



MINUTES

TECHNICAL ACTIVITIES COMMITTEE

2015 Annual Meeting

June 27 & July 1, 2015

TABLE OF CONTENTS
TECHNICAL ACTIVITIES COMMITTEE
June 27 & July 1, 2015

PRINCIPAL MOTIONS..... iii

ACTION ITEMS..... iv

LIST OF ATTACHMENTS v

A - CALL TO ORDER..... 1

B – ASHRAE CODE OF ETHICS..... 1

C - ADDITIONS AND/OR CHANGES TO THE AGENDA..... 1

D – ACTION ITEM TRACKING AND PRELIMINARY REVIEW 1

E - APPROVAL OF MINUTES – 2015 Winter Meeting, Chicago 2

F - CHAIR’S REPORT..... 2

G - BOD EXOFFICIO & COORDINATING OFFICER REPORT 3

H – VICE CHAIR’S REPORT 4

I - ROSTER COORDINATOR 4

J – LIAISON / SPECIAL ACTIVITIES COORDINATOR..... 5

K - TRAINING COORDINATOR..... 5

L - MULTIDISCIPLINARY TASK GROUP SECTION REPORT 6

M – SUNDAY’S SECTION MEETINGS REMINDERS 7

N – STAFF REPORT 8

O - SECTION HEAD REPORT..... 8

P – UNFINISHED BUSINESS 9

Q – NEW BUSINESS 9

R – REVIEW NEW ACTION ITEMS 9

ADJOURN

**PRINCIPAL MOTIONS
TECHNICAL ACTIVITIES COMMITTEE
June 27 & July 1, 2015**

No.	Motion	Page
1	draft minutes of the TAC 2015 Winter Meeting be approved as drafted	2
2	TC 5.2 title and scope is changed to the following in order to help better address and account for dynamic pressure losses throughout duct system – MOTION FAILED	3
3	That the name of E&P (Electronic & Physical) meetings be changed to RPM (Remote Participation Meetings) meetings.	3
4	the formation of a new multidisciplinary task group, MTG.ISPAQE be approved. The title and scope of MTG.ISPAQE is shown below:	6
5	the formation of a new multidisciplinary task group, MTG.ASEC be approved. The title and scope of MTG.ASEC is shown below:	7
6	the title and scope to TC 10.5, Refrigerated Distribution and Storage Facilities be revised with the following changes.	9

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TECHNICAL ACTIVITIES COMMITTEE
NEW & CARRY-OVER ACTION ITEMS
Annual Meeting, 2015

Action No.	Responsibility	Summary of Action Items	Page
1	Staff/Cooper	Work with IT to develop a CSV file properly mapping roster contact information to Outlook	4
2	Cramm/Thomas	Continue to work towards the on-line roster automation process	4

STATUS-ACTION ITEMS
Fall Meeting 2014 – September 10th & October 27th, 2014

Action No.	Responsibility	Summary of Action Items	Status
13	Luther/Staff	Develop ideas for possible new MTG communication paths	On-going

LIST OF ATTACHMENTS

- ATTACHMENT A:** 2014-2015 TAC MBOs
- ATTACHMENT B:** Section Heads Breakfast Handout
- ATTACHMENT C:** 2015-2016 TAC MBOs

MINUTES

TECHNICAL ACTIVITIES COMMITTEE

June 27 & July 1, 2015
Annual Meeting

MEMBERS PRESENT:

Eric Adams, Chair
Tom Lawrence, *Vice Chair*
Nadar Jayaraman, *Section 1*
Thomas Sobieski, *Section 2*
Jay Kohler, *Section 3*
Mike Bilderbeck, *Section 4*
Kenneth Peet, *Section 5*
Adrienne Thomle, *Section 7*
Stephen Duda, *Section 8*
Lynn Werman, *Section 9*
Kenneth Cooper, *Section 10*
Cynthia Gage, *Training Coordinator*
Kelley Cramm, *Roster Coordinator*
Ben Leppard, *BOD Ex-O*
Bjarne Olesen, *Coordinating Officer*

GUESTS:

Elbert Phillips, *Incoming TAC*
Dennis Wessel, *Incoming TAC*
Dustin Meredith, *Incoming TAC*
Krishanan Gowri, *Incoming TAC*
James Vallort, *Incoming TAC/TechC*
Larry Smith, *TC 5.2 Chair*
Craig Wray, *TC 5.2 Voting Member*
Eli Howard, *SMACNA*
John Harrod, *TechC*

ASHRAE STAFF

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

MEMBERS ABSENT:

Jeff Traylor, *Liaison/Special Activities Coordinator*
Mark Hegberg, *Section 6*
Ken Luther, *MTG Head*

A. CALL TO ORDER & INTRODUCTIONS

Chair, Eric Adams, called the meeting to order at 8:00 am, EDT on Saturday, June 27, 2015. Members and staff attended as recorded above

B. ASHRAE Code of Ethics - <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>

C. ADDITIONS AND/OR CHANGES TO THE AGENDA

No additions to the agenda

D. ACTION ITEMS TRACKING AND PRELIMINARY REVIEW OF ACTION ITEMS

STATUS-ACTION ITEMS Winter Meeting 2015

Action No.	Responsibility	Summary of Action Items	Status
1	Vaughn	Distribute information on Finance & Effective Meetings to TAC	Complete 4/29/15

2	Section Heads	Continue to send staff a prioritized list of TCs that are interested in conducting E&P meetings	Complete
3	Thomas	Provide TAC with a list of YEA members that currently serves on a technical committee	Complete
4	Cramm	Encourage YEA members to join or attend TAC meetings	Complete
5	Vaughn/Adams	Implement YEA into the coordination meetings that are held Saturday 7AM at Society meetings	Complete
6	CEC / TAC AD HOC	Provide information on how technical committees play a role in specialty conferences	Complete
7	Vaughn/Cooper	Schedule an interface meeting with web developers to review options for updating features on TC websites	Complete
8	Lawrence	Investigate options for importing the roster email address list into MS-Outlook	Complete

CARRY-OVER ACTION ITEMS
Fall Meeting 2014 – September 10th & October 27th, 2014

Action No.	Responsibility	Summary of Action Items	Status
13	Luther/Staff	Develop ideas for possible new MTG communication paths	On-going
14	Staff	Investigate use of SharePoint as TAC, and possibly TC, committee productivity tool	Complete

E. APPROVAL OF MINUTES

It was moved and seconded that,

- (1) draft minutes of the TAC 2015 Winter Meeting be approved as drafted

MOTION #1 – PASSED 12-0-0 CNV

F. CHAIR'S REPORT (Adams)

- a) Disposition of Motions from Last Meeting Requiring Higher Body Approval – No motions submitted by TAC at last meeting.
- b) New or Carryover Action Items Assigned to TAC by Tech. Council
1. Define how ASHRAE TCs can better support residential sector – MBO 1.7
On-going – Section Head to bring forward information for section breakfast.
 2. TC 5.2 Title and Scope change proposal & Feedback from other TCs

It was moved and seconded that,

- (2) TC 5.2 title and scope is changed to the following in order to help better address and account for dynamic pressure losses throughout duct system.

