



MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2018 Spring Web/Conference Call

April 19, 2018

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April 19, 2018

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ADJOURN

**PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
April 19, 2018**

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1	Minutes of the TAC 2018 Winter Meeting be approved as drafted	3

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**NEW ACTION ITEMS
TECHNICAL ACTIVITIES COMMITTEE**

Action No.	Responsibility	Summary of Action Items	Page
1	Goldschmidt	Survey incoming TC Chairs prior to Houston for feedback on items to include in Chair's training	3
2	Goldschmidt/Smith/Tauby/Kohler	Review the current training materials and make recommendations in Houston	4

**Status Action Items
WINTER MEETING - January 24, 2018**

Action No.	Responsibility	Summary of Action Items	Status
1	Staff/Justice	Work with IT (Chris Walters) to gather input on the best way to distribute this report	On-going

FALL MEETING - October 3, 2017

Action No.	Responsibility	Summary of Action Items	Status
5	Lu	Work with TC 6.10 Chair and proposer of new TG on Biomass Boilers (David Bancroft) to see if two groups can join forces under TC 6.10 with possibly new title and scope.	On-going
6	Maston, Minor, Gowri, Lawrence	Review the two TC Ad Hoc final reports and make recommendation to TAC on how to proceed given that original purpose of Ad Hoc was to help resolve on-going issues between TAC and CEC.	Rework & Resend to BOD
7	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.	On-going
10	Maston/Minor	Work with CEC and MORTS to get program submission tips template out to TCs again and possibly posted to TC webpage and Houston conference page.	On-going
12	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.	On-going
13	Meredith, Wessel, Gowri	Will review current Section Head Tool and make recommendation to TAC in Chicago.	On-going

ANNUAL MEETING, June 24 & 28, 2017

Action No.	Responsibility	Summary of Action Items	Status
4	Section Heads	Request feedback from TCs on the use of RPMs and submit to MORTS	On-going

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

LIST OF ATTACHMENTS

ATTACHMENT A: 2017-2018 TAC MBOs

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

April 19, 2018

MEMBERS PRESENT:

Kelley Cramm, *Chair*
Thomas Justice, *Vice Chair*
Amir Jokar, *Section 1*
Jay Kohler, *Section 3*
Dennis Wessel, *Section 4*
Larry Smith, *Section 5*
Dawen Lu, *Section 6*
Dustin Meredith, *Section 8*
Krishnan Gowri, *Section 9*
James Tauby, *Section 10*
Carl Huber, *Section MTG*
Barbara Minor, *Membership Coordinator/CEC Liaison*
Victor Goldschmidt, *Training Coordinator*

MEMBERS ABSENT:

Elbert Phillips, *Section 2*
Sarah Maston, *Section 7*
Marija Todorovic, *Operations Coord.*
Thomas Lawrence, *BOD Ex-O*
Ginger Scoggins, *Coord. Officer*

ASHRAE STAFF:

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

A. CALL TO ORDER & INTRODUCTIONS

Chair, Kelley Cramm, called the meeting to order at 11:00 am, EDT on Thursday, April 19, 2018. Members and staff attended as recorded above.

B. ADDITIONS AND/OR CHANGES TO THE AGENDA

- a) 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>

No additions to the agenda

C. APPROVAL OF MINUTES

It was moved and seconded that,

- (1) minutes of the TAC 2018 Winter Meeting be approved as drafted

MOTION #1 – PASSED 10-0-0 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
 1. TechC A.I. #7 - Report on Strategic Plan 2B implementation to Tech Council at 2018 Annual meeting.
INITIATIVE 2: ASHRAE Efficiency – Organizational Assessment

The technical committees are the engine that drives ASHRAE technology. They must operate at full efficiency for ASHRAE to meet its desired goals. ASHRAE will review all aspects of the technical committee organization to ensure it is ready for today’s and tomorrow’s needs. Tom Justice will oversee this action item with the assistance of Victor Goldschmidt.

c) Review & Status Action Items from TAC Chicago Meeting

In response to Action Items #12, the chair and vice chair plans to attend the section breakfast in Houston to explain proposed changes to the activity form.

