in a practical and efficient manner. As conditions change, the Chair may dissolve these other Coordinator positions.

Specific responsibilities of these various coordinators are outlined in the TAC Reference Manual.

MOTION #2 – PASSED 9-0-0-7 CNV

Action Item 7 <Justice>

Develop rough draft of new Section Head report template for TAC review and discussion in Chicago.

G. OPERATIONS COORDINATOR (Todorovic)

- a) 17-18 Hightower Award Nominations – 3 nominations
 - 1. TC 1.6 – Hallstrom
 - 2. TC 8.7 – Doppel
 - 3. TC 9.9 – Moss
 - 4. Individual Ranking form
 - 5. Nomination Ranking Summary

It was moved and seconded that,

- (3) TAC recommends to the H&A Committee that Arthur D Hallstrom be the 2017-2018 recipient of the George B. Hightower Technical Achievement Award for TC Members

MOTION #3 – PASSED 9-0-0-7, CNV

H. MULTIDISCIPLINARY TASK GROUP SECTION REPORT (Huber)

- a) Proposed new MTGs – None?
- b) Any Issues with Current MTGs?

I. MEMBERSHIP COORDINATOR/CEC LIAISON (Minor>

- a) Status on Improvements to Roster Update Process – (Minor, Staff)

We are now in testing phase 1.3 – several glitches were pointed out during this phase that prevented some of the sections to move forward with their updates.

During each phase the same TCs will be asked to test the functionality of the online tool. Once the tool features are in place, we can then work on changing the graphics and move on to reporting.

Our IT department has added a new team member to this project. I will now be working with Chris Walter to complete the online roster tool. Chris and I have worked together on several project. We have agreed to meet every 2 weeks, more if necessary to complete the project by the suggested **deadline of December 1st**.
- b) Goals & Deadlines for 18-19 Rosters - (Minor, Section Heads, Staff)

- c) 17-18 Roster Issues?
- d) TAC Member Feedback on CEC Program Review Experience for Chicago Meeting?

Action Item 7 <Cramm> Follow-up with CEC leadership on deadline that was used for Chicago program review

Action Item 8 <Maston> Work with CEC and MORTS to get program submission tips template out to TC Chairs and Program Subc Chairs again and possibly posted to TC webpage and Houston conference page.

J. TRAINING COORDINATOR (Goldschmidt)

- a) Roster Update Webinars for TC chairs & Section Heads using New System (Thomas)
- b) TAC New Member Training – General duties /Mentors

Action Item 9 < Goldschmidt> Schedule time during ExCOM for discussion possible ways to increase motivation and excitement for training and future vision.

- c) Training plans for Chicago

K. SECTION HEAD REPORTS

Action Item 10 <Section Heads> Present a summary on section performance at section breakfast in Chicago using data from activity form (RPs, Quorum, Program submissions, HDBK, etc.) to show TCs there is value from collecting this data over time.

Action Item 11 <Meredith/Wessel/Gowri> Review current Section Head Tool and make recommendation to TAC in Chicago.

L. REVIEW ACTION ITEMS

Cramm reviewed the action items with the committee and staff will distribute to TAC.

ADJOURN

TAC 2017 Fall Meeting Web Conference adjourned at 12:30 p.m., Tuesday, October 3, 2017.

**STATUS ACTION ITEMS
TECHNICAL ACTIVITIES COMMITTEE
June 24 & 28, 2017**

Action No.	Responsibility	Summary of Action Items	Status
1	Vaughn	Provide TAC with the total number of badges printed for TC members not registered for the Conference.	Complete
2	Cramm	Create a guide template for the summary report from section heads on a proposed plan for reducing time commitment for meetings.	Ongoing
3	Vaughn	Provide TAC with a list of chairs that are rolling off of their TC effective June 2018. This list will be used as a guide for potential new TAC members.	Complete
4	Section Heads	Request feedback from TCs on the use of RPMs and submit to MORTS	Complete

**Rollover Action Items
Winter Meeting, January 28 & February 1, 2017**

Action No.	Responsibility	Summary of Action Items	Status
1	Jokar/Todorovic	Review recommendations for O&M and provide feedback on how to move forward with the O&M Initiatives	On-going
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Technical Activities Committee MBOs 2017-2018

Kelley Cramm, Chair

6/23/2017

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
1.0 TCs								
1.1	Improve understanding of TC chairs and program subcommittee chairs about how CEC works	TAC leadership continues to meet with CEC leadership on Sat. morning at each Society meeting and progress is being made in resolving program issues.	Ongoing	TAC and staff	1c	One of the most important duties for TCs is the creation of programs for the ASHRAE meetings. Assist TCs in understanding how to get on the Program	Efficiency, better programs at ASHRAE meetings	Unknown
1.2	Implement opportunities for TC's to become involved with Student Members		June 30, 2019	TAC and staff	1c	TAC to liaison with Student Activities Committee to identify opportunities.	Strategic - Students & TC's, future of ASHRAE	Unknown
2.0 TAC								
2.1	Monitor use and evaluate effectiveness of new TC activity reporting tool	Work has started in trying to determine what key information is needed by TAC to effectively manage and support the TCs long- term. It may take a while for TAC to decide this answer	Jan-18	TC Section Heads	2a	Is this the right tool we need?	Efficiency	NA
2.2	Roll out the Roster Update system	New on-line TC roster update system continues to be developed. One TC from each section will be asked to test system using their 17-18 spreadsheet information to see if system provides same results as spreadsheet. Expect to roll-out new system this fall.	Sep-17	TAC & Staff	2a	Getting the annual updates to TC rosters is a major obstacle to increased volunteer participation due to complex rules, tools, and time commitment.	Efficiency	Minimal - On-line TC roster update system developed by ASHRAE I.T. staff

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
2.0 TAC								
2.3	Implement systems to assist TC's in achieving quorum		#####	TAC and staff	2b	Section heads to start the process in Long Beach	Efficiency	Unknown
2.4	Work with Handbook Committee to improve update process and quality of handbook		#####	TAC and staff	2a, 3	TAC to liaison with Professional Development Committee to identify opportunities.	Efficiency - Improve handbook update porcess	Unknown
3.0 Other Groups								
3.1	Investigate what TAC can do to support Section 10 (Refrigeration) regarding /activity / membership / HDBK	ON-GOING 17-18	TBD	TAC and staff	3a	What can we do to assist in this?	Technology transfer	None
3.2	Implement opportunities for TC's to become involved with the Professional Development Committee		#####	TAC and staff	3d	TAC to liaison with Handbook Committee to identify opportunities.	Improve Effectiveness of PD Courses	Unknown