Title: Duct Design Systems

Scope: Technical Committee 5.2 is concerned with the design, construction, and operating characteristics, and construction of ductwork duct systems for the handling air and other gases, but does not include chimneys. This includes consideration of duct system materials and sizes, air velocities, and air leakage, as well as pressure changes and energy use related to ducted flows.

MOTION #2 – FAILED 0-8-2 CNV

3. Smaller TAC/CEC Ad Hoc to address TC program issues (Cooper/Cramm/Hegberg)
4. Interface Outreach efforts to YEA – Efforts being made by Kelley Cramm to reach out to YEA members. YEA members are invited to participate in meetings remotely.
- c) New Members Council Referrals – No new referrals at this time
- d) New Information Items
 1. Beta Test #8 of E&P Meetings for TCs 1.5, 2.2, 4.2, 6.8, 7.9, 8.4, 8.8, 9.2, and 10.2 in Atlanta – AI #2 W15 – MBO #2.4 The audio set-up continues to be a challenge.
 2. Should we propose to TechC a new name for E&P meetings? (Cooper)

It was moved and seconded that,

- (3) That the name of E&P (Electronic & Physical) meetings be changed to RPM (Remote Participation Meetings) meetings.

BACKGROUND: The acronym “RPM” better describes the character of these types of meetings in comparison to the acronym “E&P.”

MOTION #3 – PASSED 13-0-0 CNV

3. Update on new standard template being developed for TC websites – Cooper and Gage Work is in progress with ECC, staff, and a consultant to modernize and streamline the template for TC websites. This will include WIZYWIG editing, automatic rosters and simplified document uploading. There will be no more HTML editing. We have a preliminary design and will be working with several volunteer beta testers from various TCs to finalize the design and operation. Anticipate release sometime in the fall of 2015.
4. CIBSE Adaptive Cities Focus Group supported by TC 2.8 members - On-going
5. TC 7.6 Motion to establish collaborative meeting with IFMA, BOMA, etc. submitted as information item to TechC.
6. TBD
- e) TAC MBOs for Society Year 2014-2015 are provided in **Attachment A**

G. BOD EX-OFFICIO & COORDINATING OFFICER (Leppard & Olesen)

After thanking the committee for all their hard work and efforts, Leppard discussed changes at ASHRAE Headquarters. He went into details in relation to the Director of Marketing position, updates on membership growth and IAQA membership.

H. VICE CHAIR'S REPORT (Lawrence)

- a) Proposed MOPs, ROB and Reference Manual Changes
 - 1. Streamlined communication path for MTGs – On-going – There is a strong possibility for the MTGs to meet, via web, prior to Society meetings
 - 2. Status on TC voting members that have self-declared employment discipline – Since this feature was added approximately 30% of the members has updated their biographical records to include their discipline.
 - 3. TC MOP revision/rewrite effort (Cooper, Lawrence) A draft has been written, however, updates are not ready to be submitted for approval.
- b) Improve TC New Member Involvement with help from YEA and CTTC – TAC will continue to work with CTTC to encourage membership involvement in TCs
 - 1. TAC/YEA Video on TCs targeted to Chapters? TAC is currently looking for new ways to jointly reach grassroots YEA members that do not attend Society meetings. These efforts are being led by Cramm and was discussed earlier in the Chair's report
- c) Outreach to local chapters and regions - MBO #2.4 TechC
- d) Investigate options for importing the roster email addresses into MS-Outlook Contact List – AI #8 W15 (Cooper)
Efforts are being made with Staff to create an excel document mapped to mirror the changes needed to import the fields into outlook.

Action Item #1 <Staff/Cooper> Work with IT to develop a CSV file properly mapping roster contact information to Outlook

I. ROSTER COORDINATOR (Cramm)

- a) 15-16 Rosters
Copies of all 2015-2016 TC/TG/TRG rosters plus rosters for other Society committees that TAC may need to interface with this coming year can be found in the "Rosters" folder within the "Ref. Info" folder on the TAC FTP site.

The current roster can be accessed anytime at <http://ASHRAE.org/MyActiveCommittees> (if you have not logged in lately, you might need to set up a new username and password). All of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information. Make sure every TC Chair in your Section knows how to access the roster.
- b) New website feature will allow potential TC members to add their name to TC roster as PCM (Provisional Corresponding Members)
This new feature allow individuals to automatically sign up for membership as a PCM at <https://www.ashrae.org/JoinaTC>. Upon completion, an email will be automatically sent to the TC Chair notifying them of the new appointment. The TC/TG/TRG chair has the option each year during the regular roster update process to convert PCMs that have been active participants on the committee the past year into regular CMs or voting members.
- c) Testing Plans for New On-line Roster Update Tool – On-going

Action Items #2 <Cramm/Thomas> Continue to work towards the online roster automation process

- d) Proposed Changes for Roster Update Process Next Year – On-going
Roster Update Schedule and Goals for 16-17 Roster
TC/TG/TRG roster update workbooks, which will be used to create the 2016-2017 rosters, was e-mailed by staff to section heads for distribution to their committees in late November/early December. Section heads will be asked to have these workbooks distributed to their committees by mid-December. The following tentative deadlines are proposed in order to have rosters ready for distribution to the TCs by the end of May:
 - **Wednesday, January 27** – TCs should turn-in the first draft of their completed roster update workbook to their section head for review and approval.

- **February 15th to 28th** - The final draft of all roster update workbooks must be approved by section head and turned into staff for processing during this period. **GOAL:** Get 95% of Rollover Rosters turned in by 2/28/16, and remainder turned in by 3/31/16
- **March to May** – Section head works with staff and TC to finalize 2016-2017 rosters so that they can be distributed to TCs by June 1st. **GOAL:** All rosters completed and distributed with liaisons included by 6/15/16

J. LIAISON / SPECIAL ACTIVITIES COORDINATOR (Traylor – Absent- No report at this time)

- TAC Inter-society Liaisons - Annual Reports
- Explore ways to better optimize RAC – TC interface – **MBO #2.3**
RAC Forum #3 – Is the ASHRAE Research Process Efficient? 6/29, Room 206, 11am
- Standing committee liaisons to TCs – Tips and Suggestions for speaking time at breakfast
- New & On-going Referrals - TC/TG/TRG Assignments or Reassignments?
All on-going referrals from Members Council are now closed and so far no new referrals yet have been submitted and assigned to TAC for action.

