



MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2021 Virtual Winter Meeting

December 8, 2020 & January 27, 2021

Note: These draft minutes have not been approved and are not the official, approved record until approved by the Technical Activities Committee.

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December 8, 2020 & January 27, 2021

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**PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
December 8, 2020 & January 27, 2021**

No.	Motion	Status
1	Minutes of the TAC 2020 Annual Meeting and 2020 Fall Meeting be approved as drafted	PASSED
2	TAC approve Gemma Kerr as winner of the 2019-20 George B. Hightower Award	PASSED
3	TAC approve the merger of TC 10.1, Industrial Refrigeration and Piping Systems, and TC 10.3, Refrigerant Piping Controls and Accessories, with the new title and scope as follows:	PASSED
4	TAC approve the merger of TCs 10.2, <i>Automatic Icemaking Plants and Skating Rinks</i> , TC 10.5, <i>Refrigerated Processing and Storage</i> , and 10.8, <i>Refrigeration Load Calculations</i> ,	PASSED

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NEW ACTION ITEMS
TECHNICAL ACTIVITIES COMMITTEE
December 8, 2020 & January 27, 2021

Action No.	Responsibility	Summary of Action Items	Status
1	TAC	Consider requesting information on how TC MBOs contribute to ASHRAE strategic plan in TC activity sheet	
2	TAC	TAC should consider and get feedback on hybrid (virtual and in person) meeting options for when face to face meetings resume.	
3	Payne	Payne was asked to include the 'best practices' document in resources for TC use	
4	Meredith	Send information on HVAC Simplified update to Huber to consider MTG (if TC 9.1 is not willing to lead (see Action Item #13).	
5	Payne, Hermans, Leach, Goldschmidt, Meredith	Develop proposal for procedures and structure for FGs to present motions to TAC to force action or response on FG ideas.	
6	TAC	Review and comment on the training modules posted on the Basecamp Site (ASHRAE TAC – Leadership Training)	
7	TAC	Develop a generic FG meeting agenda	
8	Staff	Review 'Membership' links on TC websites to assure they are working properly	
9	Staff	Request that CEC include program stats in their TC breakfast presentation	
10	Staff	Review the Provisional Corresponding Member (PCM) process for TCs to determine if this can be automated without email to staff.	
11	TAC	Develop guidance for FGs on what information should be on TC website vs. what information should be on TC Basecamp	
12	Staff	Merge TC 10.2, 10.5, 10.8 websites archiving old TC information.	

13	Cochran	Attend TC 9.1 meeting to get TC's feedback and possible participation on a revision to the HVAC Simplified publication.	
14	Payne	Review and propose changes to TAC MOP and TC MOP for a future meeting.	

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.	Ongoing
7	Staff	Compile and post reports from Operations Coordinators (other coordinator positions as well) to archive on Basecamp more formally	Ongoing

LIST OF ATTACHMENTS

ATTACHMENT A:	TAC 20-21 MBOs update
ATTACHMENT B:	FG Evaluation Background/Timeline
ATTACHMENT C:	FG Evaluation
ATTACHMENT D:	Basecamp Guidance
ATTACHMENT E:	Interim Meeting process
ATTACHMENT F:	TC chairs breakfast agenda and reminders
ATTACHMENT G:	VC report on virtual meeting

LIST OF ACRONYMS

AI	Action Item
ASHRAE	American Society of Heating, Refrigerating and Air-conditioning Engineers
BOD	Board of Directors
CNV	Chair Not Voting
DOT	Director of Technology
ECC	Electronic Communications Committee
EHC	Environmental Health Committee
ETF	Epidemic Task Force
ExCom	Executive Committee
Ex-O	Ex-Officio
FG	Functional Group
HVAC	Heating, Ventilating & Air Conditioning
IEQ	Indoor Environmental Quality
MBO	Management by Objectives

MOP	Manual of Procedures
MOTS	Manager of Technical Services
MTG	Multi-disciplinary Task Group
PCM	Provisional Corresponding Member
PDH	Professional Development Hours
RAP	Research Advisory Panel
ROB	Rules of the Board
RTAR	Research Topic Acceptance Request
SH	Section Head
TAC	Technical Activities Committee
TC	Technical Committee
TG	Task Group
TPS	Title Purpose Scope
TRG	Technical Resource Group

MINUTES

TECHNICAL ACTIVITIES COMMITTEE December 8, 2020 & January 27, 2021

MEMBERS PRESENT:

Dustin Meredith, *Chair*
Larry Smith, *Vice Chair*
Jennifer Leach, *Section 1*
Jon Cohen, *Section 2*
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 Coord.*
Rick Hermans, *BOD Ex-O*
Bill McQuade, *Coordinating Officer*

GUESTS:

Rick Heiden
Sarah Maston
Tim McGinn
Adrienne Thomle

ASHRAE STAFF:

Steve Hammerling, *MOTS*
Stephanie Reiniche, *DOT*
Tara Thomas, *AA*

A. CALL TO ORDER & INTRODUCTIONS

Chair, Dustin Meredith, called the meeting to order at 10:00 am, EST on Tuesday, December 8, 2020. Members and staff attended as recorded above. Meredith referred to the 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 current version of the agenda was emailed and posted to Basecamp. No additional changes were requested.

C. ACTION ITEM TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS

Action Items from previous meetings were reviewed. [A status summary can be found on page iv of these minutes].

D. APPROVAL OF MINUTES

It was moved (VG) and seconded (LS) that,

- (1) Minutes of the TAC 2020 Annual Meeting and 2020 Fall Meeting be approved as drafted

BACKGROUND: The draft minutes were emailed/uploaded on December 3rd.

MOTION #1: 14-0-0 CNV – PASSED

E. CHAIR'S REPORT (Meredith)

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval
No motions from the TAC Fall 2020 Virtual Meeting required higher approval
- b) New or Carryover Action Items Assigned to TAC by Tech. Council
There were no action items from Tech Council.
- c) New Information Items:
 1. Virtual Meeting updates
 - TAC discussed some information to help new section heads prepare for the Winter Meeting:
 - Noted new Section Heads (SH) can review best practices documents, talk with assigned mentors.
 - SH's should make sure all Functional Groups (FG) hold a virtual main meeting and offer assistance
 - Review Breakfast Meeting later on agenda
 - Section Head Meetings are typically held face to face after Breakfast Meeting, but SH's are encouraged to hold a virtual section meeting. Staff can help coordinate if desired.
 - Noted Main FG meetings should be scheduled through meetings staff (if not yet scheduled)
 - FGs refers to TCs, TGs, TRGs, MTGs, all groups under TAC structure.
 - Hermans noted a few section heads will be rolling off next year. TAC should pay attention to preparing replacements with these sorts of efforts.
 - It was asked if TAC should add note in activity form or in Technical Committee (TC) MBOs on how TCs are contributing to ASHRAE strategic plan (streamlining, member values, Indoor Environmental Quality (IEQ), Resiliency)? TAC would consider as an action item (**Action Item #1**).
 2. ASHRAE 2019-2024 Strategic Plan Initiatives
 - Initiative 3 (Organizational Streamlining)
TC merges and interim meeting activities are contributing to this initiative. The TC merger efforts are being encouraged to TCs if and where it makes sense.

