MINUTES
TECHNICAL ACTIVITIES COMMITTEE
Fall Web Meeting
October 26, 2020

MEMBERS PRESENT:

Dustin Meredith, *Chair*
Larry Smith, *Vice Chair*
Jennifer Leach, *Section 1*
Stuart Dols, *Section 3*
James Bennett, *Section 4*
Kevin Marple, *Section 5*
Dawen Lu, *Section 6*
Satheesh Kulankara, *Section 7*
Kevin Mercer, *Section 8*
Brad Cochran, *Section 9*
Charles Henck, *Section 10*
Carl Huber, *Section MTG*
Victor Goldschmidt, *Special Activities Coordinator*
Craig Messmer, *Training Coordinator*
Vance Payne, *Operations Coordinator*
Rick Hermans, *BOD Ex-O*
Bill McQuade, *Coordinating Officer*

GUESTS:

MEMBERS ABSENT:

Jon Cohen*, Section 2*

ASHRAE STAFF:

Steve Hammerling, *MOTS*
Tara Thomas, *AA*

A. CALL TO ORDER & INTRODUCTIONS

Chair, Dustin Meredith, called the meeting to order at 3:00 pm, EDT on Monday, October 26, 2020. Members and staff attended as recorded above. Meredith referred to the commitment to the ASHRAE Code of Ethics:

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: www.ashrae.org/about-ashrae/ashrae-code-of-ethics)

B. ADDITIONS AND/OR CHANGES TO THE AGENDA

The agenda was posted to Basecamp ahead of the meeting. No changes were requested.

C. ACTION ITEM TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS

Action Items from previous meetings were reviewed. The following updates were reported:

- Related to Action Item #4 from the May 18th meeting, a decision was confirmed to mail all outgoing FG chair certificates to the outgoing chairs (**AI #1**). Section Heads can go further if they wish with chapter or future TC presentation at the next face to face FG meeting.
- Messmer was added to Goldschmidt on Action Item #5 from the May 18th meeting. Goldschmidt anticipated guidance for virtual meetings before January
- Other actions items were reported as complete.

D. **APPROVAL OF MINUTES**
Meeting minutes from the Annual Meeting would be sent to TAC for review after this meeting. Please look for minutes from this meeting as well.

E. **CHAIR'S REPORT**
   a) Disposition of Motions from Last Meeting Requiring Higher Body Approval –
      1. Motion to revise TC MOP was approved by OPS. Updated document available on Basecamp and website.

   b) New or Carryover Action Items Assigned to TAC by TechC
      No new or carryover actions items were assigned to TAC

   c) New Information Items:
      1. Winter Meeting Plans
         Meredith noted the face to face ASHRAE Winter Meeting and EXPO in Chicago was cancelled. There would be a Virtual Annual Meeting held 2021 ASHRAE Winter Virtual Conference held February 9-11 that would include a mixture of live, pre-recorded and on-demand sessions. ASHRAE will schedule TC and other society meetings around this time.

         Meredith asked TAC for suggestions to improve upon the Virtual Meeting experience from the Annual Meeting. The following suggestions were made:

         - suggestion for conferencing software with single log in point, find meeting and click to attend. (SMACNA EDGE example, 3 days –had to register for overall meeting, once registered access to specific meetings is much easier)
         - suggestion for condensed timeline (one week of ASHRAE meetings vs. 6 weeks of sporadic meetings). Much easier to justify to employer and to be able to participate.
         - Can TAC help assure FGs indeed hold virtual meetings? (noted some didn't attend annual virtual meetings)
         - suggested sensitivity to international time zones (11A-2P Eastern time zone which could help attendance)
         - can TAC help communicate increased importance of virtual meetings as we want FGs to meet more frequently (quarterly).
         - Making platform EASY is way to go to get all to participate and utilize virtual options.
         - Section Heads should solicit input from FGs ton how they'd like to see virtual meeting organized
         - How can ASHRAE improve public notification of meetings, particularly notification of interested parties (non-TC members) than last time? What can be done to improve notifications?
         - Can ASHRAE make things easier by including participation links to meetings in ASHRAE app to help with access/notification issues
         - Can scheduling process be improved or more closely structured? TCs were asked and given latitude on when to schedule meetings. Would limiting options be more effective?