**Status Action Items
Winter January 24, 2018**

Action No.	Responsibility	Summary of Action Items	Status
1	Staff	Work with IT (Chris Walters) to gather input on the best way to distribute this report	On-going

Fall Meeting - October 3, 2017

Action No.	Responsibility	Summary of Action Items	Status
5	Lu	Work with TC 6.10 Chair and proposer of new TG on Biomass Boilers (David Bancroft) to see if two groups can join forces under TC 6.10 with possibly new title and scope.	On-going
6	Maston, Minor, Gowri, Lawrence	Review the two TC Ad Hoc final reports and make recommendation to TAC on how to proceed given that original purpose of Ad Hoc was to help resolve on-going issues between TAC and CEC.	Rework & Resend to BOD
7	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.	On-going
8	Justice	Develop rough draft of new Section Head report template for TAC review and discussion in Chicago.	Reassigned
10	Maston/Minor	Work with CEC and MORTS to get program submission tips template out to TCs again and possibly posted to TC webpage and Houston conference page.	On-going
12	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.	On-going
13	Meredith, Wessel, Gowri	Will review current Section Head Tool and make recommendation to TAC in Chicago.	On-going

ANNUAL MEETING, June 24 & 28, 2017

Action No.	Responsibility	Summary of Action Items	Status
2	Justice	Create a guide template for the summary report from section heads on a proposed plan for reducing time commitment for meetings.	Reassigned

4	Section Heads	Request feedback from TCs on the use of RPMs and submit to MORTS	On-going
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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	Reassigned

D. CHAIR'S REPORT (continue)

- d) Review TAC 17-18 MBOs – A summary of the MBO's are included in **ATTACHMENT A**.
- e) New & On-going Council Referrals to TAC: PEC O&M initiatives referral to TAC & TC 7.3
- f) New Information Items:
 1. Spring BOD meeting Discussion of Uncoordinated Efforts - ASHRAE TCs, MTGs, etc.
 2. Status on TAC/SSPC 90.1 Response Document to TCs on survey results discussed in Chicago.
 3. Possible Program Tracks for 2019 Annual Meeting in KC

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

No Ex-Officio in attendance during this conference call

F. VICE CHAIR'S REPORT (Justice)

- a) Status on New Template for Section Head reports
Staff is currently working with IT to create a template for the trend based performance tool.

G. OPERATIONS COORDINATOR (Todorovic)

- a) Proposed TAC or TC Procedure Changes?
 1. Clarification about the required voting threshold related to Standards & Guidelines – Larry Smith will work with Craig Wray to discuss this item at the upcoming meeting

H. MULTIDISCIPLINARY TASK GROUP SECTION REPORT (Huber)

- a) Proposed new MTGs – Potential New MTG on Health and Wellness – Investigate and report back in Houston
- b) Any Issues with Current MTGs:
 1. MTG.OBB wishes to now become a TC – Suggestions made for the MTG to consider becoming a TRG
 2. MTG.IAST completed WS-1848 (Assessing the Impacts and Value of ASHRAE's Standards & Technology) and RAC will consider at their spring meeting – RAC has accepted with 1 condition

I. MEMBERSHIP COORDINATOR / CEC LIAISON – (Minor)

- a) Status on Improvements to Roster Update Process – (Minor, Staff) – Nothing new to report at this time
- b) TAC Member Feedback on CEC Program Review Experience for Houston Meeting?

J. TRAINING COORDINATOR - (Goldschmidt)

- a) Initial Plans for TAC New Member Training – General duties /Mentors

ACTION ITEM 1 <Goldschmidt> Survey incoming TC Chairs prior to Houston for feedback on items to include in Chair's training

- b) TC Chair Training plans for Houston – Annual meeting training will be 60 minutes long and include feedback from the survey