TAC will encourage FGs to hold virtual meetings more frequently, at least once per quarter, but monthly may be even better. TAC will mention this in the TC breakfast meeting. Also, TAC should consider and get feedback on hybrid (virtual and in person) meeting options for when face to face meetings resume (**Action Item #2**).

Payne was asked to include the 'best practices' document in resources for TC use (**Action Item #3**). It was suggested virtual meeting guidance from Electronic Communication Committee (ECC) be made available to TCs as well.
 - Initiative 4 (Indoor Environmental Quality)
EHC is taking lead in developing a work plan for this initiative. The plan may call for help from various FGs as well. TAC can continue to monitor.

- Initiative 2 (Resilient Buildings and Communities)
TC 2.10, *Resilience and Security* established a subcommittee to develop a work plan to meet the goals of this initiative. The subcommittee is seeking other TCs to participate. TAC can help to reach out to interested TCs and engage them to participate.
- 3. Research Strategic Planning – draft research plan
The draft research plan is in the works. Research Administration Panel (RAP) would make available to TAC when available for distribution.
- 4. Region Referrals
No new referrals assigned to TAC.
- 5. TAC support of Epidemic Task Force (ETF)
TAC should emphasize to FGs that if they are developing or posting COVID19 related technical guidance for website or distribution, they must state this is TC approved guidance, not approved or endorsed by ASHRAE or ETF. TAC will highly encourage TCs to seek feedback from ETF and make available for outside review.

Hermans added that the ETF sunsets in June 2021. The final report will likely include next steps and place some future work and responsibility in the hands of TAC or appropriate TCs.

- 6. Other
ASHRAE has received requests to update the *HVAC Simplified* publication. TAC can help find a TC or individual to lead. There may be an opportunity for an MTG. Meredith would send information to Huber (**Action Item # 4**).

There's been discussion around a concept for FGs to have a mechanism to present motions to TAC to force action or response on FG ideas. This could be a standing agenda item for the TC breakfast. TAC members were asked to think about a structure and procedures. The goal is to find a way for TAC's grass roots, the FGs, to have representation and to bring forward good ideas for consideration. A team of TAC members (Payne, Hermans, Leach, Goldschmidt, Meredith) were asked to develop a plan for the Annual Meeting (**Action Item #5**).

d) 2020-2021 MBOs

An update on TAC MBOs is included as **Attachment A**.

e) Others

Section Heads were reminded to prepare written section head reports for the TAC Part B meeting in January. These can be sent to staff and TAC chair when TCs have met. Section Heads are asked for a 3-5-minute oral report during Part B meeting to highlight action items, motions or any major issues.

F. BOD EX-OFFICIO & COORDINATING OFFICER (Hermans & McQuade)

Hermans noted the BOD Ex-O presentation has not been distributed so he'd plan to give formal report at Part B of TAC meeting. He asked the report be at end of meeting for time purposes.

Fiscal year budget changes were approved at last BOD meeting. No new ASHRAE research projects would be awarded this year. TCs can be notified of this at breakfast. TCs are encouraged to still submit RTARs and continue work on currently ongoing research. All Councils are being asked to streamline budgets and save operating costs.

McQuade added that Tech Council has an MBO to provide lean assessment feedback so committees

can help review. He reported that there is an ad hoc committee looking at financial accounting for various projects ASHRAE does. The ad hoc may consult TAC on what the dimensions (metrics) are and what a value or rating model to rank or compare projects might look like.

G. VICE CHAIR'S REPORT (Smith)

a) Formalize TC continuation procedures– **MBO 1**

1. Section Head – FG Eval Form

Smith referred to the background information and proposed timeline (**Attachment B**) to help introduce the FG evaluation form for the Winter Meeting. He reminded the purpose is to offer a subjective and objective evaluation of FGs to measure the 'health' and effectiveness, identify what is being done well or can be improved, and to determine if there are FGs that can be a part of the reorganization process.

2. FG Evaluation Workbook

Smith introduced the FG evaluation form (**Attachment C**) to TAC that would be presented to FGs at the breakfast. The evaluation sheet lists a checklist of functional requirements as well as various leadership, membership and technical activities. Smith suggested Section Heads ask this topic to be on their FG Winter Meeting agendas and that they review the form with chairs and fill out as part of meeting if possible. Section Heads will fill out and submit final version of evaluation form to TAC.

3. Feedback on these documents from TAC

It was suggested Section Heads perform this evaluation annually at Winter Meeting. This is in addition to the TC activity form. Please present feedback from FGs at Part B meeting.

b) Reorg subcommittee update

A number of TC mergers are in the works. TAC will consider formal motions at Part B meeting after TCs have held their Winter Meetings and any formal votes.

c) Process and Procedure for Basecamp Projects

TAC discussed providing guidance (**Attachment D**) to FGs on how to use Basecamp for FG activities. TAC can revisit after Friday's ECC meeting and presentation to TCs at breakfast.

Questions to consider include (**Action Item X**):

- what information should be put where (TC websites vs. Basecamp)
- should there be duplication of information (agenda, minutes, etc.)?
- should there be uniformity on how Basecamp is used?
- Should TAC list what must be on TC website (list in best practices document?)

H. MULTIDISCIPLINARY TASK GROUP SECTION REPORT

a) Issues/Status of MTGs:

Huber offered brief verbal updates on each of the current MTGs as summarized below.

1. *MTG.ACR – Air Change Rate*

This MTG is expanding from just health care buildings to other building types

2. *MTG.BIM – Building Information Modeling*

This group has been around for 10 years. They are considering their role in future which may include disbanding. They will discuss at January meeting.

3. *MTG.CEA – Controlled Environment Agriculture*

This MTG has been very active since formation.