K. TRAINING COORDINATOR (Gage)

- TC/TG/TRG Chair's Training Workshop plans for Atlanta - Track and Encourage Attendance
The topic for TC Chair training is ASHRAE Tools and covers items such as the Master Calendar, the e-mail Alias list, forms available on-line, and the new TC Training webpage. The training was first presented on June 12, 2015 as a webinar, and was recorded and will be added to the TC Training webpage.

The Training will be repeated Sunday morning at the time and place noted above. Section Heads are asked to encourage their chairs to attend if they were unable to participate in the webinar.

- New Training web page
A new page has been developed for the Technical Committee home page and implemented by ASHRAE staff. The page is dedicated to TC training modules and information. Besides TAC-developed training modules, links to existing training information from other Standing Committees have also been included. The intent is to have a centralized resource to locate all training information designed to help TCs operate successfully.
- Leadership "How to" Training Modules – TAC June Webinar – MBO # 1.8
Links to two webinars (ASHRAE Budgets/Financial Statements and Conducting Effective Meetings) were sent by ASHRAE staff to TAC members for their information. The webinars were also reviewed for their potential useful to TC Chairs. It was determined that while the Budget webinar was better targeted to ASHRAE leadership, there were aspects of the Effective Meetings webinar which might be useful. A presentation on this topic is under development for the TC Chair audience.
- TAC New Member Training – Early August Web meeting?
Training for in-coming TAC members will be scheduled in August. A poll will be sent out to identify a convenient date. A recorded webinar is available which explains how to use the Dashboard Tool. (<https://www.ashrae.org/File%20Library/docLib/Committees/TAC/TAC-Dashboard.aspx>)

Section Heads who are rolling off in July should send their last complete Dashboard Folder to Mike Vaughn for distribution to the appropriate in-coming Section Head. In addition, they should complete the information on the Awards worksheet and tally the award points for the winter and

summer meetings to identify the outstanding TC.

Please note: send the folder with all the workbooks inside. Do not send the workbooks separately as this will break the link between the activity forms and the Dashboard workbook.

- e) Additional TC Training Needs – No additional training at this time.

L. MTG SECTION HEAD (Luther– Absent- No report at this time)

- a) Status of MTGs
1. MTG.BD – Building Dampness
 2. MTG.BIM – Building Information Modeling
 3. MTG.CCDG – Cold Climate Design Guide Development
 4. MTG.ET – Energy Targets - Scope Clarification Change? – AI #10 W14
 5. MTG.HCDG – Hot Climate Design Guide Development – This roster only includes a chair.
 6. MTG.LowGWP – Alternative Lower Global Warming Potential Refrigerants
 7. MTG.O&MIEE – Operations and Maintenance Activities that Impact Energy Efficiency
- b) Other MTG Related Issues – MBO # 1.4
1. Create a streamlined communication path for MTGs – MBO # 1.3, AI #13 F14
- c) Proposed New MTGs
1. MTG.ISPAQE – Indoor Swimming Pool Air Quality and Evaporation - TC 8.10

It was moved and seconded that,

- (4) the formation of a new multidisciplinary task group, MTG.ISPAQE be approved. The title and scope of MTG.ISPAQE is shown below:

MTG.ISPAQE – Indoor Swimming Pool Air Quality and Evaporation

Scope: MTG.ISPAQE will coordinate the research project which will assess/identify the factors affecting air quality problems at indoor swimming pools including: air handling/ air distribution system design and operation; water quality/water chemistry; pool water treatment operation and maintenance; pool types(flat water, agitated water, hot water); bather load; and evaporation rates of indoor pools to recommend changes to the ASHRAE 62.1 ventilation rate and update the evaporation formula in the HVAC Applications ASHRAE Handbook .

This task force will have a direct impact on the activities of the 62.1 technical committees, TC 8.10 (Mechanical Dehumidification Equipment and Heat Pipes) and TC 9.8 (Large Building Air-Conditioning Applications) as well as the CDC sponsored Model Aquatic Health Code (MAHC) code for design and operation of indoor pools.

MOTION #4 PASSED: 12-0-0, CNV

2. MTG.OBB – Occupant Behavior in Buildings – No submission at this time
3. MTG.IAST - Impact of ASHRAE Standards & Technology – Working to narrow the scope of this proposed MTG. A submission will be made at a later date.

It was approved and seconded that,

- (5) the formation of a new multidisciplinary task group, MTG.ASEC be approved. The title and scope of MTG.ASEC is shown below:

MTG.ASEC – Avoided Source Energy Consumption Due to Waste Heat Recovery and Heat Pump Technologies

Scope: MTG.ASEC will coordinate development of credible quantification methodologies of the avoided electric power generation and/or primary energy consumptions resulting from the application of heat pump and waste energy recovery technologies. Responsibilities of the MTG include the development of research and/or tool needs and development of technical programs.

Ability to quantify avoided source energy reduction or recovery potentially impacts any building efficiency analysis. This MTG have a potential to significantly impact a number of other TCs including 1.5, 2.5, 2.8, 4.7, 5.5, 6.2, 6.8, 6.9, 7.4, 7.6, 8.7, 8.11 and potentially more. Efforts have been made to interface with all of these TCs to discuss the potential development in this MTG.

MOTION #5 PASSED: 12-0-0, CNV

M. SUNDAY's SECTION MEETINGS/BREAKFAST AND REMINDERS (Adams)

A summary of the below information items is included as **ATTACHMENT B**.

