



MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2025 Annual Meeting

June 21 & June 25, 2025

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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June 21 & June 25, 2025

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**PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
June 21 & June 25, 2025**

No.	Motion	Status
1	to approve draft minutes of the January 30 th TAC meeting.	PASSED
2	that the TC 7.7 scope be changed as shown:	PASSED
3	that the TC 4.7 title be changed as shown:	PASSED

Actions from TAC Annual Meeting:

No.	Responsible Party	Action	Status
1	Gluesenkamp	invite TC 4.7 Chair to the next TAC meeting to hear concerns about the changing scope	
2	Thomas	Add TC 6.4 to website listing of TCs	
3	Atkisson	Follow up on TC 7.1 and 7.2 leadership issues for discussion at a future TAC meeting	
4	Nawaz	Determine if TCs 8.1 and 8.2 scope changes are approved by TC and ready for TAC's formal consideration	
5	Khanna/ Muldoon	Follow up and confirm disbanding of MTG.RAC and MTG.RES with MTG leadership	

Actions from TAC May 12 Meeting:

No.	Responsible Party	Action	Status
1	Kulankara	Contact Ashish to discuss how TCs can engage to help GTIC	Complete
2	Mercer	Share ASHRAE 101 presentation	Complete
3	TAC	Ask section heads to invite all incoming chairs to breakfast	Complete
4	Fisler/ Kulankara	Help train Sakraida for Data Coordinator Role	Complete

Actions from TAC Winter Meeting:

No.	Responsible Party	Action	Status
1	Mercer	Send a list of all the CEBD projects with assigned champions	Complete

Actions from TAC #2:

No.	Responsible Party	Action	Status
2	TAC	Think about balance issue and base categories (General, User, Producer, and send thoughts on implementing this, if this was necessary, or how to implement (Refer to TAC #2 minutes)	Complete

LIST OF ATTACHMENTS**ATTACHMENT A: Final report 2024-2025 MBOs****LIST OF ACRONYMS**

BOD	Board of Directors
CEBD	Center of Excellence for Building Decarbonization
CEC	Conference and Expositions Committee
CTTC	Chapter Technology Transfer Committee
CNV	Chair Not Voting
Ex-O	Ex-Officio
FG	Functional Group
GAC	Government Affairs Committee
GTIC	Global Technical Interaction Committee
MBO	Management by Objectives
MTG	Multi-disciplinary Task Group

PEAC	Presidents Elect Advisory Committee
RFP	Request for Proposal
SSPC	Standing Standard Project Committee
SY	Society Year
TC	Technical Committee
TG	Task Group
TRG	Technical Resource Group
YEA	Young Engineers in ASHRAE

MINUTES
TECHNICAL ACTIVITIES COMMITTEE
June 21 & June 25, 2025

MEMBERS PRESENT:

Kevin Mercer, *Chair*
Satheesh Kulankara, *Vice Chair*
Vikrant Aute, *Training Coordinator*
Jason Atkisson, *Section 1*
Diana Fisler, *Section 2*
Tina Brueckner, *Section 3*
Kyle Gluesenkamp, *Section 4*
Doug Reindl, *Section 6*
Money Khanna, *Section 7*
Kashif Nawaz, *Section 8*
Joy Altwies, *Section 9*
GD Mathur, *Section 10*
Ongun Kazanci, *MTG*
Kevin Muldoon, *MTG*
Vincent Sakraida, *Data Coordinator*
Wade Conlan, *Coord. Officer*
Corey Metzger, *BOD Ex-O*

GUESTS:

Carrie Brown
Lan Chi Nguyen Weekes
Eric Berg, *Incoming Member*
Joe Furman
Danielle Bejar

ASHRAE STAFF:

Steve Hammerling, *MORTS*
Tara Thomas, *Tech Services Coordinator*
Heather Pierce, *Technical Services Engineer*

MEMBERS NOT PRESENT:

Esteban Baccini, *Section 5*

1. **Call to order**

Chair Mercer called TAC meeting to order at approximately 8:00 AM EDT.