4. *MTG.CYB - Cybersecurity for HVAC Systems and Related Infrastructure*
No update reported.
 5. *MTG.EBO – Effective Building Operation*
No update reported.
 6. *MTG.HCDG – Hot Climate Design Guide*
This effort should be wrapping up with the publication in the final stages
 7. *MTG.HWBE – Health and Wellness in the Built Environment*
This group is working on a final report and will disband after approval and dissemination.
 8. *MTG.IAST – Impact of ASHRAE Standards and Technology on Energy Savings / Performance*
This MTG is wrapping up their work. Research project results were presented at Winter meeting and MTG could disband afterwards
 9. *MTG.LowGWP – Alternative Lower Global Warming Potential Refrigerants*
No update reported.
 10. *MTG.OBB – Occupant Behavior in Buildings*
No update reported.
 11. *MTG.RAC - Refrigeration and Air Conditioning (RAC) Plant Assessment Guide*
This MTG continues to work on a guideline document for the United Nations.
 12. *MTG.VIC Ventilation for Infection Control (VIC) – New!*
This newly formed MTG is working with members from the ASHRAE Epidemic Task Force (ETF) developing a research agenda with ETF team. The MTG will plan to work with them until ETF disbands, then take the lead.
- b) Proposed New MTGs
A couple of possible MTGs were mentioned in discussion but no formal proposals.

I. POTENTIAL MOTIONS READY FOR TAC CONSIDERATION INDIVIDUALLY OR AS CONSENT

AGENDA

- a) TC mergers
TC 10.1 and TC 10.3 voted to merge into TC 10.1. TAC would formally consider motion at Part B meeting.

TC 10.2, 10.5 and 10.8 are voting now to merge to TC 10.2. This will leave section 10 with four TCs after the mergers. TAC can help assure the TCs can maintain the workload and role. REF may be able to work with TCs to assist in their work as well.

J. SPECIAL ACTIVITIES COORDINATOR (Goldschmidt)

- a) Establish effective and modern leadership training – **MBO 5** (Goldschmidt/Smith)
1. Status of 4 blocks of education

TAC members are asked to review and comment on the training modules posted on the Basecamp Site (ASHRAE TAC – Leadership Training) (**Action Item #6**). There are five 'bytes' for Block 1 that are complete. One byte of Block 2 is 90% complete. When the training is complete, Section Heads will be asked to get their FGs to perform the training. PDHs for

completion of the blocks are being pursued.

It was suggested that TAC not announce this training until all are complete and have been reviewed by TAC members. These are anticipated for rollout in early 2021.

K. OPERATIONS COORDINATOR (Payne)

a) Hightower Award

It was moved (JC) and seconded (VG) that,

(2) TAC approve Gemma Kerr as winner of the 2019-2020 George B. Hightower Award.

BACKGROUND: There were six candidates for this year's award. All were scored and ranked by TAC with Kerr as the winner. Those who did not win should be encouraged to apply for the award next year.

MOTION 2: 13-0-0 CNV – PASSED

- b) Reference Manual, TC Manual of Procedures (MOP) Changes approved at Annual Meeting. Updated TAC and TC MOPs, TAC Reference Manual are now posted in [Main TAC Basecamp](#) titled '[TC & TAC MOP, TAC Reference Manual](#)'. These are also posted to TAC page of ASHRAE website - www.ashrae.org/communities/committees/standing-committees/technical-activities-committee.
- c) Proposed MOPs, Rules of the Board (ROB) and Reference Manual Changes
No further changes were proposed at this time.
- d) Public notices for interim or electronic FGs meeting
This process for interim meetings and notifications is now in place. TAC will encourage all FGs (and their subcommittees) to use the process (**Attachment E**).
- e) TC template materials
It was suggested a template agenda be developed as a resource for FGs. Information to include could be a generic meeting agenda, FG eval review, motion to continue as a FG, Hightower Award, etc. The goal is a template specific to a virtual meeting populated with all of the housekeeping items that can be generalized for all the FGs (**Action Item #7**).

The ECC website has some of these resources as well. Agenda could include information requested on the FG evaluation form to assure minimum tasks are performed.

L. TRAINING COORDINATOR - (Messmer)

a) TC Training Breakfast Agenda

TAC discussed the draft breakfast meeting agenda and reminders sent before the meeting. The agenda was finalized and is included with these minutes as **Attachment F**.

M. ELECTRONIC COMMUNICATION COMMITTEE (ECC) (Leblanc)

- a) ECC chair Karine Leblanc will give a presentation at the TC breakfast on ECC Resources for TAC members, Section Heads, FGs

RECESS

N. SECTION HEAD REPORTS

- a) Meredith asked section heads to report only highlights or questions from their written reports. Specially, feedback on how virtual meetings are going are solicited.
- Section 3 noted 'Membership' link of TC websites were not working. Staff was asked to resolve (**Action Item #8**).
 - Section 5 asked for program stats to continue to be included in TC breakfast going forward (**Action Item #9**)
 - Various section heads and TCs expressed difficulty with fitting 1 week of ASHRAE face to face meetings into 2 months of virtual meetings.
 - Staff was asked to review the Provisional Corresponding Member (PCM) process for TCs (**Action Item #10**). Currently, PCMs roll off automatically and staff needs to be contacted (emailed) for a PCM to stay on as a PCM.
 - Staff was asked to schedule TC roster update training. Thomas has sent form with links to recorded training.
 - TAC should develop guidance for TCs on what information should be on TC website vs. what information should be on TC Basecamp (**Action Item #11**).
- b) New motions that TAC must consider at this meeting from TCs in section?
1. Proposed New TC/TG/TRGs, or Merges, or Disbands?

It was moved (CH) and seconded (LS) that,

- (3) TAC approve the merger of TC 10.1, *Industrial Refrigeration and Piping Systems*, and TC 10.3, *Refrigerant Piping, Controls and Accessories*, with the new title and scope as follows:

NEW TITLE:

Industrial Refrigeration and Piping Systems

NEW SCOPE:

TC 10.X is concerned with customized refrigeration designs using standard or modified equipment as well as with the safety, design and insulation of primary and secondary refrigerant piping.