- a) Liaison Speaking Guidelines
- b) Section Head Meetings Sunday A.M. – Finalize draft agenda
- c) Potential Reminders
 1. Discuss and confirm that TGs and TRGs in section will continue in 15-16 Society Year
 2. 15-16 Rosters Access & Distribution
 3. TC/TG/TRG Chair's Training Workshop Reminder
 4. RAC Forum #3 – Is the ASHRAE Research Process Efficient? Monday, Room 206, 11 am
 5. PMS Chair training at RAC's Research Subcommittee Chair's Breakfast – Monday AM
 6. Location of Section Head Mailboxes at this Society meeting
 7. Useful TC/TG/TRG Chair Information on ASHRAE website
 8. 2015-2016 Hightower Award & Service to ASHRAE Research Award Nominations
 9. New MTGs that have been formed - MTG.O&MIEE – New TC 1.13 (Optimization)
 10. Employment Discipline added to ASHRAE BIO Online Input Form
 11. E&P Beta Test #8 TC meetings being held in Atlanta
 12. Provide list of qualified volunteers from each TC in section that are potential Technical Session chairs and reviewers of session papers that are related to TC scope for use by CEC
 13. CEC proposed or recently implemented technical program changes - Society Meeting Technical Program Information and Due dates
 14. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)
 15. New Easier to Use Standard Website Template in Development
 16. Standard 203-2014, *Method of Test for Determining Heat Gain of Office Equipment Used in Buildings*, now available for use and reference.
 17. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings
 18. Thank You Letters to Employers
 19. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings
 20. Upcoming Program Submission Dates
 21. Thank retiring TC/TG/TRG chairs in section
 22. Updates and Changes to TC MOP
 23. Request for each technical committee to briefly review ASHRAE Code of Ethics at start of TC meeting
 24. New TAC Presentation template for TC members to use with local Chapter

- 25. Coming Soon! - New TC E-mail Position Aliases for 15-16 Society year
- 26. New TC Activity Form
- 27. New dedicated TC training web page
- 28. TC Master Calendar – Now Available through Google
- 29. Upcoming Workshops and Conferences
- 30.

N. STAFF REPORT

Feasibility of using SharePoint or Basecamp as TAC and possibly TC committee productivity tool – **AI# 14 F14**

O. SECTION HEAD REPORTS

- a) Updates on any Special Assignments assigned to TCs in section
- b) Effectiveness of New TC activity reporting tool - MBO #1.1
- c) Improve TC Websites – Status of Websites in Section - MBO #1.2
 - 1. TCs that have not yet updated to the new ASHRAE Logo on their TC website:
 - 2. TCs that have no logo on their website:
 - 3. TCs with no website: TC 1.7 experienced issues with their website
- d) Proposed New TC/TG/TRGs, or Merges, or Disbands
 - 1. None Proposed
 - 2. Other TCs with low membership (1.2, 1.5, 1.6, 1.8, 5.11, and 10.2)
Based on updates for the 2015-2016 Society year, TC 7.4 (Integrated Building design) does not meet the minimum number of required voting members (6). They currently have 3 voting members out of 24 committee members.

Other TCs that only meet the minimum requirement of six voting members are as follows:

<u>Technical Committee</u>	<u># Voting Members</u>
TC 1.2 (Instruments and Measurements)	6
TC 1.13 (Optimization)	6
TC 4.5 (Fenestration)	6
TC 5.4 (Industrial Process Air Cleaning)	6
TC 5.7 (Evaporative Cooling)	6
TC 5.8 (Industrial Ventilation Systems)	6
TC 9.3 (Transportation Air Conditioning)	6
TC 9.4 (Justice Facilities)	6
TC 9.7 (Educational Facilities)	6

Also, after several messages to TRG 4 (Indoor Air Quality Procedure Development) and TC 9.4 (Justice Facilities), their roster update forms remain outstanding. In addition, TRG 4 currently has only 1 voting member.

- e) Proposed Name and Scope Changes
 - 1. TC 5.2 (Duct Design) – No changes at this time. Due to controversial feedback on the changes submitted, TC 5.2 was asked to work with other TCs and members to come up with an acceptable alternate.

It was moved and seconded that,

- (6) the title and scope to TC 10.5, Refrigerated Distribution and Storage Facilities be revised with the following changes.

Title: ~~Technical Committee 10.5, Refrigerated Distribution~~ Processing and Storage Facilities

Scope: TC 10.5 is concerned with the application of ~~standard and special refrigeration for processing, handling and storage of foods and beverages, in both public and private operations, packaged and customized refrigeration systems for the industrial processing, packaging and storage of foods, beverages and other products.~~ This involves the design of the food refrigeration process, warehouse structure, the insulation system, the handling methods and the recommended environment for commodity storage. scope excludes all refrigerated storage facilities less than 3,000 ft² and systems used in the transport of refrigerated products.

MOTION #6 PASSED: 10-0-0, CNV

- f) Discuss and Affirm TGs, TRGs, and MTGs that will continue in 15-16 Society Year
- g) Other Problems & Issues for TAC action or information?
TC 9.12 foresee a scope change in the future.
- 1. E&P Meeting Feedback from Atlanta (TCs 1.5, 2.2, 4.2, 6.8, 7.9, 8.4, 8.8, 9.2, and 10.2)

P. UNFINISHED BUSINESS

No unfinished business to discuss at this time

Q. NEW BUSINESS (Lawrence)

- a) Thank Chair and members rolling-off TAC (Adams, Sobieski, Duda, and Werman)
- b) Introduce new members of TAC (Phillips, Wessel, Meredith, and Gowri)
- c) Assign Mentors for new members
- d) Review FY 15-16 TAC MBOs – Attachment C
- e) Review new assignments & positions for TAC members
- f) Fall Meeting 2015? – Electronic meeting format – Preferred dates for quorum? – Must meet before TechC meets on 10/19/15 – Poll for availability in August?

R. REVIEW NEW ACTION ITEMS

Mr. Lawrence reviewed the action items with the committee and staff will distribute to TAC.

ADJOURN

TAC 2015 Annual Meeting adjourned at 9:51 am., Wednesday, July 1, 2015

Technical Activities Committee MBOs 2014 - 2015

Eric Adams, Chair

6/1/2015

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
1.0 Internal Management								
1.1	Monitor use and evaluate effectiveness of new TC activity reporting tool	On-going – New tool works well! Need better participation by ALL Section Heads	June 30, 2015	TC Section Heads	1.6, 4.8	Tracking TC activity more closely will allow us to spot trends & problems, take action, and accelerate effective technology transfer & increase participation	Efficiency	NA
1.2	Ensure that TC web sites are current and useful. Performance target: 85% of TC web sites are current as of 2014 AM	On-going – New standard website template being developed will cut workload on webmasters	June 30, 2015	TC Section Heads	1.6, 4.8	Up-to-date and content filled TC websites will help to increase volunteer participation both within and outside North America	Externally focused	NA
1.3	Create a streamlined communication path for MTGs	On-going – Plan expected in Atlanta – MTG Section Meeting prior to each Society Via web meeting a possibility	January 1, 2015	MTG Section Head & staff		Increased information flow. MTGs currently do not have a defined method for obtaining organizational information from the society. Since the information packet is different than that of a TC, a breakfast meeting may not be appropriate. However some communication vehicle needs to be developed.	Efficiency	Minor
1.4	Re-align assignments of TAC members to accommodate importance of MTGs	Complete – New MTG Section Head Pos. Created	January 1, 2015	Chair		Remove special assignments from MTG section head; assign to Liaison coordinator; modify / suggest changes to procedures as needed	Efficiency / Increased importance of interdisciplinary work	NA
1.5	Together with staff, define further improvements to the Roster Update process	On-going - Good progress made. Beta test of online tool next step.	January 15, 2015	Roster Coordinator & Staff	4.8	Annual updates to TC rosters is a major obstacle to increased volunteer participation due to complex rules, tools, and time commitment.	Efficiency	Potential development cost; \$50k

