

ASHRAE MEETING MINUTES – LAS VEGAS

TC 2.3 Planning Subcommittee Meeting

Tuesday, February 1, 2011

6:30-8:00 a.m.

Las Vegas Hilton, Conference Room 14

1. The meeting was called to order at 6:40 am by Planning Subcommittee Chair Matt Middlebrooks, who noted that the Planning Meeting gives us the opportunity to look at the bigger picture regarding advancing the TC.

Everyone introduced themselves. Present were:

Name

Matt Middlebrooks (Chair)

Nick Agopian

Charlene Bayer

Gemma Kerr

Bill Lull

Kathleen Owen

Brad Stanley

Mark Stutman

2. There is a problem with implementing action items in between meetings. The TC Minutes should contain a summary list of action items with delivery dates. Since most of these items come from the Sub-committees, Sub-committee Chairs should be responsible for sending out reminders about completion (monthly, two weeks before deadline, whatever works for them). Sub-committee Chairs need to be informed that this is expected of them.

The Succession Plan for the Main Committee was discussed. Matt will move to Chair in July, Brad will become Vice Chair, and Charlene will become Secretary. Charlie Seyffer will take over from Marilyn Listvan as Publications Chair. We need to identify new Chairs for Program and Website. It would also be good to have Vice-Chairs for each Sub-committee.

New Voting Members proposed to roll on July 1 are Brian Hafendorfer from Trane, Mick Flom who is a consultant with testing experience, and Paolo Tronville who has been a voting member before. When Mark Stutman was finally rolled on two years ago, ASHRAE only gave him a 2-year term (ending in 2011). We will try to correct this in the upcoming cycle, but if not he will be given another 4-year term starting in 2012.

3. New Business:

- a. Bill Lull made a proposal for a new standard that would be an add-on to Standard 145.2. It would provide guidance for engineers and manufacturers dealing with general IAQ problems in buildings by specifying sets of test gases for 145.2 to use for indoor and outdoor applications. Bill has already prepared the title, purpose and scope for submission to ASHRAE. This proposal should be processed through the Standards Sub-committee.
- b. Matt is concerned about the small number of program sessions awarded to TC 2.3 and how we might improve on this. Conference themes will discontinue starting with the Summer meeting in San Antonio (at the moment they emphasize sustainability and are mostly not helpful). In the past TC 2.3 has focused on forums and seminars. Perhaps we should try to do more conference papers: these are favored by ASHRAE since they provide material for the Transactions, and are easier to submit than technical papers (shorter time line and single-blind review). Action items for the next Planning Meeting are to decide: what TC 2.3-related info do we want to see recorded in conference papers; and what is the most appropriate way to deal with papers within our mandate but which are submitted without any reference to the TC.
- c. The website design is old, and the material posted is not up to date (except for TC Minutes). We need to check whether Erik Kuiper wants to pass on responsibility for the website to someone else. Nick is prepared to take it on when he rolls off as Chair in the summer.

4. Past Topics and Actions

- a. Gemma has prepared abstracts for our two handbook chapters for posting on the website. These were distributed with the meeting Agenda. Everyone was requested to review the abstracts and get back to Gemma with comments by March 1.
- b. Gas phase presentations and tutorials were not discussed due to lack of time.
- c. Nick has some IAQP success stories and would like to present them in a seminar in Montreal
- d. Posting of the survey on barriers to GPAFE was not discussed due to lack of time.
- e. A practical filter installation document for the IAQ Procedure was not discussed due to lack of time.

5. TC 2.3 Five-Year Plan Status

- a. it was noted that TC 2.4 has created a detailed and comprehensive MBO, but is not using it and is not gaining any kudos with ASHRAE for creating it. The TC 2.3 MBO created by Dean is also not being used, and it was concluded that we need to find an alternative way to plan the TC future, particularly needs for new research and standards. Bill and Charlene would like to see all Sub-committee Chairs at future Planning Meetings. It was suggested that the Planning Sub-committee organize a conference call to come up with a plan for the Montreal meeting. Matt will take the lead on this.
6. The meeting was adjourned at 8:00 am.