MOTION #3: 14-0-0 CNV – PASSED

It was moved (CH) and seconded (LS) that,

- (4) TAC approve the merger of TCs 10.2, *Automatic Icemaking Plants and Skating Rinks*, TC 10.5, *Refrigerated Processing and Storage*, and 10.8, *Refrigeration Load Calculations*, with the new title and scope as follows:

NEW TITLE: TC 10.X Refrigeration Applications

NEW SCOPE: TC 10.X is concerned with the application of refrigeration systems for precooling, processing, manufacturing and storage of foods, beverages and other products, including the understanding and procedures for calculating design and hourly refrigeration loads, as well as system energy usage. This TC includes the application of equipment and systems for ice manufacturing and ice storage, as well as ice skating and curling rinks. This scope excludes walk-in freezers and coolers <3000 sq. ft. and ice making systems less than five tons of ice per day

MOTION #4: 14-0-0 CNV – PASSED

It was noted that TC websites, basecamps, etc. all need to be merged. Staff was asked to deactivate TC 10.5, 10.8 (**Action Item #12**). It was suggested that minutes from old TCs be archived on new TC website.

TAC had previously discussed TC 4.5 merging into TC 4.4 or TC 6.7. Bennett noted discussions have continued but no decisions have been made. TAC could consider further but these TCs are currently running well. There should be a clear benefit identified to pursue any mergers.

TAC had also previously discussed a TC 3.8 merge into TC 3.1. There is no merger desired by TCs at this time so this can be removed from the list for now.

- c) Updates on any Special Assignments assigned to TCs in section
 - 1. Resiliency & TC 2.10 (Cohen)
TC 2.10 has formed a subcommittee to develop a work plan to address the strategic research plan. The subgroup will be seeking other TCs to participate. TAC may wish to help make TCs aware and recruit for the effort. A summary document has been drafted and can be circulated to TAC when appropriate.
 - 2. ASHRAE Publication – HVAC Simplified (TC 9.1)
Cochran noted there was no discussion within TC on updating this publication. Meredith would send him email with some background. The aim is to get the TC's feedback and possible participation in a revision to the HVAC Simplified publication. TC 9.1 is meeting Feb 2nd. And Cochran noted he'd attend (**Action Item #13**).
- d) Feedback on Effectiveness of TC Activity reporting tool – Messmer
Messmer noted he'd upload the new Section Head tool by the end of the week. The old one will work if SHs are looking to get started now. Past meeting data is entered back to 2016.
- e) Feedback on New TC Roster Update System – Phase 1 (Online form)
Feedback was covered generally in section head reports.
- f) Status of Websites in Section
Feedback was covered by section heads in in section head reports and activity sheets.
- g) Other Problems & Issues for TAC action or information?
 - TCs should be encouraged and expected to hold interim TC meetings and move work forward between ASHRAE meetings.

O. UNFINISHED BUSINESS

- a) Vice Chair Report (Larry)
Smith presented a number of observations on the virtual meetings in **Attachment G**. All TAC members were asked to send comments on virtual meetings, ideas for improvements, etc. to TAC leadership.
- b) Leadership Training
Training blocks were discussed earlier. All were asked to review the drafts posted on Basecamp. Goldschmidt thanked all who helped to develop this content. The aim here is to help ASHRAE grow leaders internally.

- c) Other
Hermans asked for time to give BOD ExO report at next TAC meeting.

P. NEW BUSINESS

- a) CTTC discussion
Smith noted he was seeking information on how to get more TC members involved in local chapter activities. Staff compiled a list of TC members with chapter affiliation as a starting point.
- b) TC 1.6 ROB
Smith reported that TC 1.6 is discussing the use of terms with different definitions in ASHRAE standards and publications to determine if the ROB is appropriate to require referring to TC 1.6 definitions in their work. Currently terms are collected at www.ashrae.org/terminology.
- c) Procedures reviews for Tech Council (Payne)
There are some potential changes to the TAC MOP and TC MOP. Some changes or review requests are from Tech Council. Other changes are related to virtual meeting policies. TAC decided to hold off on formal vote for now. TAC members to review, VP to develop a couple more changes (**Action Item #14**).

Q. REVIEW NEW ACTIONS

Action Items are included in minutes. TAC leadership will work with staff to schedule a spring meeting.

R. ADJOURN

Meredith would aim to hold TAC spring meeting, perhaps in March, and will work with staff to organize. TAC 2021 Virtual Winter Meeting adjourned at approximately 4:00 PM EST.

MBO Submission to Planning

Updated 1/27/2021

Council: Technology Council
 Committee: Technical Activities Committee (TAC)

Chair: Dustin Meredith
 Vice-chair: Larry Smith

MBO #	Description	Metric (how do we determine success?)	Initiative #	Goal #	Completion % /Date	Financial Assist Req'd?	MBO Comments	Strategic Plan Tally											
								Initiative #				Goal 1		Goal 2			Goal 3		
								1	2	3	4	a	b	a	b	c	a	b	c
1	Formalize TC continuation procedures (no assumptions)	Procedures formalized	3	3a, 3b	On-going	No	Draft FG evaluation tool drafted and available for use. Presented to TCs for Winter Meeting			x							x	x	
2	Establish solid basics/functional training (including virtual meeting basics)	Number of training blocks developed	3	2c, 3a, 3b	On-going	No	Four training blocks in development for next TC training/breakfast. 2 ready now, TAC reviewing			x					x		x	x	
3	Automate TC reporting (e.g., activity form and Section Head data rollup)	Web Tool specification created Web Tool developed	3	3a, 3b	On-going	Yes	Revised SH dashboard developed and in use. Staff looking at web tool to replace the sheet.			x							x	x	
4	Formalize TC best practices	Best Practices finalized and documented	3	3a, 3b	On-going	No	Best practices summary for section head training have been drafted and ready for distribution.			x							x	x	
5	Improve time/resources at in-person meetings (breakfast and training sessions in particular)	Improved breakfast format finalized	3	3a, 3b	On-going	No	Working to improve breakfasts. Working with Tech Council leadership to develop ideas			x							x	x	
6	Establish effective and modern leadership training	Number of training blocks developed	3	2a, 3a, 3b	On-going	No	Four training blocks in development for next TC training/breakfast. 2 ready now, TAC reviewing			x			x				x	x	
								0	0	6	0	0	0	1	0	1	6	6	0

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 **subjective and objective** evaluation is for the functional groups under your oversight to assist TAC to:

- Evaluate the effectiveness of the various FG's, and
- Determine FG's that may need to be a part of the reorganization process.

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.