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
1.0 Internal Management								
1.6	Give Top TC award in each section	Complete	January 15, 2015	TC Section Heads	4.8	Friendly competition between the TCs of each section may help to insure more participation. New Section Head Dashboard Tool gives the ability to emphasize different aspects of TC operation and increase awareness of gaps in TC performance	Efficiency	?
1.7	Develop plan for residential position within TechC & TAC	On-going	June 30, 2015	Chair & Staff	INITIATIVE 5: ASHRAE's Role in the Residential Sector	Define direction for residential MTGs or TCs within TAC with the understanding that the one residentially focused TC recently voted to disband. Waiting to see if Residential Standing Committee will be formed	Externally focused	
1.8 TechC #8	Implement PEC Leadership training on Finance and Effective meetings	Complete	June 30, 2015	Training Coord. & TC Section Heads		PEC has developed modules in these two areas	Efficiency	
2.0 External Relationships								
2.1	YEA Mixer at Winter meetings	Closed by mutual agreement with YEA	January 15, 2015	Vice Chair	4.8	Events that bring TC and YEA members together will help to encourage greater volunteer participation at the TC level. – Looking for new ways to jointly reach grassroots YEA members that don't attending Society meetings	Outreach to Chapters; membership involvement	\$5,000

2.2	Develop plan for chapter outreach to communicate role of TCs & how to get involved	On-going	June 30, 2015	Vice Chair & Spec. Act. / Liaison Coord. & Cooper	4.8	Work with CTTC to brainstorm simple implementable 5 minute segments to encourage member involvement with TCs	Chapter Outreach	Minor
Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
2.0	External Relationships							
2.3	Implement TAC / RAC / Std's / CEC co-ordination meeting Saturday 7 AM at Society meetings	On-going	January 24, 2015	Spec. Act. / Liaison Coord.	4.8	Improved coordination needed with all committees. Has successfully worked with CEC in providing valuable feedback. Invited YEA to Atlanta meeting	Efficiency	
2.4	Increase the number and visibility of E&P meetings	On-Going	June 30, 2015	Vice Chair & Spec. Act. / Liaison Coord. & TC Section Heads		Create better visibility into E&P meetings by the society. Approx. 10% of TCs using this capability now	Maximize opportunities for member involvement in Society Activities	

ATTACHMENT B

Announcements and Reminders for TC/TG/TRG & MTG Chairs
ATLANTA 2015A. **NEW!**

1. **PCM Process** - The process for adding new PCMs to TC rosters and notifying all affected parties has now been automated through the ASHRAE website. Potential new TC members now just need to click on the **JOIN A TC** button at the top of the TC page (www.ashrae.org/tcs) on the ASHRAE website to get started.
2. **New Easier to Use Standard Website Template in Development** - We are working with the Society's Electronic Communication Committee (ECC), staff, and a consultant to modernize and streamline the template for TC websites. This will include WIZYWIG editing, automatic rosters and simplified document uploading. There will be no more HTML editing. We have a preliminary design and will be working with several volunteer beta testers from various TCs to finalize the design and operation. Anticipate release sometime in the fall of 2015.
3. **Coming Soon! - New TC E-mail Position Aliases for 15-16 Society Year** - We are in the process of creating new position e-mail alias addresses for each of the remaining mandatory positions of the Technical Committee management team (Secretary, Standards Sub. Chair, Program Sub. Chair, Handbook Sub. Chair, and Webmaster). The process will take 4-6 weeks. In the meantime, we ask that you review your membership profile to ensure that your email address is up-to-date. Your profile can be accessed by logging onto the "Member's Only" section at www.ashrae.org. The 15-16 E-mail Alias list will then be distributed to the TCs once this work is complete.
4. **RAC Prioritizing Research Topics Related to the Residential Sector**
Starting in the 2015-2016, RAC will be prioritizing for bid accepted research topics that support Goal #3 below from the Research Strategic Plan.

Goal #3: *To reduce significantly the energy consumption for HVAC&R, water heating and lighting in existing homes.*

B. **AT THIS MEETING**1. **On-Site Training**

- i. **TC/TG/TRG Chair's Training Workshop Reminder** - Sunday June 28, 9:45-10:45 AM in Salon C Room (2nd floor) in the Atlanta Hilton Hotel. This session will be a repeat of the same content that was presented in a 6/12 via a webinar for individuals that could not make this webinar. As with the Breakfast meeting, both the Chair and Vice-Chair are expected to attend if they did not attend the webinar; attendance will be tracked so that we can assess who has been trained. Bring questions - if you need an answer, it's quite likely others also need the same answer. We are also interested in hearing your feedback if you attended the webinar also. The main focus of this particular workshop will be on ASHRAE Tools for TCs.
- ii. **RAC's Research Subcommittee Chair's Breakfast** - Monday, 6/29, 6:30 AM
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. The training portion of this meeting will focus on the duties and responsibilities of Project Monitoring Subcommittee (PMSC) Chair. After the meeting, RAC plans to record this training presentation and post to the ASHRAE website as a new training webinar that current and new PMSC chairs can access at any time.

iii. TC Program Subcommittee Chair Training in Atlanta - Tuesday, 6/30, 11:15AM – Noon, Room 315, (3rd Floor) Atlanta Hilton Hotel. *Don't complain about the meeting program and your TC's submissions if you have not been to training.*

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.

2. RAC Forum #3 – Is the ASHRAE Research Process Efficient?

Do you have a good idea for how the ASHRAE Research Program and its current processes could be improved? If so, members of the ASHRAE Research Administration Committee (RAC) would very much like to talk to you more about your idea in Atlanta at the forum below.

