

ASHRAE TC 2.3 Planning Subcommittee Meeting Minutes (DRAFT)

Tuesday, 25-June, 2019, 6:30 – 8:00 am

Kansas City Convention Center 2208, Kansas City, MO

Call to order and introductions/sign in

Called to order at 6:30am

17 Member signed in out of which 4 were Yea Members

Reviewed Action Items from 2019 ASHRAE Winter meeting @ Atlanta, GA

- Conceptualize a slide presentation on TC2.3 activities for presentation to Chapters. Marilyn with assistance of Kevin and Nick will work on PowerPoint presentation on TC2.3 which can be used to promote interest in TC2.3

Jan 2019 Meeting Update; Keep on list. Important with potential TC changes.

Kathleen has sent slides that she has presented at local Chapter meetings to Paula.

Paula will send to Marilyn, Kevin, and Nick for review.

Paula will check on uploading presentations to the website.

- 62.1 Wayne Thompson 2.9, 2.4 2.3 testing of combination GPC 35. 2.9 forum : remote meeting: Champion to move forward with an RTAR on this subject. Ashish Mathur is submitting a forum through TC2.9 for Next ASHRAE which addresses the combination filter testing. RTAR will be generated after forum

Jan 2019 Meeting Update; Matt wrote a TPS but has not yet submitted.

The RTAR on combination filters will be voted on at TC 2.3 Main on Tuesday.

- Stand-alone room cleaner that combine various technologies: The objective here is to see how to test a room air cleaner with multiple technologies. Tim Johnson (TSI) WG 11 of ISO 142 is working on it. Matt Middlebrooks will lead; Ashish Mathur & Sanjeev Hingorani will assist. WG11 will work with IEC. IEC and ISO after their plenary meeting will create a group and will work on the testing protocol. We will work with them

Jan 2019 Meeting Update: Gemma – Will IEC/ISO work group start gas-phase alongside particulates or will gas-phase come at a later time as a separate part?

IEC has said initially that there would be a joint working group. However, IEC moved forward on their own and left ISO out. ISO has basically withdrawn from this working group. WG11 is at least a year behind IEC.

It would be tough for TC 2.3 to monitor what IEC is doing because IEC is a closed community and joining meetings would be difficult.

It would be better to go through the ISO/TC 142 WG11 in order to monitor IEC.

If WG11 decides to go ahead with producing their own test method then it would be good for TC2.3 to be involved.

Color Code

Red Houston Summer 2018

Blue Winter Atlanta 2019

Green Summer Kansas 2019

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- **TC2.3 Research Roadmap:** Was updated with active projects. Brian Krafthefer volunteered to update the power point presentation he had put together. Powerpoint is not completed but Paula has updated and attached the Research Chart . Kathleen will provide the latest research list to Brian. Brian will update the Roadmap, which will be reviewed by Paula, Charlene, Kathleen & Sanjeev. Brian to send it to Paula to upload to TC2.3 by end of March. **Paula will work on excel sheet for research. All TC2.3 activities Road Map made by Brian was reviewed. We will be updating the power point slide showing all the activities happening in TC2.3 and will also have an excel sheet showing all the ongoing research. They will be reviewed by members and uploaded on the TC2.3 website before the next meeting**

Jan 2019 Meeting Update: Paul will update to the Website

Before every ASHRAE meeting, Paula updates a spreadsheet of every TC 2.3 research project and uploads to the website.

Paula can put Brian's roadmap onto the website. The roadmap needs to be kept up-to-date.

The roadmap is intended to be a forward-looking document; it is not just a list of current research projects.

Kevin will join Brian on this roadmap work.

- **MTG : Health and Wellness in the Built Environment Multi-Disciplinary Task**  
Ashish, Jeff , Christine would like to represents TC2.3 we need one voting member and one as a backup

Jan 2019 Meeting Update: Ashish can attend. We need to vote on this at TC2.3 Main meeting.

Marwa is the Vice Chair for this MTG. Marwa is representing 62.1 Ashish should be able to stay on this MTG as the TC 2.3 representative.