Timeline for Winter Virtual Conference 2021

Nov – Dec 2020

1. Section Heads to push out The FG Annual Evaluation to the leadership (Chair and Vice-Chair) of their FG's
2. FG's to put the "FG Evaluation" on the agenda for each FG
3. Discuss with the FG leadership the purpose of the Subjective evaluation in context of the ASHRAE Reorganization effort
4. Each FG, along with the FG leadership, to complete the evaluation and return to the section head after their virtual 2021 meeting

Jan / Feb 2020 – During the FG virtual conference answer any questions

March 15, 2020

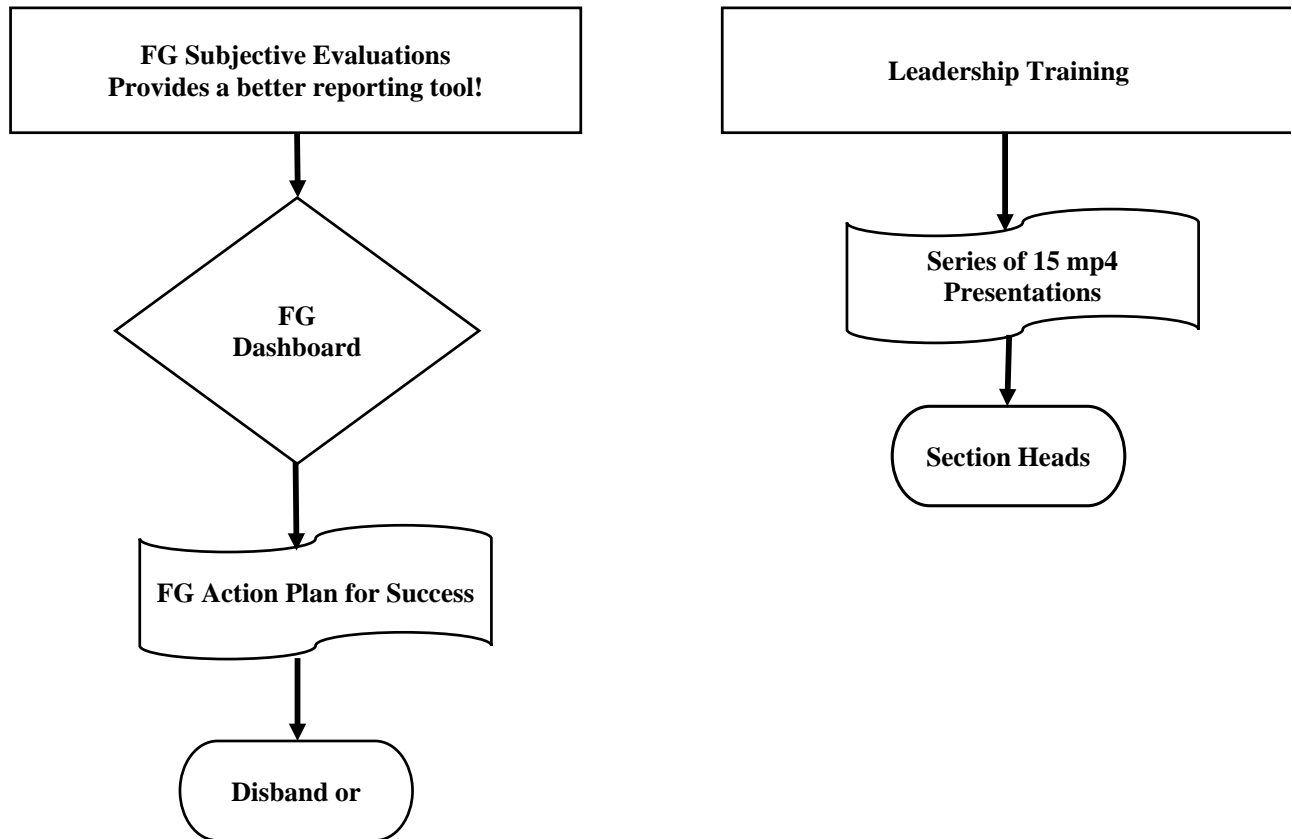
1. Return individual FG excel spreadsheets to the TAC Vice-Chair
2. Provide written plan for success for FG's with an overall RED rating

March 15th – June 2021

1. Vice-Chair and section head to engage with FG's with an overall YELLOW and RED rating

2020 ASHRAE TAC Re-org Plan

ASHRAE 2020 Re-org Plan



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

	FG
	FG Chair
Winter 2021	Meeting

Directions:

In column "B" insert "Y" for yes, "N" for no, or "NA" for not applicable

In column "A", as a total subjective review, with “GREEN” (insert a G) meeting most (75% or more) of the requirements, “YELLOW” (insert Y) meeting approximately 50% of the requirements, and “RED” (insert R) meeting less than 25% of the requirements.

	A. Functional Requirements	
		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 Vision 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? |

H. Overall Rating

Overall, in the opinion of the section head, 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

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

DRAFT**FG Basecamp – Process and Procedures**

This procedure outlines how TAC and the associated FG's will communicate through Basecamp

Reference documents –

1. <https://www.ashrae.org/basecampguidance> (scroll to bottom of the page for “Basecamp” link)
 - a. Basecamp Project Docs & Files Organization-Maintenance
 - b. ~~Clientside in Basecamp 3 Projects~~ (not needed)
 - c. Basecamp Overview
 - d. Basecamp Best Practices
 - e. ~~Basecamp 3 User's Guide for ASHRAE~~ (not needed)
 - f. Forwarding Emails – October 2018
 - g. Working with Users
 - h. File Operations
 - i. Logging In
 - j. Basecamp Overview Presentation
 - k. Request A Basecamp Project
2. ASHRAE staff will setup a Basecamp for each FG under TAC's oversight; except, if, a current basecamp is already in-place. They will be populated with the current chair, staff liaison, and TAC section head using the email address registered with ASHRAE.
3. **ASHRAE positional email alias's will not be used.**
4. It will be the responsibility of the FG chair to assign a person to enter and maintain the names of all people on the current ASHRAE roster plus all listed staff and liaisons.
5. It will be the responsibility for each FG to maintain the organization of their individual Basecamp's with the guidance of the above referenced documents.
6. It will be the responsibility for each section head, on an annual basis, to verify the Basecamp is current and organized.
7. **Basecamp will not be a substitute for the official ASHRAE FG website for posting upcoming meetings, meeting minutes, agendas, or virtual links to upcoming meetings.**
8. In addition, ASHRAE staff will setup a Basecamp for each section head and staff liaison. It will be the section head's responsibility to populate their section Basecamp with the current chair, vice-chair, and secretary for their individual FG'.
9. ASHRAE staff, with TAC's approval, will automatically send documents to all section Basecamps. The individual FG Basecamps will be automatically notified when posted to the section Basecamp.