Monday, June 29

11:00 A.M. to 12:00 PM

Forum 3 – Is the ASHRAE Research Process Efficient
206/207 Room – 2nd Floor – Atlanta Hilton Hotel

3. Location of Section Head Mailboxes at this Society meeting & Free Wi-Fi Access at this Society meeting - Mailboxes are located just outside ASHRAE Headquarters Office (208/209 – 2nd Floor – Atlanta Hilton Hotel).

Also, Internet access and computers for e-mail are available in the Cyber Café located in the registration area during operating hours. Please be considerate to others and limit your usage to five minutes.

Internet is also available complimentary in your sleeping room in the Hilton.

Wireless internet will be available in all meeting rooms at the Hilton. ASHRAE will be working with the internet provider to manage the bandwidth so that member expectations of accessibility and speed are fulfilled. We would like to request that everyone limit their usage to functions that do not use excessive bandwidth. Applications such as Facebook, YouTube, streaming video, etc. use excessive bandwidth. Access code is ASHRAE2015 and the code is case sensitive.

4. Retiring TC/TG/TRG Chair Certificates - TC chairs that are completing their terms as chair at this Society meeting will be presented with a certificate of appreciation. Please coordinate with your Section Head as to when and where at the meeting you would like to be presented with the certificate (Section meeting or TC meeting)

- 5. E&P Beta Test #8 TC meetings being Held in Atlanta** - The 8th beta test of Electronic and Present (E&P) meetings, which allows some TC members to participate in the TC meeting from a remote location electronically, will occur in Atlanta and the following ten TCs have agreed to participate in this test: TC 1.5, TC 2.2, TC 4.2 (RP-1561 & RP-1699 PMSC), TC 5.8, TC 6.8, TC 7.9, TC 8.4, TC 8.8, TC 9.2, TC 10.2
The chairs of those TCs participating should provide to their Section Head feedback on their E&P meeting experience before TAC meets on Wednesday morning, 7/1.

C. **UPCOMING DEADLINES**

- 1. Thank You Letters to Employers** - ASHRAE President – Thomas Phoenix – has offered to send letters to the employers of TC volunteers this year thanking them for supporting their employee's service on an ASHRAE TC during Society year 2014-2015. If requested by the volunteer, the letter will be sent to his/her employer by the end of July or early August and the volunteer will receive a copy.

Please let your committee members know that they will be receiving an email about employer thank you letters in early July with details on how to request a thank you letter.

- 2. 2015-2016 Hightower Award Nomination Process and Deadline** - Nominations for the 2015-2016 George B. Hightower Technical Achievement Award are due to you Section Head by September 1, 2015. 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: <http://www.ashrae.org/tcs>
- 3. 2015-2016 Service to ASHRAE Research Award Nomination Process and Deadline** - Nominations for the 2015-2016 Service to ASHRAE Research Award for TC volunteer efforts in research are due to RAC research liaison by September 1, 2015 (new date). Please go to the Research page of the ASHRAE website at the following link under the "Research Grants and Awards" heading: <http://www.ashrae.org/research>
- 4. Seminar and Forum proposals for Orlando are due by Monday, August 10, 2015.**
 Please visit the following site to submit your proposal:
<http://ashraem.confex.com/ashraem/w16/cfp.cgi>
- For more information, go to: www.ashrae.org/orlando.
- 5. CEC requests for Program Tracks** - 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 Las Vegas 2017 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 Atlanta meeting.

D. REMINDERS

- 1. Employment Discipline added to ASHRAE BIO Online Input Form** - A new input field titled Employment Discipline has been added to the ASHRAE online member (BIO) graphical input form and TAC would like ALL TC members to self-declare their employment discipline prior to the start of the new Society year on July 1, 2015 by going to the Members Only section (<https://eweb.ashrae.org/eweb/DynamicPage.aspx?Site=ASHRAE&WebKey=8396a37a-9fc2-4f50-9332-5eebebe73494>) and enter their employment discipline information. The link should take you directly to the screen, which is located under demographics.

Thus far, approximately 30.6% (up 2.6% since Seattle meeting) of TC Members have declared their discipline.

- 2. 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. Option for TC Subcommittee Meetings via Conference Calls and Web Meetings** - More and more TCs are taking advantage of a new Society service that allows TCs to hold subcommittee meetings by phone and/or web. Many TCs are finding this to be a more efficient way for them to conduct subcommittee business and it also allows TC members that can't travel to meetings on a regular basis a way to still contribute to the TC. Such a change can also eliminate potential conflicts with the TC's program sessions at Society meetings. Please pass your conference call/web meeting/webinar requests on to the Manager of Research and Technical Services, Mike Vaughn, at mvaughn@ashrae.org or MORTS@ashrae.net
- 4. Report on TC/TG/TRG websites in Section (SHs need to report to TCs which sites are not up to date.)** - Is your committee website up to date? If not, please ask your webmaster to at least post the latest minutes and the Atlanta 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. This form of communication is critical to the efficient operation of your committee, and for attracting new members.

TAC and the Electronic Communications Committee (ECC) recently posted a webinar recording on how to set-up and maintain a basic TC website using the ASHRAE server and TC website template at the following link:

<http://media.ashrae.biz/webinar/TrainingWebinar.avi>

- 5. Special effort to welcome new members, and visitors (potential members), particularly international members, to TC meetings** - 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.

- 6. 15-16 Rosters Access & Distribution** - Remember, the current 2014-2015 roster for your TC, TG or MTG is in effect until after the June meeting this year – through Wednesday, July 1st.

By now, each TC, TG and MTG chair should have received a PDF & MS-Excel file of their new 2015-2016 roster from their Section Head for distribution to the committee. In addition, each member can view all of the rosters of their committees on the ASHRAE Website. Go to www.ashrae.org <<http://www.ashrae.org>>, click on the "Membership & Conferences" tab in the header, click on "My Membership" text in the left sidebar, and log in (if you have not logged in lately, you might need to set up a new username and password). Click on the "Update Your Bio / View or Edit Your Profile" link. Now, you should see your current "bio info". Click on "Committees" on the left sidebar; all of the committees you are a member of will appear. Click on the "blue" roster text at the left hand side of a committee to reveal the roster with linked contact information. Make sure everyone on your committee also knows how to access the roster.

The Provisional Corresponding Member (PCM) position is a relatively new position on TC/TG/TRG rosters. This position allows potential new members to be added by staff to the committee roster any time a request for membership is made by an individual. The position has a 2-year term on the committee. Staff will notify the chair and reissue a new roster to the committee chair any time a provisional member is added. The TC/TG/TRG chair has the option each year during the regular roster update process to convert provisional CMs that have been active participants on the committee the past year into regular CMs or voting members or drop them. If no action is taken, they will time expire from the roster and be removed by staff.