         Section Heads were asked to solicit input on improving virtual meeting organization from their functional groups (**AI #2**)

         Staff was asked to send this and future input to appropriate ASHRAE contacts with cc to Meredith (**AI #3**)

      2. ASHRAE Strategic Plan Initiatives
         - #1 – Resilient Buildings and Communities
           - TC 2.10 (lead), 2.7, 2.5, 4.2, 4.4, 5.6, 6.7, 7.5, 9.9. EHC
             This topic has been in the strategic plan since before the current pandemic. ASHRAE is working to establish ASHRAE as technical authority and expand resources in this

area. Many TCs will be asked to participate. TC 2.10 currently assessing work ASHRAE is doing, identifying gaps, and looking to develop a formal work plan to accomplish the strategic initiative.

3. How to handle individual TC recommendations
    Meredith noted a number of TCs have developed technical guidance and can be encouraged to do so, but to be approved as official guidance it'd need further approval. For example, the ASHRAE Epidemic Task Force (ETF) has a great deal of information related to the current epidemic (www.ashrae.org/covid19) including technical guidance, FAQs, media impact, etc. There is a need to help assure consistent guidance from TCs and ETF guidance.

    Some recent examples include:
    *   TC 5.5 developed guidance on use of energy recovery wheels during epidemic conditions. The guidance was approved by the TC and sent to the ETF. This changed ETF guidance due to their initiative.
    *   TC 5.2 developed guidance on ducted vs. plenum returns and sent to the ETF for consideration. This was an example of a future design issue (pandemic preparedness vs. guidance for dealing with current conditions), but still helpful.
    *   TC 9.6 is another success story in that members of that TC well represented on ETF and engaged in developing and reviewing material from the ETF.

    In conclusion, TAC should communicate to TCs to make them aware of ETF work and encourage them to be aware of their work and to coordinate with ETF in developing guidance where possible. Again, TCs can be thinking about both current pandemic issues and future design issues to be prepared for pandemics or other issues in the future.

4. TC Re Org Update
    Delayed to agenda item G below

5. Leadership Training
    Delayed to Agenda Item I below

6. TAC Procedures (results from 10/14 discussion)
    Tech Council and ASHRAE leadership is reviewing procedures and resources to empower TCs and grass roots level membership. They met October 14th to discuss a number of issues including increasing chapter participation in technical side of ASHRAE, utilizing TC breakfast be used to optimize time/communication, roster automation and administration, and data from the TC dashboard.

d) TAC 2020-2021 MBOs
    Meredith reviewed MBOs (**Attachment A**) with brief summary on each. Status updates would be reported to Tech Council at their meeting next month.

F. BOD EX-OFFICIO & COORDINATING OFFICE

Hermans noted he would give his detailed powerpoint presentation on ASHRAE activities at the Winter Meeting. Current items of interest to TAC:

*   ASHRAE focus at the moment on how to handle virtual meeting
*   Suggested staying strong on reorg effort
*   noted ASHRAE HQ now officially moved locations. Staff is currently moving in and unpacking

McQuade addressed TAC and stressed the current focus of ASHRAE leadership on Strategic Plan initiatives. The initiative on Resilient Buildings and Communities was discussed earlier with TC 2.10 playing a pivotal role. A similar effort related to the Indoor Environmental Quality (IEQ) is being pursued. TAC will play a role in other non-technical strategic plan initiatives related to streamlining and grass roots participation as well.

G. VICE CHAIR'S REPORT
   a) Formalize FG continuation procedures– **MBO 1**
       1. Reorg flow chart
       Smith presented a flowchart and timeline (shown below) for what the formalized process for the annual FG continuation procedure may look like:
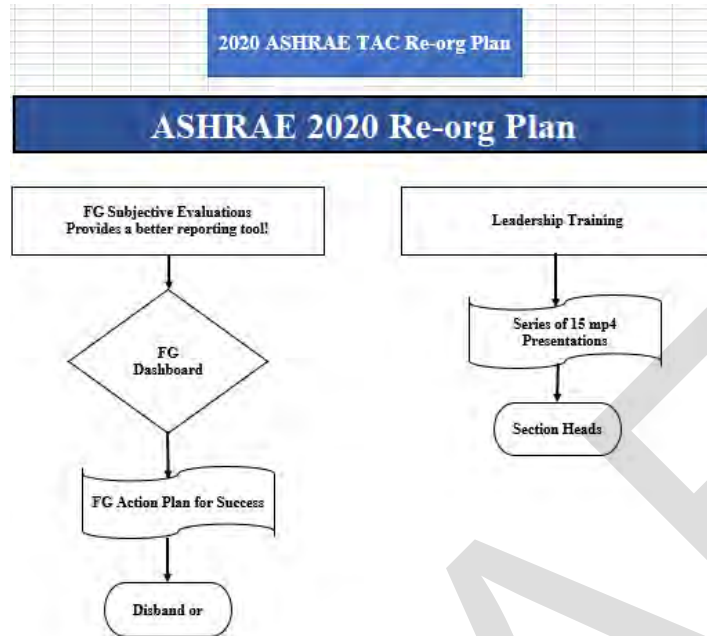
Proposed timeline:
Nov – Dec 2020
1. Section Heads to push out to the leadership (Chair and Vice-Chair) of their FG's
2. Get on the agenda for each FG
3. Discuss the purpose of the Subjective evaluation in context of the ASHRAE Reorganization effort with the FG leadership