All,

As we continue to ask our TCs to meet in between conferences to continue to do the work of the TC, we would like to initiate a listing of the interim meetings on the Technical Committees webpage (<https://www.ashrae.org/technical-resources/technical-committees>), similar to the listing done for Standards (link below). It is our intention that the posting of the TC meetings should follow the Standards rules, so there is not two sets of rules out there to confuse everyone. So, TC interim meetings should be posted (by emailing the alias TCmeetings@ashrae.com) two weeks before an online meeting and four weeks before a face-to-face meeting. The person emailing should also include the meeting call-in info/ link for posting. We would like to recommend that TCs use ASHRAE's online resources, but obviously can't mandate it.

To keep our members apprised of the meetings, we would like to add a notice in the ASHRAE Journal Newsletter (bimonthly) to remind our members to check the listing and to provide a link to the list. So, we would like it to say something like this...

Attention TC Members!

As many of your know, TAC is recommending that TCs meet on an interim basis between society conferences, so that we can improve the efficiency of the TCs and continue the work of the society. TAC believes that these interim meetings should be announced society-wide to encourage any member with an interest in the TC's work to join the conversation. Soon, there will be a listing of these meetings available on the "Technical Committee" section of the ASHRAE website.

To post an interim meeting announcement, the TC secretary should email TCmeetings@ashrae.com with the name of the TC, the date and time of the meeting and the call-in information or meeting link, at least 2 weeks before the meeting time. Also, any face to face meeting should be posted at least four weeks beforehand.

If your TC needs assistance setting up an online meeting, contact....XXXXXXX.

To see the listing of interim meetings, click here (link, when live).

Announcements and Reminders for TC/TG/TRG & MTG Chairs Virtual Winter Meeting 2021

A. **NEW!**

1. **Discuss and confirm that TGs, TRGs, and MTGs in section will continue in 21-22 Society Year**

This could be an agenda item for your Winter Meeting to formally reaffirm for next year. TCs are encouraged to work with Section Head on new FG Evaluation worksheet.

From TC MOP:

1.5. Review

- 1.5.1.** Once a year, preferably at, or prior to, each Annual meeting, the Committee Chair and Committee Membership shall evaluate their progress in accomplishing the purpose for which they were constituted and recommend one of the following actions to their Section Head:
- a) Continue as a TC, TG, MTG, or TRG
 - b) Convert from a TG to a TC
 - c) Convert from a TRG to a TG or TC
 - d) Merge with a TC/TG/TRG and submit a revised scope for the merged committee
 - e) Dissolve the TC, TG, MTG, or TRG.
 - i) If a TC/TG/TRG/MTG votes to disband, it must establish whether any current responsibilities should be continued and, if so, recommend existing TC/TRG/MTG(s) to assume responsibility and obtain those committee's written concurrence

2. **TC Meeting schedule and protocols**

TC committee meeting schedules posted at www.ashrae.org/conferences/2021-virtual-winter-conference. Access to virtual committee meetings will available to all. The meeting access information is included in the program.

3. **21-22 Roster Rollover**

Remember, the current 2020-2021 roster for your TC, TG or MTG is in effect until after the June meeting later this year.

TC Chairs will receive a unique link to an online workbook for your particular TC that will allow you to update membership and roster assignments in order to create your SY21-22 roster. Please make sure that the completed workbook is submitted on or before Tuesday night, January 26th, of the Winter Meeting. Online training will be available and announced shortly. A recorded training presentation on how to use this workbook is posted on our website at www.ashrae.org/technical-resources/technical-committees/tc-training-and-presentations.

4. **Interim TC Meeting Procedures**

TAC is encouraging TC's to meet in between ASHRAE Meeting. TAC will implement the following:

- Maintain a listing of the interim meetings on the Technical Committees webpage (www.ashrae.org/technical-resources/technical-committees), similar to the listing done for Standards.

Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Winter Meeting 2021

- TC interim meetings should be posted (by emailing the alias TCmeetings@ashrae.net) two weeks before an online meeting and four weeks before a face-to-face meeting. The person emailing should also include the meeting call-in info/ link for posting.
- To keep our members apprised of the meetings, we will add a notice in the ASHRAE Journal Newsletter (bimonthly) to remind our members to check the listing and to provide a link to the list.

5. New Section Head/TC leadership Basecamp

A new Basecamp (<https://3.basecamp.com/3106353/projects/15520814>) is set up to communicate and transfer documents between TAC Section Heads and TC leadership (Chairs, Vice Chairs, Secretary) at TC members can participate at <https://3.basecamp.com/3106353/join/8MHSs5gveaLg>. Send staff (shammerling@ashrae.org) an email if you need access.

6. TC Re-Org update

TAC has a subcommittee to implement recommendations of TC Re-Org Ad Hoc final report.

For those TC's that have decided to merge, you need to:

- Vote on the revised Title & Scope. Any combining TC's need to be voting on the same TPS.
- Proposed leadership and voting roster need to be completed.
- Please work closely with your Section Head.
- So far, TAC has approved 5 TC mergers – 3.2 & 3.3, 8.10 & 8.12, 9.4 & 9.8, 7.3 & 7.8, and 10.1 & 10.3. More are in the works.
- For those TC's still in the discussion phase, please keep your Section Head aware of your discussion status.

7. MTGs that have been formed since Annual Meeting

- **MTG.VIC (Ventilation for Infection Controls)**

8. How to Import Your TC Roster Information into MS-Outlook

Detailed instructions on how to import your TC roster information into MS-Outlook has been created and an e-mail announcement will be issued to all TC chairs, vice chairs, and secretaries once these instructions and the restructured TC MOP are posted to the TC page of the website (www.ashrae.org/TCs)

B. VIRTUAL ANNUAL MEETING

1. Training Options

i. **TC/TG/TRG/MTG Chair's Training Topic**

A set of training blocks related to leadership training is in development. One of the four blocks is complete. Access will be made available to FG leadership shortly. TAC

Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Winter Meeting 2021

is exploring making PDH credits available. The training is part of TC Chair's Breakfast virtual meeting. Draft slides sent via email.

ii. **RAC's Research Subcommittee Chair's Breakfast**

RAC has not scheduled Training session for Winter Meeting. Please follow and check www.ashrae.org/conferences/2021-virtual-winter-conference for information when available.

Please encourage your Research Subcommittee Chair or another representative from the TC to attend this meeting so that your RAC Research Liaison (RL) can get an update on the TC's research activities and so that your RL can help resolve issues & questions that TC may have concerning their research program.

iii. **TC Program Subcommittee Chair Training**

CEC has not scheduled Training session for Winter Meeting. Please follow and check www.ashrae.org/conferences/2021-virtual-winter-conference for information when available.

