



## **MINUTES**

### **TECHNICAL ACTIVITIES COMMITTEE**

2018 Winter Meeting

**January 20 & January 24, 2018**

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**January 20 & January 24, 2018**

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ADJOURN

**PRINCIPAL MOTIONS  
TECHNICAL ACTIVITIES COMMITTEE  
January 20 & January 24, 2018**

<b>No.</b>	<b>Motion</b>	<b>Page</b>
1	Minutes of the TAC 2017 Fall Meeting be approved as drafted	3
2	MTG.ASEC, Avoided Sources Energy Consumption Due to Waste Heat Recovery and Heat Pump Technologies be disbanded	4
3	The title and scope change to Technical Committee 1.10, Cogeneration Systems be revised as indicated below:	7

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**NEW ACTION ITEMS  
TECHNICAL ACTIVITIES COMMITTEE  
January 20 & January 24, 2018**

<b>Action No.</b>	<b>Responsibility</b>	<b>Summary of Action Items</b>	<b>Status</b>
1	Staff	Work with IT (Chris Walters) to gather input on the best way to distribute this new section head report to TCs & Section Heads.	

**Fall Meeting - October 3, 2017**

<b>Action No.</b>	<b>Responsibility</b>	<b>Summary of Action Items</b>	<b>Status</b>
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.	On-going
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.	Complete
8	Justice	Develop rough draft of new Section Head report template for TAC review and discussion in Chicago.	Complete
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

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**LIST OF ATTACHMENTS**

- ATTACHMENT A:** 2017-2018 TAC MBOs
- ATTACHMENT B:** EX-O PRESENTATION
- ATTACHMENT C:** TRAINING COORDINATOR REPORT

## MINUTES

### TECHNICAL ACTIVITIES COMMITTEE

January 20 & January 24, 2018

#### MEMBERS PRESENT:

Kelley Cramm, *Chair*  
Thomas Justice, *Vice Chair*  
Amir Jokar, *Section 1*  
Elbert Phillips, *Section 2*  
Jay Kohler, *Section 3*  
Dennis Wessel, *Section 4*  
Larry Smith, *Section 5*  
Dawen Lu, *Section 6*  
Sarah Maston, *Section 7*  
Dustin Meredith, *Section 8*  
Krishnan Gowri, *Section 9*  
James Tauby, *Section 10*  
Carl Huber, *Section MTG*  
Marija Todorovic, *Operations Coord.*  
Barbara Minor, *Membership Coordinator/CEC Liaison*  
Victor Goldschmidt, *Training Coordinator*  
Thomas Lawrence, *BOD Ex-O*

#### GUEST:

Jon Cohen  
Ernesto Porras  
Daniel Rogers  
David Claridge  
Kevin Marple  
Michael Collarin  
Christine Keltner  
Kyle Gluesenkamp  
Jason DeGraw  
Scott Campbell  
Blake Ellis  
Cynthia Moreno  
Chris Walter, *Staff*  
Tony Giometti, *Staff*

#### MEMBERS ABSENT:

Ginger Scoggins, *Coord. Officer*

#### ASHRAE STAFF:

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

#### A. GROUP PHOTO OF TAC FOR ASHRAE MARKETING

#### B. CALL TO ORDER & INTRODUCTIONS

Chair, Kelley Cramm, called the meeting to order at 8:00 am, EST on Saturday, January 20, 2018. Members and staff attended as recorded above.

Commitment to the ASHRAE Code of Ethics: In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics> )

#### C. ADDITIONS AND/OR CHANGES TO THE AGENDA

No additions to the agenda

**D. ACTION ITEMS TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS****STATUS-ACTION ITEMS  
Fall Meeting - October 3, 2017**

<b>Action No.</b>	<b>Responsibility</b>	<b>Summary of Action Items</b>	<b>Status</b>
1	MORTS	Issue another survey to TCs and SSPC 90.1 prior to Winter Meeting and another TAC/SSPC 90.1 session with interested TCs	Complete
2	MORTS	Distribute e-mail to Handbook Subc. Chairs and TC Chairs to encourage them to host Handbook Subc. Meetings via web/conference call prior to Society meetings	Complete
3	MORTS	Drop TC Subc. Meetings (D.f.5) from future TAC agendas. Instead e-mail all HDBK Subc. Chairs & TC Chairs to encourage them to hold HDBK Subc. Meetings via web meeting prior to Society meetings.	Complete
4	Minor	Solicit input from TAC members on 3 good / 3 bad things CEC does	Complete
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.	On-going
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.	Complete
9	Cramm	Follow-up with CEC leadership on deadline that was used for Chicago program review – 1 week was insufficient time. Need to get cleared up for Houston so TAC has enough time for review.	Complete
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
11	ExCOM / Goldschmidt	Schedule time for ExCom discussion with VG on training vision for TAC and TCs. If possible, schedule as face-to-face meeting. Solicit feedback in advance from TAC and TCs on current training via survey or other means.	Complete
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	Cramm	Create a guide template for the summary report from section heads on a proposed plan for reducing time commitment for meetings.	Reassigned Justice