Feb 2020 - Answer any questions from the FG during the winter virtual conference

March 15, 2020 – return evaluations to the TAC Vice-Chair
1. Section dashboards for the FG group
2. Written plan for success for FG's with an overall RED rating

March 15th – June 2021
1. Vice-Chair and section head top engage with FG's with an overall RED rating

    2. Section Head – FG
    Smith presented a draft document (**Attachment B**) summarizing guidance to help subjectively and objectively analyze a function group's 'health'. It lists current guidance from TAC and TC MOP, Reference Manual, Activity Form, that can be utilized. Also proposed is a list of questions/checklist items that should be answered to have data that can be used for an evaluation.

    3. FG Evaluation Workbook
    Finally, a spreadsheet (**Attachment C**) was discussed that would help summarize answers to questions and data that can be used to help make a decision.

Smith asked for comments on these three documents via email (**AI #4**).

H. <u>MTG SECTION HEAD</u>

Huber noted 7 of the 12 MTGs met for the Virtual Annual Meeting. 3 of the 5 that did not meet are planning on meeting this fall. There are no new MTGs in the works that Huber was aware of. There are a couple of MTGs deciding if they will continue past the Chicago meeting.

Huber highlighted the work of MTG.Low GWP Refrigerants noting there are a number of AHRI webinars now available resulting from research from this MTG.

I. <u>SPECIAL ACTIVITIES COORDINATOR</u>

a) Establish effective and modern leadership training – **MBO 5** (Goldschmidt/Smith)
Goldschmidt described a plan to develop four 'blocks' of educational videos for FG leadership. Aims or goals of each would be 1) introspection or self-evaluation, 2) feedback, 3) professional development hours.

First block is completed and on basecamp for review now. Goldschmidt asked for more feedback as he continues in developing rest of training. The Block 2 training was anticipated for completion in November. Bennett suggested compartmentalizing videos within blocks if possible, to make production or edits easier.

Smith offered to help exploring making PDHs available to those who use videos as a benefit to participants.

J. <u>OPERATIONS COORDINATOR</u>

a) Reference Manual, TC MOP Changes approved at Annual Meeting
Changes to the TC MOP and Reference Manual were approved by OPS and TAC respectively. Documents were updated for Basecamp and website. Payne asked if these documents could be placed more prominently on Basecamp (**AI #5**).

b) Proposed MOPs, ROB and Reference Manual Changes?
No changes were requested at this time.

c) 19-20 Hightower Award Nominations – Six nominations
   1. Gemma Kerr (TC 2.3, 2.4, 1.6)
   2. Beth Tomlinson (TC 2.5)
   3. Patrick Marks (TC 2.7)
   4. Steve Bruning (TC 4.1)
   5. Matthew Friedlander (TC 5.5)
   6. Dennis Landsberg (TC 7.6)

Nominations for the Hightower Award were previously emailed to TAC. Payne had compiled all with nomination letters in a single document for easy review and voting. Payne noted there was a great response with some outstanding candidates. Mercer also noted there were a number of great candidates and asked if two awards could be given this year. Staff would explore to see what approvals, funding, etc. this may require.

Staff would utilize Payne's scoring spreadsheet for and send to TAC for voting on Hightower award (**AI #6**).

d) Other
Payne noted he'd sought past reports from Operations Coordinators (other coordinator positions as well) and asked that we compile on Basecamp more formally if possible. Staff was asked to compile from past minutes, etc., if possible and post to Basecamp (**AI #7**).