A few things you might learn in training are as follows:

- Incomplete program submissions is the biggest reason for rejection now. All information is needed up front for CEC selection process.
- A packaged session on a similar topic is the best way to greatly improve your chances for acceptance.
- There is no difference in how CEC handles 60 and 90 minute program slots. 60 minute slots are just as good as 90 minute slots if complete.

C. **UPCOMING DEADLINES**

1. **TC Activity Forms for the 2021 Virtual Winter Meeting are due to Your Section Head before Tuesday 1/26/2021**

TC/TG/TRG Activity Feedback Form (Excel) can downloaded from the TAC Section and TC Leadership Basecamp - www.ashrae.org/standards-research-technology/technical-committees/tc-forms-and-documents. Section heads can also provide an electronic copy of the form if requested.

2. **ASHRAE is planning for face-to-face meeting in Phoenix AZ, June 26-30, 2021. Seminar and Forum proposals for Phoenix are due by Monday, February 8, 2021.**

Please visit the following site to submit your proposal: For more information, go to: www.ashrae.org/phoenix. Here's the deadlines:

- **Wednesday August 12, 2020:** Conference Paper Abstracts, Technical Papers, and Paper Session Requests Due – PAST DUE
- **Friday September 4, 2020:** Conference Paper Abstract Accept/Reject Notifications
- **Wednesday December 2, 2020:** Final Conference Papers and Request for Conference Paper Sessions Due
- **Monday January 4, 2021:** Conference Paper Accept/Revise/Reject Notifications
- **Wednesday January 6, 2021:** Website Opens for Seminar, Workshop, Forum, Debate, and Panel Proposals

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- **Wednesday January 13, 2021:** Revised Conference Papers/Final Technical Papers Due
- **Monday February 8, 2021:** Program Submissions Due / Extended Abstracts Due
- **Thursday February 18, 2021:** Conference and Technical Paper Final Accept/Reject Notifications
- **Friday March 19, 2021:** Program Submissions Accept/Reject Notifications

3. 2021-2022 Hightower Award Nominations by Wednesday, September 1st

There were 6 nominations for this year's award. Thanks to all TCs that nominated a winner! All that did not win are encouraged to resubmit.

TAC wishes to encourage TCs to make nominations for the 2020-2021 *George B. Hightower Technical Achievement Award*. Nominations are due to Section Heads by September 1, 2021 or sooner. 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, Forms..." heading:
www.ashrae.org/tcs.

D. REMINDERS

1. 21-22 Roster Rollover

Remember, the current 2020-2021 roster for your TC, TG or MTG is in effect until after they meet for the ASHRAE Annual Conference. Rosters will roll over to 2021-2022 at that point.

2. 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: www.ashrae.org/tcs

3. Request for each TC to briefly review ASHRAE Code of Ethics at start of meeting

See the following link for the latest version of the ASHRAE Code of Ethics:
www.ashrae.org/about-ashrae.

4. Make a Special Effort to welcome new Members, and Visitors to TC meeting

Potential new members for your committee have been encouraged to drop-by your meeting. 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.

5. Is Your Committee Website up to Date?

If not, please ask your webmaster to at least post the latest minutes and the Virtual Annual 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. The new TC website template has greatly simplified the duties of the TC webmaster and this form of communication is critical to the efficient operation of your

Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Winter Meeting 2021

committee, and for attracting new members. Please note a listserv is available to TCs to communicate with rostered members and all interested in keeping track of TC activities.

The conversion to a new TC website platform highlighted a couple areas where a refresher of the ASHRAE rules on website maintenance is warranted. First be aware that ASHRAE Products (i.e., handbook chapters, journal articles, final reports from research projects, etc.) cannot be published on your TC's website. It is very appropriate to post the title and scope of the product and then link the reader to the ASHRAE bookstore or other location on the ASHRAE site where the product may be purchased. Any possible exceptions to this rule must be sent through Mark Owen for review and approval (mowen@ashrae.org). The second issue involves timely posting of the draft minutes. Draft minutes (and final, approved minutes from the prior meeting) should be posted to your website (or otherwise distributed to the members) within 60 days after the meeting. Please ensure that your secretary and webmaster are aware of this deadline. To assist your secretary in understanding the procedures for taking and reporting minutes, a video has been developed and posted on the Technical Committees' Training page <http://www.ashrae.org/tcs>). On the same page, a video has also been posted for use by webmasters to learn about the procedures and schedule to maintain the new websites.

- 6. TC Master Calendar – Now Available through Google** - The Technical Committee Master Calendar is now available through Google. In order to access this calendar you need to have a Google account.

Once you log into your Google account, follow the instructions below:

To add a friend's calendar, just follow these steps:

- At the bottom of the calendar list on the left, click Add and select Add a friend's calendar.
- Enter the appropriate email address (techservices1791@gmail.com) in the field provided, then click Add.

This calendar is public and will appear under 'Other Calendars' in the left column.

To set up Google Calendar Sync to your Outlook:

- Make sure you're using a supported operating system and Outlook version.
- Download Google Calendar Sync (version 0.9.3.6) at
- <https://google-calendar-sync.en.softonic.com/>
- Once a dialog box appears, click Save File. The downloaded file should open automatically. If it doesn't, manually open it from your browser's download window.
- Click OK to confirm that you're aware this is an executable file.
- Read through the Google Calendar Sync Terms of Service, and click I Agree.
- Follow through the Installation Options and click Install to finish the set-up process.

Once Google Calendar Sync is installed on your computer, the Google Calendar Sync Settings window will appear:

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In the Settings window, enter your email address and password and select the Sync Option you prefer. Read about each Sync Option.

You'll also be able to set the time interval for syncing to occur. Please keep in mind that 10 minutes is the minimum time interval allowed.

After the initial set-up, you can access the Google Calendar Sync Settings window again by double-clicking the calendar icon in your Windows System Tray.

9. TC E-mail Position Aliases available

SY 20-21 TC Position e-mail alias addresses for the mandatory positions of the Technical Committee management team (Secretary, Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster) will stay in effect until July 1st. The 20-21 E-mail Alias list with these position aliases is posted on the ASHRAE website www.ashrae.org/TCs under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*.

10. Restructured TC MOP (Manual of Procedures)

TAC has restructured the TC MOP so that it is easier to navigate and find information. The new TC MOP can be found on the ASHRAE website www.ashrae.org/TCs under the heading *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs*.