2. **ASHRAE Value Statement:**

ASHRAE Value Statement – In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

Code of Ethics

Core Values

Diversity Statement

3. **Welcome guests/Roll call/Determination of quorum**

TAC Member 2024-25	Role
Kevin Mercer (25)	Chair
Satheesh Kulankara (26)	Vice Chair & GTIC & Data Coordinator (temp)
Vikrant Aute (26)	Training Coordinator
Jason Atkisson (25)	Section 1
Diana Fisler (28)	Section 2
Tina Brueckner (26)	Section 3
Kyle Gluesenkamp (28)	Section 4 & YEA Liaison
Esteban Baccini	Section 5 & CTTC Liaison
Doug Reindl (25)	Section 6
Money Khanna (27)	Section 7
Kashif Nawaz (27)	Section 8
Joy Altwies (25)	Section 9
Gursaran Mathur (27)	Section 10
Ongun Kazanci (27)	Section MTG (ACR, BIM, CYB, EBO, BEQ)
Kevin Muldoon (28)	Section MTG (HCDG, LowGWP, RAC, RES, CEA)
Wade Conlan	Coordinating Officer
Corey Metzger	BOD Ex-O

The following changes would be made for 25-26 TAC roster:

- Kulankara to Chair
- Aute to Vice-Chair
- Atkisson to Training Coordinator
- Milesi-Ferretti to Section 1
- Rad to Section 5 & CTTC liaison
- Berg to Section 6
- New to Section 7
- Muldoon to Section 9
- Sakraida to Data Coordinator
- Khanna to MTG (HCDG, LowGWP, RAC, RES, CEA)
- Abellon to Coordinating Officer
- Rolling off: Mercer, Baccini, Reindl, Altwies, Conlan

Roster for 24-25 on TAC Basecamp -

(<https://public.3.basecamp.com/p/4MX7jMwzG8uZgAtNv5kFcpN1>)

4. **Changes/approval of the agenda**

No changes were made to agenda sent ahead of meeting

5. **(Mercer) DRAFT minutes from TAC Winter Meeting**

(1) it was moved (Kulankara) and seconded (Reindl) to approve draft minutes of the January 30th TAC meeting.

BACKGROUND: Posted to TAC Basecamp

(<https://3.basecamp.com/3106353/buckets/389454/vaults/772403169>) on May 9th. No changes were suggested.

MOTION 1 VOTE: 13-0-1 CNV – PASSES

6. **(Mercer) Chair Report**

- ASHRAE Strategic Plan Discussion
 - New ASHRAE Strategic Plan is available at www.ashrae.org/strategicplan and is being rolled out at Annual Meeting. Committees are asked to align committee MBOs and strategic efforts with the ASHRAE Strategic Plan.
- YEA & Chapter Leadership Academy Update
 - YEA is revamping their mentorship program. Please monitor ASHRAE website for updates. TAC participated in the YEA ASHRAE Connect Program and had a mentee for the Phoenix meeting.
- GTIC Updates
 - TAC would work with GTIC to get more specific guidance on areas where TCs can chip in.
- CEBD updates
 - RFPs for 2 CEBD projects were issues in more. 2-3 more anticipated for Fall.
 - Two more decarbonization guides and an e-Learning course available
 - There are now 9 guides in the CEBD developed suite of CEBD publications
- TC/PC interactions/training
 - Representatives from Standards Committee met with TAC ExCom to discuss coordination efforts between TCs and SSPCs. There was an agreement that training on the Standards development process would be helpful in getting TC members engaged.
- Technical program topics for Austin Annual meeting
 - CEC will ask TAC to provide feedback to on the program tracks for Austin. Please keep an eye out for the email and volunteer if you are able.
- Other

7. **Possible Motions**

- No motions at this time but motions would be considered as they arise on agenda.