Payne noted he had a number of suggestions for TC website, agenda, etc. An example was a virtual meeting PPT template for the TC's that is already populated with all of the housekeeping items that can be generalized for all the TCs. Payne asked for input from other TAC members on these sorts of tools that could be helpful to TC chairs (**AI #8**).

K. TRAINING COORDINATOR
Messmer noted he is still awaiting data from sections 1,2 and 6 section heads for section head tool from virtual meeting (**AI #9**). Please contact Messmer with any questions.

Messmer would call to speak with Thomas on status of changing to web activity form from current spreadsheets.

Messner noted that we've given feedback to TCs on how to fill out TC activity forms. Is it time for a training session or other method to give feedback to TCs on how filling out forms has gone, data from last few years, etc. Could we include information on new FG evaluation tools as well to make them aware. These topics are potential topics for future training sessions or breakfasts.

L. NEW/UNFINISHED BUSINESS
Meredith noted he would continue to communicate updates on the Virtual Winter meeting. Meredith asked all for input on Virtual Winter Meeting improvements (**AI #10**).

M. ADJOURN
Meredith adjourned meeting at approximately 5:00 PM EDT.

ACTION ITEMS
October 26, 2020

Action No.	Responsibility	Summary of Action Items	Status
1	Staff/SHs	Mail certificates to all outgoing FG chairs. Section Heads can go further if they wish with chapter or future TC presentation at the next face to face FG meeting.	
2	SHs	Section Heads were asked to solicit input on improving virtual meeting organization from their functional groups	
3	Staff	Staff was asked to send this and future input on virtual meetings to appropriate ASHRAE contacts with cc to Meredith	
4	TAC	Review and send feedback on flowchart/timeline, FG health documents to Smith	
5	Staff	Place TC MOP and Reference Manual more prominently on Basecamp	
6	Staff	Utilize Payne's scoring spreadsheet and send to TAC for voting on Hightower award	

7	Staff	Compile and post reports from Operations Coordinators (other coordinator positions as well) to compile on Basecamp more formally	
8	TAC	Payne asked for input from other TAC members on tools (for TC website, agenda, PPT template for virtual meetings populated with all of the housekeeping items that can be generalized for all the TCs) that could be helpful to TC chairs	
9	SH 1,2,6	Submit section reports to Messmer for inclusion in section head tool from virtual meeting	
10	TAC	Send suggestions for Virtual Winter Meeting improvements to Meredith	

May 18, 2020, June 25, July 22, 2020

Action No.	Responsibility	Summary of Action Items	Status
1	Staff	invite all of TAC to attend ExCom	Complete
2	Goldschmidt	send draft slides of virtual TC training presentation to JK by end of week (May 22)	Complete
3	Staff	send Kohler names of all TC chairs rolling off to be recognized in virtual breakfast slide [changed to have TCs recognized]	Complete
4	Goldschmidt	review TAC and TC MOP and develop guidance/procedures as appropriate for virtual meetings.	Complete
5	Staff	Annual Reports from Intersociety liaisons are due to TAC at Annual Meeting. Staff was asked to get list of current Inter-society liaisons	Complete
6	Staff	Staff would update TC scopes document on ASHRAE website	Complete
7	Smith	Smith would finalize document on *Process and Procedures for Basecamp projects* and sent to TAC	Complete

**TAC SY 2020-2021 MBOs** **Dustin Meredith, Chair and Larry Smith, Vice Chair** **Date:11/9/2020**
MBO #	**MBO**	**Status**	**Date Due**	**Assigned To**	**Applicable initiative #**	**MBO Comments**	**Strategic Direction Specific Comments**	**Fiscal Impact**
1	Formalize TC continuation procedures (no assumptions)	Ongoing	20-Jun	Smith	3	Draft FG evaluation tool drafted and available for use. Will present to TCs at future meeting.	Goals 3a, 3b	No negative impact, potential positive impact
2	Establish solid basics/functional training (including virtual meeting basics)	Ongoing	20-Jun	Messmer/Staff	3	Four training blocks in development for next TC training/breakfast	Goals 2c, 3a, 3b	No negative impact, potential positive impact
3	Automate TC reporting (e.g., activity form and Section Head data rollup)	Ongoing	20-Jun	Messmer/Staff	3	Revised SH dashboard developed and in use. Staff looking at web tool to replace the sheet	Goals 3a, 3b	none
4	Formalize TC best practices	Ongoing	20-Jun	Meredith/Payne	3	Best practice tool drafted for section head training.	Goals 3a, 3b	none
5	Improve time/resources at in-person meetings (breakfast and training sessions in particular)	Ongoing	20-Jun	TAC	3	Working to improve breakfasts. Working with Tech Council leadership to develop ideas	Goals 3a, 3b	No negative impact, potential positive impact
6	Establish effective and modern leadership training	Ongoing	20-Jun	Smith/Goldschmidt	3	Four training blocks in development for next TC training/breakfast	Goals 2a, 3a, 3b	TBD