- 7. 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: <http://www.ashrae.org/tcs>

The TC/TG/TRG Manual of Procedures (MOP) has been revised to include a new committee type, Multidisciplinary Task Groups (MTGs). MTGs are different from TCs, TGs, and TRGs. The objective of the MTG is to first try to better coordinate and focus the activities of the affiliated TC and non-TC groups (EHC, REF, SSPCs, outside groups, etc.) that make-up the MTG on the task for which the MTG was created without duplicating the functions of a TC or TG so that the task can be completed as efficiently as possible. In special cases, MTGs may also be authorized by TAC to assume some TC/TG functions, such as research, if it is deemed necessary to better complete their task assignment.

Since the need, purpose, and progress of each MTG is reassessed and reaffirmed by TAC each year, there are no term limits for the MTG Chair, Vice Chair, Members and Alternates.

- 8. Request for each technical committee to briefly review ASHRAE Code of Ethics at start of TC meeting** - See the following link for the latest version of the ASHRAE Code of Ethics: <https://www.ashrae.org/about-ashrae/>

E. RECENT ANNOUNCEMENTS

1. Outstanding TC Award - TAC will continue in the 2015-2016 Society year with the new Outstanding Technical Committee Award. The purpose of the award is to recognize, annually, a single Technical Committee within each TC Section that has the highest measured performance based on a set of weighted criteria as compared to other TCs within that same Section. The goal of this award is to reward TCs for the behaviors and activities that further the goals of TAC and exhibit excellence in the operation of a technical committee. The criterion used is a point system with values assigned to various metrics and activities, which are collected through an updated TC activity form. The award will serve to heighten TC Chair and committee member awareness of what activities are valued to encourage improved performance, and foster friendly competition between TCs within a Section.

2. Recent MTGs that have been formed - TAC approved the formation of the following new Multidisciplinary Task Group (MTG):
MTG.O&MEE – Operations and Maintenance Activities That Impact Energy Efficiency
Scope: MTG.O&MEE will coordinate TC/TG/TRG activities to help support the application of ASHRAE guidelines, Standards and other technical resources to support regulatory bodies, utilities, building owners and others who are attempting to enhance efficiency of existing buildings. Responsibilities include suggestions for research, development and presentation of technical programs of all types on maintenance and its impact on energy consumption and efficiency. It will be especially involved with interactions with those who are introducing and evaluating strategies for building efficiency enhancements.

For more information on this MTG and the six other active MTGs, please go to the MTG section on the following web page: <http://www.ashrae.org/tcs>

If your TC would like to have a voting representative on a particular MTG, please contact the ASHRAE Manager of Research and Technical Services, Mike Vaughn, at MORTS@ashrae.net.

3. Standard 203-2014 now available for use and reference - Standard 203-2014, Method of Test for Determining Heat Gain of Office Equipment Used in Buildings, is published. The Chair of SPC 203, Glenn Friedman, would like to make other project committee chairs aware of it and possibly reference it in other standards. For questions please contact Glenn Friedman, gfriedman@taylor-engineering.com, (510) 263-1542 direct, (510) 220-5895 mobile.”

4. Recent updates to the TC MOP (Manual of Procedures) - Part 4 – Meetings of the Manual of Procedures (MOP) for ASHRAE technical committees (TCs/TGs/MTGs/TRGs) has been revised to clarify that attendance at technical committee meetings and subcommittee meetings must be open, except as allowed for by executive session procedures, and that an interim meeting is allowed with proper notification.

Section and 2.5.1.4 (1) has been amended to allow one Voting Member non-quorum to count towards the minimum number of voting members in Section 2.5.1.1, which is currently 6 voting members.

Section 5.1.2 has been amended to clarify how quorum is established for TCs with only six members and some designated a Member Non Quorum.

See the following link for the latest version of the TC MOP <http://www.ashrae.org/tcs>

- 5. TC Activity Form** - TAC has developed a new TC activity form that they would like all TCs to use at this meeting to report to their section head. This form can be downloaded from the Technical Committee webpage under the "TC Forms and Documents" page - <https://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.
- 6. TAC Presentation template for TC members to use with local Chapter** - The new presentation template allows TC members, without a lot of effort, to give a presentation to their local chapter on TAC and the TCs in general and to also customize a few slides with information specific to their own TC or TCs. The template is posted now on the Technical Committee page of the ASHRAE website for download.
- 7. 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
- http://dl.google.com/googlecalendarsync/GoogleCalendarSync_Installer.exe
- 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:

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.

F. UPCOMING ASHRAE CONFERENCES

1. Program Focus at Atlanta Annual Conference - The Atlanta Conference Technical Program addresses broad topics in the application of technology to practice, specific applications in hydronic heating systems, variable refrigerant flow systems, O&M and indoor environmental quality, as well as new reports on research taking place worldwide. Specific program tracks are as follows:

- Building Operation, Maintenance, and Optimization/Commissioning Track
- High Performance Building Track
- HVAC&R Fundamentals and Applications Track
- HVAC&R Systems and Equipment Track
- Indoor Air Quality Track
- Laboratories Track
- Modeling throughout the Building Life Cycle Track
- Moving Advanced Energy Design Guidance to Mainstream Track
- Refrigeration Track
- Research Summit Track

The Atlanta conference will also host the third annual ASHRAE Research Summit, which will present innovations in HVAC&R research with particular emphasis on high performance building design and its role in a clean energy economy, and brings together researchers to present and discuss the latest research. Researchers will present papers, seminars and forums or participate in panel discussions. Also, highlights on ongoing ASHRAE funded research will be presented.