**WINTER MEETING  
January 28 & February 1, 2017**

Action No.	Responsibility	Summary of Action Items	Status
1		Review recommendations for O&M and provide feedback on how to move forward with the O&M Initiatives	Reassigned Maston

**E. APPROVAL OF MINUTES**

It was moved and seconded that,

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

**MOTION #1 – PASSED** 14-0-0 CNV

**F. CHAIR’S REPORT** (Cramm)

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval – TAC MOP motion modified & approved by TechC – Change allows TAC to have Coordinator positions, but all other details surrounding each Coordinator position will now reside in the TAC Reference Manual
- b) New or Carryover Action Items Assigned to TAC by Tech. Council: Review TAC ROB section for accuracy.
  1. Review TAC ROB section for accuracy – AI #7 F17 (Justice) – cover under vice chair report
  2. TAC provide a recommendation at this meeting as to whether a new TC, TG, TRG, MTG or Presidential Ad Hoc should be formed to focus attention on the topic of Resiliency / Natural Disaster Preparedness for the Society.
  3. Review of TC Ad Hoc final reports & recommendation to TAC. – AI #6 F17 (Maston, Minor, Gowri, Lawrence)
- c) New Information Items:
  1. Thank you for the strong level of TAC support for Student Activities event this afternoon. As a result, we need to conclude today’s meeting by 1:30 pm – MBO 1.2
  2. TAC Input Provided on Tracks for 2019 Winter Meeting
  3. TAC/TC/SSPC 90.1 Interface/Liaison Session – Mon. 1/22, 2 pm – 4 pm, State Ballroom – 4th Floor
  4. TC & SSPC 90.1 survey results on TC issues with Standard 90.1 & TCs most needed by SSPC 90.1 to help on standard through working groups. –TAC and SSPC 90.1 leadership met together again in Chicago, as they did in Long Beach, to work on the long standing problem of not enough TC involvement with the SSPC to help with the development of the standard and better understand the Standards process. Members of the TCs and SSPC 90.1 were surveyed prior to this meeting for feedback. The leadership of TAC and SSPC 90.1 then met here at this meeting to review all the survey responses received and to develop a joint response back to each respondent. The end goal of this effort is to recruit more TC liaisons for the standard and to increase at the TC level the awareness and understanding of the standard development processes.
  5. 13<sup>th</sup> RPM Capable Society Meeting for TCs TC 1.6, TC 1.10, TC 1.12, TC 2.1, TG2(HVAC), TC 5.8, TC 5.11, TC 6.9, TC 7.3, TC 7.9, TC 8.3, TC 9.2, TC 9.4, TC 10.3, and TC 10.6 in Chicago



6. RP-1650 Survey Sponsored by TCs 7.3, 7.6, and TC 7.8 needs help in boost number of respondents. (Maston)
7. TC websites being used again to notify TC members that they can obtain a free name badge for TC meeting in Registration
8. Follow-up with CEC Leadership on review deadline used for Chicago – 1 week was insufficient time. – AI #9 F17 (Cramm)

d) MBOs – Attachment A

- e) Proposed plan for reducing time commitment for meetings: Section heads prepare written report on section status, send to Mike Vaughn and TAC Chair by Tuesday, 1/23, (5:00 pm?) and then during Wednesday, 1/24, meeting only spend ~3-5 minutes each highlighting key points. Any ‘new business’ requiring committee vote will be noted and taken-up after review of each section. Will encourage similar efficiency in the reports by others during the Saturday, 1/20, session.

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

2018 EXO Report to TAC presented by Tom Lawrence – **Attachment B**

**H. VICE CHAIR’S REPORT** (Justice)

The attached Trend Based Performance Metrics report was present by Tom Justice. The report is summarized as **Attachment C**.

- a) Initial Plans for SY 18-19 and request for suggestions from TAC members
- b) Review TAC ROB section for accuracy – AI #7 F17 (Justice)
- c) Develop rough draft of new section head report template to TAC for discussion – AI #8 F17 (Justice)

**Action Item 1** <Vaughn>

Work with IT (Chris Walters) to gather input on the best way to distribute this new section head report to TCs & Section Heads.