ACTION ITEM 2 <Goldschmidt/Smith/Tauby/Kohler>

Review the current training materials and make recommendations in Houston

K. SECTION HEAD REPORTS

No new information to report at this time

ADJOURN

Meeting adjourn at 12:30 PM EDT

Technical Activities Committee MBOs 2017-2018

Kelley Cramm, Chair; Tom Justice, Vice Chair

1/24/2017

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
1.0	Internal Management							
1.1	Improve understanding of TC chairs and program subcommittee chairs about how CEC works	Improve understanding of TC chairs and program subcommittee chairs about how CEC works	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	Methods to streamline the face-to-face meeting times for TAC	New	January 15, 2016	Chair working with all on TAC, staff	1A, 2A	Many of the volunteers who participate in ASHRAE committees are overloaded at the annual and winter meetings attending meetings. This objective will look at ways we can decrease the required face-to-face time, with a target of maybe 2-3 hours maximum on Saturday and 1 hour on Wednesday.	Efficiency	None
1.3	Monitor use and evaluate effectiveness of new TC activity reporting tool	A subcommittee was formed to study this. They have produced a report. Will discuss in Chicago	Jan-18	TC Section Heads	2a	Is this the right tool we need?	Efficiency	NA
1.4	Implement systems to assist TC's in achieving quorum	This is a low priority for the year	30-Jun-19	TAC and staff	2b	Section heads to start the process in Long Beach	Efficiency	Unknown
1.5	Implement systems to assist TC's in achieving quorum	This is a low priority for the year	30-Jun-19	TAC and staff	2b	Section heads to start the process in Long Beach	Efficiency	Unknown

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
1.0	Internal Management	Continued						
1.6	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 is being developed by salaried ASHRAE I.T.staff as time allows.
1.7	Investigate what TAC can do to support Section 10 (Refrigeration) regarding activities/membership	This is a low priority for the year	TBD	TAC and staff	3a	What can we do to assist in this?	Technology transfer	None
1.8	Together with staff, define further improvements to the Roster Update process	On-going - Good progress made. Beta test of online tool next step.	January 15, 2016	Roster Coordinator & Staff	1A, 2A	Annual updates to TC rosters is a major obstacle to increased volunteer participation due to complex rules, tools, and time commitment.	Efficiency	Potential development cost; \$50k
1.9	Investigate the potential for an on-line alternative to the spreadsheet Section Head tool entry	New	June 30, 2016	TC Section Heads, Chair and Staff	1A, 2A	This is a follow-on to the MBO 1.1 which is monitoring the effectiveness of the Section Head reporting tool. The reporting tool was a good development, but compliance has lagged.	Efficiency	Potential development cost; \$50k (Guess, similar to MBO 1.4)

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
2.0 External Relations								
2.1	Develop plan for residential position within TechC & TAC & RBC	On-going	June 30, 2016	Chair & Staff	2C, 5A	Define direction for residential MTGs or TCs within TAC with the understanding that the one residentially focused TC recently voted to disband. This really is more of an External Relations issue, and MBO will either evolve or a new one created depending on the approach that ASHRAE will take.	Externally focused	
2.2	Develop plan for chapter outreach to communicate role of TCs & how to get involved	On-going	June 30, 2016	Vice Chair & Spec. Act. / Liaison Coord. & Cooper	2C	One of the most important duties for TCs is the creation of programs for the ASHRAE meetings, but this process continues to be misunderstood and a point of contention between the TCs and CEC. First step is the creation of a position within TAC to have a CEC Liaison. Work with the CEC Liaison to develop additional methods for effective communication (beyond the CEC-TAC coordination meeting at 7:00 am Saturday.	Chapter Outreach	Minor
2.3	Implement opportunities for TC's to become involved with Student Members	TAC/Student Activities Event scheduled for Saturday afternoon in Chicago. Hope to make this a recurring event.	30-Jun-19	TAC and staff	1c	TAC to liaison with Student Activities Committee to identify opportunities.	Strategic - Students & TC's, future of ASHRAE	Unknown
Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact

2.0 External Relationships Continued								
2.4	Improve understanding of TC chairs and program subcommittee chairs about how CEC works	New. CEC Liaison has been created and filled for 2015-2016	June 30, 2016	Chair and CEC Liaison	2C	Work with CTTC to brainstorm simple implementable 5 minute segments to encourage member involvement with TCs. CEC-TAC coordination meeting at 7:00 am Saturday. We have the PowerPoint presentation that was prepared 1-2 years ago, but this tool is not being used it appears.	Efficiency, better programs at ASHRAE meetings	none