2. Orlando Meeting - January 23 - 27, 2016

- Orlando Seminar and Forum Session Proposals are due August 10, 2015
- Revised conference papers / Final Technical Papers due August 21, 2015
- Conf. and Tech. Paper Final Accept/Reject Notifications sent August 28, 2015
- Seminar, Forum, Workshop Accept/Reject Notifications sent September 11, 2015
- All presentation files (PPT) due online – January 4, 2016
- Conference Website: <http://www.ashrae.org/orlando/>

3. St. Louis Meeting - June 25 – June 29, 2016

- St. Louis Conference Paper Abstracts Due are due September 14, 2015
- Technical Papers initial drafts due September 14, 2015
- Conference Paper Abstract Accept/Reject Notifications sent October 5, 2015
- Website Opens for Seminar, Forum and Workshop Proposals on January 4, 2016
- Final Conference Papers Submitted for Review due January 4, 2016
- Conference Website: <http://www.ashrae.org/stlouis/>
- Conference Program Chair: Tom Kuehn Email: kuehn001@umn.edu

Program Focus at St. Louis Annual Conference

- i. Track 1: Advances in Refrigeration Systems and Alternative Refrigerants**
Track Chair: Frank Schambach
Email: frankschambach@mindspring.com
This track seeks papers and programs that explore the wide range of refrigeration systems under development with special emphasis on the use of alternative refrigerants in vapor compression machines to address environmental concerns.
- ii. Track 2: Research Summit**
Track Chair: Jeffrey Spitler
Email: spitler@okstate.edu
The fourth annual Research Summit seeks papers that report results on any aspect of ASHRAE-related research including heating, cooling, ventilation, other energy uses in the engineered environment and associated environmental aspects.
- iii. Track 3: Fundamentals and Application**
Track Chair: David E. Claridge
Email: dclaridge@tamu.edu
Fundamental information and applications of fundamentals related to all aspects of HVAC&R are welcome. This can range from psychrometric properties and processes to combustion, controls, HVAC system and envelope fundamentals and beyond.
- iv. Track 4: HVAC Systems and Equipment**
Track Chair: Alan Neely
Email: alan_neely@pghcorning.com
This track will include presentations on best practices to implement traditional, non-traditional, and hybrid approaches to achieve successful HVAC&R systems design. Objectives include high performance systems and equipment, LEED certified designs and sustainable buildings.
- v. Track 5: Smart Building Systems/Remote Monitoring and Diagnostics**
Track Chair: Samir Traboulsi
Email: traboulsi.samir@gmail.com
Smart buildings address HVAC&R equipment operation (chiller sequencing, soft start), integration into complete systems and can potentially interface with multiple building complexes and micro grid operation. This track includes papers on advanced communication protocols, system integration, BMS tools, data management and analysis.
- vi. Track 6: Indoor Environment: Health, Comfort, Productivity**
Track Chair: Dennis Alejandro
Email: denzjac@yahoo.com
Buildings and other enclosed spaces are increasingly required to provide safe, healthy environments in an energy efficient manner. Papers in this track will review the balance between environmental health and energy efficiency in buildings and help define future education, policy and research directions.

vii. Track 7: Professional Skills Beyond Engineering

Track Chair: Rachel Romero

Email: rachel.romero@nrel.gov

This track seeks to ensure professional skills are being developed and maintained beyond engineering essentials. Emphasis will be placed on meeting the professional development and business needs of today and converting them into the building blocks of tomorrow's success.

viii. Track 8: Renewable Energy Systems and Net Zero Buildings

Track Chair: Kevin Gallen

Email: kevin@gallenengineering.com

Wind, hydroelectric and solar are just a few of the alternative and/or renewable energy sources that are being used in HVAC design as we strive for Net-zero and high efficiency buildings. This track will address recent advances in alternative energy systems and equipment and new design strategies for achieving Net-zero buildings.

G. UPCOMING WORKSHOPS AND CONFERENCES**1. 2015**

- i. ISHVAC-COBEE 2015: 9th International Symposium on Heating, Ventilation and Air Conditioning (ISHVAC) and 3rd Conference on Building Energy and Environment (COBEE) - July 12 – 15, 2015 - Tianjin, CHINA – Contact: <http://www.cobee.org/>
- ii. ICR2015 (24th IIR International Congress of Refrigeration) - August 16 – 22, 2015 - Yokohama, JAPAN – Contact: <http://www.icr2015.org/index.html>
- iii. Cold Climate 2015 - October 20 – 23, 2015 - Dalian, CHINA – Contact: <http://www.coldclimate2015.org/>
- iv. 11th International Conference on Industrial Ventilation - October 26 – 28, 2015 - Shanghai, CHINA – Contact: <http://www.ventilation2015.org/>
- v. IBPSA 2015 (14th International Conference of the International Building Simulation Conference) – December 7 – 9, 2015 - Hyderabad, INDIA – Contact: <http://www.bs2015.in/>

2. 2016

- i. International Air-Conditioning, Heating, Refrigerating Exposition (AHR Expo) – 2016 - January 25 – 27, 2016 - Orlando, FL – Contact: <http://www.ahrexpo.com/>
- ii. CLIMA 2016 - May 22 – 25, 2016 - Aalborg, DENMARK – Contact: <http://www.clima2016.org/welcome.aspx>
- iii. IAQVEC 2016 (9th International Conference on Indoor Air Quality Ventilation & Energy Conservation in Buildings) – Oct. 17 – 19, 2016 - Seoul, SOUTH KOREA – Contact: <http://iaqvec2016.org/>

Technical Activities Committee MBOs 2015-2016

ATTACHMENT C

Tom Lawrence, Chair

6/25/2015, Modifications carry over from 2014-2015 Rev 30-June-2015

Item #	MBO	Status	Date Due	Assigned To	Applicable Strategy #	MBO Comments	Strategic Direction Specific Comments	Fiscal Impact
1.0 Internal Management								
1.1	Monitor use and evaluate effectiveness of new TC activity reporting tool	On-going – New tool works well! Need better participation by ALL Section Heads	January 2016	TC Section Heads	1.6, 4.8	Tracking TC activity more closely will allow us to spot trends & problems, take action, and accelerate effective technology transfer & increase participation Perhaps investigate potential alternative methods than the spreadsheet?	Efficiency	NA
1.2	Ensure that TC web sites are current and useful. Performance target: 85% of TC web sites are current as of 2014 AM	On-going – New standard website template being developed will cut workload on webmasters	June 30, 2016	TC Section Heads	1.6, 4.8	Up-to-date and content filled TC websites will help to increase volunteer participation both within and outside North America Website update tool is being beta tested Fall 2015, rollout ~January 2016	Externally focused	NA
1.3	Create a streamlined communication path for MTGs	On-going – Plan expected in Atlanta – MTG Section Meeting prior to each Society Via web meeting a possibility	June 30, 2016	MTG Section Head & staff		Increased information flow. MTGs currently do not have a defined method for obtaining organizational information from the society. Since the information packet is different than that of a TC, a breakfast meeting may not be appropriate. However some communication vehicle needs to be developed.	Efficiency	Minor

1.5	Together with staff, define further improvements to the Roster Update process	On-going - Good progress made. Beta test of online tool next step.	January 15, 2016	Roster Coordinator & Staff	4.8	Annual updates to TC rosters is a major obstacle to increased volunteer participation due to complex rules, tools, and time commitment.	Efficiency	Potential development cost; \$50k
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