8. **Open Action Items - Please be prepared to respond to below action items**

Actions from TAC May 12 Meeting:

No.	Responsible Party	Action	Status
1	Kulankara	Contact Ashish to discuss how TCs can engage to help GTIC	Complete
2	Mercer	Share ASHRAE 101 presentation	Complete

3	TAC	Ask section heads to invite all incoming chairs to breakfast	Complete
4	Fisler/ Kulankara	Help train Sakraida for Data Coordinator Role	Complete

Actions from TAC Winter Meeting:

No.	Responsible Party	Action	Status
1	Mercer	Send a list of all the CEBD projects with assigned champions	Complete

Actions from TAC #2:

No.	Responsible Party	Action	Status
2	TAC	Think about balance issue and base categories (General, User, Producer, and send thoughts on implementing this, if this was necessary, or how to implement (Refer to TAC #2 minutes)	Complete

9. **Section issues (Section Heads)**

- None reported at this time. Please bring issues for TAC discussion to Wednesday meeting.

10. **BOD Ex-O / Coordinating Officer**

a. BOD Ex-O report

Metzger presented PEAC report ([here](#)).

Highlights of items of interest to TAC include the following:

- New ASHRAE Strategic Plan – www.ashrae.org/strategicplan
- Government Affairs seeking Subject Matter Experts to participate in advocacy efforts. Please communicate to TCs or consider participating. Email govaffairs@ashrae.org for information.
- ASHRAE is proposing changes to membership models
- Nominations to participate in committees next year should be made at www.ashrae.org/communities/committees/committee-nominations.

b. CO report

No report issued

11. **New/Unfinished Business**

- None at this time.

12. **Training**

a. Updated FG Activity Form and Section Head Tool should be used for Phoenix ([here](#))

b. Proposed Breakfast Agenda:

1. Welcome Comments [Kevin Mercer]
2. CEBD [Costas Balaras]
3. GAC [Alice Yates]

4. CEC [Maggie Moninski]
5. ASHRAE 101 [Stephanie]
6. TAC Update [Kevin Mercer]
 - TAC Progress in 2025
 - Mentor program
 - New roster update process [TC Chairs to provide feedback to section heads]
 - GenAI MTG, TC for space
 - Other topics from MBOs
7. TAC Operations [Satheesh Kulankara]
 - Example dashboards
 - Section and MTG head assignments for the 2025-2026 SY
8. Section Breakout [Section Heads]

13. **2024-2025 MBOs**

An update on MBOs would be reported to OPS at their meeting on Tuesday (**Attachment A**).

RECESS

RECONVENE

14. **Section Head Reports (3 to 5 minutes per section)**

Presenting highlights only from their written reports submitted earlier

- a) New motions that TAC must consider at this meeting from TCs in section?

1. Proposed Name and Scope Changes

TC 7.7 changes

(2) It was moved (Reindl) and seconded (Atkisson) that the TC 7.7 scope be changed as shown:

TC 7.7: Testing and Balancing

Technical Committee 07.07 is concerned with field testing, adjusting, and balancing and adjusting of heating, ventilating, air-conditioning systems, and other environmental systems including the devices necessary in control or measurement of those systems, and including the identification, organization and development of procedures for performing these tasks ~~those field operations necessary~~ to ensure optimum system performance within the limitations of the equipment, design, and installation.

BACKGROUND: TC made changes to current scope to align with current ASHRAE definitions (air conditioning, testing adjusting and balancing & environmental systems), and those in cognizant standards and guidelines (Standard 111, Guideline 11). TC votes and approved unanimously.

MOTION 2 VOTE: 14-0-1 CNV – PASSES

TC 9.13, SPACE is considering changes but they were not brought forward today.

TC 4.7 is considering changes to their title and scope. Gluesenkamp noted they'd submitted a proposal at an earlier TAC meeting that was not approved but TAC provided feedback.

(3) It was moved (Gluesenkamp) and seconded (Reindl) that the TC 4.7 title be changed as shown:

TC 4.7: ~~Energy Calculations~~ Building Energy Modeling

MOTION 3 VOTE: 14-0-1 CNV – PASSES

Changes to the TC 4.7 scope were not approved by TAC:

TC 4.7 identifies, evaluates, develops, and recommends procedures for calculating energy performance and environmental performance of for the built environment.