**I. MTG SECTION HEAD** (Huber)

- a) Status of MTGs:
  1. MTG.ACR – Air Change Rate
  2. MTG.ASEC – Avoided Sources Energy Consumption Due to Waste Heat Recovery and Heat Pump Technologies

It was moved and seconded that,

- (2) MTG.ACR, Avoided Sources Energy Consumption Due to Waste Heat Recovery and Heat Pump Technologies be disbanded

**MOTION #2 – PASSED** 14-0-0, CNV

3. MTG.BD – Building Dampness
4. MTG.BIM – Building Information Modeling
5. MTG.EBO – Effective Building Operation – **NEW!**
6. MTG.HCDG – Hot Climate Design Guide
7. MTG.IAST – Impact of ASHRAE Standards and Technology on Energy Savings / Performance
8. MTG.LowGWP – Alternative Lower Global Warming Potential Refrigerants
9. MTG.OBB – Occupant Behavior in Buildings
- b) Other MTG Related Issues & News - **TBD**
- c) Proposed New MTGs – **None so far**

**J. ROSTER COORDINATOR & CEC LIAISON** – (Minor)

- a) 17-18 Rosters – Status on Goals & Number of Changes processed by staff after Long Beach Meeting  
Copies of all 2017-2018 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.

The current roster can be accessed anytime at <http://ASHRAE.org/MyActiveCommittees> (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) Changes for Roster Update Process this Year? – New Online Roster Update Form – Timeline for New online Roster System fully integrated with ASHRAE Database.
- c) Roster Update Schedule and goals for 18-19 Rosters  
Links for the 2018-2019 TC/TG/TRG roster update workbooks was e-mailed by staff December. The following tentative deadlines are proposed in order to have rosters ready for distribution to the TCs by the end of May:
- Wednesday, February 1 – 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 2/28/18, and remainder turned in by 3/31/18
  - March to May – Section head works with staff and TC to finalize 2018-2019 rosters so that they can be distributed to TCs by June 1st. GOAL: All rosters completed and distributed with liaisons included by 6/15/18
- d) Update on CEC activities and issues Improve understanding of TC chairs and program subcommittee chairs about how CEC works CEC Liaison (Minor & Maston Lead Discussion) – MBO 1.1  
Following-up on the successful joint effort last summer/fall to help develop the Society’s 2018 Winter meeting technical program together, CEC and TAC decided at this meeting repeat this effort for the Houston meeting. TAC program reviewers will be identified by February 5<sup>th</sup> or sooner. Once identified, CEC & TAC will participate in a joint training session on review procedures and on the new program submission software that will be used for the Houston program. Lastly, CEC and TAC during the Saturday meeting were able to brainstorm several ideas to improve the program process and new program software further.
- e) Each TAC Member name 3 good things and 3 bad things CEC does- AI #4 F17 (Minor)

#### **K. OPERATIONS COORDINATOR** (Todorovic)

- a) TAC Activities Report to other Standing Committees
1. Standing committee Liaisons to TCs – Tips and Suggestions for Speaking Time at Section Head Breakfast (Liaison speaking guidelines)
  2. Liaison report to other committees
  3. Spanish translation of TC documents and on-going maintenance  
A team headed by John Constantinide of CTTC worked to translate Technical Committee documents into Spanish. The first one completed was *Introduction to Tech Committees* (<https://www.ashrae.org/standards-research--technology/technical-committees>) and it now appears on the ASHRAE website. His team has continued their work since then and has completed or are working on the following additional TC documents:
    - Introduction to technical committees – on TAC webpage, but is not on the “ASHRAE en Español” page of the ASHRAE website. It has detailed presentation notes and can be presented by anyone.

- The TC MOP is done but it has not been published on the ASHRAE website yet
  - A revision to a brochure outlining how to become involved in technical committees is done but not published on the website yet
  - The document detailing all TC scopes is being translated currently
  - A disclaimer specifying that the translation is done by volunteers and has been added to the translations, but is not approved by ASHRAE yet.
- b) TAC or TC Procedure Motions for approval  
1. TBD
- c) Basecamp for documents  
TAC is developing a new process to transition all downloadable committee documents for a meeting from FTP sites to Basecamp, and it is significantly helping improve the ability for members to access current, revised and new documents wherever there is an internet connection so that committee members don't have to download documents they already have or only need just to check a few items when needed.
- d) Implement regular coordination/interface meeting at Society meetings or via web between TAC ExCOM and ExCOMs of RAC / HBC / StdC / CEC / and new RBC (Residential Building Committee) – Ongoing  
More of an External Relations issue, and MBO will either evolve or a new one created depending on the approach that ASHRAE will take.
- e) TAC Inter-society Liaisons - Annual Reports due in Houston  
ASHRAE TC 1.6 – Terminology and members of USNC/IIR are continuing reviewing terms provided by the International Institute of Refrigeration (IIR) that are also in the ASHRAE terminology database providing harmonization improvements of the definitions on the benefit of ASHRAE and IIR performance of global conduction cooperation.