#1b Expand capabilities globally to create, aggregate and disseminate essential information and knowledge focusing on emerging market trends and transformative approaches

Goal 2: Maximize Member Value and Engagement

#2a Infuse enthusiasm, vitality and diversity throughout ASHRAE events and services

#2b Expand the impact of collaboration and partnerships with industry organizations, universities and government agencies

#2c Leverage technology to increase member engagement, awareness and value

Goal 3: Optimize ASHRAE's Organizational Structure to Maximize Performance

#3a Prototype and launch new approaches that will increase ASHRAE's relevance and speed to market for key offerings

#3b Optimize ASHRAE's organizational systems and structures to increase capacity, efficiency and effectiveness

#3c Cultivate industry and member philanthropy to extend ASHRAE's impact and reach

DRAFT

Section Head - Functional Group Annual Evaluation

References:
1. TAC MOP
2. TAC MOP – Reference Manual
3. TC MOP
4. Activity Form

The purpose of this **<u>subjective and objective</u>** evaluation is for the functional groups under your oversight to assist TAC to:
- Evaluate the effectiveness of the various FG's
- Determine FG's that may need to part of the reorganization process

Suggested report template (*this may be replaced with an excel spreadsheet*):
1. Ratings - assign RED / YELLOW / GREEN to <u>each category</u> with a brief commentary on the most important issues (refer to the below A, B, C…. for guidance). This is a total subject review with "GREEN" meeting most (75% or more) of the requirements, "YELLOW" meeting approximately 50% of the requirements, and "RED" meeting less than 25% of the requirements.
   A. Functional Requirements
   B. Leadership
   C. Membership
   D. Objectives
   E. Work Product
   F. Activity Form

2. Overall, how would you rate the FG?   RED / YELLOW / GREEN

   Guidance for overall rating:
   RED = Not functional to the point of not contributing to ASHRAE and/or the industry relevant to the FG's title, purpose, scope, leading to dissolution of the FG, merger with another FG, or absorption by an existing FG

   YELLOW = At least minimally functional with few to several concerns for the future of the FG's operation

   GREEN = At least adequately functional with very few concerns for the future of the FG's operation

3. Recommendations on continuing, merging, disbanding, or altering scope for the FG.

From the TAC MOP

A1.1 The Technical Activities Committee (TAC) shall supervise and assist in the formation **and operation** of technical committees (TCs), task groups (TGs), multidisciplinary task group (MTGs), and technical resource groups (TRGs), including determining scopes and membership.

From the TAC Reference manual

12.5 No later than 30 days prior to the Technology Weekend meeting of TAC [winter meeting], the Section Head reviews the title, scope, and activities of each TC, TG, MTG and TRG within their section and **makes recommendations to TAC on continuing, merging, or disbanding existing committees, forming new committees, or altering scopes** to fulfill the needs of the Society in the areas of responsibility of their Section.

A. Functional Requirements (summarized from the TC MOP)
1. Agenda – 30 days in advance of any official meeting
2. Minutes – draft minutes distributed no later than 60 days following any meeting
3. Activity Report – submitted by 9:00 pm on Tuesday of an in-person conference or when otherwise announced during a virtual conference
4. Handbook – reviews made to comply with deadlines?
5. Website – is it up to date and current?
6. Basecamp - is it up to date and current?
7. Basecamp – is the roster up to date?

B. Leadership
1. Does the current chair conduct an organized meeting?
2. Is the incoming or current vice-chair capable and able to lead the FG?
3. Is the current or incoming FG secretary capable and able to commit to serving the FG?
4. Are the required subcommittees (i.e. Handbook, Research, Programs, Standards, Website) assigned with capable leadership?
5. Does the FG have optional subcommittees (e.g. Honors, topical and functional subcommittees) that are serving the FG properly?

C. Membership
1. Does the voting membership represent balance?
2. Does the overall membership have balance?
3. Is there YEA membership? Is there an effort to attract and retain YEA members?
4. Is the FG roster current and up to date?
5. Have inactive corresponding members been reached out to for reengagement? If they have not reengaged or responded to communication, have they been purged from the roster?
6. Does the FG have a bias not aligned with ASHRAE?
7. Is there technical competence?
8. Are there members willing to do the work?
9. Is there a plan for leadership succession?