Gluesenkamp would invite TC 4.7 Chair to the next TAC meeting to hear concerns about the changing scope (**Action Item #1**).

Gluesenkamp noted that TC 4.5 did not have a chair or quorum for their meeting and needs to update roster. Members also requested that the Training Breakfast be recorded at each meeting if possible.

Section 5 TC were requesting that hybrid meetings be the default and offered for every meetings regardless of meeting location.

Reindl noted TC 6.4 is not listed on list of TCs on website. Thomas was asked to fix (**Action Item #2**).

Atkisson noted TCs 7.1 and 7.2 were needing leadership and should be discussed at future TAC meeting (**Action Item #3**).

Nawaz noted TCs 8.1 and 8.2 had scope changes. If approved by TC these should be sent to TAC for formal consideration (**Action Item #4**).

Muldoon reported that MTG.RAC disbandment is pending. He is awaiting confirmation from leadership. MTG.RES may disband as well as their scope is now within TC 2.10. Khanna was asked to follow up with Muldoon and confirm MTGs (**Action Item #5**).

2. Proposed New TG/TRG/MTGs
None at this time

15. Unfinished Business

a. ASHRAE Research Strategic Plan (Auto)

Auto reported that a Research Advisory Panel is developing a new ASHRAE Strategic Research Plan (RSP). Some details:

- RAP wants to know which TCs do not have research and why (from the TCs) and what ASHRAE research means to them
- RAP seeking this info by the next annual meeting

- RAP is working on the structure of the RSP which will include research topics but also recommendations on the ASHRAE research process and measuring impacts.
- RAP is meeting on regular basis and welcomes TAC and FG input.

16. **New Business**

a. **Thank outgoing members**

TAC recognized outgoing members Kevin Mercer, Doug Reindl & Joy Altwies and thanked them for their service. They were recognized with certificates of appreciation.

b. **Welcome Incoming members**

Incoming members Natascha Milesi-Ferretti, Farzin Rad, Eric Berg, Joshua New, Devin Abellon (Coordinating Officer) were welcomed to TAC. Assignments for 25-26 SY are listed in Section 3 of minutes.

c. **Handover to new Chair**

• **2025-26 MBOs**

MBOs for next Society Year were requested for Fall. A web tool for MBO submissions was developed for use to upload and monitor MBOs.

• **Confirm TAC assignments**

The proposed positions for SY 25-26 were confirmed.

17. **Next Meeting**

a. Monthly TAC meeting #1 will be targeted for July or August. Please monitor for updates.

b. The ASHRAE Winter Conference will take place January 31 - February 4, 2026— Las Vegas, NV

18. **Adjournment**

Kulankara adjourned meeting at approximately 10 AM EDT.

Attachment A – 2024-2025 MBO Final Report

MBO #	Description	Metric	Completion % /Date	Financial Assist Req'd?	MBO Comments
		(how do we determine success?)			
1	Promote balance in TCs by Section Heads reviewing FG rosters	10 Section Head Reports submitted that indicate review of rosters to help assure technical balance in new and continuing committees	100% July 1st 2025	No	Ongoing as TAC activity as we are in 2024-25. TAC working to develop guidance on 'interest categories' to help FG chairs in assuring balance on FG that would be aligned with Standards. (We want balance, but also do not want to burden membership either). TAC has identified initial list of categories and continues to discuss June 25 Update: No issues TAC is aware of and FGs conducting business properly
2	Create new YEA mentorship program.	Recruit at least 1 new YEA member that would shadow each Section Head. Connect younger talent with the more experienced membership. Work through TAC YEA liaison to establish the correct format and structure.	100% July 1st 2025	No	We are wanting to create more connections between ASHRAE leadership and our younger membership, and take opportunity for mentorship, professional development, as well as learn ASHRAE processes and procedures. TAC is working with YEA on their meeting mentor program and volunteering to participate. TAC helped gather volunteers to participate in the YEA mentorship program. This YEA program is expected to be rolled out in Fall 25. June 25 Update: We are actively mentoring a phd student for the Annual meeting, Danielle Bejar and will continue to work with YEA and support this initiative!
3	Empower sections for strategic engagement	Section level meetings (one for each section) held between each Conference (as needed)	100% July 1st 2025	No	Chairs Breakfasts in Winter and Annual meetings feature sections breakout session for section-level strategy ideation and other issues. SHs are tasked to hold a section meeting - AS NEEDED, not mandatory if everything is going well in a section.