#### **L. TRAINING COORDINATOR** (Goldschmidt)

- a) TC/TG/TRG Chair's Training Workshop plans for Chicago - Track and Encourage Attendance - New  
Training materials for TC/TG/TRG/MTG members  
1. TC Roster Update Training on rules, schedule, and use of New Online Input form
- b) Update on Program & Research Recorded "How to" Training Modules  
A summary of the Training Coordinator report is included as **Attachment C**.  
1. Recommended Program Training Modules.  
2. Draft PMS Training Module  
3. Draft WS Development Process Module
- c) Position training and mentor assignments for new TAC members (Lu, Smith, Huber, Goldschmidt, Maston)?
- d) Investigate opportunities for TCs & TAC to become more involved with Professional Development Committee (PDC) - **MBO 3.2**

#### **M. SUNDAY'S SECTION MEETINGS/BREAKFAST AND REMINDERS** (Cramm)

- a) Liaison Speaking Guidelines (TAC chair conveys to all TC Liaisons prior to Chicago via e-mail)
- b) Section Head Meetings Sunday A.M. – Finalize draft agenda (see attached prelim. Draft)
- c) TAC ExCOM focus on Section 10 at this meeting – MBO 3.1
- d) Section Heads present summary on section performance based upon data from past activity reports – AI #12 F17 (All Section Heads)
- e) Review current Section Head Tool and make a recommendation to TAC in Chicago – AI #13 F17 (Meredith, Wessel, Gowri)

#### **N. CEC CONSULTANT REPORT** (Maston)

- a) Update on CEC activities and issues to help improve understanding of TAC, TC chairs, and program subcommittee chairs about how CEC works. – 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

- b) 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. – **AI #10** F17 (Maston)

#### **O. STAFF REPORT (MORTS)**

ASHRAE will be updating their database software (Net Forum) to the latest version provided by the vendor this spring. As a result, it was recommended by ASHRAE I.T. staff that we postpone the effort to integrate the online roster update input with the database until after this update is completed. Goal is to process the SY 19-20 TC rosters using an online input form that is fully integrated with the ASHRAE database for even better efficiency.

#### **P. SECTION HEAD REPORTS**

Presenting highlights only from their written reports submitted Tuesday

- a) New motions that TAC must consider at this meeting from TCs in section?
1. Proposed New TC/TG/TRGs, or Merges, or Disbands?
  2. Proposed Name and Scope Changes

It was moved and seconded that,

- (3) The title and scope change to Technical Committee 1.10, Cogeneration Systems be revised as indicated below:

Title: Combined Heat and Power Systems

Scope: TC 1.10 is concerned with combined heat and power (CHP) systems, their cycles and components including heat recovery, combustion turbine inlet cooling (CTIC), energy conversion and system integration. The systems provide both power (electric and/or mechanical) and thermal energy (heating and/or cooling) and are variously known as cogeneration systems; trigeneration systems; combined heat and power (CHP); and combined cooling, heating and power (CCHP) systems.

#### **MOTION #3 – PASSED 13-0-0 CNV**

3. Section 6 Only - Proposed new TG 6.11 (Wood Energy Utilization) & Impact on TC 6.7 (Solar & Other Renewable Energies) – **AI #5** F17 (Lu)
  4. **TBD**
- b) Updates on any Special Assignments assigned to TCs in section
- c) Feedback of Effectiveness of TC Activity reporting tool – **MBO #2.1**
- d) Feedback on New TC Roster Update System – Phase 1 (Online form) – Positive feedback on the new roster update tool. Additional changes in phase 2.
- e) Improve TC Websites – Status of Websites in Section
1. Long Beach minutes posted?
  2. Chicago agenda posted?
  3. TC feedback on new template? Suggested enhancements?
- f) Other Problems & Issues for TAC action or information?
1. RPM Meeting Feedback from Chicago - (Priority for RPM given to TCs that won't make quorum in Chicago or Houston) – **MBO #2.3**
  2. **TBD**

#### **Q. UNFINISHED BUSINESS**

No unfinished business to discuss at this time

**R. NEW BUSINESS**

Discuss an initiative to thank federal government employees who volunteer for ASHRAE

**S. REVIEW NEW ACTION**

Vice Chair, Tom Justice concluded the meeting

**ADJOURN**