D. Objectives (Success with meeting objectives as determined by the committee--refer to TC MOP 5.1)
1. Does the FG have MBO's?
2. Does the FG have their own Vison Statement? Does it fit within the scope of the ASHRAE Strategic Plan?

E. Work Product (Research + Programs)
1. Over the last 5-years how much research has been conducted?
2. Over the last 5-years how many programs have been conducted?
3. What research is being planned? Is the planned research in alignment with the ASHRAE Research Strategic Plan?
4. How many programs are being planned? Are the planned programs aligned with the tracks planned for the respective conferences being planned?

F. Activity Form
1. Does the FG have trouble meeting quorum? Is the FG utilizing means, including virtual technologies, to meet quorum?
2. Is the percentage of voting members present greater than 80%?
3. Are visitors usually present?
4. Are YEA members attending the meetings?
5. Were forums, seminars, debates, or papers submitted during the last year?
6. Is there active research?
7. Were minutes completed on time?
8. Was the agenda distributed on time?
9. Did chair and vice-chair attend training?
10. Did the subcommittee chairs attend their respective training?
11. Any new members added to the roster?
12. Are any YEA's included?

FG Evaluation Workbook

2021 Winter Conference	

Larry Smith	

5	Section Number	

5.1	5.2	5.3	5.4	5.5	5.6	5.7	5.8	5.9	5.10	5.11	5.12	5.13	5.14	
														A. Functional Rquirements
														B. Leadership
														C. Membership
														D. Objectives (Success with meeting objectives as determined by the committee--refer to TC MOP 5.1)
														E. Work Product (Research + Programs)
														F. Activity Form
														H. Overall Rating Overall, how would you rate the FG?
														I. Recommendation: Continuing (C), merging (M), disbanding (D), or altering scope (A)

FG Evaluation Workbook

This is a total subject review with "GREEN" meeting most (75% or more) of the requirements, "YELLOW" meeting approximately 50% of the requirements, and "RED" meeting less than 25% of the requirements. Assign a color in column "B" for each individual item and in column "A" for the overall category rating

A. Functional Rquirements

1. Agenda – 30 days in advance of any official meeting
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4. Handbook – reviews made to comply with deadlines?
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6. Basecamp - is it up to date and current?
7. Basecamp - is the roster up to date?

B. Leadership

1. Does the current chair conduct an organized meeting?
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8. Are there members willing to do the work?
9. Is there a plan for leadership succession?

D. Objectives (Success with meeting objectives as determined by the committee--refer to TC MOP 5.1)

1. Does the FG have MBO's?
2. Does the FG have their own Vison Statement? Does it fit within the scope of the ASHRAE Strategic Plan?

E. Work Product (Research + Programs)

1. Over the last 5-years how much research has been conducted?
2. Over the last 5-years how many programs have be conducted?

r (red)	3. What research is being planned? Is the planned research in alignment with the ASHRAE Research Strategic Plan?
y (yellow)	4. How many programs are being planned? Are the planned programs aligned with the tracks planned for the respective conferences being planned?

g (green) — F. Activity Form

g	1. Does the FG have trouble meeting quorum? Is the FG utilizing means, including virtual technologies, to meet quorum?
g	2. Is the percentage of voting members present greater than 80%?
g	3. Are visitors usually present?
g	4. Are YEA members attending the meetings?
y	5. Were forums, seminars, debates, or papers submitted during the last year?
y	6. Is there active research?
r	7. Were minutes completed on time?
y	8. Was the agenda distributed on time?
y	9. Did chair and vice-chair attend training?
y	10. Did the subcommittee chairs attend their respective training?
r	11. Any new members added to the roster?
g	12. Are any YEA's included?

g (green) — H. Overall Rating   Overall, how would you rate the FG?

RED = Not functional to the point of not contributing to ASHRAE and/or the industry relevant to the FG's title, purpose, scope, leading to dissolution of the FG, merger with another FG, or absorption by an existing FG

YELLOW = At least minimally functional with few to several concerns for the future of the FG's operation

GREEN = At least adequately functional with very few concerns for the future of the FG's operation

c (green) — I. Recommendations Continuing (C), merging (M), disbanding (D), or altering scope (A)

Comments