					June 25 Update: TAC continues to have breakout sessions at TAC/FG Breakfast, both at Winter and Annual Meetings
4	Work on global collaboration through TCs	TAC VC attends all GTIC activities and reports to TAC as well as gives a report on any TCIS activities conducted during the Society Year	100% July 1st 2025	No	TAC VC is member of GTIC and is actively participating. TAC regularly updates membership and FG leadership on GTIC activities. TAC is connecting GTIC to TC expertise as requested. GTIC gave presentation at Winter meeting TAC/FG Breakfast. June 25 UPDATE: TAC to work with GTIC for specific activities TCs can help contribute to. TCIS subcommittee report to GTIC.
5	Work on collaboration for CEBD projects	TAC Chair attends the SP sub-committee of Tech Council and reports back to TAC	100% July 1st 2025	No	TAC Chair is a member of the SP committee, which oversees CEBD activities. The TAC Chair can take actions as needed to connect society membership expertise with identified needs for CEBD projects. CEBD continues to develop 15 projects with TAC servicing as a liaison to connect CEBD with FG expertise. Two projects out for bid now. Several more projects in development with some expected to go out for bid in Fall. June 25 Update: Two projects have been awarded and plan for more to be executed upon in next Society Year. TAC Chair will join as Vice-Chair of SP committee for next Society year to continue these efforts.
6	Emphasize TC Chairs training for effective operations, using existing administrative resources and procedures and outreach to other standing committees	Every Chair's Breakfast program includes a training from a different standing committee	100% July 1st 2025	No	June 25 UPDATE: Continued TAC/FG Training Breakfast focused on various committee updates and roster update processes for 25-26 SY.

7	Continue online rostering project	complete or incomplete (will never be fully complete)	100% July 1st 2025	Yes	TAC continues to collect feedback for continuous improvements. Instructions for 2025-26 roster update and training we rolled out in ORL. Deadline for roster updates to SH's is March 3. June 25 UPDATE: Feedback sought from TCs on new process/tool. Working to streamline process and looking to move to phase 2 updates in 25-26. Rosters for 25-26 have mostly been submitted. The few that have not are being finished up this Annual meeting. Funds have also been assigned in the budget around this project for next society year to empower meeting 25-28 Strategic Plan Objectives.
8	Train new TAC members	TAC Training Coordinator establishes Section Head mentoring process through an update to the TAC Reference Manual and as a reference for any TAC member to go to for help.	100% July 1st 2025	No	Active role on TAC is training coordinator for full-filling this responsibility June 25 UPDATE: training and mentorship of incoming TAC members completed this fall.
9	Update TAC informational tools, e.g. Functional Group Evaluation Workbook, TAC webpage	complete or incomplete	100% July 1st 2025	No	Active role on TAC is data coordinator for full-filling this responsibility. June 25 UPDATE: Updated tools used for Annual meeting and metrics reviewed during TAC Part B meeting. Based on data, then any needed actions are determined and acted upon.
10	Maintain TAC Strategic Plan (using these MBOs as benchmarks) developed in 2023-2024 Society Year.	Post updated plan to TAC webpage	100% July 1st 2025	No	100% complete. TAC Strategic Plan approved in Indianapolis and reported to OPS. June 25 UPDATE: TAC Strategic Plan will be reviewed and aligned for next Society 25-28 Plan. Most likely will be an MBO for the 25-26 Society Year.