Charlene would like to be on this MTG. **We need to vote on Charlene as the backup TC 2.3 representative for this MTG at the Main TC2.3 meeting.**

Sanjeev will check with Ashish to see if he still wants to be involved in this MTG.

- **Matt proposed a new MTG or GPC to work on Guidelines on how the technologies should be combined primarily for TC2.9, TC2.4 with TC2.3**

Jan 2019 Meeting Update: Still working on it

Matt is still working on this.

- **Publicity of TC2.3**

The twitter account is @ASHRAE\_TC203

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Committee members are encouraged to send tweets related to TC2.3 to MARWA.

Planning members are expected to send one tweet a month.

**LinkedIn outreach page should also be used for publicity**

Jan 2019 Meeting Update: No new update

Paula will send Marwa a link to an ASHRAE research report site. Marwa would be able to pull TC 2.3 related from this website.

42 members in TC 2.3 Outreach LinkedIn page.

Action Item: Marilyn will send invites for the TC 2.3 Outreach LinkedIn page to all TC 2.3 members.

- Open discussion on having virtual meetings instead of meeting in person. Standards meet every other year. Handbook, cut to 1 hour: Virtual standard meeting held prior to Chicago was well attended. After release of the Chapter 46 Handbook might also look at doing a virtual meeting

**Handbook will continue having its 2 hrs in person meeting**

Jan 2019 Meeting Update:

Virtual meetings need to be scheduled early.

Proposed idea of 3-4 weeks before each ASHRAE meeting.

Chairs need to send requests to Mike Vaughn and must provide the attendee invite list.

Currently no training session for Chairing virtual meetings.

Action Item: Paula to create a procedure on virtual meetings and put on website.

Virtual meetings are only meant to bring in a member for in-person meetings (e.g. to meet a quorum).

Paula put a link for ASHRAE's e-meetings on the website. Use this link for in-between web meetings.

Action Item: Sanjeev to ask ASHRAE (Mike?) for a training session on Chairing virtual meetings

There is no Training Available according to Mike

- Matt will submit TC 2.3 membership updates to ASHRAE by the end of Tuesday.  
Matt will update again

New items

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Nick – How do we get TC 2.3 more involved in other committees? Is there a way for this planning committee reach out to other committees?

It is largely individual interactions. ASHRAE has no platform for letting other committees know to contact TC 2.3 for gas-phase expertise.

Nick – We should consider asking ASHRAE to create a platform for promoting committees.

Action Item: Nick will work with Marilyn and Sheila on TC 2.3 outreach.

Nick - MTG-ARG on room volume calculation for steady state concentrations of gaseous air contaminants (air exchange rates). Should we share this with TC 2.3?

Marwa – Not relevant

Matt- From a membership standpoint, do we have all Chair and Vice Chair positions covered in subcommittees? There are some members looking to step away positions.

Paula/Gemma – It is very important to have Vice Chairs on all subcommittees for succession.

Kathleen wants to step away from the Research subcommittee. Paula has agreed to step in to be Chair but would like to have a Vice Chair.

KJ will have a backup for Programs.

Pete Freeman is retiring but would be willing to continuing Chairing Standards since meetings are virtual. He needs a Vice Chair.

## Open Discussion

Marwa – Is there a TC 2.3 representative for ASHRAE's Position Document?

No, there is no representative. Charlene will keep an eye on this. There are only minor revisions being made to this Position Document.

Marwa was concerned because she heard that the work group wants to make heavy modifications to the Position Document.

Charlene and Paula are going to write an emerging issue document on 3D printers. EHC's goal is to have more interaction with the TC's. Charlene is keeping EHC up-to-date on TC 2.3 research topics.

Marwa – New CO<sub>2</sub> Position Document. Working Draft by next meeting. TC 2.3 should drive this Working Draft.

Charlene – Position Documents are not to prescribe something. They are only to give ASHRAE's position on something. It is likely that the Board will not approve this CO<sub>2</sub> Position Document.

Adjourned @ 7:50am

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