



**AGENDA - ASHRAE MEETING - Chicago**  
**TC 2.3 - Gaseous Air Contaminants/Removal Equipment**  
**TC Meeting**

Tuesday (1/23/18), 1:00 pm - 3:30 pm  
Palmer House Hilton - Spire

**1. Call to order.**

- a. *ASHRAE Code of Ethics*
  - i. The ASHRAE Code of Ethics is to be adhered to by those doing ASHRAE business whether or not they are an ASHRAE member. The Code of Ethics can be reviewed at the below link.
  - ii. <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>
- b. *Introduction of guests and members.*
- c. *Determination of Quorum.*
  - i. *Voting Members for this meeting: Charlene Bayer, Paula Levasseur, Sanjeev Hingorani, Kathleen Owen, Peter Freeman(NQM), Scott Sherwood, Chris Muller, Marwa Zaatari, Nick Agopian, Daniel Haas, Marilyn Listvan, Ashish Mathur, Brian Krafthefer, Paolo Tronville, Kevin Kwong, Chang Seo Lee (NQM)*
    - a. *14 Voting Members 2 NQM*
    - b. *> ½ Voting Members Present (8) (Yes/No)*
- d. *Chair's Report*
- e. *Reporting from ASHRAE liaisons.*

**2. Review and Approval of previous meeting minutes from Long Beach.**

**3. Review of Action Items from Last Meeting**

#	Action Item	Owner	Meeting Initiated	Update at Last Meeting	Status
1	Workshop on performance rating system summary to be sent out.	Ashish Mathur	Atlanta	No update	Open
2	Collection of TC member bibliography papers for website posting	Marilyn Listvan	Atlanta	3 years LinkedIn page ASHRAE TC2.3 outreach. Still collecting bibliography for TC2.3 website. Please send to Marilyn. Work in progress.	Ongoing
3	Development of a course on gas phase filtration to be part of ASHRAE supported classes and	Paula Levasseur /Brian Krafthefer	Atlanta	Brian to send presentation TC2.4 as an example.	Open



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	sent to chapters. Send the TC 2.4 presentation as an example				
4	Start an email discussion between TC 2.3, TC 2.4 TC 2.9 & SSPC 145 Regarding starting an MTG to see how to use/test devices	Paula Levasseur	Las Vegas	Include 62.1 & EHC along with TC2.9	Open
5	Setup BaseCamp site for TC2.3 Research	Charlene Bayer	Las Vegas	Continue using it	Open
6	Start Twitter account	Marwa Zaatari	Long Beach		Open

#### 4. Subcommittee Reports

- a. *Handbook - Subcommittee Chair -- Brian Krafthefer*
- b. *Membership - Subcommittee Chair -- Matt Middlebrooks*
- c. *Planning - Subcommittee Chair -- Sanjeev Hingorani*
- d. *Professional Development Coordinator -- Barney Burroughs*
- e. *Program - Subcommittee Chair -- KJ Choi*
- f. *Professional Development Coordinator -- Barney Burroughs*
- g. *Publications - Subcommittee Chair -- Marilyn Listvan*
- h. *Research - Subcommittee Chair -- Kathleen Owen*
- i. *Standards - Subcommittee Chair -- Paolo Tronville*
- j. *Website - Subcommittee Chair -- Paula Levasseur*
- k. *SPC145 – Committee Chair – Matt Middlebrook*

#### 5. Report from TC liaisons



- 6. New Business**
- 7. Agenda suggestions for the Summer Meeting in Houston**
- 8. Adjournment**