11. Distribution of TC minutes changed in TC MOP

The TC MOP and *TC/TG/MTG/TRG Minutes Cover Sheet* form have both been updated and you are no longer required to send the TAC chair a copy of your minutes after each meeting. The new minutes cover sheet can be found on the ASHRAE website www.ashrae.org/TCs under the headings *Procedures, Forms & Information for TCs/TGs/MTGs and TRGs – Routine Forms for TC/TG/MTGs/TRGs*.

12. Updated TAC Presentation Template Available for TC members to use with local Chapter

TAC recently updated the standard presentation and presentation notes that TC members can use, without a lot of effort, to explain what TCs do for the Society and how that work benefits members in your local ASHRAE Chapter.

The new presentation and presentation notes files are posted now at the following link www.ashrae.org/tcs under the heading *General TC Information* at the top of the page in case you prefer to direct others to these files posted online. The presentation material is now also available in both English and Spanish.

13. Basecamp and Virtual Meeting Information from ECC

ECC is offering training to TC leadership at the Winter 2021 Meeting.

More and more TCs and standing committees are making use of ASHRAE's subscription to Basecamp3 to better organize, store, and distribute on-line committee files that are needed for their meetings through a dedicated committee Basecamp site. If you would

Announcements & Reminders for TC/TG/TRG & MTG Chairs Virtual Winter Meeting 2021

like to learn more about Basecamp and how to request a site for your particular committee, please go to the Electronic Communications Committee (ECC) web page: (<https://www.ashrae.org/communities/committees/standing-committees/electronic-communications-committee>) and scroll down to the section titled *Basecamp Guidance*

E. RECENT ANNOUNCEMENT

1. **CEC's Standing Request for Future Society Meeting Program Track Suggestions**

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, and to create meetings that reach all of ASHRAE's constituencies, the CEC seeks ideas for tracks for the Chicago 2021 Winter meeting 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). You can also add your track suggestion in the "Comment" section of the TC Activity form for the Orlando meeting.

2. **CEC Always Seeks TC Volunteers willing to Support Content Development and Quality Control for Society Technical Program at Society 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.

3. **The Professional Development Committee (PDC) is seeking ideas for new ASHRAE Learning Institute (ALI) courses.**

The Professional Development Committee (PDC) is actively seeking ideas for new ASHRAE Learning Institute (ALI) courses. We need practical courses of broad interest to be presented as face-to-face seminars or short courses, instructor-led online courses and self-paced courses. Examples include courses with a focus on new technologies that need to be shared, fundamentals for engineers new to the discipline, standard applications that need explanation, and courses based on new design guides. Does your TC have a potential course idea?

Contact Karen Murray (ASHRAE staff) kmurray@ashre.org or PDCchair@ashrae.net with your course ideas.

4. **ASHRAE Certification Committee seeking ideas from TCs for possible professional certification programs**

Certification Committee seeking ideas from TCs for possible professional certification programs related to 1) support adaptability, resilience and recovery of buildings and

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communities, 2) promote understanding of indoor environmental quality (IEQ) among practitioners). Representatives from the Certification Committee will meet with TCs in Orlando that expressed an interest or had ideas.

F. **CURRENT & UPCOMING ASHRAE CONFERENCE PROGRAMS**

1. **Chicago Winter Conference – Jan. 23 – Jan. 2, 2021**

Conference Website: <https://www.ashrae.org/chicago>

Conference Program Chair: Maggie Moninski

Program Focus at Chicago Winter Conference

- i. Track 1: HVAC&R Fundamentals and Applications
- ii. Track 2: Systems and Equipment
- iii. Track 3: Refrigeration & Refrigerants
- iv. Track 4: Environmental Health through IEQ
- v. Track 5: Building Performance and Commissioning for Operation and Management
- vi. Track 6: Energy Conservation
- vii. Track 7: International Design
- viii. Track 8: Standards, Guidelines and Codes
- ix. Track 9 (mini-track) based on Chuck Gullledge's Presidential Theme (to be announced and not accepting papers).

2. **Phoenix Annual Conference – Jun. 26 – Jun. 30, 2021**

Conference Website: <https://www.ashrae.org/phoenix>

Conference Program Chair: Christine Reinders

Program Focus at Phoenix Annual Conference

- i. Track 1: **Fundamentals and Applications**
- ii. Track 2: HVAC&R Systems and Equipment
- iii. Track 3: Research Summit
- iv. Track 4: Professional Development
- v. Track 5: Design, Control, and Operation of Critical Environments
- vi. Track 6: HVAC&R for Indoor Plants and Animals
- vii. Track 7: Future Proofing – Renewable, Regenerative and Resilient
- viii. Track 8: Hot, Hot, Hot

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- ix. Track 9 (mini-track) to be announced

G. OTHER UPCOMING WORKSHOPS, CONFERENCES AND EVENTS**1. 2021**

- i. 2021 ASHRAE Virtual Design and Construction Conference – March 8-10, 2021 – Orlando, FL. www.ashrae.org/virtualdesign2021
- ii. IAQ 2020: Indoor Environmental Quality Performance Approaches: Transitioning from IAQ to IEQ – September 13-15, 2021 – Athens, Greece - www.ashrae.org/iaq2020.
- iii. Ventilation 2021: 13th International Industrial Ventilation Conference for Contaminant Control – August 15-18, Toronto, Canada - www.ashrae.org/conferences/topical-conferences/ventilation-2021.

TAC Vice-Chair Report
ASHRAE 2021 Winter Virtual Conference
Observations from attending the virtual conference
Submitted: Larry Smith
January 24, 2021

1. The following observations are based on my brief attendance to approximately 30 FG virtual meetings
2. During the time I attended the FG meetings, the section head was only present five (5) times
3. Only one (1) FG virtual meeting only the chair + 2 people attended (TC 1.13)....I was one of the 2 people!
4. TC 8.7 only had a phone link
5. Almost ALL meetings started late
6. A surprising number of FG's have MBO's, vision/mission statements, and/or long range planning
7. **For TAC to be more effective we need to invigorate our leadership responsibilities as a servant leader. Many FG's need the assistance of an engaged section head**
8. I observe many FG's having on-going conversations for changes in their TPS and/or organic consolidation to be more effective
9. We have MANY international members attending. Would they attend if we had an in-person meeting?
10. How do we amp-up the conversation of aligning FG's TPS to reflect the FG's activities? Harmonizing or re-aligning their efforts? Section 8.1 and 8.2 had some interesting conversations regarding their TPS.
11. Most FG's followed an orderly informal style meeting
12. A lot of discussion of having a virtual component when we meet in person